



**Guidelines  
for the  
Committee on  
Scholarships,  
Discounts,  
and Educational  
Funding for  
Graduate Students**

**of Anahuac  
University in  
Mexico City**

**Office for Graduate and Professional  
& Continuing Education**

**Valid as of October 2022**

---

# Guidelines for the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students of Anahuac University in Mexico City

---



## RECTOR'S CABINET

DR. CIPRIANO SÁNCHEZ GARCÍA, L.C.  
Rector

DR. SONIA BARNETCHE FRÍAS  
General Secretary

JORGE MIGUEL FABRE MENDOZA, M.A.  
DR. LORENA MARTÍNEZ VERDUZCO  
Academic Vice Rectors

FATHER CÉSAR HERNÁNDEZ RENDÓN, L.C.  
FERNANDO RINCÓN GALLARDO ELGUERO, M.A.  
Vice Rectors of Student Life and Catholic Mission

Father EDUARDO ROBLES-GIL ORVAÑANOS, L.C.  
Vice Rector of Administration and Finance

DR. OLIVA SÁNCHEZ GARCÍA  
Director of Planning, Evaluation, and Innovation

ALFREDO NAVA GOVELA, M.A.  
Director of the School of Economics and Business

DR. LUZ DEL CARMEN DÁVALOS MURILLO  
Member of the Rector's Cabinet

---

# Contents

[Introduction](#)

[Glossary](#)

[Objective](#)

[Applicable or Relative Regulations](#)

[General Statements](#)

[Provisional Statements](#)

[Chapter 1. Role of Members of the Committee on Scholarships,  
Discounts, and Educational Funding for Graduate  
Students](#)

[Chapter 2. Authority of the Committee on Scholarships,  
Discounts, and Educational Funding for Graduate Students](#)

[Chapter 3. Sessions of the Committee on  
Scholarships, Discounts, and Educational Funding  
for Graduate Students](#)

[Chapter 4. Types of Scholarships Available to Graduates](#)

[Chapter 5. Delivery of Results](#)

---

# Introduction

Anahuac University in Mexico City has created this document in order to establish the guidelines by which the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students will operate as well as to present the structure of this body, whose functions are carried out impartially and objectively.

The abovementioned committee will be the authority responsible for making sure the Rules on Scholarships, Discounts and Educational Funding for Graduate Students are followed in order to establish norms for granting this financial aid for their current graduate programs.

---

# Glossary

For the purposes of these guidelines, the subsequent terms are to be understood as follows:

**BENEFICIARY:** The person who obtains financial aid in order to study a graduate program, whether it be a specialty, master’s degree, or doctoral degree.

**SCHOLARSHIP:** The financial aid granted in any of the forms established in this document, which exempts the beneficiary from part or all of the monthly payments usually charged for a study program, and which is applied via a direct discount in their account statement. The scholarship is not applicable in the following procedures: academic, administrative, for obtaining degrees, and other costs which the recipient of the scholarship might incur related to the graduate program they are studying, which must be paid in full by the student.

**SCHOLARSHIP RECIPIENT:** The person granted a percentage of a scholarship in order to study a graduate program and who may or may not receive a financial incentive.

**SUPPORT SCHOLARSHIPS FOR INSTITUTIONAL PROJECTS (SSIP):** Scholarships of varying percentages granted by the university that allow a graduate student to collaborate or join a project in one of its schools or areas.

**SCHOLARSHIP UNITS FOR TALENT ATTRACTION (UTA):** These scholarships are those which drive promotional activities in order to achieve a much more fruitful closing sale and therefore reach our established goals.

**SCHOLARSHIP CANCELLATION:** The annulment of the percentage of the scholarship due to reasons established in this document.

**CANDIDATE:** The applicant interested in studying a graduate program at Anahuac University in Mexico City.

**COMMITTEE ON SCHOLARSHIPS, DISCOUNTS, AND EDUCATIONAL FUNDING FOR GRADUATE STUDENTS:** Administrative body responsible for resolving all issues related to scholarships, discounts, and educational funding for graduate candidates and students, whose functions are carried out impartially and objectively.

**DISCOUNT:** Action that seeks to reduce the total cost of the program by a percentage.

**OFFICE FOR GRADUATE, PROFESSIONAL, AND CONTINUING EDUCATION:** Area of the university that coordinates the academic, operational, and promotional spheres of the graduate, professional, and continuing education programs.

---

**EDUCATIONAL FUNDING:** The financial aid provided by the university for candidates as well as students and full-time employees of Anahuac University in Mexico City:

- In the case of candidates and students, the university offers educational funding of up to 50%, This is a credit awarded in units of investment (UOI). Program candidates have to have been admitted and have a minimum grade point average of 8.0 in their previous study program. Students who are already studying a graduate degree must not have failed any of their subjects and must have a full roster of subjects or be completing them within the ideal timeframe of the program. The amount of time within which the debt must be repaid is the same amount of time the student received the loan for.
- In the case of full-time employees who have worked for the university for over a year but less than five years and who wish to study a graduate degree, the beneficiary can be exempted from a determined percentage with the backing of Human Capital Management as long as they commit to paying the debt once the stated period is over in one of the ways set out in the Educational Funding Contract, which formalizes the granting of the financial aid.
- Funding is not applicable in the following procedures: academic, administrative, to obtain degrees, and other costs which the recipient might incur related to the graduate program they are studying, which must be paid in full by the student.

**BUDGETED REVENUE:** Calculation of pledged income in each graduate program to cover its running costs.

**PROMOTIONAL TOOLS:** The strategies and channels utilized to announce and promote graduate programs with the objective of reaching the goals set out in the budget.

**BUDGET TARGET:** Number of students considered in the program budget in order to comply with the pledged income and retained earnings.

**PAYMENT TO SCHOLARSHIP RECIPIENTS OR REMUNERATION FOR COLLABORATION:** The monthly economic stimulus, independent of the BSPI scholarship granted to beneficiaries, as long as the financial aid is considered to be within the program's budget.

---

**GRADUATE PROGRAM:** Specialties, master's degrees, and doctoral degrees that make up the educational offering of Anahuac University in Mexico City, which are grouped by schools.

**PERIOD:** The unit of time corresponding to the duration of the program; this can be biannual or quarterly.

**WORK PLAN:** Schedule of academic or administrative activities that must be completed by the scholarship student, depending on their program, the institutional criteria, and the type of scholarship they receive.

**GRADUATE STUDIES:** Academic studies after completing an undergraduate degree. In the case of a specialty, the qualification of specialist will be received; in the case of a master's degree or doctoral degree, the qualification of master's or doctorate will be received, respectively.

**BREAK POINT:** This is the minimum number of students required to begin a new group for a master's degree or doctoral degree, and it is clearly specified in the program budget.

**REQUEST FOR SCHOLARSHIP, DISCOUNT OR EDUCATIONAL FUNDING:** Request from an accepted candidate at Anahuac University in Mexico City asking for a percentage of a scholarship, a discount, or educational funding in order to study a graduate degree.

**TYPE OF SCHOLARSHIP:** Form of scholarship awarded by Anahuac University in Mexico City according to what is established in these guidelines.

**VALIDITY OF THE SCHOLARSHIP, DISCOUNT, OR EDUCATIONAL FUNDING:** Period during which an Anahuac University in Mexico City student will benefit from any type of educational support in order to study a graduate program while complying with the stipulated requirements.



---

# Objective

Establish the guidelines for the functioning of the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students of Anahuac University in Mexico City.

---

# Applicable or Relative Regulations

## Internal Regulations:

- Organizational Charter of Anahuac University in Mexico City
- University Code of Ethics and Social Responsibility
- Anahuac Regulatory Compendium

## External Regulations:

- General Law on Education
- General Law on Higher Education
- Agreement number 17/11/17, which sets out the procedures related to recognizing the official validity of studies

---

# General Provisions

**First.** The Committee on Scholarships, Discounts, and Educational Funding for Graduate Students is formed by a president, an administrative secretary, and a technical secretary. Each member of the committee will name a substitute.

**Second.** The appointment of committee members is carried out by the Academic Vice Rector.

# Transitional Provisions

**First.** These guidelines will come into effect on the first working day after their approval by the Rector's Cabinet, and they will be immediately made known to all the areas involved in their implementation.

**Second.** These guidelines will be made known to each of the committee's members by January 30, 2023, at the very latest.

**Third.** If necessary, an extraordinary session will be convened with the aim of the committee determining and resolving any issues and/or procedures related to support that have not yet been dealt with once these guidelines have come into effect.

**Fourth.** This document will be registered in the current regulation tools database, which is safeguarded by the Rules and Regulations Office of the General Secretary, filed under register number UAMX.DP.L01.2022.

---

# Chapter 1. Role of the members of the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students

**President:** Director of Graduate, Professional, and Continuing Education

Roles:

- Authorize the committee's ordinary and extraordinary meeting agendas.
- Entitled to participate and vote.
- Sign the corresponding acts and follow up on agreements made during meetings.
- Monitor compliance with the committee's guidelines.
- Authorize the resolutions put forward by the committee.
- Cast a vote in each of the cases submitted for special authorization and in the instance of a tie, provide the deciding vote.

---

## **Administrative**

**Secretary:** Director of Operations of Graduate, Professional, and Continuing Education

**Roles:**

- Convene the ordinary sessions, which will take place on the Tuesday of the first week of classes every time the university re-opens, as well as extraordinary meetings.
- Entitled to participate and vote.
- Document the committee's activities.
- Prepare and deliver the agenda and subjects to discuss.
- Prepare the minutes of each session.
- Examine the financial viability of the programs.
- Register and follow up on all agreements to ensure they are kept.
- Prepare an annual report on the authorized scholarships jointly with the Scholarship Office on both campuses.

## **Technical**

**Secretary:** Chief of Educational Funding and Collection

**Roles:**

- Prepare the agenda and the documents for the subjects to be covered during ordinary and extraordinary sessions.
- Participate in each session.
- Entitled to participate and vote.
- Carry out the activities entrusted to them by the committee.
- Evaluate the financial viability of the programs.
- Register the awarded scholarships in the system.

## **Substitutes:**

**Roles:**

- Assume the responsibilities of the leaders. Their decisions will be considered official and adopted by the area they represent.

---

## **Chapter 2. Authority of the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students.**

This committee has the following authority:

- a)** To establish the requirements for the awarding of scholarships, discounts, and educational funding, the periods for their processing, any modifications, as well as the terms and conditions of said support.
- b)** To assign scholarships, discounts, or educational funding requested by the candidates, based on the financial viability of the program.
- c)** To supervise the observance of obligations as well as the review and updating of the processes of assignment, monitoring, and evaluation of scholarship recipients or beneficiaries, as the case may be.
- d)** To reserve the right of award in the case that an applicant for a scholarship, discount, or educational funding does not fulfil the requirements or comply with the guidelines or if a presumption of non-compliance exists.
- e)** To verify the accuracy of the information contained in the files of applicants for scholarships, discounts, or educational funding.
- f)** To impose the sanctions established in the Regulations for Scholarships, Discounts, and Educational Funding for Graduate Students in the case of non-compliance with the obligations on the part of the scholarship recipient or beneficiary.
- g)** To cancel scholarships, discounts and educational funding already awarded if it is discovered that the applicant omitted or falsified relevant information or presented inauthentic documentation during the process of allocation, therefore leading to an error in the decision made by the committee.

- 
- h)** To revise, adjust, and modify percentages of scholarships, discounts, or educational funding applied for by candidates, schools, the Office of Human Capital, and sister institutions based on the programs' budgetary modifications, self-sustaining research projects, and the financial resources available to the university at the time of allocating scholarships, discounts, or educational funding.
  - i)** To reduce and cancel a scholarship, discount, or educational funding if the scholarship recipient or beneficiary falls into behaviors which contradict the Regulations for Healthy Coexistence and Discipline contained in the Anahuac Regulatory Compendium or the University Code of Ethics and Social Responsibility or commits disciplinary offenses sanctionable by current Mexican law.
  - j)** To clarify criteria and regulatory concerns regarding anything related to scholarships, discounts, or educational funding awarded by the university.

---

## Chapter 3. Sessions of the Committee on Scholarships, Discounts, and Educational Funding for Graduate Students

- a) The deadline for new student enrollment is one working day before the start of courses.
- b) The enrollment announcement will be published on the website three weeks before the start of classes and will close one week before opening. Once enrollment is closed, the committee will allocate the above-mentioned support based on the applicants' socioeconomic background and academic merit, as well as the financial viability of each program.
- c) Existing students who for any reason wish to apply for a scholarship must do so one week before enrollment closes, which is exactly one week before the start of classes. Once they have received their grade point average from the previous semester, their suitability for a scholarship can be assessed.
- d) On that basis, scholarships or educational funding will be allocated by the committee based on the applicant's socioeconomic background, academic merit, and the financial viability of the program they wish to study.
- e) The committee will meet for extraordinary sessions upon request by the administrative secretary or technical secretary when cases are presented in which it will not be possible to wait for the period of time established in the ordinary committee meeting or to resolve special requests or extraordinary cases.
- f) Minutes of each session should be taken and sent digitally within three working days after the session has taken place.

Comments will be welcomed within three working days after the session's minutes have been sent.



---

## Chapter 4. Types of Scholarships for Graduate Students

**Article 1.** All the types of awarded scholarships can be financed using the resources generated by the graduate programs themselves and **are awarded according to the financial viability of each one of them.**

**Article 2.** The types of scholarships for graduate programs can be awarded in different percentages:

- a) **Artistic:** Awarded to students with abilities that enrich the cultural and artistic life of the university.
- b) **Scholarship Recipients from the Office for Graduate Programs:** Awarded to students who collaborate on activities for the academic, operational, and promotional offices.
- c) **Support Scholarships for Institutional Projects (SSIP):** These scholarships are awarded to people who fulfill different functions, providing support to the graduate program coordinators. For example: Professor's Assistant, Academic Assistant, Administrative Assistant, Research Assistant, and Project Assistant, to name a few.

They are scholarships awarded with different percentages that require graduate students to carry out an activity to compensate for their scholarship or to join a project within a school or area.

**Criteria:**

- There must be space within the year group to receive the student.
- The program must have exceeded the break point established in the budget.
- The authorization for the scholarship must have been granted by the Office for Graduate, Professional, and Continuing Education.
- A detailed work plan must be presented that has been approved by the office of the school or area which the student will join.

- These scholarships do not generate monthly payments to the student.
- In order to maintain their scholarship, the student must comply with the procedures and conditions established by the university.

**d) Educator Training:** These scholarships are allocated to academic staff members in payment. The percentage of financial aid depends on the evaluation of their teaching practice and on the total number of teaching hours in the previous three periods:

Number of hours	% of scholarship
12 to 15 hours	50 %
9 to 11 hours	45 %
6 to 8 hours	40 %

- e) Huixquilucan Agreement:** These scholarships are awarded to candidates nominated by the government of the Huixquilucan municipality. The allocation of financial aid can be up to 100% and, like all the available support, the scholarship depends on the program's financial viability. It applies exclusively to the North Campus and is subject to change without prior notice.
- f) Sports:** These scholarships are awarded to athletes who participate in the teams representing Anahuac University in Mexico City.
- g) Sports Elite:** These scholarships are awarded to high-performance athletes, a selection of Mexicans who take part in sporting events such as the Olympics, the Paralympics, the Central American Games, etcetera.
- h) Special Diocesan and Religious:** These scholarships are awarded to candidates nominated by the Archdiocese and religious institutions.
- i) Special TM (Territorial Office):** These scholarships are allocated according to the protocol authorized by the Territorial Office.

- 
- j) **Special Legionary:** These scholarships are awarded to those consecrated within the Legionaries of Christ, as well as priests from this religious order.
- k) **Sister Institution:** This kind of scholarship is awarded to employees of the Anahuac University Network, the Executive Secretary of the Anahuac University Network, the Tamaulipas Institute of Higher Studies, and the Pontifical Institute Juan Pablo II for Studies on Marriage and Family – Mexican Section, as well as employees of the Network of Legionaries of Christ Schools and Projects. The maximum allocation of financial aid is 80%. Like all other programs, the scholarship depends on the program's financial viability.
- Programs can award a maximum of two 80% scholarships per school year. In the event that this number of scholarships is awarded and the number of applicants exceeds this, they will be asked to reapply when the program they wish to study opens again.
- l) **Work:** These scholarships are awarded to full-time staff (academic and administrative) who have been working at Anahuac University in Mexico City for at least 12 months. The percentage is 90%.
- In the event of having worked at the university for more than 12 months and less than or equal to five years, employees must sign a retention agreement for 1.5 times the duration of the program.
  - Programs can award a maximum of two 90% scholarships per opening. In the event that this number of scholarships is awarded and the number of applicants exceeds this, they will be asked to reapply when the program they wish to study opens again.
- m) **Work VSLCM (Vice Rector of Student Life and Catholic Mission):** This scholarship is awarded to full-time administrative workers at Anahuac University in Mexico City who have been working in the Office of the Vice Rector of Student Life and Catholic Mission for at least 12 months. The percentage is 100%.
- In cases where the employee has been working for more than 12 months and less than or equal to five years, they must sign a retention agreement for the same length as the program.
- n) **Lead Prize (Anahuac Certificate):** This scholarship is awarded to teachers within the Network of Legionaries of Christ Schools who participate in preparing students who go on to win the PIBA Prize. The percentage is maximum 100%.
- o) **Units for Talent Attraction (UTA):** The UTA consists of a 100% scholarship that must be mandatorily distributed in different percentages according to the two scenarios outlined below:

---

### Scenario 1

- When a program reaches 50% of its budget target (measured by the number of students who have paid 100% and not by the number of students in the group) then a 100% UTA scholarship will be activated that must be awarded to new candidates with scholarships of a 20% maximum.
- The program coordinator will propose the percentage to award, demonstrating to the committee that the beneficiary candidate has an outstanding academic and professional background that merits receiving the scholarship.
- With this, promotional activities are launched to get the equivalent of four or more students to pay 100% of their fees.
- In order to exercise the UTA scholarship, authorization from the committee is necessary. They will check the system to validate that 50% of the budget target has been reached, measured by the number of students who have paid 100% of their fees.

### Scenario 2

- When a program reaches 80% of its budget target (measured by the number of students who have paid 100% of their fees and not the number of students in the group) then the necessary number of UTAs will be activated in order to reach the budget target, and they must be awarded to new candidates with scholarships of a maximum of 40%.
  - The program coordinator will propose the percentage to award, demonstrating to the committee that the beneficiary candidate has outstanding an academic and professional background that merits receiving the scholarship.
  - In order to exercise the UTA scholarship, authorization from the committee is necessary. They will check the system to validate that 80% of the budget target has been reached, measured by the number of students who have paid 100% of their fees.
- p) **Business Ties:** These scholarships are awarded to candidates whose businesses have a collaboration agreement that allows its employees or people related to these entities to enjoy the benefits that arise from this agreement.
- q) **Meet & Greet Discount:** A 20% discount is awarded to people who participate in the Meet & Greet event and comply with the established guidelines. These are allocated by the Office of Graduate, Professional, and Continuing Education.

- 
- r) **Public and Private Sector Agreements:** This benefit will be awarded according to the conditions of the specific agreement. These agreements can be consulted on the Anahuac Graduate web page.
  - s) **Alumni Discount:** This 20% benefit is awarded to the alumni community.
  - t) **Honors and Excellence Program Alumni Discount:** This 30% benefit is awarded to alumni who graduated from one of these undergraduate programs.

---

## Chapter 5. Delivery of Results

The committee will meet in an ordinary session the first week after opening and deliver the results to the program coordinators before the Friday of that same week. These results will be made known to the students once the Office of Finance has uploaded this information to the system.

#### **NORTH CAMPUS**

Av. Universidad Anáhuac #. 46,  
Col. Lomas Anáhuac,  
Huixquilucan, Estado de México, C.P. 52786  
Phone: 55 56 27 02 10

#### **SOUTH CAMPUS**

Av. de los Tanques #. 865,  
Col. Torres de Potrero, Álvaro Obregón,  
Ciudad de México, C.P. 01840  
Phone: 55 56 28 88 00



**Anáhuac**  
México