



UNIVERSIDAD
DE LIMA

GENERAL STUDENT REGULATIONS

August 28, 2023

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TITLE I STUDENTS

Article 1 These regulations are applicable to the students at Universidad de Lima in the in-person, hybrid and distance learning modalities.

A student at Universidad de Lima is a person who is admitted by any admission procedure and has been duly enrolled as a student, in accordance with the requirements set forth in the Peruvian University Act and Universidad de Lima's Bylaws and regulations in force.

Students' acquired status by enrollment may be lost for academic or disciplinary reasons.

Article 2 Students may enroll in the undergraduate or graduate program. In the undergraduate program, students will enroll in the General Studies Program or in the respective Faculty offering their chosen professional program. In the graduate program, students will enroll in the specialist certification, master's or doctoral programs.

Article 3 In the undergraduate program, a regular student is the one who is enrolled in twelve (12) credits. In the graduate program, a regular student is the one who is enrolled in such program.

Article 4 Students must:

- a) Comply with the provisions of the Bylaws, regulations and provisions of the University.
- b) Engage in their human and academic training with honesty, effort and responsibility.
- c) Attend scheduled classes and evaluations on a regular and timely basis.
- d) Provide feedback to their professors and teaching assistants through the Professor Evaluation Survey.
- e) Comply with the medical exams scheduled by the University.
- f) Comply with other obligations indicated by the Peruvian University Act and the provisions of the University.

Article 5 Students are entitled to:

- a) Use the academic and welfare services offered by the University, in accordance with its provisions.
- b) Participate in the governing bodies, in accordance with the provisions of the Bylaws and regulations in force.
- c) Other rights arising from the Bylaws and these regulations.

TITLE II ACADEMIC UNITS

Article 6 The University has the following academic units:

- a) General Studies Program
- b) Faculties
- c) Graduate School

Article 7 The academic units update and approve their curricula and submit

them to the Board of Trustees for approval.

The curricula are applicable as from the moment they become effective. Students must adjust to the approved curriculum standards. In any case, students are required to take subjects scheduled at a level equal to or higher than the current level.

TITLE III STUDY SYSTEM

Article 8 For undergraduate studies, academic terms are divided into semesters or summer terms. Two (2) semesters are scheduled each year.

For graduate studies, academic terms depend on the calendar of the specialist certification, master's or doctoral programs.

Each academic term is scheduled in accordance with the provisions of the curriculum of the General Studies Program, Faculties or the corresponding graduate program.

Article 9 In the undergraduate program, the curriculum consists of a set of mandatory and elective subjects scheduled for each academic level, in accordance with the chosen professional program.

In the graduate program, the curricula are scheduled according to each specialist certification, master's or doctoral programs.

Article 10 An academic credit means the value assigned to the time spent in each subject and the nature of the academic work.

An academic credit is equivalent to sixteen (16) hours of theory classes or thirty-two (32) hours of practice. Class hours have a duration of fifty (50) minutes.

The equivalence between in-person and online class hours are included in Annex A hereof.

Article 11 Undergraduate students may earn the number of elective credits required with subjects taught in other professional programs, even by attending mandatory subjects. For such purpose, students must request their academic units for authorization.

Article 12 For academic, administrative and enrollment purposes, a subject of the General Studies Program has priority over a Faculty subject.

CHAPTER I: ENROLLMENT

Article 13 Enrollment is a formal and voluntary act that involves students' commitment to comply with the Peruvian University Act and Universidad de Lima's Bylaws and regulations.

- Article 14** Students are the sole responsible for their enrollment. They must enroll through the university website, according to the academic calendar of the University.
- Article 15** As for the first level of the General Studies Program and the Graduate School programs, the University is in charge of students' enrollment.
- Students admitted under the International Baccalaureate Diploma Programme or transfer students enroll through the university website, according to the academic calendar of the University.
- Students enroll according to the order of priority. The order of priority is determined in accordance with the grades corresponding to the grade point average of the last three (3) regular academic terms.
- Article 16** There are no enrollment cancellations.
- Article 17** In exceptional and duly grounded cases, academic units may amend the enrollment within the first week of classes.
- Article 18** The maximum number of credits in which undergraduate students may enroll is twenty-three (23) credits in regular academic terms and eleven (11) in summer academic terms.
- In exceptional cases, undergraduate students may enroll in up to twenty-seven (27) credits in regular academic terms, as per conditions of credit extension and requirements established by the Program or Faculty for each enrollment process.
- Article 19** Students' academic level is determined by the mandatory subject with the lowest level pending a passing grade, both for academic and administrative purposes.
- Article 20** To enroll in a subject, students must comply with all the requirements of the curriculum, as appropriate, considered prerequisites and mandatory.
- Article 21** A student may only enroll in mandatory subjects of four (4) consecutive levels.
- To enroll in Faculty subjects, students must have passed all the subjects of the first level of the General Studies Program. Only transfer students or those who changed program are exempted from the foregoing. This exception does not apply to students who change to a program in which they have been previously enrolled.
- Article 22** No schedule conflicts are accepted, except for those students who are graduating in such academic term and provided that such conflicts do not exceed 50% of the scheduled academic hours for each subject. It will not be acceptable that more than two (2) subjects conflict in the same academic hour.
- Article 23** Students who fail a mandatory subject of the first level of the General Studies Program must take it in the following regular academic term.

In case of students failing two (2) or more mandatory subjects of the first level, such students must take at least one (1) subject in the following regular academic term.

Article 24 Undergraduate students who are required to pass a mandatory subject for the third time may enroll at most in fifteen (15) credits in a regular academic term and eight (8) credits in the summer academic term.

Article 25 Students who have failed a subject which has been withdrawn from the curriculum must meet the corresponding credits according to the subjects indicated by the academic unit.

CHAPTER II: WITHDRAWAL FROM SUBJECTS

Article 26 Withdrawal from a subject is not permitted.

Article 27 In exceptional cases, academic units may authorize students, for health-related reasons, to withdraw from all subjects up to week 12 of the academic term, following a report from the Medical Department or the Psychopedagogical Counseling Department.

In duly grounded cases, the Medical Department or the Psychopedagogical Counseling Department may recommend the partial withdrawal from subjects up to week 12 of the academic term.

Students will be readmitted in the academic term indicated in the withdrawal resolution.

Article 28 The University will withdraw students from all subjects in the event such students have been diagnosed with communicable infectious or contagious disease or physical or mental health deterioration that may endanger students or members of the university community. Such risk will be duly evidenced by means of a report submitted by the University's Medical Department or Psychopedagogical Counseling Department.

Article 29 In the cases included in this chapter, neither the grade nor the time in which the student is enrolled will be considered.

CHAPTER III: ENROLLMENT CANCELLATION

Article 30 As for undergraduate programs, enrollments are cancelled in the following circumstances:

- a) Students who fail a mandatory subject in common among undergraduate programs for the third time.
- b) Students with a prior canceled enrollment in another program who fail a mandatory subject of their current program for the third time.
- c) Students who have not completed the curriculum of their respective program at most in twenty (20) regular academic terms as from their original enrollment.

- Article 31** In undergraduate programs, enrollments in programs are canceled in the following circumstances:
a) Students fail a mandatory subject for the third time.
- Article 32** In graduate programs, enrollments in master's or doctoral programs are cancelled when students fail a mandatory subject for the third time.

CHAPTER IV: CHANGE OF UNDERGRADUATE, MASTER'S OR DOCTORAL PROGRAMS

- Article 33** A change of undergraduate, master's or doctoral programs will be allowed in the following cases:
a) On a voluntary basis.
b) If the enrollment in an undergraduate, master's or doctoral programs has been cancelled.

The change of undergraduate, master's or doctoral programs will be granted by means of a resolution, which will include the transfer subjects.

- Article 34** Transfers will be made in accordance with the following:
a) The original passed subjects are transferred if the contents show a minimum equivalence of 70% and the number of credits is equal to or higher than the subjects of the new undergraduate, master's or doctoral programs.
b) The number of credits corresponding to the subjects in the new undergraduate, master's or doctoral programs are transferred.
c) When a subject is transferred, prerequisites are not taken into account. If the subject has not been transferred, students must take and pass such subject.
d) Graduate program subjects are transferred to Executive Education subjects, subject to approval by the Graduate School.
e) The academic units are responsible for transfers, which will be conducted once prior to students' enrollment.

CHAPTER V: READMISSION

- Article 35** Students must request readmission in the following cases:
a) For undergraduate programs: when students have not enrolled in one (1) or more regular academic terms.
b) For graduate programs: when students have not enrolled in one (1) or more academic terms, they may be readmitted provided that they complete their studies and earn an academic degree within the term established in Article 56.

- Article 36** In case of undergraduate students who fail to enroll in more than eight (8) cumulative regular academic terms, the academic unit will assess the validity of the subjects completed, as well as the alignment with the curriculum and the regulations in force at the time of readmission.

- Article 37** Readmissions are subject to the following:
a) The corresponding procedure will be carried out.
b) Subjects will be adjusted to the current curriculum.
c) Subjects completed in other universities will not be transferred.

Article 38 Universidad de Lima graduates may apply for special readmission to complement their undergraduate academic training and study subjects of their interest. It does not allow them to study another undergraduate program.

If the studies are carried out within the following two (2) academic terms in which the students completed their curriculum, they maintain their payment category. After this period, the credit value will be the one that corresponds to the graduates' readmission.

Article 39 Universidad de Lima graduates who intend to obtain a second academic degree in an undergraduate, master's or doctoral programs must apply for readmission.

Transfers are made in accordance with the provisions of these regulations.

TITLE IV ACADEMIC SYSTEM

CHAPTER I: ATTENDANCE

Article 40 Attendance to theory and practice classes is mandatory.

Each academic unit is responsible for ensuring that the number of hours scheduled for each subject is fulfilled.

Article 41 Students who, during the academic term, exceed the absence limit will be graded zero (00) in the evaluations taken as from such date on which the limit was exceeded.

The established limits are as follows:

For the undergraduate program:

- a) From the first to the fifth level of the undergraduate program: 25% of the total number of scheduled hours.
- b) From the sixth level to the end of the undergraduate program: 35% of the total number of scheduled hours.

For the graduate program:

- c) Thirty-five percent (35%) of the scheduled hours for each subject.

The professor of the subject is responsible for the attendance records and compliance with the foregoing. Attendance records are not considered as an evaluation criterion.

CHAPTER II: EVALUATION SYSTEM

Article 42 The evaluation system is applied on a continuous basis so as to ensure optimal academic performance of students.

The final result consists of the grade point average of the evaluations.

Article 43 Continuous evaluation seeks to ensure that students apply the knowledge obtained in class and in previous subjects, which will allow them to develop their reasoning skills and creativity.

Article 44 Professors must present and explain to their students the evaluation structure in the first week of classes, which must be published in the online classroom during such week.

Article 45 There is only one grading system for all subjects. It ranges from zero (00) to twenty (20), being eleven (11) the minimum passing grade. Any decimal number, which is equal to or greater than 0.5, is rounded up to the next whole number.

Article 46 The academic units are responsible for ensuring that the evaluations are prepared according to the syllabus contents and the general and specific objectives of, or skills required in, each subject.

Article 47 Students must be informed of the grade obtained in their evaluations no later than one (1) week after the evaluation has been taken.

Professors must provide feedback to their students after each evaluation and thereafter record the grades in the online classroom.

Article 48 Some types of evaluations can be made in groups although grades will be individual or one per group.

Students must be aware that plagiarism or permitting plagiarism is considered as a serious misconduct, and it is sanctioned hereunder.

In the event that the misconduct is proven, all members of the group will be considered responsible for such misconduct, without prejudice to the individual responsibility established in the disciplinary procedure.

Article 49 Continuous evaluation may include the following grading forms:

- Written exam
- Oral exam
- Case study
- Reading tests
- Research work
- Experimental work
- Production work
- Introspective work
- Reflective work
- Essay
- Report
- Project
- Portfolio
- Presentation
- Forum
- Discussion
- Participation
- Defense
- Laboratory practice
- Collaborative practice
- Individual practice

Article 50 Students who do not take any evaluations fail the subject with a grade of zero (00).

Article 51 Students who commit misconduct during an evaluation are graded with zero (00), without prejudice to the pertinent disciplinary procedure.

Students sanctioned for committing plagiarism, either during academic evaluations or in the preparation of assignments, will be graded zero (00) in the subject.

CHAPTER III: GRADE VERIFICATION

Article 52 Students must timely review the posting of the grades corresponding to their evaluations available in the corresponding online space.

After receiving a grade during feedback, students will have a term of up to two (2) business days to submit a complaint about a grade.

Final grades must be recorded by professors no later than noon on Tuesday of week 17 (regular term) and noon on Tuesday of week 9 (summer term).

Article 53 If the recorded grade does not correspond to the one delivered or communicated in due time, students must submit the respective application explaining their case to the academic unit. If it is determined that an error has been committed, a resolution ordering to correct such grade must be issued.

Article 54 All applications for final grade verification must be filed to the academic units no later than the business day following the delivery of the grade. Such applications shall be made in writing and duly grounded.

The professor or coordinator of the subject must decide on the application and inform the corresponding results.

CHAPTER VI: ACADEMIC DEGREES AND PROFESSIONAL TITLES

Article 55 The University awards academic degrees and professional titles in accordance with the provisions of the Peruvian University Act, the Regulations on Academic Degrees and Professional Titles, and other supplementary regulations.

Article 56 Each master's or doctoral program establishes deadlines to obtain the academic degree:

- a) For master's studies, such deadline is six (6) years, counted as from the beginning of the first academic term in which the student has enrolled in the graduate program.
- b) For doctoral studies, such deadline is eight (8) years, counted as from the beginning of the first academic term in which the student has enrolled in the graduate program.

In case students fail to comply with the established deadlines, their enrollment must be cancelled.

Article 57 Students who fail a subject that has been withdrawn from the curriculum must earn the corresponding credits by completing the subjects indicated by the Graduate School.

Article 58 Students who intend to complete their studies with subjects of a master's or doctoral program other than the one they have enrolled to may do so upon request to the corresponding academic unit.

TITLE V MISCONDUCT AND SANCTIONS

CHAPTER I: MISCONDUCT

Article 59 Acts of misconduct are classified in minor, serious and gross misconduct.

Article 60 The University is entitled to investigate and sanction acts of misconduct committed within its facilities or in different locations during the implementation of activities organized by the University or in which it participates, with academic training or social projection purposes, provided that they involve its students.

It is also entitled to investigate and sanction acts of misconduct committed when obtaining certificates or proving a fact that must be acknowledged by the University, even if the offender is not an enrolled student at the time the misconduct was committed.

Article 61 Minor misconduct includes:

- a) Using the facilities, materials or services provided by the University without authorization or in a manner other than those authorized.
- b) Damage caused, due to negligence, to the infrastructure, materials or other property owned by the University.
- c) Behavior that, without being considered as serious or gross misconduct, involves the failure by the students to comply with their duties and obligations specified in the regulations or guidelines set forth by the University.

Article 62

Serious misconduct includes:

- a) Using the name of the University or its distinctive marks without its authorization or in a manner other than those authorized.
- b) Intentionally causing damage to the infrastructure, materials or other property owned by the University.
- c) Undermining the image of the University or any of the members of the university community through inappropriate behaviors or acts.
- d) Committing or permitting plagiarism, or any other type of plagiarism, as established in the University's Code of Ethics, during academic evaluations or in the preparation of projects.
- e) Disrupting the normal conduct of academic or institutional activities.
- f) Violating the principles, purposes or provisions set forth by the University contained in its Bylaws and regulations.
- g) Improperly acquiring or disseminating, by any means, the content of academic evaluations.
- h) Improperly accessing academic or administrative information of the University or use it illegally.
- i) Providing personal documents or access codes for computer services to third parties which may enable them to enter the facilities of the University or access to its services.
- j) Using identity documents, access codes for computer services or any other means of identification of third parties to enter the facilities of the University or access to its services.
- k) Limiting or restricting the personal freedom of those who are in the facilities of the University.
- l) Addressing in an offensive or manifestly aggressive manner to any person who is at the facilities of the University.
- m) Performing discriminatory acts against any person or group of persons.
- n) Engaging in any form of political activism or proselytism acts.
- o) Carrying, distributing or consuming alcoholic beverages or any narcotic or psychotropic substance, or entering the University under the effects of such substances.
- p) Smoking or using electronic cigarettes, vapes or similar items within the facilities of the University.
- q) Playing games of chance which may involve bets or other similar games.
- r) Recidivism or repetition of a minor misconduct.

Article 63

Gross misconduct includes:

- a) Misappropriation of property of the University or of any person.
- b) Addressing any member of the university community in a manifestly disrespectful manner.
- c) Physically assaulting a person.
- d) Using false, forged or altered documents to prove a fact or to obtain any academic or economic benefit.
- e) Sexual harassment in all its forms and through any means with insinuating and inappropriate comments, attitudes or gestures.
- f) Issue of a judicial order involving imprisonment for the perpetration of an intentional offense.
- g) Any kind of impersonation.
- h) Carrying firearms or artifacts of war in the facilities of the University.
- i) Recidivism or repetition of serious misconduct.

CHAPTER II: SANCTIONS

Article 64 Sanctions are applied after verification of misconduct through the due disciplinary process.

Article 65 Applicable disciplinary sanctions are as follows:

- a) Written reprimand.
- b) Temporary separation from the University of up to two (2) regular academic terms.
- c) Permanent separation from the University.

Students who recognize their misconduct before a final decision is issued by the Disciplinary Committee may be subject to a lesser sanction in relation to the limits set forth in this article.

Article 66 Written reprimand consists of a warning.

Article 67 Temporary separation involves the inability to use educational services, enroll in undergraduate programs of the University, as well as obtain graduate certificates, academic degrees or professional titles which are conferred by the University.

Students who are temporarily separated from the University may not be able to request refund of tuition fees to the University. Students may be readmitted once the suspension period has expired.

Subjects that may be taken by these students in other institutions during the period of this sanction are neither transferred nor recognized.

The duration of the sanction depends on the misconduct committed.

Article 68 Permanent separation results in immediate loss of all the rights pertaining to the status of student.

Students who are permanently separated from the University may not be admitted in any of the programs offered by the University.

Students who are permanently separated from the University may not request refund of tuition fees.

Article 69 For the determination of the applicable sanction, the misconduct committed and its recidivism or repetition are taken into account, as well as the principles of legality and proportionality, and the objective evaluation parameters.

Article 70 The sanction decision contains:

- a) Date and place of its issuance.
- b) Name and signature of the competent authority or body.
- c) List of proved facts relevant to the case.
- d) Grounds that justify the decision.
- e) Legal basis.
- f) Decision taken.

Article 71

Students sanctioned for having committed a serious or gross breach of discipline may not:

- a) Receive a scholarship.
- b) Perform pre-professional internships at the University.
- c) Be a professor's assistant or collaborator.
- d) Participate in the student exchange program.
- e) Be a student representative.
- f) Enjoy any other benefit in force at the time of committing the sanction.

The impediment will be valid for one (1) year when the sanction is imposed for a serious breach of discipline, and for the duration of the student's studies when the sanction imposed corresponds to a gross breach of discipline. The impediment term will be counted as from the termination of the process.

Students sanctioned for committing plagiarism in a subject will be graded zero (00), without this fact exonerating them from the payment of the tuition fee for such subject.

Article 72

Sanctions are applied according to the following:

- a) Minor misconduct is sanctioned with written reprimand.
- b) Serious misconduct is sanctioned with written reprimand or temporary separation from the University not to exceed two (2) regular academic terms.
- c) Gross misconduct is sanctioned with academic suspension not to exceed two (2) regular academic terms or permanent separation from the University.

CHAPTER III: DISCIPLINARY PROCEDURE**Article 73**

The competent body in charge of dealing with, investigating and sanctioning misconduct is the Disciplinary Committee at first instance and the Disciplinary Tribunal at second instance. The Board of Trustees may exceptionally render an opinion through an extraordinary appeal.

Both the Disciplinary Committee and the Disciplinary Tribunal are composed of three (3) members appointed by the Board of Trustees.

The Disciplinary Committee and the Disciplinary Tribunal may hold meetings with the presence of the majority of its members, and their resolutions are adopted by simple majority of the attending members.

Article 74

The Disciplinary Committee becomes aware of the misconduct and notifies the student in writing, personally or by e-mail the beginning of the disciplinary proceeding. Notification will be exceptionally conducted through a notary's office. Communication contains the following:

- a) Charges filed against him/her.
- b) Misconduct resulting from such facts.

- c) Sanctions that may be imposed on him/her.
- d) Competent authority in charge of the investigation.
- e) Evidence that should be produced and hearing date.
- f) Authority or body competent to render a decision.
- g) Authority or body to which the student may resort to file an appeal or, where appropriate, an extraordinary appeal.
- h) Regulatory framework that confers such competence.

Article 75 Students have a term of five (5) days to file a rebuttal letter.

Article 76 Upon filing of a rebuttal or otherwise, a single hearing is scheduled, the date of which is notified in writing to the student, whether personally or by e-mail or, exceptionally, through a notary's office. The Disciplinary Committee renders a decision within a maximum period of thirty (30) days.

Failure by the student to attend does not render null and void the session, proceeding or decision taken.

Article 77 Students may file an appeal against the decision rendered by the Disciplinary Committee within a period of five (5) days.

The Disciplinary Committee will forward the file to the Disciplinary Tribunal within a maximum period of three (3) days.

The Disciplinary Committee decides on the appeal filed within a period not to exceed fifteen (15) days, and the proceeding is declared as terminated.

If no appeal is filed against the decision within a period of five (5) days, such decision becomes final and the proceeding terminates.

Article 78 For serious and gross misconduct, it is admitted to file an extraordinary appeal to the Disciplinary Tribunal within a maximum period of five (5) days only in the following cases:

- a) If new facts emerge. In such case, the pertinent evidence must be produced.
- b) In the case of issues as a matter of law.

The Disciplinary Tribunal will forward the file to the Board of Trustees within a maximum period of three (3) days.

The Office of Legal Counsel verifies the admission of the extraordinary appeal taking into account the aforementioned cases and renders a legal opinion.

Taking into account the opinion of the Office of Legal Counsel, the Board of Trustees decides on the appeal within a maximum period of fifteen (15) days.

Article 79 Periods are counted in business days as from the day following the pertinent notification.

**TITLE VI
CURRICULAR AND EXTRACURRICULAR ACTIVITIES SYSTEM**

CHAPTER I: STUDENT DELEGATES

- Article 80** Student delegates are student representatives.
- Article 81** The purpose of electing delegates is to make students responsible for their own training.
- Article 82** Delegates' functions are:
- a) To serve as a link between professors and students.
 - b) To serve as a link with the authorities of the academic unit in order to solve the problems that may arise during classes.
 - c) To attend delegates' meeting.
 - d) To provide feedback to their professors and teaching assistants through the survey and delegates' meeting.
- Article 83** To be elected as delegate, the following is required:
- a) To be enrolled in the pertinent subject and section.
 - b) In an undergraduate program, not taking a subject for the third time; and in a graduate program, not taking a subject for the second time.
 - c) Not having been sanctioned by the competent bodies of the University.
 - d) Not be a student representative before government bodies or University's Election Committee.

Delegates are elected through direct vote of enrolled students and for simple majority. The student who ranked second in the election process is designated as sub-delegate.

- Article 84** The organization of the delegate election process is under the responsibility of each academic unit.

CHAPTER II: STUDENT WELFARE ACTIVITIES

- Article 85** The University encourages students to participate in cultural, sports and social promotion activities.

- Article 86** The University promotes the integral welfare of its students through health promotion and disease prevention programs.

Students must undergo the exams scheduled or required by the University. These exams may be complemented by external specialists through reports.

If said report includes suggestions or specifies the need to follow a special treatment, it is incumbent upon the Medical Department or Psychopedagogical Counseling Department to coordinate with the student the immediate implementation of the indications given by the external specialist in order to safeguard his/her integrity and of the other members of the university community.

The student who is not able to resume his/her academic activities or is reluctant to follow the recommendations of the Medical Department, Psychopedagogical Counseling Department or the external specialist may not continue with his/her academic activities.

Article 87 The University has a scholarship system provided for in the respective regulations.

Article 88 The financial support granted to students are solely and exclusively for the subjects taken for the first time. The other requirements and conditions are established in the pertinent regulations.

Article 89 The University, through the Department of Internship and Employment Opportunities of the Welfare Bureau, provides students with the facilities for the development of pre-professional and professional internships, both internal and external.

The aforementioned internships are governed by the provisions contained in the respective regulations.

CHAPTER III: STUDY CIRCLES

Article 90 Study circles are composed of professors and students, and are focused on study and research in one or more disciplines. Its creation and functioning are governed by the respective regulations.

CHAPTER IV: ENROLLMENT OF PARTICIPANTS IN STUDENT EXCHANGE PROGRAMS AND AUDITORS

Article 91 There are four student exchange modalities:

- a) Students from Universidad de Lima who travel abroad.
- b) Foreign students who come to Peru to pursue studies at Universidad de Lima.
- c) Students from Universidad de Lima who pursue studies in universities belonging to the Consortium.
- d) Students from other universities of the Consortium who pursue studies at Universidad de Lima.

Article 92 Students participating in a student exchange program are students at Universidad de Lima who are authorized to enroll in subjects taught at other university by virtue of the existing agreements. Authorized subjects are recognized as part of the curriculum.

Article 93 Students participating in a student exchange program as visiting students are those students from other universities who are authorized to enroll in subjects taught at Universidad de Lima by virtue of the existing agreements.

Article 94 Auditors are those who do not follow the ordinary admission procedure and are authorized by the Admission Committee to enroll in subjects taught at Universidad de Lima. Students enrolled in another university or who have completed their university studies

and want to temporarily complement them at Universidad de Lima may register as auditors.

- Article 95** Auditors may not take more than six (6) subjects at the University and may register in such subjects without meeting the requirements.
- Article 96** Students with cancelled enrollment at Universidad de Lima may not register as auditors.
- Article 97** Studies completed as auditors are not considered for the attainment of an academic degree.
- Article 98** If auditors are admitted to the University, the aforementioned subjects may be recognized. If this requirement is not met, such subjects must be taken.
- Article 99** Exchange students and auditors must comply with all the obligations established in these regulations.

TITLE VII ECONOMIC ASPECTS

- Article 100** Tuition fees for undergraduate and graduate studies at the University are established and governed by the relevant regulations.

FINAL PROVISIONS

- First:** Academic matters not covered by these regulations are resolved by the program director, faculty dean or school director at first instance, and by the program, faculty or school boards at second instance.
- Second:** These regulations become effective on August 21, 2023.

*Approved by resolution of the Board of Trustees dated July 19, 2023
Rector's Resolution (R.R.) 201/2023 dated July 19, 2023
Effective as from August 21, 2023*

*Article 4, item e) is hereby incorporated; and Articles 16, 26, 27, 28 and 86 are hereby amended by resolution of the Board of Trustees dated August 23, 2023.
Rector's Resolution (R.R.) 237/2023 dated August 23, 2023
Effective as from August 28, 2023*

ANNEX A

PROVISIONS GOVERNING THE EQUIVALENCIES OF ASYNCHRONOUS ONLINE INSTRUCTION

1. RECITALS

a) Synchronous and asynchronous learning

Online teaching-learning process can be carried out either synchronously or asynchronously. The first modality is conducted through classes where the instructor and students meet at the same time through a technological platform, while in the second modality, learning activities are carried out through other digital media and appropriate educational materials at different times and places.

Synchronous learning is used to describe forms of instruction and learning that occur at the same time but not in the same place. The term is commonly applied to various forms of online learning in which students learn from instructors, classmates or peers in real time but not in person. Synchronous education practice proves to be effective and beneficial to educators and students (Erickson et al., 2020; Melo-Solarte & Díaz, 2018).

Asynchronous learning refers to the forms of instruction and learning that do not take place in the same place or at the same time between the student and the instructor. The term is commonly applied to various forms of online digital learning where students learn through activities that do not require the presence and participation of an educator in real time. Asynchronous learning covers different educational activities, such as recorded sessions, exchange of e-mails between educators and students, online discussion forums, use of digital platforms that organize learning activities and their digital communication, among others. Asynchronous instruction allows more reflection, equitable opportunities to participate, more active learning and fewer technological issues (Lowenthal et al., 2020). It is a useful teaching tool to assess students' progress and determine what students are learning and how well they are learning (García-Holgado et al., 2019; Vonderwell et al., 2007).

The combination of both teaching techniques can successfully address the instructional objectives of a subject as in-person and online components or as a hybrid (Raes et al., 2020) or fully online design. Through these designs, educators lead the educational work in class and also guide students as agents of their own learning (Koehler et al., 2020; Guo, 2020; Wang & Wang, 2020). In addition, their combination allows for a timely balance in the workload of students as well as of educators (Calvo et al, 2020).

b) Instructional time equivalencies of synchronous-asynchronous learning

The American education system uses a credit system (called the Carnegie unit) similar to the Peruvian system, based on credit correspondence with theory and practice hours. American universities assign an equivalence between synchronous and asynchronous online instructional activities by identifying the nature of the activity and the projected time the student will need to complete the required evidence of learning achievement. The U.S. Department of Education and its state administrations accept the calculation of the equivalencies described above, and their accrediting institutions demand it to universities as a requirement and good management practice.

For synchronous learning activities, Universidad de Lima establishes that every class hour corresponds to the theory class hour in in-person studies. For asynchronous

learning activities, Universidad de Lima establishes an Instructional Equivalencies Chart based on the aforementioned practice, which specifies the correspondence of each asynchronous online learning activity with the time that the Peruvian University Act establishes for theory class hour in in-person studies.

The Asynchronous Instructional Equivalencies Chart lists the modalities of asynchronous learning activity, categorized according to their type, equivalence ratio between the student's work and the theory hour established in in-person studies. Posting is defined as the act of communicating or delivering the work prepared to the instructor or to the party he/she appoints.

2. ASYNCHRONOUS ONLINE INSTRUCTIONAL EQUIVALENCIES CHART

Asynchronous activity	Type of activity	Preparation and posting of assignments, and equivalence with instructional hour	Ratio
Asynchronous lesson (videotaped class)	Lessons and instruction	Review of one lesson and posting = 1 hour of instruction.	1 activity unit = 1 theory hour
Webinar participation	Lessons and instruction	Attendance of one event and posting = 1 hour of instruction.	1:1
Preparation of an assignment (essay, presentation, critical analysis)	Learning activities	Review of sources and posting = 1 or 3 hours of instruction.	1:1, 1:2, 1:3
Preparation of research	Learning activities	Submission of one 2-page assignment = 2 hours of instruction. Submission of one 2-6-page assignment = 3-4 hours of instruction.	1:2, 1:3, 1:4
Modeling	Learning activities	Data analysis for one unit of study and posting = 1 hour of instruction.	1:1
Online laboratory	Learning activities	One hour of online laboratory and one posting of laboratory report and review with responses to peers' posts = 1 hour of instruction.	1:1
Project or group resolution of case study	Learning activities and group collaboration	One case analysis and posting = 2-3 hours of instruction.	1:2, 1:3
Peer review	Learning activities and group collaboration	Student review of peer evaluation and posting to instructor or peers = 1-2 hours of instruction.	1:1, 1:2

Discussion forum	Communication and participation	One simple posting = 0.5 hour of instruction. One posting (reading all posts and response at least 3) = 1 hour of instruction.	1:0.5, 1:1
Online exam	Evaluation	One hour of exam = 0.5-1 hour of instruction	1:1

3. IMPLEMENTATION OF EQUIVALENCIES

3.1 The hours derived from asynchronous online learning activities scheduled in a subject are counted separately from theory hours, synchronous online hours and practice hours. As for synchronous online instruction, every synchronous online hour is equivalent to one in-person theory hour.

3.2 To calculate the number of asynchronous online learning hours of a subject, it is necessary to determine the synchronous learning activities to be included and the unit quantity of each of those activities. The equivalence rule is applied to this information.

4. PRACTICAL EXAMPLE

Below is an example of the design of a hybrid subject, composed of in-person theory instruction, synchronous online theory and asynchronous online learning activities. This 2-credit subject includes three asynchronous activities in its design:

Asynchronous activity	Type of activity	Equivalence with a theory hour	Units included in the activity	Asynchronous learning hours
Discussion forum	Communication and participation	1	2	2
Preparation of an assignment (essay, presentation, critical analysis)	Learning activities	2	1	2
Project or group resolution of case study	Learning activities and group collaboration	2	2	4
Exam	Evaluation	1	1	1
Total				9

Subject	Credits	Theory hours		Asynchronous online learning hours	Practice hours
Subject name	2	21		9	4
		In-person hours: 15	Synchronous online hours: 6		

According to the example, this subject has 19 in-person hours (theory and practice) and 15 online hours (synchronous and asynchronous), which means that it is composed of 56% in-person instruction and 44% online instruction.

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