

RULES AND REGULATIONS
VIRTUAL UNIVERSITY SYSTEM OF
UNIVERSIDAD AUTONOMA DEL ESTADO DE
HIDALGO

SEPTEMBER, 2014

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STATEMENT OF PURPOSE

The legal framework underpinning this regulation is based on the General Statutes of Universidad Autonoma del Estado de Hidalgo in Chapter IV, Articles 129, 130, 131, and 132, where it is stated that it is responsibility of the Virtual University System (SUV in Spanish) to offer open, distance, non-formal, mixed education, and in collaboration within its different levels and modalities. Also, to offer, manage, and develop educational programs at the senior high school, undergraduate, and graduate levels, as well as continuous education, with control of its own academic, administrative and technological processes. The SUV must function under the established organic structure and comply with its rules and methodology, develop research, liaison, and diffusion, in addition to manage its resources and administer quality.

It is because of the need to manage these processes in distance education that the institution accepts not only its technical definitions, but also the academic, legal and organizational constraints that apply.

Likewise, the educational model of the UAEH states that is essential to have regulations that combine, interpret and adapt the various rules that apply to the Virtual University System.

In regard to the nature of distance education, there are players with different roles and the use of diverse technologies which allows them to interact without the need to coincide in time and space.

All of the above give rise to these Rules and Regulations with criteria of quality, relevance, and equity, in order to guarantee the search for information on the part of the students, in a single policy document to facilitate their access.

Chapter I General provisions

Article 1. The objective of these Regulations is to regulate distance education in Universidad Autonoma del Estado de Hidalgo.

Article 2. The types and levels offered are:

- I. High school, at the bachelors level;
- II. Higher education;
 - a. Undergraduate;
 - b. Specialty;
 - c. Master's degree, and
 - d. Doctor's degree.

As well as, educational services: certification, training, updating, consultancy and all others that may apply according to national and international policies on education.

Article 3. The Virtual University System, besides that established in the General Statues must:

- I. According to the university by-laws, select and validate the professional profiles of the personnel for recruitment;
- II. Collaborate with various internal and external agencies to achieve teacher training;
- III. Propose the criteria to evaluate their personal, educational programs and processes;
- IV. Suggest criteria for the approval of the percentages of scholarships and
- V. Fulfill all the duties established by the institution.

Article 4. For purposes of this regulation the following terms are used:

Student dropout; the null delivery of activities without a justified reason for fourteen consecutive calendar days during a course

Students; are the people enrolled in an educative program to whom an academic load has been assigned and have covered the corresponding fees.

Counseling; is the action carried out by an expert in his academic field and in distance education, who uses diverse technologies to guide the students, promote interaction and independent study, as well as the construction and socialization of knowledge, and assess their learning.

Applicant; is the person interested in participating in an admission process.

Accepted applicant, is the applicant who has approved all the stages of the admission and selection process.

Disenrollment; The official suspension of academic activities of the students

Comparability: it is the act through which studies done abroad that are equivalent with the educational level required to enroll in the next level are acknowledge for academic purposes.

Distance education, is characterized by synchronous or asynchronous communication by means of diverse technologies which allow students, teachers and school who are geographically separated to be in touch to promote an active, self-regulated and collaborative learning based on solving real problems.

Equivalence: It is the act through which the education authority declares studies comparable with each other within the National Education System.

Home institution: Educational institution where students who applied to mobility are enrolled in any of the educational programs.

Receiving Institution: Institution where students go to study part of their educational program and obtain credits

Educational Program Termination; Process through which a program comes to its conclusion as a result of an assessment that determines its obsolescence which in turn gives cause for a redesign of the curriculum or to a totally new curricula.

School cycle; It is the frequency of time in which the students enroll.

Plagiarism; to make use of the work, ideas or words of another person for the development of academic activities as if they were your own, without explicitly giving credit as to where the information was obtained

Professional Practices; The set of classroom, virtual or mixed activities that aim to contribute to the integral formation of the students of the Virtual University System, strengthening and developing their professional skills

Recess of an Educational Program; Period in which there is no call for new students to enroll.

Revalidation; It is the act through which studies carried out outside the National educational System, which are of the same level and comparable programs, are recognized to continue with the studies.

Social Service; It is the temporary job without compensation that professionals and students do in favor of society and the State.

Tutoring; it is the action done by a teacher expert in distance education who uses information and communication technology to walk along with the students in their learning process, providing support to overcome cognitive obstacles in order to augment their interest and motivate them to stay in the educational program.

Virtual Unit; It consists of those educational programs with similar knowledge areas which allow us to respond to the needs of the social environment at the regional, national and international levels.

Chapter II Collegiate bodies

- Article 5.** The collegiate bodies of the Virtual University System of Universidad Autonoma del Estado de Hidalgo are::
- I. The Virtual University System Council;
 - II. The Admission and Permanence Committee;
 - III. The Academic Committee by educational level, and
 - IV. The Academic Committee by Study Program.
- Article 6.** The Virtual University System Council consists of:
- I. The Secretary General of the UAEH as the President;
 - II. The Director of the Virtual University System as the Secretary;
 - III. The Sub-director of the Virtual University System;
 - IV. The Heads of the Virtual Units, and
 - V. The Heads of Department as part of the organizational structure of the Virtual University System.
- Article 7.** The duties of the Virtual University System Council are:
- I. To authorize the recess or liquidation, and design or redesign of the educational programs approved by the Honorable University Council.
 - II. To define to the commissions of the Virtual University System;
 - III. To approve and evaluate the work programs of the instances that make up the Virtual University System;
 - IV. To propose amendments to the regulations of the Virtual University System;

- V. Recommend cancellation of enrollment due to sanctions to be assessed by the Honor and Justice Commission;
- VI. Impose sanctions according to the verdict;
- VII. Propose and, where appropriate, approve actions that will enhance the Virtual University System; and
- VIII. Those established in the university regulations.

Article 8. The Council Virtual University System will hold regular meetings every six months and special meetings when so required.

Article 9. The Admission and Permanence Committee consists of:

- I. The Secretary general of UAEH as President;
- II. The Director of the Virtual University System as Secretary;
- III. The Sub-director of the Virtual University System;
- IV. The Head of the Academic Department of the Virtual University System;
- V. The Heads of the Virtual Units;
- VI. The Coordinators of the Educational Programs of the Virtual University System, and
- VII. The Head of the School Administration Department of the Virtual University System.

Article 10. The duties of the Admission and Permanence Commission of the Virtual University System are:

- I. Prepare the calls for entry to the different distance education programs;
- II. Put into consideration of the General Secretariat, the proposed calls for the educational offer of the Virtual University System;
- III. Validate the ruling projects for equivalence and recognition of studies;
- IV. Validate the ruling projects for comparability of studies;
- V. Rule on the applications for mobility;
- VI. Suggest sanctions according to the verdict; and
- VII. Those established in the university regulations.

Article 11. The Admission and Permanence Commission will hold regular meetings every six months and special meetings when so required.

Article 12. The Academic Commission for level of study is composed of:

- I. The Director of the Virtual University System as President;
- II. The Sub-director of the Virtual University System as Secretary;
- III. The Head of the Academic Department of the Virtual University System;
- IV. The Head of the corresponding Virtual Unit and
- V. The Coordinators of the Educational Programs of the Virtual University System of the corresponding study level.

- Article 13.** The duties of the Academic Commission for level of studies are to:
- I. Validate the curricular design and redesign;
 - II. Attend the disagreement appeals filed by the students;
 - III. Validate the drafts for obtaining degrees;
 - IV. Propose the Virtual university System Council the academic affairs which concern them;
 - V. Suggest a solution to the problems related to the students, according to these rules and the educational programs established;
 - VI. Endorse the proposed apportionment of teachers;
 - VII. Rule according to the educational program and the call, in the special cases that arise in selection and admission;
 - VIII. Hold ordinary sessions every three months and extraordinary meetings when so required, and
 - IX. Any other duties assigned by the Director of the Virtual University System.

- Article 14.** The Academic Committee by educational program is formed by
- I. The Head of the Virtual Unit;
 - II. The Coordinator of the Educational program, and
 - III. At least three professors of each Study Program.

- Article 15.** The duties of the Academic Committee by educational program are to;
- I. Follow up in the development of the study program;
 - II. Appoint the teachers who will serve on the Committee to support the process of selection and admission of the candidates to enter the educational program;
 - III. Propose the allocation of teachers, according to the educational program and the call;
 - IV. Review and approve the project managers of the options for obtaining degree, diploma or degree;
 - V. Learn about and approve the registration application with the topics for obtaining titles, diplomas, or degrees filed by the students;
 - VI. Follow up in the progress of the dissertation papers received;
 - VII. Appoint the members of the revision committee, taking into account the proposals of the students and the director in regard to the options for obtaining a title, diploma or degree;
 - VIII. Assign the members of the jury for the dissertation exam, who should preferably be the members of the revision committee, taking into account the proposals of the students and the director in regard to the options for obtaining a title, diploma or degree;
 - IX. Propose to the Academic Committee, at the request of any of the parties, the replacement of members of the Review Committee;

- X. Authorize the changes in topic in regard to the options for obtaining a title, diploma or degree, at the request, duly justified, of the students;
- XI. Formally report to the School Administration Department the academic and administrative affairs of the students;
- XII. Update and protect the activity log and the agreements of the Academic Committee of the educational program; and
- XIII. Rule, according to the educational program and the call, on any unusual cases arising in the selection and admission process.

In regard to the collaborative educational programs, an Academic Sub-committee must be formed; its duties will be defined by the participants.

Chapter III Educational Programs

- Article 16.** The distance educational programs are those approved by the Honorable University Council
- Article 17.** The design or redesign of the educational programs must conform to the established methodology.
- Article 18.** The collaborative distance educational programs are organized in their design and redesign as follows:
- I. Virtual multi-units, involving two or more virtual units of the Virtual University System;
 - II. Intra-institutional, involving one or more units of secondary and higher education with the Virtual University System; and
 - III. Inter-institutional, involving one or more national, international or both, educative institutions with UAEH through the Virtual University System.
- Article 19.** Graduate educational programs follow some of the next guidelines:
- I. Professional, typical of the specialty and master's educational programs;
 - II. Research, the specialty, master's and doctor's educational programs may follow this orientation.
- Article 20.** The school cycles will be established in the educational programs.
- Article 21.** Each educational program establishes the maximum and minimum academic load for each school cycle.

Chapter IV Enrollment

- Article 22.** Admission to the educational programs of the Virtual University System shall be subject to the guidelines issued by the Selection and Admission Committee.
- Article 23.** Admission to the educational programs will be through the following processes:
- I. Admission;
 - II. Selection, and
 - III. Registration.
- Article 24.** To participate in the admission process, the applicant must:
- I. Carry out the registration process;
 - II. Meet the admission profile established by each educational program, and
 - III. Comply with the conditions and requirements established in the respective calls for such purpose.
- Article 25.** To participate in the selection process, the applicant must:
- I. Have fully completed the next prior level of studies;
 - II. Send in the documents (digital format) required to validate his/her profile;
 - III. Approve the induction course of the educational program;
 - IV. In case of having partial studies related to the educational program he wishes to attend, he must have the equivalence according to the corresponding process, and
 - V. For foreign applicants, they must have the studies revalidation or comparability according to the corresponding process.
- Article 26.** The students who had been expelled for engaging in acts against the principles and values of the university and wish to rejoin as candidates shall not be entitled to participate in the process of admission to the Virtual University System.
- Article 27.** To participate in the registration process, the applicant must meet the following requirements:
- I. Have gone through the admission process;
 - II. Approve the selection process;
 - III. Submit the required documentation in a timely manner, and
 - IV. Pay the registration fees within the period specified.
- Article 28.** The registration to the educational programs must be according to the dates and periods established in the notice.

- Article 29.** The following are reasons for disenrollment:
- I. The written request by the student up to fourteen calendar days after the start of the course;
 - II. The confirmation of the student having used false documentation during the admission process, and
 - III. Dropping out.

Article 30. The enrollment in the educational programs of the Virtual University System is restricted by the institutionally established point grade average and equivalences; unusual cases will be subject to the ruling by the Academic Commission by level of studies.

Chapter V

The students

- Article 31.** The following are the rights of the students:
- I. Receive education according to the educational programs of the Virtual University System
 - II. Have Access to the information on the educational program;
 - III. Receive the services provided by the Virtual University System;
 - IV. Get the official documents proving their status as students;
 - V. Receive protection of their personal information;
 - VI. Receive virtual counseling and mentoring;
 - VII. Be evaluated in accordance with the provisions of the educational program;
 - VIII. Participate in the evaluation processes of the Virtual University System that apply;
 - IX. Request the disagreement appeals within the period specified in the respective process, and
 - X. All others established in the university regulations.

- Article 32.** The obligations of students are to:
- I. Comply with the provisions of these regulations;
 - II. Take responsibility of their own learning process;
 - III. Carry on schedule, the administrative procedures that apply;
 - IV. Maintain ongoing communication with the administrative and academic bodies of the Virtual University System;
 - V. Report any changes in their personal contact information to update their records;
 - VI. Participate in the evaluation processes of the Virtual University System, and
 - VII. All others established in the educational programs and the university regulations.

Article 33. The following are acts which violate the principles and values of the University:

- I. To offend or attack a member of the university community in any way;
- II. Use false documents in the institutional processes, independently of any legal action to follow;
- III. Providing inaccurate or misleading information;
- IV. Improper use of the institution's information;
- V. Use the institution's technological resources and facilities for purposes other than educational;
- VI. Obtain academic benefits illegally;
- VII. Give or receive fraudulent aid in the development of their academic activities;
- VIII. Commit plagiarism in the development of their academic activities;
- IX. Make use of malware that attacks the Virtual University System;
- X. Impersonate a member of the university community or allow his own impersonation; and
- XI. All others established in the university regulations.

Article 34. Sanctions will be applied according to the following:

- I. Guidelines issued by the Coordination of the educational program;
- II. Warning delivered by the Academic Committee by level of study, to be kept on the record of the students;
- III. Replacement or financial penalty to be determined for the good or material, property of the institution, which has been damaged;
- IV. Cancellation of enrollment;
- V. Invalidation of the academic process or the results, and
- VI. Disenrollment due to penalty.

Article 35. The status of student is lost when:

- I. The student has been expelled, or
- II. He/she has obtained the certificate, title, diploma or degree of the educational program.

Chapter VI Permanence

Article 36. Permanence refers to the academic and administrative steps to maintain the status of student and is subject to compliance with the reentry process.

Article 37. Students can be enrolled simultaneously in two higher education programs, regardless of the level and type.

- Article 38.** The readmission of the students to the Virtual University System applies when:
- I. It is requested within the time limits;
 - II. It is within the time limit to complete their studies;
 - III. The educational program is in force;
 - IV. The educational program allows it;
 - V. The educational offer is available;
 - VI. The payment of the corresponding fees is made, and
 - VII. All others established by the current educational program.
- Article 39.** The updating of the academic load refers to the increase, decrease or change of subject matters, which are subject to the respective process.
- Article 40.** The updating of the academic load can be done when:
- I. It is requested within the time limits;
 - II. The academic offer is available;
 - III. The academic program allows it, and
 - IV. The corresponding payment is done if the updating is to increase the number of subject matters.
- Article 41.** Changing from the face-to-face to the virtual mode is subject to the process of equivalence of studies or to that established in the educational program.
- Article 42.** In regard to Social Service and Professional Practices, refer to the provisions of the Educational Program and the policies of distance education.

Chapter VII Assessments

- Article 43.** The Virtual University System includes the following assessments:
- I. Final exam, the exam the students make at the end of all course activities.
 - II. Make up exam, done to approve a failed subject during the final exam, according to the guidelines established in the study program;
 - III. Accreditation exam; presented at the request of the student when for reasons of experience or prior studies, he can demonstrate his knowledge, abilities, and aptitudes, or when an educational program is in recess or in the termination process, and
 - IV. All others considered in the program.

- Article 44.** To obtain the result of the evaluation of the course, students will be subject to the general criteria and parameters for evaluation and approval established by the educational program.
- Article 45.** The result of the evaluation could be:
- I. Numerical on a scale from 0 (zero) to 10 (ten);
 - II. The equivalent on the convergence chart established according to academic trends in Distance Education, or
 - III. As the educational program deems appropriate.
- In the case of the numerical evaluation, the minimum passing score is 7 (seven) for high school and undergraduate; and 8 (eight) to graduate studies.
- Article 46.** The recording of the assessment results is done by the teacher, in the period established by the educational program.
- The registration of the score sheet may be numeric, alphabetic or NC (did not complete the course).
- Article 47.** The record of the results of the evaluation is irrevocable.
- Article 48.** To be entitled to a make-up exam, the students must:
- I. Have obtained a NC score at the end of the course;
 - II. Pay the corresponding fees, and
 - III. Comply with the educational program, the corresponding process, and the university regulations.
- Article 49.** To have the right to present an exam for termination of a study program, the students must:
- I. Be enrolled in the program to be terminated;
 - II. Pay the corresponding fees, and
 - III. Comply with that established in the university regulations.
- Article 50.** The accreditation exam by competences is subject to the terms and conditions set forth in the educational program and all other established in the university regulations.
- Article 51.** To present the accreditation exam by competences it is necessary to:
- I. Be enrolled in the educational program;
 - II. Fill out the application form;
 - III. Pay the corresponding fees, and
 - IV. Everything else established in the university regulations.
- Article 52.** If the competency exam is not credited, students should study the subject over; the educational programs on recess or liquidation shall be subject to what is established in the educational program.

Article 53. If the competence exam is failed, the result will not be taken into account for grade point average and the number of non-accredited subjects.

Chapter VIII Graduation

Article 54. A graduate is the student who has covered the total credits of the educational program to which he/she belongs.

Article 55. The official documents that certify the studies completed are:

- I. Grades transcript;
- II. Certificate of the degree examination;
- III. Title;
- IV. Degree;
- V. Diploma in the case of specialized studies or educational services;
- VI. Certificates, and
- VII. Those arising according to academic trends.

Article 56. The maximum period for the obtaining of the title, diploma or degree is dictated by each educational program.

Article 57. The grade transcript is received when the total of credits of the study program has been covered and according to what is established in the same.

Article 58. The students who present a professional exam to obtain the title, diploma or degree must do so before a jury on the basis set out in the corresponding guidelines.

Article 59. The jury for a B. A. Degree shall be composed of:

- I. A president;
- II. A secretary;
- III. Three board members, and
- IV. Two substitutes.

Up to two of the members may be from outside the educational program.

In the case of the B.A. programs with dual-degrees, the corresponding agreements must specify that the jury should be composed equally by professors of both institutions.

- Article 60.** A postgraduate jury shall be composed of:
- I. A president;
 - II. A secretary;
 - III. One board member, and
 - IV. Two substitutes.

One of the jurors may be from outside the educational program.

In the case of the postgraduate programs with dual-degrees, the corresponding agreements must specify that the jury should be composed equally by professors of both institutions.

- Article 61.** The result of the exam for obtaining a title, diploma, or degree may be *approved*, *approved with honors* or *failed*, and it will be recorded in the corresponding certificate.

- Article 62.** When the result of the exam for obtaining a title, diploma or degree is *failed*, the students have the right to present it again within a maximum of six months, and it cannot exceed the period established in the educational program.

- Article 63.** The Virtual University System awards the distinction of high academic achievers to graduates from the high school, B. A., and postgraduate levels, when they achieve a point grade average of nine point five or better, as long as the student has accredited all the subjects in his first opportunity and fulfills all the requirements established in the educational program.

- Article 64.** In order to obtain the document accrediting the Honorable Mention in postgraduate studies, in the thesis or terminal project mode, it is necessary that:

- I. All the jurors consider the exam dissertation as excellent;
- II. The students have not had any failed subjects during their studies;
- III. The students obtain a grade point average above nine point five, and
- IV. It is so requested by the members of the jury.

- Article 65.** To obtain the B. A. degree, Specialty diploma or postgraduate degree, the students must complete the appropriate educational program, plus:

- I. Fulfill the requirements established in the educational program, and
- II. Transact the compiling of his record according to the applicable provisions.

Chapter IX

Disenrollment from the educational programs

- Article 66.** The different types of disenrollment contemplated are:
- I. Voluntary;
 - II. Due to inactivity;
 - III. Due to sanction;
 - IV. Automatic;
 - V. Final, and
 - VI. All others established by the university regulations.
- Article 67.** The students may have voluntary disenrollment whenever they requested it by any written or electronic means. This type is considered final.
- Article 68.** Students will cause disenrollment due to inactivity when:
- I. Do not complete the re-enrollment process to a school cycle, or
 - II. All the subject matters are removed from his academic load within the first fourteen calendar days of the cycle, prior written request to the coordinator of the educational program.
- Article 69.** Students will cause disenrollment due to sanction whenever the respective collegiate body so dictates.
- Article 70.** The reasons for automatic disenrollment are:
- I. The expiration of the maximum time to cover the subjects of the curriculum in accordance with the educational program, or
 - II. Reach the total number of failed subjects established in the educational program.
- Article 71.** The student that cause automatic disenrollment from some educational program at the Virtual University System, will have the right to apply for the admission process of any other educational program in the same system.

Chapter X

Comparability, revalidation and equivalence of studies

- Article 72.** Comparability recognizes, for academic purposes, the completed studies abroad that are comparable to the educational level required to enter the next higher level in the Virtual University System.

- Article 73.** Revalidation recognizes the studies carried outside the National Education System at the same education level and similar programs, to be continued in the Virtual University System
- Article 74.** Equivalence acknowledges studies comparable to each other, conducted within the National Education System.
- Article 75.** Revalidation and equivalence could be:
- I. Total, when it comprises completed studies of an specific level, as long as the contents of both educational programs are comparable, or
 - II. Partial, when only certain number of subjects are comparable with the current educational programs of the Virtual University System.
- Article 76.** Academic subjects are considered comparable with those of the Virtual University System when they cover a minimum of 90% of the contents of the study program.
- Article 77.** The maximum for equivalence or revalidation of studies is up to 50% of the total subjects corresponding to the Virtual University System educational program, except for educational programs within UAEH.
- Article 78.** The equivalence and revalidation are irrelevant when more than four years have elapsed after stopping studies in high school, the Academic Committee will determine the appropriate.
- Article 79.** All the requests for revalidation, equivalence and comparability must be done according to their respective processes.
- Article 80.** The comparability, revalidation and equivalence of studies will be done by the General Secretariat through the Virtual University System.

Chapter XI Mobility

- Article 81.** Mobility in the Virtual University System is governed by the stipulations of the educational programs, and the respective agreements and processes.
- Article 82.** The Virtual university System contemplates two types:
- I. Virtual, and
 - II. In person.

Article 83. The term virtual mobility refers to the use of information and communication technologies in order to study in virtual learning communities of domestic and foreign educational institutions, without having to travel and with credit recognition.

Article 84. Each educational program will determine the type and scope of virtual mobility it wants to use, according to the following:

- I. Incoming: when students from other domestic or foreign educational institutions incorporate to the Virtual University System, or
- II. Outgoing: when the students of the Virtual University System join other educative institutions, national or international.

Virtual mobility exists by virtue of a prior specific agreement that allows it.

Article 85. The term in person mobility refers to physical movement of the students to other national or foreign institutions with the purpose of carrying out studies with credit recognition.

Article 86. Student mobility must be done at the same educational level being studied at the home institution.

Article 87. To carry out mobility, a student must cover the following requirements:

- I. Be enrolled in an educational program;
- II. Have covered at least 50% of the total subjects of the program in which he/she is enrolled;
- III. Be within the time limit to complete his studies, and
- IV. All others indicated in the educational programs, agreements, or if applicable, the corresponding calls.

Article 88. Students can cover in mobility up to 30% of subjects in the curriculum.

Article 89. The students who carry out mobility must:

- I. Respect the current regulations at both institutions;
- II. Comply with the activities established by the receiving institution, and
- III. Get a passing grade for each subject, according to the stipulations of the home education program.

Article 90. Students mobility is governed in its administrative and academic aspects, as follows:

- I. Students who drop out of school or fail the subjects taken at the host institution for mobility, are bound to study them over in the respective educational program of the Virtual University System, provided they are able to reenter.

- II. The grades obtained by the students at the receiving institutions will be received according to the equivalences authorized in the agreement by Universidad Autonoma del Estado de Hidalgo.
- III. The costs of mobility are based on the provisions of the relevant agreements and the respective process.

- Article 91.** The termination of the mobility program for the students of the Virtual university System and the students from other institutions can be caused for:
- I. Failure to comply with the acting regulations of the institutions participating, or
 - II. Transgressing the provisions outlined in the specific agreement.

Chapter XII Disagreement appeal

- Article 92.** A disagreement appeal may be filed when:
- I. The record of the results obtained from their academic load is incorrect;
 - II. The rights of the students according to the context of the educational program have been violated;
 - III. The student has cause automatic disenrollment according to section 1 of Article 70 of these regulations, if requested within the time limit of six months after the disenrollment, valid one time only, o
 - IV. The student has cause automatic disenrollment according to section 1 of Article 70 of these regulations, if requested within the time limit to conclude his studies, valid one time only.

- Article 93.** This appeal must be filed in writing in digital format by the student before the respective Academic Commission by level of studies according to the following:
- I. Within five calendar days after the publication of results, or
 - II. Within five calendar days after the moment he considered his rights were violated.

- Article 94.** The Academic Committee of the level of study shall resolve and report the outcome of the grievance filed, no later than seven calendar days after it is received.

- Article 95.** The resolutions of the Academic Committee by level of study will be final.

Chapter XIII

Transitory provisions

FIRST. These regulations shall enter into force on the day following its publication in the official journal of the Universidad Autonoma del Estado de Hidalgo.

SECOND. Students enrolled prior to the initiation of application of this Regulation shall be governed in accordance with the university regulations and the provisions of this regulation which benefits them.

THIRD. The printed copies of these regulations shall be prepared and approved no later than one hundred twenty days subsequent to the adoption of these rules

FOURTH. These regulations will be translated to English and French.

Regulations approved by the Honorable University Council in a meeting held on
September 30, 2014.