

UNIVERSIDAD
DE LAS
AMÉRICAS

Ciudad de México



General Regulations

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**FIRST CHAPTER
GENERAL DEFINITIONS**

Article 1. Enforcing the faculties conferred by the By-Laws of the Institution, The Governing Board of the University regulates its life, establishing the structure and organization, faculties and attributions, as well as the rights and obligations of the members integrating the University Community.

These dispositions are general and compulsory for the whole community and, in those cases where it is deemed necessary, they will be complemented with the different codes integrating the Institutional Regulations.

Article 2. The Universidad de las Américas, A.C., is a private, non-profit, institution of higher education whose purpose is to obtain an spread knowledge and the fostering of international understanding. The University has as a fundamental commitment to educate in an atmosphere of freedom, without regard to nationality, race, sex, religious or political beliefs, social status or physical capacities.

Article 3. The Institutional Regulations are integrated by:

- By-Laws
- Mission Statement
- General Regulations
- Students Regulations
- Faculty Regulations
- Social Service Regulations
- Graduation Regulations
- Scholarships Regulations
- Library Regulations
- Instructional Support Center Regulations
- Information Technologies Regulations
- Facilities Use Regulations
- Sport Activities Regulations
- Internal Regulations
- Faculty Evaluation Manual
- English Language Accreditation Manual
- Graduate Studies Manual
- Tutorials Manual
- Evaluation of Courses Delivered in English Manual
- Research Plan
- Guidelines for the Attendance and Delivery of Classes
- Rights and Obligations of Students



**SECOND CHAPTER
TRUST ESTATE**

Article 4. The trust estate of the University is constituted by all the personal properties, real estate, donations, contributions, gifts, tuitions and other property rights belonging to the Associations in the term of its By-Laws.

**THIRD CHAPTER
STRUCTURE AND ORGANIZATION**

Article 5. The Universidad de las Américas, as a Civil Association, is constituted by a maximum of 7 associates, that integrate the General Assembly of Associates as Supreme Government Body of the Institution that meets at least once a year.

Article 6. The General Assembly of Associates entrusts the direction of the Association to a Governing Board which deposits its management in the President of the University with the faculties mentioned in Articles 11 and 12 of these Regulations.

Article 7. For the fulfillment of its Institutional Mission Statement, the Governing Board of the University is responsible for the approval of the academic and administrative structure designed and proposed by the President of the Institution.

Article 8. The University has a consultant University Council, presided by the President of the University, with the participation of the Vice-Presidents and, as it is the case, the Provost and the Academic and Administrative Directors.

**FOURTH CHAPTER
FACULTIES AND ATTRIBUTIONS**

Article 9. The faculties of the General Assembly of Associates are:

- a) To approve or modify the act of the previous Assembly of Associates.
- b) To approve or disallow the performance of the Governing Board and of its members in the fulfillment of their functions.
- c) To approve, modify or reject the financial statements.
- d) To appoint the members and functionaries of the Board indicating the extension of their term.
- e) To appoint the Statutory Auditor for the current year.
- f) To approve the admission of new Associates and accept the resignations, exclusions or suspensions presented.
- g) To approve or modify the Associates List.



h) To approve or disallow the reports of the President of the University and its management. i) To review and decide over any other issue of its competence.

Article 10. The faculties and attributions of the Governing Board are:

- a) To administer the Association knowing and deciding over those matters that, due to their own nature, are directly related to the existence, functioning and purposes of the same.
- b) Make use of all the necessary faculties to direct and manage the Association, celebrating all convenient acts in order to fulfill its objectives, except for those reserved to the General Associates Assembly.
- c) Dispose of the necessary and special judicial faculties for the fulfillment of its objectives.
- d) To appoint and remove the President of the University, granting him/her the necessary faculties and obligations to fulfill his/her responsibilities.
- e) Designate the Permanent Committees to attend the specific matters and problems of the Association.
- f) To know and approve the President's Annual Report, evaluating his/her performance.
- g) To know and approve the reports of the Committees presented to its consideration.
- h) To know and decide over any other issue of its competency.

Article 11. The Governing Board deposits the executive management, as well as the planning and administrative and academic operation of the University in a President of the University, conferring him/her the necessary faculties to empower him/her for those purposes.

The Provost of the University will be freely designated by the President of the University and will collaborate with him/her in the administrative and academic matters and all other that are considered suitable. For all judicial matters and those concerning legal action, the University will be represented by the Powers of Attorney deemed convenient.

Article 12. The faculties of the President are:

- a) To legally represent the University in administrative and/or academic issues, in behalf of the powers granted by the Governing Board, with the possibility to designate the persons he deems appropriate to enforce them.
- b) To enforce the plans, policies, regulations and dispositions approved by the Governing Board, as well as the corresponding budgets.
- c) To submit to the Governing Board the short, medium and long-range plans of the University.
- d) To submit to the Governing Board the University's Activities Annual Report.
- e) To submit to the Governing Board the University's Annual Financial Statements, which must include the External Audit Report.
- f) To determine the establishment of the different academic and administrative units conforming the University's structure, according to the Institution's budget.
- g) To propose the academic programs, professional specializations and the educational modalities deemed convenient for the University, according to its own mission statement



- h) To authorize the Academic Calendars.
- i) To designate the University's personnel and to decide about its resignation or removal.
- j) To oversee the observance of the University's regulations as well as the fulfillment of the obligations acquired by the University with the Ministry of Public Education and other official or private national and international agencies.
- k) To favor the permanent enhancement of the University's Community, by promoting all the activities that contribute to this end.
- l) To settle the coordination norms and to represent the University before national and international institutions.
- m) To preside the University Council exercising his veto right to the recommendations proposed by this entity.
- n) Any other specific duty designated by the Governing Board.

Article 13 The President of the University will have the obligation to attend the meetings of the Governing Board and the General Assembly of Associates with voice but without vote.

Article 14. The University Council of the Universidad de las Américas, A.C. is presided by the President of the University and is integrated by:

- Vice Presidents (if it is the case);
- The Provost;
- The Academic and Administrative Directors
- The adequate academic, administrative and student representation.

Article 15. The attributions of the University Council are:

- a) To know all the matters submitted for consultation and approval, according to the internal legal dispositions of the University.
- b) Pronounce its opinion regarding the situation of the Institution.
- c) To propose all measures oriented toward the enhancement of the University.
- d) To know about any matter presented for the benefit of the University, as well as all matters regarding conduct observation and University's atmosphere.
- e) To designate the necessary number of working commissions, permanent or temporary, for the fulfillment of its attributions.

Article 16 The Academic Directors and Coordinators are directly accountable of the academic and administrative management of the programs under their responsibility.

Article 17. The functions of the Academic Directors are:

- a) To be part of the University Council.
- b) To conduct the academic processes through leadership, organizational, planning and evaluation actions of their areas and to participate in the institutional academic processes, in coordination with other internal or external areas and between the University and other institutions.



- c) To guarantee the observance of the Institutional Regulations.
- d) To propose the expected outcomes of their areas and supervise the necessary actions to accomplish those expected outcomes, including the learning outcomes of their students.
- e) To preside the Technical Council of their areas and to guarantee its collegiate life.
- f) To propose to the Presidency the hiring and promotion of the academic and/or administrative personnel required according to the University criteria.
- g) To represent the University in events, forums and activities pertaining to their discipline, as well as in those he/she is required.
- h) To promote and enhance the academic improvement of their area.
- i) To promote the signature of agreements with other institutions and to authorize the development of practice activities and classes in other scenarios, previously authorized and signed by the President's Office.
- j) To attend to the consultations and demands of the students of their area in the most suitable way.
- k) To participate in the Commission of University Justice when required.

Article 18. The functions of the Academic Coordinators are:

- a) Fulfill their academic loads.
- b) Enforcing projects and provisions approved by the Director or Head of the Academic Division and / or by the Rector of the University.
- c) To be part of the University Council.
- d) To oversee the academic development of the students of the program they coordinate, in order to elaborate the courses and schedules offer for every term.
- e) To enforce the academic policy established by the University Council and approved by the President of the University.
- f) To recruit and select part-time faculty members and propose their hiring to the Division's Director or to the President's Office if it is the case.
- g) To support and supervise the performance of the faculty members of the program they coordinate.
- h) To authorize the registration of students to the academic programs of their area.
- i) To support and provide orientation to the students of their program.
- j) To organize the required academic events and activities.
- k) To be part of the corresponding Technical Council.
- l) To propose the review and updating of the study programs, according to the Institutional Regulations.
- m) To participate in the Commission of University Justice when required.
- n) Any other function required by their superiors.

Article 19. The President of the University will be able to appoint and remove the Academic Directors and Coordinators, in order to guarantee the observance of the academic policies of the Institution.



Article 20. The Technical Councils are representative, consultation and support bodies whose objective is to take care of the curricular, academic, student and disciplinary matters.

Article 21. The attributions of the Technical Councils are:

- To propose, evaluate and develop the study plans and programs;
- To evaluate and analyze faculty performance;
- To know, analyze and issue recommendations over student's academic and disciplinary matters.
- To stimulate communication among all members of the University Community.

Article 22 Every one of the Technical Council will determine their own organization and internal dynamics. These will be approved, in its case, the Presidency of the University.

FIFTH CHAPTER STUDENTS

Article 23. This chapter establishes the University's rights and obligations of the students of the Institution at all levels, degrees and study modalities.

Article 24. The students of the Universidad de las Américas, A.C., will have the following rights:

- a) Receive their study plan, as well as whatever academic information they may require to properly engaging in their studies
- b) Receive the syllabus from their professor, during the opening class of each course, as well as the guidelines for attendance and delivery.
- c) Receive the classes of those courses they are enrolled in and for which they have paid the corresponding tuition.
- d) Request any tutoring they may require, pursuant to the procedures and options established by the University.
- e) Be evaluated and examined in the courses they are registered, in the terms established in the corresponding program and, if applicable, request the review and correction of their works and exams.
- f) Receive the distinctions for academic performance or participation in activities of the University they may merit, according to the established regulations.
- g) Receive the academic titles and grades they deserve in the study programs approved by this University and/or the Mexican Ministry of Public Education.
- h) Be adequately taken care of when using services provided by the institution, and be treated with decency and respect by staff members.
- i) Make use of the facilities and participate in events, in the terms and manner established by the corresponding regulations, provided they have no outstanding debts of their tuition and fees.
- j) Freely express their ideas and opinions, in a private capacity and on their own authority, with no further limitation than the respect due to the rights of third parties, as well as to the Institution, its mission and its staff.



- k) Communicate in writing to the authorities of the University their complaints and concerns, as far as this right is exerted in a peaceful and respectful way.
- l) Have the data contained in their school records and papers handled with discretion and confidentiality.
- m) Be represented in the student organs democratically elected by the students, according to its statutes.
- n) Be institutionally represented on the University Jurisdiction Commission, so as to resort to the latter in defense of their University rights, whenever they should deem pertinent.
- o) Evaluate University faculty and staff performance, whenever required to do so by the institution.
- p) Maintain their quality of students as long as they comply with the academic, school, conduct, and administrative regulations and they have no outstanding debt of their economic obligations.
- q) Report to the respective authorities any incident that may be a transgression against these and other rights, as well as any conduct that may be detrimental to their legitimate interests.

Article 25. The obligations of the students of the University are:

- a) To comply with the first registration, registration and payment requirements established in the corresponding regulations.
- b) To comply timely with the corresponding fees and tuition payments. Otherwise, they will not be allowed to attend classes nor will they have the right to present exams or to receive grades in the courses taken.
- c) Pay in one exhibition the registration fee for each period in which he/she enrolled in the University. Unusually for *Licenciatura* programs with four year curriculum, the registration fee for Summer periods be extended until two courses that require regularization, for three or more courses will pay the fee.
- d) Regularly attending their theory, laboratory, workshop, tutorials, general culture courses and cultural activities at the established time and place, abiding by the attendance records determined by the University for this purpose.
- e) Attending at least 85% of the classes scheduled in each course they take. Otherwise they won't have the right to receive a final grade and will have to take them again.
- f) The student under any circumstances can receive a second or more times a note S/D (NO RIGHT) on the same course. In the case that this happens automatically a grade of 5.0 will be given and considered as a failed course.
- g) When a student repeat a course for having obtained a failing grade or note S/D, must pay, in addition to the credits of the course, an extraordinary fee, which is a credit to those who retake it for the first time. When repeat the course for the second time, in addition to the credits of the course, the extraordinary fee will be to pay three additional credits.
- h) For the Undergraduate level, not failing three times the same course or 6 different courses of their program, otherwise they will be definitely dismissed from the University.
- i) For the Graduate level, not failing three times the same course or 3 different courses of their program, otherwise they will be definitely dismissed from the University.
- j) Maintaining a regular academic condition, that is not having more than one course pending accreditation from previous terms to the one they are taking. Students that do not meet this condition



won't be allowed to progress in their academic program, unless they regularize the courses pending from previous terms. At the end of every school term, the Academic Coordinations will analyze the case of these students and will inform them of the available options to accredit the pending courses.

k) To acquire proficiency and fluency in the English language through the curricular courses of that language that the University delivers in its academic programs.

l) Apply satisfactorily the Global Full Diagnostic Test in order to obtain the qualification that shall be entered in the register.

m) To comply with their academic works and practices, with the support activities required from them, and with the evaluation methods established in the courses they take.

n) To seek information about the grades obtained and ask for the corresponding transcript in the period established in the corresponding academic calendar.

o) Apply at the end of the Academic Program the General Exit Exam (EGEL) and the International TOEFL to continue with the graduation process.

p) Maintain the indispensable conditions of coexistence to meet the Institutional Mission. It is the duty of all students participate in academic, institutional and community activities.

q) Making proper use of the facilities and physical resources provided by the University according to the corresponding regulations, or otherwise be liable to the sanctions stipulated in them.

r) Conducting themselves with due respect for the institution, their professors, superiors and classmates. Otherwise they will be liable to the corresponding regulatory sanctions.

s) To take care of and protect their personal objects since the University is not liable for their loss.

t) To refrain from incurring in any action that may lead to academic fraud.

u) Not to undertake any illegal action that might be detrimental of good habits, moral, physical or material integrity of any member of the University's community.

v) Having their student ID card, provided by the institution, duly restamped.

w) When on the University premises or in the vicinity thereof, refraining from consuming, using, selling, offering for free or providing alcoholic beverages, or substances which consumption is considered illegal. Otherwise they will be liable to the regulatory corresponding sanction.

x) To provide the information that the University requires from them with truthfulness, accuracy and honesty and to keep it permanently updated. Otherwise, the University might impose them a sanction.

y) To respect the safety and access systems established by the Institution for the benefit of the University's community. Otherwise they will be liable to the corresponding regulatory sanction.

z) Students should refrain from carrying weapons in all its forms (sharps, firearms or knives), otherwise, anyone who is caught will immediately be expelled from the institution.

aa) To respect the non-smoking areas established in the University.

ab) The students must refrain from introducing food and beverages and must keep shut their cell phones during class delivery, and may only use Laptops and Tablets when the Professor expressly authorized.

Article 26. Any misdeed or conduct violating any provision set down in the present regulations or in the University Regulations, shall be grounds for sanction for the students of the University. These sanctions, according to their relevance, may include indistinctly the following as the case may be:

- Verbal warning.



- Written warning with copy for the student's file.
- One to three days suspension, without justification of absences.
- Expulsion.

SIXTH CHAPTER FACULTY

Article 27. This chapter establishes the University's rights and obligations of the of the Institution's faculty at all levels, degrees and study modalities.

Article 28. The faculty members of the Universidad de las Américas, A.C., will have the following rights:

- a) Performing their curriculum activities in keeping with the principle of academic freedom, and pursuant to the study plans and syllabi approved by the Office of the President and the Governing Board and, the case being, registered at the *Secretaría de Educación Pública*¹.
- b) Freely expressing their ideas in a private capacity, their sole limitation being to refrain from disturbing University endeavors and showing due respect for people and the community, as stated in the current civil and criminal laws.
- c) Receiving their fees or wages in the amount and with the periodicity stipulated in their contract, based on the academic tabulator.
- d) Receiving the benefits granted by the University under the terms of their contract.
- e) Receiving the acknowledgement and distinctions due to them, pursuant to the provisions set forth herein, as well as in the University Regulations.
- f) Representing the University at academic or other events, with the consent of the President.
- g) Making use of educational support resources such as the library, the computer services, as well as communication, instructional support and administrative services, under the terms of the Regulations specified to that end by the institution.

Article 29. The obligations of the University professors are:

- a) Offering the services agreed upon in their contract, in an ethical, efficient and reliable manner.
- b) Collaborating with the corresponding Director and/or Academic Coordinator in revising the syllabus and updating the bibliography of the course they shall be teaching, as well as in the elaboration of mid-term and final exams or other evaluation instruments.
- c) Giving their students the syllabus approved by the respective Director and/or Academic Coordinator, during their opening class of the course.
- d) Duly preparing the classes they teach and arriving on time.
- e) Recording their attendance in the registry specially provided for that purpose and according to the assigned schedule, at the beginning and end of the classes they teach. Likewise, recording the classes' replacements or anticipations, according to the procedure established.
- f) Recording student non-attendances to each class given and the students grades in the system specially intended to that effect. Timely delivering the final grades act, duly signed, for the courses delivered.

¹ Mexico's Ministry of Public Education



- g) Capture the results of the mid-term and final exams, as well as the results of the practice manuals, in the system intended to that effect.
- h) Capture the tutoring sessions in the system designed for it.
- i) Keep a permanent and open communication with the Directors and/or Academic Coordinators.
- j) Evaluating objectively and timely the performance of their students.
- k) Allowing the application of evaluation and supervision instruments in the courses they teach.
- l) Attending the faculty refresher, training or induction courses offered by the University.
- m) Participate in tutoring activities, directing thesis and acting as panel members for final oral exams whenever required to do so, pursuant to the provisions and assigned hours set forth in their contracts.
- n) Respecting the University's facilities and being responsible for the material and equipment provided to them. In case of damage or loss the payment for the repair or replacement must be covered.
- o) Having their professor ID card, provided by the institution, duly restamped.
- p) Conducting themselves with due respect for the authorities, students, administrative staff and mates.
- q) To respect the non-smoking areas established in the University.
- r) The professors must refrain from introducing food and beverages and must keep shut their cell phones during class delivery.

Article 30. Part-time professors are those who, under a professional services contract, teach a course within the Institution, their distinguishing features being that the professional fees paid for the services are not their main source of income and they do not have an employment relationship with the University.

The Appointment of Part Time professors are granted for a period of time of no more than an academic term and may be renewed as many times as necessary at the discretion of the Academic Directors and/or Coordinator and after being ratified by the Rector, provided that they have satisfactorily fulfilled their professional responsibilities, as per the evaluations performed by the University. In no case shall their academic services exceed three hours a week.

Article 31. Full-time professors are those whose main commitment is to the University and who under an employment contract of 40 hours a week, perform, according to their academic requirements, the functions of teaching, tutoring, research and administration.

Half-time professors are those who, under an employment contract of 20 hours or more a week, perform, according to their academic requirements, the functions of teaching, tutoring, research and administration.

Associate professors are those who, under an employment contract of between 4 and 10 hours a week, perform, according to their academic requirements the functions of teaching and tutoring.

The appointments of Adjunct professors are granted for a period of time of no more than an academic term and may be renewed as many times as necessary at the discretion of the Academic Directors and/or Coordinators and after being ratified by the Rector, provided that they have satisfactorily fulfilled their professional responsibilities, as per the evaluations performed by the University. In no case shall their academic services exceed three hours a week.



Article 32. Part-time professors and the University have their source of juridical relationship in the professional services contracts of the former which establish their rights and obligations.

Article 33. The hiring of the faculty members is the prerogative of the President of the University according to the selection procedures referred to in the Faculty Regulations, seeking at every moment that the academic excellence of the Institution be the fundamental criterion determining such hiring.

Article 34. Academic load are those activities or responsibilities assigned by the University to the full-time, half-time and associate faculty members. This load may be modified at the criteria of the Institution according to its needs.

The academic load of full-time faculty members will never be inferior to 40 hours per week, distributed in the activities that, at the criteria of the University, are necessary for its proper functioning. This is also applied to half-time and associate faculty members, which academic load cannot be inferior to 20 and 10 hours per week respectively.

Article 35. Part-time and full-time, half-time and associate faculty members shall incur in grounds for sanction, or if applicable, for rescinding their relationship with the University when the Director and/or Academic Coordinator or competent University authority, find that they:

- a) Are not performing the tasks or responsibilities assigned to them pursuant to their academic load.
- b) Are not executing their job with the appropriate zeal, carefulness and diligence, and in the time or manner required of them by the Institution in their academic load.
- c) Fail to fulfill any obligation defined in their contract, as well as in the present Regulations or, in general, in the Institutional Regulations.

Article 36. There will be grounds for sanction for the faculty members of the University, for the non-fulfillment of the obligations pointed out in these Regulations and, in general, in the Institutional Regulations. These sanctions, according to their relevance, may include indistinctly the following as the case may be:

- Verbal warning.
- Written warning with copy for the professor's file.
- One to three days suspension, without salary.
- Cancellation of the contract in the terms of the previous point, without prejudice of the claim failed by the Institution before the competent authorities, if it is deemed appropriate.

SEVENTH CHAPTER DIRECTIONS AND DEPARTMENTS OR ADMINISTRATIVE UNITS

Article 37. The University will have the necessary and sufficient number of administrative units that, at the Presidency's criteria are strictly necessary to adequately provide for the purposes of the Institution. Its functionaries and staff will be freely appointed and removed by the President of the University.

Article 38. The responsibilities and obligations of each one of those units will be determined by the Presidency or, in its case, by the Provost.



Article 39. The organization and the internal procedures of every one of the administrative units will be internally elaborated by themselves, with the approval, in its case, of the Presidency. These policies and procedures are not part of the Institutional Regulations.

EIGHTH CHAPTER UNIVERSITY STAFF

Article 40. The Universidad de las Américas, A. C. acknowledges and regulates its labor relationships with its staff according to the norms appointed by the Federal Labor Law, in the individual labor contract, in these Regulations, as well as in the dispositions that, the case being, integrate the Institutional Regulations. Its rights and obligations will be referred to those legal codes.

Article 41. Besides what is mentioned in the Federal Labor Law and in the individual labor contract, the following are considered as basic obligations of the staff of the University:

- a) Comply with all the technical and administrative dispositions prescribed by the Institution by means of operative manuals or general or special dispositions.
- b) Timely arrive to carry out their duties and register its check-in and check-out hours, according to the system established by the University.
- c) To carry out their duties exactly and carefully, according to the established systems by the Institution.
- d) To deal with other members of the University's Community and public in general, courteously and efficiently.

Article 42. The staff of the Universidad de las Américas, A.C. will be subject to the following bannings without prejudice of the provisions stated in the Federal Labor Law and the individual labor contract, as well as in the Institutional Regulations.

- a) To suspend or refuse to do their work or go to the street in working hours, without the authorization of his/her immediate chief.
- b) To use the communication means of the Institution for private matters, except in emergency cases and previous consent of his/her immediate chief.
- c) To remain or enter the University's facilities outside working hours, without the corresponding authorization.
- d) To be absent of work without due justification and/or previous express authorization of his/her superiors.
- e) To organize or participate in collections, raffles and the so called "*tandas*" among personnel. f) To subtract from the Institution's offices documents, stationers, documents or belongings of the Institution or those under his/her safeguard, without previous written authorization granted by the representatives of the University.
- g) To carry out activities different from the assigned work or those that hinder or obstruct his/her duties during the working schedule.
- h) To allow another staff member to register his/her check-in or check-out hours, or check for another employee.
- i) To carry out activities that may endanger his/her security or that of the Institution or his/her mates or other members of the University's community.



Article 43. Besides the provisions of the Federal Labor Law and the individual labor contract, the staff members of the University will incur in grounds for rescinding their labor relationship for the following reasons:

- a) When the staff member disobey without justified reasons the instructions given by the University through its representatives.
- b) For having over three non-justified absences in one month.
- c) In general, for the causes stated in Article 47 of the Federal Labor Law or the non-observance of the obligations referred-to in Article 134 of the same legal code, as well as the non observance of the bannings mentioned in Article 135 of the above mentioned Law.

Article 44. There will be grounds for sanctions for the University's staff members, for the non- fulfillment of the obligations pointed out in these Regulations and, in general, in the Institutional Regulations. These sanctions, according to their relevance, may include indistinctly the following as the case may be:

- Verbal warning.
- Written warning with copy for the staff member's file.
- One to three days suspension, without salary.
- Four to eight days suspension, without salary.
- Cancellation of the individual labor contract in the terms of the previous point, without prejudice of the claim failed by the Institution before the competent authorities, if it is deemed appropriate.

Article 45. It will be the responsibility of the Presidency of the University, through the Provost's Office, to interpret and watch over the enforcement of these Regulations.

CHAPTER NINE INTELLECTUAL PROPERTY RIGHTS

Article 46. In order to provide the greatest possible benefit to the University of the Americas, A.C. and its faculty, students, and staff involved in the creation of inventions, innovations, or developments, as well as to sponsors or third parties, all inventions, innovations, or developments resulting from activities carried out in the undergraduate and graduate programs of the University of the Americas, A.C., and generated by its faculty, students, and administrative staff, shall be the property of the institution, taking into account their relationship with them. Consequently, the University shall own the copyright.

Article 47. The University of the Americas, A.C. legally protects those inventions, innovations, or developments generated by its faculty, students, and staff. The economic benefit derived from inventions, innovations, or developments generated by its faculty, students, and staff will be used:

First, to cover the cost of protecting intellectual property.

Second, the remaining profit will be distributed as follows:

- i. One-third to the inventors.



- ii. ii. One-third to the academic department.
- iii. iii. One-third to the campus.

TRANSITIONAL PROVISIONS

First: This regulation will take effect in May 2020.

