

UNIVERSIDAD DE LIMA

**EXECUTIVE EDUCATION
REGULATIONS**

2014

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TITLE I

GENERAL PROVISIONS

- Article 1 Universidad de Lima extends its educational action with community outreach, through activities to foster and disseminate general culture and professional studies that can lead to a certification or relevant diploma. Therefore, the University fosters education programs and provides training courses in order to satisfy the academic needs of professionals, businessmen and executives.
- Article 2 For the operation of education programs, the University seeks the support of national organizations and international cooperation, as well as the contribution of the community at large.
- Article 3 For purposes of cooperation, assistance and exchange of experiences and knowledge, the University establishes links with other cultural, social and economic organizations.
- Article 4 Special university extension and outreach projects must be self-financing and do not compromise the University's ordinary incomes. Surpluses constitute economic resources of the University.
- Article 5 The Comprehensive Executive Education Center (CIEC) is responsible for identifying opportunities and organizing university outreach activities.

TITLE II

EDUCATIONAL OFFERINGS

- Article 6 CIEC offers the following executive education programs:
- a) Seminars and workshops
 - b) Short and medium-term courses with a maximum of 119 hours
 - c) Specialized programs that include a set of subjects with a minimum of 120 hours and a maximum of 320 hours
- Article 7 Creation or modification of executive education programs requires a project prepared by experts in coordination with the relevant academic unit.
- Seminars, workshops and short and medium-term courses are approved by the CIEC.
- Specialized programs are approved by the Academic Commission for Executive Education, formed by the Vice Rector (Chairman), the CIEC Director, and the dean or director of the corresponding academic unit. The Academic Commission for Executive Education reports the approval of specialized programs to the Board of Trustees.
- In all cases, the approved project along with the corresponding income and expenses budget is submitted to the Activities Commission to authorize its execution.

(Modified by resolution of the Board of Trustees, dated October 1, 2014; Rector's Resolution (R.R.) 266/2014, dated October 1, 2014; effective as of October 2, 2014)

Article 8 Academic coordination of specialized programs is in charge of a professional of the specialty, appointed by the CIEC. He/She is responsible of meeting the objectives of the program and the functions assigned by the Center.

TITLE III

ADMISSION

CHAPTER I: ADMISSION

Article 9 All interested persons can register for courses, seminars or workshops of short or intermediate duration.

Article 10 To enroll in specialized programs, applicants must prove that they have completed high-school education. If the program is offered as a graduate course, applicants must prove that they hold a bachelor's degree or a professional title.

Article 11 For specialized programs, selection includes the evaluation of the applicant's file and an interview. CIEC is responsible for the selection process. Each call must specify the relevant program requirements.

CHAPTER II: TUITION

Article 12 A CIEC student is someone who enrolls, continues his/her studies and complies with the provisions set forth in these regulations.

Article 13 Enrollment in any CIEC academic activity is formal and voluntary. It implies compliance with the requirements, acceptance of the contents, and commitment towards the University's internal regulations.

Article 14 Enrollment in CIEC activities is the student's responsibility. Under no circumstances the total or partial validation of courses, seminars, workshops and specialized programs is applicable.

Article 15 Total or partial cancellation of tuition is not accepted.

Article 16 All tuition rectification is made within the first week of classes.

TITLE IV

STUDIES

CHAPTER I: ATTENDANCE

Article 17 Attendance is mandatory. The student who, at the end of a subject, has over 40% absences out of the total scheduled hours will not receive the relevant certification, if it is a short or intermediate duration course. In case of specialized programs, the student will not take the final examination if fail to achieve the required attendance, losing the right to the pertinent certification.

CHAPTER II: EVALUATION SYSTEM

Article 18 The evaluation system is flexible and adjustable to the characteristics of subjects taught and the didactic method.

Article 19 The student who fails to take the examination or fails to complete the academic task is graded with 00. The minimum passing grade is 11. Any fraction in the grades equal to or higher than 0.5 is rounded to the next whole number. A student who is caught committing an infringement during an examination is graded with 00 and the incident is recorded in the student's file. Recidivism is grounds for separation from the program.

Article 20 The evaluation system for subjects in specialized programs includes the academic task and a final examination, with equal weighting. The average of both generates the final grade.

Article 21 The CIEC might authorize, before each academic term and based on the subjects' nature, the application of other forms of grade weighting. This is recorded in the pertinent minutes.

Article 22 The evaluation system has the following examination modalities:

- Written test.
- Oral test.
- Elaboration and defense of assignments.

Article 23 The CIEC might authorize, based on the subjects' nature, other examination modalities.

Article 24 The coordinator of the specialized program is responsible for ensuring that examinations are prepared based on the subject's syllabus.

Article 25 The CIEC keeps the examinations on file for three months.

Article 26 Written tests are prepared by the subject professors and supervised by the coordinator of the specialized program.

- Article 27 Elaboration and defense of research projects advised by a professor can be considered as tests in the pertinent academic areas. The grade for this type of examination is the average of the grade of the project and its defense. Based on the project nature, this can be done in groups.
- Article 28 The academic task is the main element in the student's ongoing evaluation. We aim that the student applies the largest amount of knowledge acquired during classes and previous subjects.
- Article 29 For short or intermediate duration courses, the CIEC might establish a different evaluation system.

CHAPTER III: MAKEUP EXAMINATION

- Article 30 The final makeup examination is only authorized when the student undergoes circumstances beyond his/her control that hinders the completion of such examination. The student can request authorization from the CIEC to take this examination on the date indicated in the calendar. To authorize this, there must be proof of such circumstances.
- Article 31 Requests to use the benefit stated in the previous article must be submitted to the CIEC within 48 hours of the final examination date.
- Article 32 Makeup examinations are graded by professors and submitted to the CIEC within 48 hours of taking the test.

CHAPTER IV: SPECIAL EXAMINATION

- Article 33 The student who fails in one or more subjects of a specialized program might take a special examination only once, according to the established calendar. The final grade of the subject is averaged with the grade of the special examination, resulting in the final grade.
- Article 34 The special examination is a written test that includes all topics developed in the subject.
- Article 35 The special examination is taken, only once, within 10 business days after delivering the final examination grades and based on the CIEC calendar. There is no makeup examination for the special examination.
- Article 36 To take a special examination, the student must submit a request to the CIEC within 72 hours after delivering the final examination grades, and prior payment of the corresponding fees.
- Article 37 The grade of the special examination is unappealable or questioned whatsoever.

CHAPTER V: REPORT CARD

Article 38 The final report card considers the followings:

- Academic task.
- Final examination.
- Final average.
- Observations.

If the program requires it, the CIEC might establish that only the final average grade appears in the final report card.

Article 39 The evaluation by special examination generates the issuance of a grade rectification resolution that registers the result of the test and the new final average of the subject.

Article 40 Grades transcribed in the report card must be whole numbers.

Article 41 Report cards must be signed by the subject professor and the CIEC director.

Article 42 Report cards with the final grades must be submitted within the deadlines to the Student Services and Registry Bureau, under CIEC responsibility.

CHAPTER VI: DIPLOMA

Article 43 To obtain the diploma of a specialized program, it is compelling to pass all subjects of the program's curriculum. Otherwise, the student only obtains a certificate of participation.

The diploma is signed by the authority of the corresponding academic unit.

FINAL TITLE

FINAL PROVISIONS

Article 44 The General Student Regulations of the University apply to matters not provided for in these regulations.

Article 45 These regulations enter into force on June 15, 2014

*Approved by resolution of the Board of Trustees, dated June 4, 2014.
Rector's Resolution (R.R.) 149/2014, dated June 4, 2014.*

*Modified by resolution of the Board of Trustees, dated October 1, 2014.
Rector's Resolution (R.R.) 266/2014, dated October 1, 2014.*

Effective as of October 2, 2014.