



# Student Rules and Regulations University for International Cooperation

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## **Title I: General Provisions.**

**Article 1: Scope of the Regulations:** These regulations establish the rights and obligations of students at UCI, the disciplinary regime that applies to them, the statements on freedom of organization, representation and student participation, student welfare policies and their means of divulgation, the system of counseling and academic-curricular attention provided and considerations on the system of evaluation and certification of studies, in accordance with Article 29, paragraph c, of the CONESUP Regulations, the institutional educational project and its statute, being the same of knowledge and mandatory compliance, without exception by the entire university community.

**Article 2. Enrollment and admission of learners at UCI:** A learner at UCI is a person who has been admitted to a career or further education course, regardless of the face-to-face learning program or virtual learning program selected, after complying with the enrollment and admission requirements described in the Academic Regulations. By enrolling, the student acquires the rights granted by this condition and commits to comply with all the obligations contracted with the Institution, as well as to respect and comply with these Regulations and other rules established by the Institution.

**Article 3. Competencies to be developed in the learners:** The UCI education system recognizes the people enrolled in the courses and careers, as creative protagonists of their learning process. This recognition is manifested by promoting and developing, among others, the following competencies:

1. Autonomy, independence, flexibility, and open-mindedness.
2. Self-awareness of one's learning processes and their significance.
3. Critical thinking.
4. Willingness to learn in informal spaces that break away from traditional, familiar spaces to face new and changing situations.
5. Initiative, creativity, dynamism, and tendency to innovate.
6. Resolving and responsible capacity for research problems.
7. Use of information and communication technologies both for their education and for the development of the professional work in question.
8. Sensitivity and solidarity toward the needs of others, to build a shared space.
9. Ability to work cooperatively and in solidarity, both within a team of the same discipline and within an interdisciplinary team.
10. Professional ethics and interest in protecting the environment.
11. Willingness to implement one's work to provide solutions to the particular problems of one's own country and global citizenship, within the scope of one's competencies and responsibilities.
12. Respectful attitude towards interculturality and diversity of beliefs, values, ideas, and social practices. This implies tolerance and respect for the opinions of others that differ from one's own, which in turn leads to values of coexistence and peace.
13. Enjoyment of life and appreciation of art and culture.

## **Title II. Rights and obligations of students.**

**Article 4. Equality of rights:** All regular students of UCI shall have the same rights and obligations, regardless of their study modality, whether face-to-face or virtual, or those derived from the careers they are pursuing. The rights and obligations shall be exercised without detriment to the rights of other members of the university community.

**Article 5. About the Rights.** These are the rights of UCI students

1. To act within the broadest understanding of freedom and democratic philosophy, without distinction of race, religion, political creed, social condition, sexual preferences, or any other distinctions contrary to human dignity.
2. To access an educational system that highlights the relevance of competencies for active and meaningful self-directed and mediated learning with virtual educational resources and virtual learning communities.
3. Receive respectful and dignified treatment by their peers, all academic, service, and administrative staff of the institution, as well as expose and discuss ideas, theories, and scientific knowledge with full freedom of thought and ideological pluralism.
4. Receive the training provided for in the academic plans and programs approved by CONESUP, in accordance with the institutional values and strategic aspirations, its value proposition, competencies, and educational model.
4. Receive the necessary induction to learning in virtual spaces, if required, before the start of the main academic activity, where information is received regarding the general structure of the courses, the description of the different types of tasks and activities, as well as the general guidelines to start.
5. Adopt or develop generic or specific professional competencies that enhance their ability to learn, socialize in learning communities, and develop innovation, critical thinking, managerial leadership, and project-oriented and problem-solving approaches to learning.
6. Be legally enrolled in the academic period at the level they are studying, in accordance with the current curriculum and with the complete documentation requirements for their enrollment procedures.
7. Have diverse documentary and didactic resources to address the challenges of learning and knowledge development.
8. Receive at the beginning of the course the program of study, the criteria and evaluation mechanisms, the schedule of activities, and be informed of their results and grades at appropriate times.
9. Access to a system of synchronous and asynchronous communication support, with academic assistance and teaching facilitators to make consultations and receive guidance on the development of ordinary and extraordinary academic units.
10. Request the review of their evaluations to the teachers, in accordance with the Academic Regulations and the Virtual Education Regulations when applicable.
11. Make use of the facilities, equipment, and material available to the institution, respecting the corresponding internal regulations.
12. Receive information and answers to the requirements, inquiries, or complaints made to the different organizational units within a reasonable period of time.
13. To be heard and adequately informed about any disciplinary process in which the student is involved under the protection of due process.
14. Obtain certification of any aspect that appears in the academic record and history, as long as the student is up to date with financial obligations to the UCI and pays the respective fees for the process in question.

15. Practice the student representation in the collegiate units
14. To be heard and adequately informed about any disciplinary process in which he/she is involved under the protection of due process.
15. Obtain certification of any aspect that appears in his academic record and history, as long as he is up to date with his financial obligations to the UCI and pays the respective fees for the process in question.
16. Exercise the student representation in the collegiate entities established in the Organic Statute or other instances of decision, either representing or electing participatively.
17. Practice the right of defense in cases in which the application of due process of the disciplinary regime reaches it.
18. Access to the dean's office to receive academic guidance on their performance.

**Article 6. About obligations:** These are the obligations of UCI students:

1. To know, accept and abide by the Statute, the Regulations, the educational model, the Teaching-Learning Contract (when applicable), and other provisions.
2. To know, accept and comply with the Code of Ethics and Academic Behavior, as well as with the rules of Netiquette for interaction in the virtual space, at all times and under all circumstances during the student exercise as a regular learner of the UCI, as well as to show at all times ample assertiveness, respect, and tolerance to ideas, opinions, convictions, multiculturalism, and limitations of digital competence.
3. Regularly check the Regulations sections of the institutional website and the virtual platform to learn about updates to the regulations and documentation. Ignorance of the regulations shall not be used to justify non-compliance.
4. Attend the academic obligations on time and in the manner programmed in the program and schedule of the course.
5. Maintain and preserve the image and good name of the UCI, inside and outside of it.
6. Possess the devices, resources, and computer and connectivity services required to access and navigate the virtual campus, according to the minimum specifications determined by the responsible unit.
7. Possess and constantly develop the digital competencies to access, use and solve problems with virtual educational resources and objects.
8. Comply fully with the code of ethics and academic conduct, as well as with the rules of Netiquette for interaction in the virtual educational space, as well as to show at all times broad assertiveness, respect, and tolerance to ideas, opinions, convictions, multiculturalism and limitations of digital competence, as well as, privacy and confidentiality of personal data accessed.
9. Assume responsibility for their professional training and support as much as possible in the training of other members of the student community, actively participating in group activities for collaborative-cooperative work and forming learning communities.
10. If you are a virtual student, complete your campus user profile so that you can be identified by your course colleagues, facilitator, and assistant, promoting a better understanding of your academic background, professional experience, and others, allowing an exchange based on the personal realities of all participants in the course.
11. Custody and keep secret your username and password to access the virtual campus. In case of loss or theft, it must be communicated immediately in order to proceed to its deactivation and renewal.
12. Strictly follow the schedules and requirements of the synchronous or asynchronous academic activities defined and communicated in the programs of the subjects, as well as diligently manage the contingencies or exceptions with the corresponding administrative and academic authorities.
13. Regularly enter the virtual campus, review the activities and possible notifications sent by the teacher or academic assistant to the active forums or agreed means of communication.
14. Satisfactorily complete the induction process to learning in virtual environments and to the

learning management system in use.

15. To timely cover the payments corresponding to tuition and other services, according to what is established in the financing plans.
16. Take care and make good use of the facilities, furniture, materials, equipment, books, and other property of the institution, helping to preserve and clean them. In case of deterioration or fraudulent destruction, the economic value of the same must be repaid to the UCI.
17. Participate responsibly in the institutional processes of evaluation and co-evaluation of courses and teachers.
19. Read each of the instructions given physically or posted on the virtual campus of the university. In case of not understanding, the student must consult in accordance with the rules outlined in this article.
20. Ensure that in all circumstances the personal and academic information for the purposes of enrollment, registration, and academic management is accurate, real, and verifiable.
21. To abide by the disciplinary sanctions imposed on them.

### **Title III. Freedom of student organization, representation, and participation.**

**Article 7. Student Organization:** UCI students have complete freedom to organize and create associations by career, to facilitate the orderly participation of student communities in the expression of academic, cultural, and sporting interests or their respective careers. The student representation before the various university entities will be governed by the provisions of Article 10 of law number 6693 of November 23, 1981, of CONESUP, the organic statute, and internal regulations of the UCI. The structure of the Association, its purposes, student assembly, Board of Directors, and statute are regulated by procedure.

**Article 8. Limitations of the student organization:** Student organizations shall not be allowed to interfere in matters related to the powers exercised by the administrative and academic authorities of UCI. student organizations in matters relating to the powers exercised by the administrative and academic authorities of the UCI shall not be permitted.

**Article 9. Student representation:** To be a student representative before the collegiate entities, it is required to be enrolled as a regular student and comply with the requirements established in the regulations and specific procedures.

## **Title IV. The system of counseling and academic-curricular attention to students.**

**Article 10. Mechanism for registration of academic activity:** Regardless of the modality of teaching of the courses described in article three of these Regulations, the didactic teaching support and the accompaniment of students is carried out through the Learning Management Platform used by the UCI, integrating the Academic Evidence Portfolio and the general history of the student and the formative process.

**Article 11. Academic Assistance:** Each academic program has a support and accompaniment structure, called Academic Assistance, which the student accesses in addition to their interaction with the teacher, to make consultations or general academic-administrative requirements or link to other administrative instances of the UCI. In addition to the tools available in the Learning Management Platform, access to this resource is made using various means of communication and interaction described on the websites of each Program.

## **Title V. Student welfare policies and their means of divulgation.**

**Article 12. Curricular adequacy:** The UCI may on some occasions, considering the particular situation of the student, make non-significant curricular adjustments. The student who requires non-significant curricular adjustments, must report this requirement before enrollment and provide a study conducted by a psychopedagogue or doctor, as appropriate, with a maximum of one year, to consider the possibility of meeting their requirements in the program, in accordance with the rules stipulated by Law 7600 and its regulations. If this professional study is not provided, the student will not be able to argue the need for such adaptation during his/her studies.

**Article 13. People with disabilities:** Educational centers shall make the necessary adaptations and provide the required support services so that the right of people with disabilities to education is effective. The adaptations and support services include specialized human resources, curricular adaptations, evaluations, methodology, didactic resources, and physical installations.

**Article 14: Benefits for students:** UCI through the news divulgation spaces provided in each course will communicate to its students possibilities of jobs that reach its employment market, complementary courses, lectures, discounts on the purchase of educational services, and other benefits so that they can be taken advantage of by the Student Community.

## **Title VI. Disciplinary Regime.**

### **Chapter I.- Faults**

**Article 15. Disciplinary Regime:** Its purpose is to promote good faith, honesty, and compliance with current regulations, as well as proper interaction and communication among all members of the academic and administrative educational community. The regulation is a guarantor of the constitutional rights of due process, defense, and the presumption of innocence.

**Article 16. Student obligations:** Those who fail to comply with the obligations or violate the regulatory prohibitions shall incur in a disciplinary offense. For those who commit a disciplinary offense, the procedure provided for in these Student Regulations shall be observed. Non-compliance with the academic obligations assumed by the students and their financial obligations to UCI, as well as the consequences derived therefrom, do not in themselves constitute disciplinary offenses or sanctions.

**Article 17. Disciplinary offenses:** Disciplinary offenses shall be classified into three types: minor, serious, and very serious or especially serious.

**Article 18: Minor misconduct:** Any contravention of the duties imposed by the regulations, actions that do not substantially affect the members of the Academic Community or those that are not expressly defined as serious or very serious misconduct are considered minor misconduct.

**Article 19. Serious misconduct:** The following constitute serious misconduct:

1. The student's conduct that undermines the good name, dignity, or prestige of the UCI.
2. Manifest hostility, or aggression in word or deed against students, professors, administrative personnel, and other persons in the service of the UCI.
3. Theft, damage, or violation of UCI's property or that of the people who make up the university community.

**Article 20. Very serious misconduct:** The following constitute very serious misconduct:

1. Any form of plagiarism of academic works.
2. The falsification, adulteration, or fraudulent presentation of documents, and signatures, that deceive about the fulfillment of academic, administrative, and financial requirements established by the UCI.
3. Improper acquisition or disclosure of the contents of academic evaluations.
4. Any form of computer or electronic crime, or digital illicit that aims at the appropriation, alteration, deletion, and illicit use of academic content, personal and confidential information of the members of the academic community, the destruction or damage of the computer infrastructure that facilitates the UCI educational model.
5. Theft, fraud, or attempted fraud on academic activities or individual evaluations, either by copying, altering, deleting, plagiarizing, or passing information to third parties regardless of the medium or channel used for the illicit transmission of academic content.
6. The theft of personal belongings or property of any nature belonging to members of the educational community.



7. The unlawful promotion or facilitation of pornography, pedophilia, harassment, drug, and narcotics trafficking, or any other adverse conduct through the infrastructure, systems, and virtual content used by the UCI educational model.
8. Physical aggression to any member of the university community.
9. Any type of impersonation of identity or allowing the impersonation of their identity through a third party in academic activities and evaluations.
10. The commission of any hate crime or crime against humanity.
11. Other offenses that are considered "very serious" in the judgment of the university authorities and that are not classified as minor, serious, or very serious in these regulations.

**Article 21. Accumulation of faults:** The accumulation of at least two minor faults, without attending to the corrective measures imposed, shall be considered a serious fault. The accumulation of two serious misconduct shall be considered very serious or especially serious misconduct.

## Chapter II.- Disciplinary Sanctions

**Article 22. Sanctions:** In the judgment of the competent authority and according to the seriousness of the offense, without detriment to Costa Rican laws, those students who transgress the academic or disciplinary order shall be subject to one or more of the following recordable sanctions in their student record, with the exception of subsection "1" below.

1. Removal from the classroom, the virtual platform, or the academic activity.
2. Verbal reprimand with a copy to the student's file.
3. Written reprimand with record to the student's file, obligation to repair in an effective and verifiable way, the moral, material, or personal damage caused.
4. Reparation of the disrespect or verbal or moral offense to individuals, or groups internal or external to the University, through an appropriate public retraction and the corresponding apologies.
5. Loss of the course he/she is taking.
6. Disciplinary conditional enrollment.
7. Suspension of students for up to a maximum of five years, with the cancellation of scholarships, recognitions, or other benefits granted.
8. Definitive expulsion in addition to the corresponding disciplinary penalty.
9. Fraud and plagiarism will be academically sanctioned with the loss of the course with a grade equal to zero (0).

**Article 23. About the application of the sanction and the competent parties:** The competent authority to apply the sanctions shall do so according to the seriousness of the offense:

1. The sanctions described in clauses 1 and 2 of Article 22 shall be applied by the faculty member and the Career Coordinator or the Dean.
2. The sanctions described in paragraphs 3, 4, 5, and 6 are the exclusive competence of the Dean of the Faculty or the Coordinator of the Career in the range defined by the Dean.
3. The sanctions described in items 7, 8, and 9 require the formation of a Collegiate Committee, so called by the Dean of the Faculty, composed of the Dean himself, another Dean, and the General Secretary. In the event that any of the members is prevented from forming the Committee, it is up to the Rector to designate the authority that will replace him/her. This decision shall be notified to the parties and shall not be subject to appeal.

**Article 24. Beginning and development of the disciplinary process.** The preliminary consideration of the misconduct as serious or very serious by the Dean and the Career Coordinator, implies the beginning of a disciplinary process, within the following ten working days once the apparently irregular fact is known.

**Article 25. Disciplinary Process: The disciplinary process is subject to the following stages and considerations:**

1. Notification to the interested party of the nature and purpose of the proceeding, indicating the facts on which the opening of the proceeding is based, the alleged faults that are imputed to him/her, and the indication of the regulatory norms that are considered to have been violated. The student shall be informed that he/she may offer the evidence he/she intends to assert and the allegations he/she deems pertinent.
2. For the above purposes, the student will be granted seven working days, counted from the day following the date of notification, by means of a letter addressed to the respective Dean.
3. Schedule a maximum of two face-to-face, telephonic, or videoconference hearings for the presentation of evidence, to ensure the student's right to be heard, to present arguments, and to produce the evidence he/she considers pertinent, no later than three working days after receiving the student's letter.
4. Upon expiration of the previous term, if there is evidence or allegations presented by the student within the following five working days, the corresponding resolution will be issued.
5. If the student does not make use of his right of defense within the stipulated term, the competent authority will decide according to the evidence in the file.

**Article 26.** Intellectual property rights: Matters related to the scope, management, or claim of intellectual property on academic works, theories, inventions, or other related matters are regulated in accordance with the applicable legislation in force, seeking in all circumstances respect for the law and the mutual benefit of the actors involved.

**Article 27. Use of citations and references:** All citations or textual references to a document that is not the original intellectual product of the student must be adequately cited and referenced using the regulations adopted as the standard of general application.

## **Title VII- Final Provisions**

**Article 28. Cases not foreseen:** Cases not foreseen in the articles of these regulations shall be studied and resolved between the Dean and the respective Academic Coordinator.

**Article 29. Interpretation of doubts and inaccuracies:** Any doubts and inaccuracies that may arise regarding the correct interpretation of these Regulations shall be resolved by the Academic Council, through the appropriate procedures.

**Article 30. Compulsory knowledge of the Regulations:** Ignorance of the Regulations may not be used as a reason for non-observance.

**[End of Student Rules and Regulations].**