

UNIVERSIDAD DE LAS AMÉRICAS, A.C.
SOCIAL SERVICE REGULATIONS

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CHAPTER I
SOCIAL SERVICE IN GENERAL

Article 1. Social service is the mainly formative-academic and social activity that the University's students, at a *Licenciatura* degree, undertake to render with a temporary nature, remunerated or not.

Article 2. The purpose of social service is:

- Offer the student a field for professional practice.
- Complete his academic and professional education.
- Foster commitment and social solidarity of the students towards the society.
- Develop ethical values in the students.
- Support the social and cultural development of the most needed communities.

Article 3. Social service is mandatory for students of *Licenciatura* degree to obtain its Diploma (*Titulo*) and the Professional License.

Article 4. Students that have completed a minimum of 70% of the credits corresponding to the curriculum of their *Licenciatura* are the only ones who may render social service, without taking into account extracurricular courses.

Article 5. The student in social service shall cover 480 hours as minimum in a period of not less than six months and not to exceed two years.

Article 6. Social service may be carried out within margined social communities, public institutions, civil associations and private aid institutions and in the private sector.

Article 7. The activities developed in social service shall be in accordance and in direct correspondence with the graduation profile.

Article 8. All institutions and social service programs shall be approved by *Universidad de las Américas, A.C.*, through the Academic Directors and/ or Coordinators.

Article 9. According to the existing legislation of the Ministry of Public Education, social service may be performed in:

- Internal programs
- External programs



CHAPTER II
INTERNAL SOCIAL SERVICE PROGRAMS

Article 10. An internal program is the social service project proposed by any area of the university.

Article 11. All University's departments may propose social service programs, provided that meets the incorporation requirements.

Article 12. The departments interested in participating in the social service program of the University shall present in writing a social service program to the Direction of Student Development.

Article 13. The social service program shall be submitted in letterhead, with stamp from the corresponding area and contain, as minimum, the following information:

- Name of the program.
- Justification and approach to the problem the student shall face as social service supplier.
- General objective.
- Specific objectives.
- Specific activities to be performed by the students, according to its knowledge area.
- Evaluation criteria of the performance of the students.
- Evaluation criteria of the development and progress of the social service program.
- Curricular profile and number of students required.
- Name and position of the immediate supervisor, responsible for the social service program.
- Dependency address and telephone.

Article 14. The programs are presented only upon the end of each term. There shall be no extemporaneous evaluations or incorporations.

Article 15. Once the program is approved it shall be integrated within the sites authorized by *Universidad de las Américas, A.C.*

Article 16. The programs shall be evaluated (the evaluation shall consist in the review of students reports, follow up of the activities reported by students according to the programs and constant updating of the authorized sites).

Article 17. Following the guidelines established, only 10% of students in possibility of performing social service, may do so in internal programs.



CHAPTER III
EXTERNAL SOCIAL SERVICE PROGRAMS

Article 18. The external programs are proposed by any institution outside the university and its objectives should be fundamentally social and/ or has the purpose of introducing the student into the working field according to its profile.

Article 19. The interested institution in participating in the social service program of Universidad de las Américas, A.C. shall present, in writing, a social service project to the Direction of Student Development.

Article 20. The social service program shall be submitted in letterhead of the interested institution and contain, as minimum, the following information:

- Name of the program.
- Justification and approach to the problem the student shall face as social service supplier.
- General objective.
- Specific objectives.
- Specific activities to be performed by the students, according to its knowledge area.
- Evaluation criteria of the performance of the students.
- Evaluation criteria of the development and progress of the social service program.
- Curricular profile and number of students required.
- Name and position of the immediate supervisor, responsible for the social service program.
- Dependency address and telephone.

Article 21. The programs are presented only upon the end of each term. There shall be no extemporaneous evaluations or incorporations.

Article 22. Once the program is approved it shall be integrated within the sites authorized by *Universidad de las Américas, A.C.*

Article 23. The programs shall be evaluated (the evaluation shall consist in the review of students reports, follow up of the activities reported by students according to the programs and constant updating of the authorized sites).



**CHAPTER IV
RENDERING AND RELEASE OF SOCIAL SERVICE**

Article 24. Students interested in rendering social service, may do so in the internal or external programs, that have been previously selected.

Article 25. Students may register in social service in the Direction of Student Development prior authorization from their Academic Director and/or Coordinator.

Article 26. Once the registrar defines what students are in the condition to begin social service (consulting the credits accrued upon termination of the semester). Students interested in performing social service, shall adjust to the following procedure:

- Complete 480 working hours in a minimum period of six months or a maximum period of two years in an institution authorized by the University.
- Fill in the Social Service application in the Direction of Student Development.
- Must have the authorization of the Academic Director and/or Coordinator to undertake the social service in the selected site and have completed 70% of the credits of the corresponding curriculum.
- Have an authorized Social Service letter elaborated by the Direction of Student Development.
- Must request from the receiving institution in no later than a week the following: an acceptance letter indicating the designated activities for the student; starting and ending dates; and the hours and days the assigned program will be covered. This Social Service Program should be completed within a time limit of no less than six months and no more than two years.
- Deliver a detailed-monthly or upon-completion report on the activities undertaken during the social service program to the Direction of Student Development.
- Conclude social service with a letter of termination elaborated by the receiving institution indicating the starting and ending dates of the program as well as the completion of 480 hours.
- Deliver a performance evaluation form duly filled out by the student's supervisor from the selected site to the Direction of Student Development.
- Upon receiving the report from the student, the Direction of Student Development will elaborate the Social Service Certification and deliver the original to the Registrar and a copy to the student.

Article 27. If the institution where the student wishes to carry out the social service is not among those that are part of the program, may carry out the institutional proceedings to approve and update the new site with its Academic Director and/or Coordinator.



Article 28. If is detected that the students are performing activities other than those defined in the programs, such program shall be cancelled and the institution responsible may no longer integrate to Universidad de las Américas, A.C. social service program.

Article 29. If the student is caught committing fraud in the performance of social service, the time rendered shall be cancelled and the responsible institution shall be discharged from the program.

Article 30. For the release of the social service, the student must:

- Cover the period for rendering (minimum six months or maximum two years).
- Filling a termination letter from the institution where the social service was rendered.
- Deliver an report, wherein all the activities carried out are described, performing a critical evaluation.
- Deliver the performance evaluation conducted by their supervisor of the site.

CHAPTER V RELEASE TO GOVERNMENT EMPLOYEES

Article 31. Based on Article 91 of the "Regulation for the Exercise of Professions in the Federal District", Government employees may make equivalent their social service, provided that:

- Activities carried out are intimately related with the curricular profile of the interested party.
- Accrue a minimum of six months' seniority as government worker from the date when 70% of the credits were attained.

Article 32. To apply the aforementioned Article 91st the students shall present:

- A release application by Article 91st in the Direction of Student Development.
- Record of employment issued by the human resources office of the institution where they work, showing, at least, six months' seniority as employee.
- Simple copy of the last twelve wages receipt, attaching the originals (no other record shall be considered as an official document).
- Activities report describing their functions within the institution, adding a critical evaluation thereof in connection with the correspondence between the activities and the applicant's career profile (not less than 10 pages).

Article 33. If all documents are in order, the Direction of Student Development will elaborate the social service certification and deliver the signed to the Registrar and a copy to the student.



Article 34. Article 91st applications, may not be implemented retroactively.

CHAPTER VI SOCIAL SERVICE AS A GRADUATION OPTION

Article 35. Social service and the corresponding report of the student be deemed as a graduate option.

Article 36. Social service programs that may be a graduation option must:

- Be academic, research and community involvement programs focused in the analysis and solution of the specific problem, preferably in the community and the attainment of a social benefit.
- Be supervised by academic personnel.

Article 37. The student who chooses social service as a graduation option shall:

- Have covered 85% of the *Licenciatura* credits.
- Deliver a monthly activity report regarding the progress of the research and work.
- Deliver a full and detailed report of the activities carried out in the social service.
- At the time of delivering the social service report having concluded the entire curriculum.

Article 38. The social service report may be presented by up to two students.

Article 39. Each student, shall individually sustain a replica of the work before a jury of three synod minimum.

Article 40. The structure of the social service report shall contain, as minimum:

- **Identification**
 - Name of the program developed
 - Name of the student
 - Name of the academic program
 - Number of the official studies validity recognition agreement of the corresponding academic program
 - Year of presenting the report
- **Content**
 - It must be at least 30 pages long
 - Index of the work developed
 - Program's objectives
 - Problem justification and approach.



- Description of the problem or situation approached.
 - Description and basis for the actions taken.
 - Methods and resources used.
 - Objectives reached.
 - Conclusions and recommendations.
 - It must include a minimum of 10 bibliographic references and exhibits if applicable.
 - Approval of the advisor.
- Official document endorsing the report and the activities contained by the part of the institution where the social service was carried out.
 - By means of an official document, the university shall endorse, through its Academic Director and/or Coordinator, the quality and truthfulness of the report.

TRANSITORY

First. This regulation will take effect in February 2025.

Second. The cases not considered here in shall be analyzed and resolved by the University's Board.

