



**Code
of
Conduct**

of the
**Universidad
Anahuac Mexico
2019**

Code of Conduct of the Universidad Anahuac Mexico

2019



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Statement of reasons



The Universidad Anahuac Mexico encourages the comprehensive instruction process of people and promotes the development of the human being and the society, thanks to a genuine social awareness and a profound human and moral instruction, inspired by the perennial values of Christian humanism. This Code of Conduct has been created to fulfill such purpose, and as a way to make our motto *vince in bono malum* “Defeat evil with good”, come true, taking as a guideline and parameter our approach to eradicate negative attitudes and foster the participatory integration of the University Community.

The objective is to reflect the fundamental principles of the institutional mission and determine the commitments of every Anahuac University Community member. Therefore, conduct guidelines are defined, as well as the procedures and disciplinary sanctions in order to ensure a sound university life, for each member to reach their personal and professional development.

This Code acknowledges that the values promoted by the University must guide the university life among students, faculty, staff, and other Community members. Therefore, it encourages:

- A healthy education environment for the instruction of upright people, encouraging personal and professional growth, leadership, search for the truth and equity.
- An organizational and working climate, based on the respect, dignity, teamwork, collaboration, and active participation from all members of this University.
- A culture of solidarity, commitment, and social responsibility.

The personal behavior -inside and outside the University facilities- of those who are part of the Anahuac University Community, must reflect the principles and values of this Institution. Every member must conduct him or herself with dignity and respect toward the other people and the University. Any action or omission contrary to the above could be considered as a disciplinary breach, as per this regulation.

This Code is the result of a participatory process in which students, faculty, staff, and university authorities have made their contribution in its elaboration

and revision. Students' points of view and concerns were taken into account by socializing the Code draft through the Student Societies Federation (FESAL). The faculty members -both full-time and part-time- were also asked about their experiences and requirements. All relevant remarks and recommendations are considered in the different provisions of this document. Lastly, the Rector's Committee of the University approved it and disseminated it among the Anahuac University Community, in order to fulfill formalities.

The result is an inclusive and updated Code that brings together the respect to the human rights with the maintenance of order and discipline within the Anahuac University Community. The approval process behind it legitimizes it as an instrument that reflects the participation of all of those who are part of the Anahuac University Community.

This Code derogates all the previous regulations of disciplinary nature in the University, becoming the sole normative instrument that will come into force at the time of its publication.

It will be enforced by an Advisory and Disciplinary Commission constituted by distinguished members of the Anahuac University Community and will ensure its appropriate enforcement and promote its continuous improvement.

The ultimate purpose of this Code is to have clarity and certainty about the conduct parameters that the Anahuac University Community members must observe, and contribute to the comprehensive instruction of all its members, who are called to commit to this Code and support its proper implementation.

vince in bono malum

Lomas Anahuac, September 2019.

Glossary



For the purposes of this Code, the following definitions shall be used:

Academic: Person who works teaching and/or carrying out research.

Student: Person accepted to study any program or course at the Universidad Anahuac Mexico, regardless of the level or length of the studies.

Aggression: Act through which the physical or moral integrity of people or institutions is undermined.

Admonition: Call to attention indicating the consequences that may arise from certain attitudes or actions, and the sanctions that may be incurred by those who fail to comply with what is ordered.

Warning: Reprimand.

Area: Administrative and academic department that is not part of any School or Faculty of the Universidad Anahuac Mexico.

Authority: Any person with attributions as a result of his or her position or of the regulations of the Universidad Anahuac Mexico. This term includes professors, both part-time and full-time, tutors, administrative and academic coordinators, directors of Schools, Faculties, and Areas, the Advisory and Disciplinary Commission, the Vice-Rectors, the Rector, and the Rector's Committee.

Public Authority: Units of the federal, state, and municipal governments with attributions in the education field or in anything concerning the operations of the Universidad Anahuac Mexico.

Campus: Physical space where university activities are carried out. This concept includes the North Campus and the South Campus of the Universidad Anahuac Mexico.

Code: Code of Conduct of the Universidad Anahuac Mexico.

Commission: Advisory and Disciplinary Commission of the Universidad Anahuac Mexico.

Committee: Rector's Committee. Collegiate body responsible for guiding academic, operational, and administrative decisions at the Universidad Anahuac Mexico.

Anahuac University Community: Collective constituted by students -regardless of their academic or administrative status-, part-time and full-time professors, researchers, and administrative staff working at the Universidad Anahuac Mexico, both in the North Campus and in the South Campus. Our alumni are also considered as members of the Anahuac University Community, though they are not subject to this Code.

Academic Coordinator: Full-time professor performing academic and administrative supervision functions over the faculty, with specific or acting appointment.

Judgment Criteria: Power that the Directors of Schools and Faculties of the Universidad Anahuac Mexico have to determine that a conduct will not be brought to the Commission's attention and will not be sanctioned.

Director: Person appointed by the university authorities to direct a School, Faculty or administrative area of the Universidad Anahuac Mexico.

Graduate: Person who has completed all academic credits and has obtained the relevant degree.

Academic Status: Academic condition of students enrolled or enrolled at Universidad Anahuac Mexico.

Examination: Academic test to measure or demonstrate learning achievement.

Disciplinary Breach: Any action or omission infringing the rules and principles of the Universidad Anahuac Mexico, as well as the duties that come with the student condition and that are categorized or recognized in this Code.

Fesal: Student Societies Federation of the Universidad Anahuac Mexico.

Academic Degree: It is awarded to those who conclude an undergraduate, specialty, master's, doctoral or postdoctoral program.

Institution: It refers to the Universidad Anahuac Mexico.

Mobbing: Workplace harassment. Hostile or vexatious treatment to which a person in the workplace is systematically subjected.

Obscene: Offense against modesty, especially regarding sex.

Offended person: Person whose patrimony or legal assets protected by the law are damaged without directly receiving the effects of the disciplinary breach.

Full-time Professor: Person performing an academic job based on a permanent employment relationship with the Universidad Anahuac Mexico.

Part-time Professor: Person hired on a fee basis to perform academic activities at the Universidad Anahuac Mexico.

Administrative and Support Staff: People performing non-academic activities at the Universidad Anahuac Mexico.

Temporary Staff: People performing activities for the Universidad Anahuac Mexico sporadically and temporarily.

Plagiarism: Conduct consisting of presenting texts, graphics, literary, audiovisual, photographic or architectural works as one's own, as well as any other intellectual work in the artistic, literary or scientific domains, produced by other person, omitting the relevant credits and academic and legal references.

Sanction: Disciplinary action explicitly covered in this Code as a result of the commission of a breach.

Attempt: Conduct contrary to the disciplinary that is not consumed for reasons beyond the control of the author.

University: Universidad Anahuac Mexico.

Victim: Person who directly receives the effects of the disciplinary breach.

Violence:

Physical: Use of force by the active subject on the passive subject of the conduct;

Moral: Use of threats, menaces or any type of intimidation from the active subject on the passive subject or any other related person, to harm, or outnumbering the passive subject, or using toy weapons, props or replicas, even if they are not suitable for causing physical harm; and

Property Damage: when one or more walls, ceilings or floors are damaged; interior or exterior surfaces are perforated or excavated; doors, windows, locks or knockers are broken; lock-picking tools are used, or the actual key has been stolen, found and used to perpetrate the conduct.

Likewise, it is considered violence when an active subject acts on a person or persons other than the passive subject or cause them property damage, with the purpose of consummating the conduct or whatever the active subject does after doing the violent act, in order to escape or keep the stolen goods.

Chapter I

Overview



◆ Article 1. Purpose and Scope of Application

The purpose of this Code is to prevent, investigate, and -if necessary- punish behaviors affecting the sound university life.

This regulation establishes the actions and omissions considered a violation to the sound university life in the academic and extra-academic fields occurring both inside the University facilities and any external activity promoted by the Institution or in which it takes part or is represented. Its provisions are compulsory and binding for the entire Anahuac University Community. They are also inalienable and may not be subject to agreement, exception, arrangement, exemption or modification. Its purpose is to protect the human dignity, freedom, justice, honesty, and values promoted by the University.

Action and omission behaviors considered disciplinary breaches in this Code do not exclude the possibility of facing the civil or criminal liability that may result. It will not be considered as double sanction if sanctions are imposed on the offender based on this Code while the corresponding authority imposes the sanctions in accordance with the law.

Ignorance of what is established in this Code does not exempt its compliance. The sole circumstance of being part of the Anahuac University Community makes it compulsory to know and observe its provisions.

◆ Article 2. Enforceability

Every member of the Anahuac University Community is subject to the provisions of this Code:

- a) Part-time professors, from the moment they agree to teach any relevant subject, regardless of their registration as professors. It is their obligation to know the contents of this Code before beginning their teaching practice. It is the responsibility of academic coordinators to ensure compliance with this provision.

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- b) The administrative staff and full-time professors, as well as the support and temporary staff, from the moment they sign the relevant contract. It is the responsibility of the directors of Schools, Faculties, and administrative areas to ensure compliance with this provision.
 - c) Students expressly accept the effects and conditions of this Code by enrolling in any program or course of the University, regardless of their academic status. It is the responsibility of the Directorate of Academic Services to ensure compliance with this provision.

◆ Article 3. Respect for Human Rights

The provisions of this Code are strictly applicable and do not allow interpretation by analogy or reasoning of the majority. In case of contradiction with any other Code or regulation of the University, the application of this Code will prevail, always based on the good faith and the maintenance of a sound university life. In case of doubt, the case will always be solved in favor of the person under investigation. The interpretation of this Code and its scope will be the responsibility of the Advisory and Disciplinary Commission, and -where appropriate- of the Rector's Committee.

In the application of this Code, it is guaranteed to the entire Anahuac University Community that the dignity of the person, the due process, the presumption of innocence will be respected along with the following rights: the right to make statements or remain silent; the right to be informed of the opening of an investigation; the right to be heard in a free and spontaneous fashion; the right to know the charges cause of the investigation; the right to provide and request evidence as long as it is relevant and conducive; the right to examine the file and request a copy of it at their own expense; and the right to have a defender or a person you trust to assist you.

Chapter II

Disciplinary Breaches and Sanctions



◆ Article 4. General Provisions

Disciplinary breaches are all those behaviors and omissions committed by the subjects obliged to respect this Code, which are expressly described hereinafter.

When the obliged subjects commit any conduct considered a crime by federal or local laws, or administrative offenses, as specified in the municipal ordinance or in the Law of Civic Culture of Mexico City, the university bodies responsible for the enforcement of this Code shall cooperate with the relevant authorities, and implement all preventive and corrective measures that are relevant.

When any of the obliged subjects is under investigation by the relevant public authorities or receives an order to be subject to a criminal processes, a university disciplinary procedure will be initiated of its own motion and the pertinent precautionary and provisional measures may be adopted.

This Code considers three types of university disciplinary breaches, classified according to their severity. The breaches with minor sanctions are those affecting the order and discipline, without significantly altering the institutional environment and respect for the dignity of the person. Therefore, they will be sanctioned with less rigor. Breaches with severe sanctions are those significantly affecting the institutional environment and respect for the dignity of the person. Therefore, they will be sanctioned with more severe sanctions.

◆ Article 5. Catalog of Disciplinary Actions and Measures

Below are the sanctions and disciplinary measures applicable to the members of the Anahuac University Community:

-
- a) Warning.
 - b) Private Admonition, in writing and filed in their respective file.
 - c) Public Admonition, in writing and filed in their respective file.
 - d) Removal from the place where the class is taught or from a specific academic activity.
 - e) Removal from the exam site if cheating to both the person who cheated and the person who allowed it. Those cheating for the first time will be imposed -in the exam, not in the subject- a failing grade of zero. It will be recorded in the student's file that this grade is due to cheating or been allowed to cheat. Should this behavior be repeated, it will be sanctioned with failure of the subject.
 - f) Development of an additional work or training activity.
 - g) Development of unpaid work or activities in favor of the community.
 - h) Suspension from sports teams, academic, cultural or recreational activities.
 - i) Failure of the subject.
 - j) Impossibility to enroll in a specific subject.
 - k) Impossibility to perform exchange activities.
 - l) Payment of reparations in the event of damages caused to the assets of the University or third parties.
 - m) Conditional enrollment to require the student to observe good behavior during a specific probationary period, which may not exceed an academic semester, under penalty of incurring in temporary suspension or definitive expulsion.
 - n) Credit reduction to restrict the number of credits to enroll to 18 (eighteen) in the following academic period.
 - o) Impossibility to graduate or obtain the degree the student pursues.
 - p) Suspension to one to two semesters.
 - q) Definitive expulsion from the University.
 - r) Suspension for part-time professors.
 - s) Suspension or termination of the employment relationship for the administrative staff and full-time professors.

Sanctions other than those established in this article could not be imposed.

◆ Article 6. CLASSIFICATION OF SANCTIONS

The following aspects will be taken into account for the imposition of sanctions:

- a) Breach severity.
- b) The effect on the common good of the Anahuac University Community.
- c) The personal, academic, and work history, when applicable, of the person involved.
- d) The commitment to amend the breach and improve their behavior.
- e) Cancel, reduce or compensate, spontaneously, the consequences of the breach committed.
- f) Sincere regret.
- g) Whether it is the first breach or there are previous disciplinary violations.
- h) Repeated violation of disciplinary rules.
- i) Intentionality in the commission of the disciplinary breach.
- j) Spontaneous and outright acceptance -before the university authority- of having committed a disciplinary breach.
- k) The circumstances in which the breach occurred.

◆ Article 7. Prescription

The behaviors and omissions that constitute disciplinary breaches could be reported by any member of the Anahuac University Community. The university authority may also investigate them of its own motion. The possibility of initiating a disciplinary procedure shall prescribe in two years from the moment the conduct and its potential author is known, and in four years regardless of such circumstance, unless otherwise indicated in this Code. The behaviors regarding sexual harassment will not prescribe.

◆ Article 8. Complaints

Any person, whether or not is a member of the Anahuac University Community, could report to the authorities specified in Article 16 of this Code the facts and/or the

omissions that he or she considers contrary to the discipline and sound university life. Complaints may be made verbally or in writing. The authorities who know of said complaints will be responsible for giving them the relevant course of action as indicated in this Code.

The Rector's Committee and the Advisory and Disciplinary Commission will define the strategies they deem appropriate to encourage denouncing the facts that deserve investigation.

◆ Article 9. Breaches with Minor Sanctions

They constitute faults with minor sanctions:

9.1. Related to academic honesty

- a) Cheat or try to cheat in an examination. Both the student who commits this breach and the student who allows it are sanctioned. This behavior shall be reported to the Academic Coordination of the relevant School or Faculty in order to keep a record. The behavior shall be included in the student's record. In addition, the student will be admonished in order to prevent recurrence. Should it happen again, major sanctions will be applied.
- b) Selling teaching materials, questionnaires, articles or any other information used by a teacher, without prior authorization.
- c) Filming, recording or photographing the class sessions, without the teacher's prior authorization.

9.2. Related to a sound university life

- a) Any behavior implying indiscipline in the classroom or in any other place where academic, administrative, artistic, sports, training, and social activities of the University are carried out.
- b) Any first lack of respect to any Community member, which does not constitute physical or verbal aggression. The disrespectful behavior occurring through social media and electronic means will also be considered as such.

- c)* Disobey or incite to disobey the orders of those who are entitled to give them, whether of a working, academic or administrative nature.
- d)* Interfere in the development of university activities.
- e)* Introduce and eat food and beverages in restricted areas.
- f)* Introduce animals to the University premises without the corresponding permission.
- g)* Smoke or inhale vaporizers in unauthorized areas.
- h)* Disseminate any type of propaganda or advertising without express authorization of the university authorities.
- i)* Enter or remain at any University premises without proper authorization.
- j)* Exceed speed limits or not comply with the traffic regulations. Park vehicle wrong or in forbidden areas.
- k)* Use the classrooms for non-academic activities, without the corresponding permission.
- l)* Behave obscenely or improperly, at the discretion of the university authority.

One or more of the following sanctions will be imposed on anyone who commits any breach described in this article:

- a)* Warning.
- b)* Private Admonition, in writing and filed in their respective file.
- c)* Public Admonition, in writing and filed in their respective file.
- d)* Removal from the place where the class is taught or from a specific academic activity.
- e)* Removal from the exam site if cheating to both the person who cheated and the person who allowed it. Those cheating for the first time will be imposed - in the exam, not in the subject- a failing grade of zero. It will be recorded in the student's file that this grade is due to cheating or been allowed to cheat. Should this behavior be repeated, it will be sanctioned with failure of the subject.

- f) Development of an additional work or training activity.
- g) Development of unpaid work or activities in favor of the community.
- h) Suspension from sports teams, academic, cultural or recreational activities.

The applicable sanctions are listed from least to greatest severity. The first measure should always be a warning. In case of recurrence, the next step is an admonition, either private or public, according to the specific case. Two or more measures may also be taken when compatible. This shall not be considered as a double sanction since these are minor disciplinary measures.

◆ **Article 10. Direct and Indisputable Imposition of Disciplinary Sanctions**

Part-time and full-time professors, Administrative Coordinators, Academic Coordinators, School and Faculty Directors, and Area Directors may directly impose on students -at their own responsibility- the sanctions established for breaches with minor sanctions.

The imposition of these sanctions will be made direct, indisputable and not be subject to any appeal.

◆ **Article 11. Breaches with Major Sanctions**

Below are the breaches with major sanctions:

11.1. Related to ethics and academic honesty

- a) Defame or slander any member of the Anahuac University Community, people close to or related to them or to the University.
- b) Repeated disrespect to any member of the Anahuac University Community.
- c) Repeated cheating or attempt to cheat at an examination.

11.2. Related to a sound university life

- a) Threaten or intimidate any member of the Anahuac University Community.*
- b) Discriminate against any person because of their gender, race, color, political opinion, religion, age, disabilities, convictions, and sexual preferences or any other that affects the dignity of people.*
- c) Misuse property owned by the University, including computer resources.*
- d) Attempt by any means against the good name of the University.*
- e) Introduce substances prohibited by the General Health Law to the university campuses. The introduction of narcotics within the ranges allowed by the General Health law for immediate, personal, and direct consumption to the campus is not an excuse and it will still be considered a breach. The same prohibition is extended to any other activity organized by the University, even if it is carried out outside its premises.*
- f) Attend to the University under the influence of alcohol or any substance prohibited by the General Health Law.*
- g) Misuse the name, symbols, logos of the University and the Anahuac trademark.*
- h) Failure to comply with the sanctions imposed by the university authorities.*
- i) Interfere intentionally or prevent investigations or any other procedure arising from the application of this Code or any other University regulation.*
- j) Consume or induce the consumption of alcoholic beverages. The consumption of alcohol that is carried out in an activity promoted by the university authorities or authorized by them will not be sanctioned.*
- k) Consume or induce the consumption of substances prohibited by the General Health Law.*

One or more of the following sanctions will be imposed on anyone who commits any breach described in this article:

- a) Development of unpaid work or activities in favor of the community.
- b) Suspension from sports teams, academic, cultural or recreational activities.
- c) Failure of the subject.
- d) Impossibility to enroll in a specific subject.
- e) Impossibility to perform exchange activities.
- f) Payment of reparations in the event of damages caused to the assets of the University or third parties.
- g) Conditional enrollment to require the student to observe good behavior during a specific probationary period, which may not exceed an academic semester, under penalty of incurring in temporary suspension or definitive expulsion.
- h) Credit reduction to restrict the number of credits to enroll to 18 (eighteen) in the following academic period.
- i) Impossibility to graduate or obtain the degree the student pursues.
- j) Suspension to one to two semesters.
- k) Suspension for part-time professors.

◆ Article 12. Breaches with Severe Sanctions

Below are the breaches with severe sanctions:

12.1. Related to ethics and academic honesty

- a) Engage in sexual harassment behaviors, understood as any manifestation or act of an erotic or lubricious nature, regardless of physical contact.
- b) Engage in workplace harassment, understood as the abuse of the hierarchical relationship of subordination in order to improperly and disproportionately impose the authority. It could be by demanding a work result or through an offensive and humiliating treatment to the subordinate (mobbing). Harassment between peers is also considered a breach with severe sanction.

- c)* Use documents, credentials, stamps, titles, professional identity cards, certificates, academic records or any other document accrediting academic degrees or distinctions granted, knowing that they are false or without confirming their authenticity.
- d)* Forge, alter or modify any credential or document issued by the University.
- e)* Falsify or alter the signatures of professors, administrative staff or authorities of the University.
- f)* Use false medical certificates.
- g)* Simulate administrative or academic acts for self-benefit or to comply with a requirement demanded by the University. Use documents, certificates or records of public or private institutions for the accreditation of subjects or admission, permanence or graduation requirements, knowing that they are false or without confirming their authenticity.
- h)* Impersonate students or teachers to sit at any type of exam or academic examination. In this case, both the impersonated student or teacher and the impersonator will be sanctioned. In the event that the latter is not a member of the Anahuac University Community, behavior conduct will be immediately reported to the relevant Public Prosecutor agency.
- i)* Plagiarize or pass as your own -partially or totally- any work, information, appointment or research, which is not. In the case of final works to obtain any academic degree such as dissertation, thesis, case studies, application cases and the like, this conduct will merit expulsion, impossibility of obtaining the degree or the removal thereof. This sanction shall prescribe in one year after the plagiarism is discovered or in three years regardless of that circumstance, whichever occurs first. Those who incur in self-plagiarism or duplication of academic work will also be sanctioned.
- j)* Professor demand to their students for the development of work or research to use them as their own or in their benefit.
- k)* Acquire, sell or disseminate the contents of the academic examinations or tests before it is taken. Those who disseminate or sell the contents of academic examinations or tests after its application and without the express authorization of the professor will also be sanctioned.

12.2. *Related to a sound university life*

- a) Distribute -even for free- buy or sell substances prohibited by the General Health Law, at university campuses or in activities promoted by the University.
- b) Generate a false alarm or report emergencies or non-existent dangerous situations.
- c) Introduce any type of explosive or weapons prohibited by law to the university campuses. The security and custody personnel of students or professors or those who legitimately carry a firearm will not be sanctioned, if the university authority is informed of this circumstance and has granted their express and written consent to do so.
- d) Physically assault any member of the University Community or visitor.
- e) Attack any person verbally, violently, and repeatedly.
- f) Promote, encourage or adhere to misconducts that alter the university activities.
- g) Incur in any behavior that the Mexican legal system considers as a crime or administrative offense, without prejudice to the corresponding ministerial or judicial investigation.
- h) Access or manipulate the computer systems of the University without authorization. Alter the academic records and grades without following the procedures established by the University.
- i) Violate the copyright and intellectual property regime to the detriment of the authors or affecting the good name of the University.

One or more of the following sanctions will be imposed on anyone who commits any breach described in this article:

- a) Definitive expulsion from the University.
- b) Termination of the employment relationship for the administrative staff and full-time professors.

◆ **Article 13. Academic and Professional Relations**

Students, academics, administrative staff and authorities must conduct themselves with respect, tolerance, understanding, mutual help and solidarity, as indicated in the principles and values promoted by the University.

Teacher-student relationships must be restricted to the strictly academic and professional field. The academic who fails to comply with this provision may be suspended or removed from the academic program, as determined by the Director of the corresponding School or Faculty. The full-time professor or administrative staff who fails to comply with this provision may additionally be terminated from their employment relationship with the University, upon request of the Director of the corresponding School or Faculty.

◆ **Article 14. Criminal Behaviors or Administrative Offenses**

When the behavior committed by the person subject to this Code constitutes a criminal offense prosecuted by complaint, but this is not filed, regardless of the reason for such determination, the disciplinary procedure will be formally initiated of its own motion and sanctioned as a breach with severe sanction. This includes the behaviors included in the federal or local criminal legislation, such as theft, fraud, breach of trust, damage to property, sexual abuse, sexual harassment, discrimination, forced entry to an office or workplace and workplace or academic harassment. In the same way, a procedure will be started when the behavior is considered as administrative breach in the municipal ordinance or in the Law of Civic Culture of Mexico City.

◆ **Article 15. Blood Alcohol Test and Toxicology Screening**

The University may apply blood alcohol tests and toxicology screenings to members of the Anahuac University Community. Likewise, it may do so when there is a well-founded presumption that the person is under the influence of alcohol or any prohibited substance.

The Authorities



◆ Article 16. Of the Authorities

For the purposes of the interpretation and application of this Code, authorities are:

- a) Full-time and part-time professors, are the direct disciplinary authority and their determinations must be respected by the students. Their authority can be exercised inside or outside the classroom in academic, sports or social activities promoted by the University.
- b) Administrative and academic coordinators.
- c) Directors of Schools, Faculties and Areas.
- d) The Advisory and Disciplinary Commission.
- e) Vice-Rectors.
- f) The Rector.
- g) The Rector's Committee.

◆ Article 17. Relevant Authorities to Start an Investigation

In the case of behaviors that will likely be breaches with major or severe sanctions, it will be the responsibility of the Vice-Rectors, School, Faculty or Area Directors to start the disciplinary investigation as indicated in Article 19 of this Code. They may refer the situation to the Advisory and Disciplinary Commission for the relevant effects, as they deem appropriate.

The aforementioned authorities may act *ex officio* or by complaint filed by any member of the Anahuac University Community. This power may be delegated to a coordinator of the School or Faculty.

In any case, the aforementioned university authorities may apply judgment criteria, under their strictest responsibility.

Chapter III

◆ Article 18. The Advisory and Disciplinary Commission

The members of the Commission will be appointed by the Rector's Committee. It will include three permanent members appointed for a period of three years with the possibility of being reelected. They may not be dismissed from their appointment, except for serious reasons determined by the Committee.

The Commission will have a Technical Secretariat responsible for preparing the draft agreements and resolutions, keeping the minutes and records and ensuring the promptness of the disciplinary proceedings. This function shall correspond to the Legal Affairs Coordinator of the University or to the person determined by the Committee.

It will be the responsibility of the Commission to process the disciplinary procedure and the imposition of the sanctions provided for breaches with major and severe sanctions.

Their hearings will be public and a representative of the School, Faculty or Administrative Area to which the alleged responsible person belongs to may participate, with voice, but without vote.

The Commission will also be the authority responsible for the settlement of the queries filed in relation to this Code, as established in Chapter V.

Procedure



◆ Article 19. Disciplinary Procedure

The disciplinary sanctions established for cases of breaches with major and severe sanctions may only be imposed after exhausting the following procedure:

1. Knowledge: The Directors of Schools and Faculties of the University, either ex officio or through a complaint filed by any member of the Anahuac University Community, may initiate an investigation and, if deemed relevant, request the Commission to initiate the disciplinary procedure. In any case, the corresponding Vice-Rectorate must be notified, which is entitled to order the beginning of the disciplinary procedure, regardless of the determination adopted by the Director.
2. Preliminary investigation: At this stage, information and evidence on the facts under investigation will be collected. The Director of each School or Faculty will designate the coordinator responsible for conducting the inquiries. If the preliminary investigation is exhausted, it will be considered the probability of having incurred in a breach with major or severe sanction. A formal accusation will be filed in writing -with the evidence collected- before the Commission. Judgment criteria may be applied under the strictest responsibility.
3. Precautionary measures: If necessary and to preserve the integrity of the University Community members and maintain a sound university life, any Authority may dictate as provisional measures the following:
 - a) Suspension from any sports, cultural or recreational activity.
 - b) Restriction to certain academic activities.
 - c) Restriction to approach to certain people or places on campus.

Imposition of these measures must be immediately notified to the corresponding Vice-Rectorate and must be recorded in the proceedings carried out during the investigation.

Chapter IV

4. Conciliation and mediation: The Commission may urge the parties involved on a conciliation and, if necessary, appoint a mediator to ease an agreement. In this case, said agreement must be approved by the Commission.
5. Opening: Once the file is received, the Commission will rule on its origin. It can simply dismiss the accusation explaining the reasons for its determination. It can also alert the stakeholder so he or she can clarify or complement the complaint. If applicable, the file will be accepted for processing.
6. Preliminary hearing: The disciplinary procedure will begin with the appointment of the alleged responsible party to a preliminary hearing. He or she will be informed of the accusation against them, their provisional status, the possible sanction, the supporting evidence and the right they have to designate a defender or a trusted person to be advised. In case they refrain from doing so, the Commission will designate them an advocate.
7. Hearing: The alleged responsible person, the relevant School or Faculty, and FESAL or the Human Capital Directorate will be informed as applicable through a summons of the date and time of the hearing. It will be developed in the following way:
 - a) The president of the Commission will read the complaint made against the alleged responsible person. The alleged responsible person will be asked if it is their wish to declare about it or reserve that right. They will be allowed to provide the evidence considered relevant. Its acceptance will be decided by the Commission.
 - b) Upon completion of the submission of evidence, the closing allegations will be allowed, the hearing will be terminated, and the instruction period closed.If the Commission considers it pertinent, it may order the hearings be reserved and not public. In this case, only the parties involved may be present, in order to protect the identity of the victims or offended persons.
8. Resolution: Within a reasonable time, the Commission will issue its resolution in writing, by a majority vote of its members. Only when the sanction is the expulsion of the accused, it should be voted unanimously. This resolution shall express the actual fact that constitutes the attributed disciplinary breach, the list of the evidence provided, and the decision points. It must justify and express the reasons for the determination made.
9. Unassailability of the resolutions: Resolutions of the Commission are unassailable, with the exception of those where the definitive expulsion sanction

is imposed. In this case, the Rector's Committee will review it and confirm or modify the sanction.

10. Disclosure and orality: All hearings will be public and oral. All proceedings will have a record and a copy of such record will be provided to the investigated person.

◆ **Article 20. Notifications**

Notifications of the different proceedings in the disciplinary procedure will be made personally. If it was not possible to make personal notifications, or the investigated person refuses to receive the notifications, the notifications will be delivered by email to the last address registered in their academic or work record.

If the student is notified and does not attend to the disciplinary procedure, or gets absent during the course of said procedure, the Commission will continue its proceedings in spite of this, until the resolution is issued.

◆ **Article 21. Jurisdiction for investigation**

When students from different Schools or Faculties are involved in the same investigation, the Director of the area that involves the greatest number of students will be competent to conduct the process. Should not be possible to apply this rule, the Directors will decide on this by mutual agreement, with the approval of the Academic Vice-Rector.

Chapter IV Chapter V Reform Procedure



◆ Article 22. Reform Procedure

This Code may be modified or added according to the following procedure:

1. Reform initiatives may be submitted by the Director of any School, Faculty or Area, as well as Vice-Rectors and the Rector.
2. It will be the exclusive competence of the Rector's Committee to know about these initiatives, and -if appropriate- approve the modifications or additions, by simple majority of its members.
3. For these modifications or additions approved by the Committee to come into effect, they must be communicated to the Anahuac University Community through the means defined by said authority.
4. The coming into force of the modifications or additions will be on an exact date, as defined in the corresponding minutes of the Committee.

Transitory Provisions



◆ **First**

The members of Rector's Committee unanimously voted to approve the Code of Conduct of the Universidad Anahuac Mexico in the session of September 23, 2019. It also ordered the recording of the corresponding minutes and to proceed to notarize it before a notary public.

◆ **Second**

This Code will come into force as of October 1, 2019.

◆ **Third**

The ongoing disciplinary procedures must be standardized according to the provisions of this Code.

◆ **Fourth**

This Code derogates all other disciplinary provisions that are contradictory to it.