



UNIVERSIDAD
DE LIMA

UNIVERSITY OF LIMA
BYLAWS

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TITLE I

GENERAL PRINCIPLES

Article 1 The University of Lima is a non-profit academic institution incorporated under the business form used by charitable and non-profit organizations (*asociación civil*), domiciled in Lima, officially recognized by the Peruvian State and incorporated as a legal person under private law by means of a notarial instrument dated July 20, 1962, executed before Enrique Costa Sáenz, Attorney-at-Law and Notary Public, and registered in Entry 1, on page 9, of Volume 7 of the Book of Non-Profit Organizations of the Registry of Companies in and for Lima. It has perpetual existence and may carry out activities elsewhere in Peru or abroad.

Article 2 In accordance with Article 18 of the Peruvian Constitution and Law 30220 of the University Act, the University has an independent regulatory system; and academic, administrative and economic governing system. Therefore, it makes decisions and implements them according to its own principles and purposes.

By using such independence, only the University, through its competent bodies, will exercise the following powers:

- a) Approve its Bylaws and be governed according to it.
- b) Organize its systems and processes.
- c) Administer its assets and income, and invest its funds according to its purposes.

Article 3 The University of Lima is governed by the University Act and by the provisions set forth in these Bylaws.

Article 4 The University of Lima is an educational community made up of persons who have the same human dignity but different experience and functions, and are committed to meeting institutional objectives.

The University is aimed at searching and disseminating the truth. Moreover, it contributes to developing students' competences and character so that they may acquire a responsible and critical thinking.

The University promotes and disseminates research applied to the country's problems in those areas in which its contribution may be particularly significant.

Article 5 The University of Lima is an educational community made up of the university leadership, teaching staff, students and graduates. To honor University's principles, ideals and purposes, identify with its spirit and enhance its prestige are the duties of all the members of the educational community.

Article 6 The following are purposes of the University of Lima:

- a) Provide the highest-quality university education.

- b) Promote and develop scientific, humanistic and technological research activities in the areas and disciplines targeted by its action or in which it deems necessary its participation in relation to national problems and country's development.
- c) Carry out social projection and university extension activities.
- d) Provide specific services of a technical, scientific and pedagogical nature demanded by the society.

Article 7

The activities of the University of Lima are guided by the following principles:

- a) Rational knowledge with freedom of thought, and criticism, expression and academic freedom.
- b) Rejection of all forms of violence, intolerance, discrimination and dependence.
- c) Integral human development of all its members.
- d) Awareness of contemporary Peruvian issues and practice of values that commit its members to take on the changes required by justice and social responsibility.

TITLE II

GOVERNING BODIES

Article 8 The governing bodies of the University of Lima are:

- a) The University Assembly.
- b) The Board of Trustees.
- c) The president.
- d) The vice president.
- e) The Graduate School Board and director.
- f) The Board and dean of each Faculty.
- g) The General Studies Program Board and director.

CHAPTER I

UNIVERSITY ASSEMBLY

Article 9 The University Assembly is the supreme governing body of the University and is composed of:

- a) The president.
- b) The vice president.
- c) The deans of the Faculties.
- d) The representatives of ordinary professors in a number equal to the double of the sum of the university leadership referred to in the foregoing points. Half of them are full professors; and, from the rest, two-thirds are associate professors and one-third, assistant professors.
- e) One or more representatives of students for each Faculty until completing a third of the university leadership and professors.
- f) A representative of the graduates, in his/her capacity as supernumerary, with the right to speak and vote.

Article 10 The University Assembly represents the university community and is vested with the following powers:

- a) Elect the president and vice president.
- b) Declare that the positions of president and vice president are vacant, with the affirmative vote of two thirds of the legal number of its members.
- c) Endorse the University's Annual Functioning and Development Plan approved by the Board of Trustees.
- d) Render a decision on the president's Annual Report and, based on such report, evaluate the University's functioning.
- e) Amend the University's Bylaws with the affirmative vote of two thirds of the legal number of its members.
- f) Agree unanimously upon University dissolution with the affirmative vote of the entire legal number of its members.
- g) Designate the University's Election Committee on an annual basis.

Article 11 The University Assembly holds regular meetings twice a year in order to deal with the following issues:

- a) Endorse the University's Annual Functioning and Development Plan.
- b) Render a decision on the president's Annual Report and evaluate the implementation of the University's Annual Functioning and Development Plan.
- c) Designate the University's Election Committee.

The documents are delivered to the members of the Assembly at least seventy-two (72) hours in advance.

Article 12 The University Assembly holds extraordinary meetings when such meetings are called *sua sponte* by the president, at the request of two thirds of the legal number of its members or more than half of the legal number of the members of the Board of Trustees. Extraordinary meetings must be held within a maximum period of thirty (30) calendar days of being requested.

Article 13 The quorum required for convening a meeting of the University Assembly and calling it to order is half plus one of the legal number of its members. Non-attendance of student representatives does not render null and void the convening of a meeting of the University Assembly and the calling it to order, its agreements or resolutions.

With regard to the dissolution of the University, the quorum required for convening a meeting of the University Assembly, calling it to order and vote is the entire legal number of its members.

Article 14 The notice of meeting of the University Assembly is served at least eight (8) calendar days in advance by means of a written communication which indicates the date, time, place and agenda to be discussed. In the absence of a quorum in the originally called meeting, notice of the adjourned meeting will be served and the meeting will be called to order with the members in attendance, except when these Bylaws require a qualified quorum.

Article 15 The resolutions of the University Assembly are adopted, in the originally called meeting and adjourned meeting, by a majority vote, which means the immediate whole number greater than the half of the parties in attendance, except when these Bylaws require a qualified vote. For an Assembly's resolution to be reviewed, the affirmative vote of two thirds of the legal number of its members is required.

CHAPTER II

BOARD OF TRUSTEES

Article 16 The Board of Trustees is the supreme management, execution and promotion body of the University, and is composed of:

- a) The president, who presides over the Board.
- b) The vice president.
- c) The director of the Graduate School.
- d) The deans of the Faculties.

- e) The director of the General Studies Program.
- f) The directors of the University's Business Administration and Finance, Institutional Image, and Staff Bureaus.
- g) Three student representatives of the different Faculties.
- h) A representative of graduates.

Article 17 The Board of Trustees is vested with the following powers:

- a) Approve, at the proposal of the president, the University's Functioning and Development Plan.
- b) Approve the University's internal regulations.
- c) Approve the University's General Budget and monitor compliance with its implementation, authorize the acts and contracts pertaining to the University, and resolve all matters concerning its economy.
- d) Guide, monitor and evaluate the academic process of the University.
- e) Agree on the establishment, merger, suspension, closing or reorganization of the Graduate School or its master's or doctoral programs, Faculties or their undergraduate programs, General Studies Program, academic departments, Scientific Research Institute and Publishing Fund.
- f) Establish, merge or close bureaus or offices according to the University's development needs.
- g) Endorse curriculums or work plans approved by the Faculties and other units of the University.
- h) Confer academic degrees and award the professional titles approved by the Faculties and Graduate School, where appropriate, as well as grant honors.
- i) Recognize and validate studies, academic degrees and professional titles of foreign universities.
- j) Appoint, engage, promote, renew employment contract of and dismiss professors, at the proposal of the respective Faculties, General Studies Program and Graduate School.
- k) Declare the University or any of its academic units in temporary recess, where circumstances so require, with the affirmative vote of two thirds of the legal number of its members.
- l) Accept legacies or donations for the University.
- m) Agree on the execution of agreements with other universities and public or private entities, whether national or international.
- n) Establish the University's general disciplinary system.
- o) Resolve disciplinary cases of professors and students in accordance with the provisions set forth in the respective regulations. This power may be delegated.
- p) Answer questions regarding the interpretation of the University's Bylaws.
- q) Be familiar with and resolve, by means of an appeal, the resolutions and agreements of the Boards of the governing bodies.
- r) Be familiar with and resolve all other issues not specifically entrusted to other university leadership.

Article 18 The Board of Trustees, at the proposal of the president, may establish and appoint standing or special committees.

CHAPTER III

PRESIDENT AND VICE PRESIDENT

Article 19 The president is the official and legal representative of the University of Lima.

Article 20 The position of president requires exclusive commitment and is incompatible with the performance of any other public or private function or activity, except those of academic nature that has a close relationship with his/her function of University's representative.

Article 21 The president is vested with the following powers:

- a) Call and preside over the meetings of the University Assembly and Board of Trustees, and enforce their agreements.
- b) Supervise and be responsible for the academic activity of the University, and its administrative, economic and financial management.
- c) Submit to the Board of Trustees, for its approval, and to the University Assembly, for its endorsement, the University's Annual Functioning and Development Plan.
- d) Submit the Annual Report to the University Assembly.
- e) Countersign the diplomas of academic degrees and professional titles, and university honors conferred by the Board of Trustees.
- f) Supervise the preparation of the University's General Budget, as well as submit it to the Board of Trustees for its approval.
- g) Authorize the expenses that must be incurred by the University up to the limit indicated in the Economic Regulations.
- h) Propose to the Board of Trustees the appointment of the director of the General Studies Program, director of the Graduate School, directors of the master's and doctoral programs of the Graduate School, directors of the undergraduate programs, and university directors.
- i) Establish linkages between the University and persons or private or public bodies, whether national or international, for the better achievement of University's aims.
- j) Authorize University's advertisements and publications.
- k) Enforce laws, Bylaws, regulations, functioning and development plans, and other provisions relating to the University.
- l) Other powers conferred by law and these Bylaws.

Article 22 The University of Lima has a vice president who replaces the president in the cases of leave of absence, disqualification or vacancy.

The vice president is vested the following powers:

- a) Coordinate University's academic and administrative activities.
- b) Other powers indicated in the respective regulations.

Article 23 The position of vice president requires full-time commitment.

CHAPTER IV

GRADUATE SCHOOL BOARD AND DIRECTOR

- Article 24** The Graduate School is governed by its Board and director.
- Article 25** The Graduate School Board is composed of:
- a) The director, who presides over the Board.
 - b) The directors from the different master's and doctoral programs.
- Article 26** The Graduate School Board is vested with the following powers:
- a) Approve the School's general development policy whose proposal is presented by the director to the president.
 - b) Prepare School's work plans and curricula, approve them and submit them to the Board of Trustees for their endorsement.
 - c) Approve the curricula of the different master's and doctoral programs, and submit them to the Board of Trustees for their endorsement.
 - d) Approve curricula leading to academic degrees and present them to the Board of Trustees for their endorsement.
 - e) Establish the sequence of the subjects to be taught in the different master's and doctoral programs, update their contents and determine the requirements of each subject.
 - f) Evaluate, on a regular basis, the curriculum previously established in each master's and doctoral program.
 - g) Supervise compliance with School's academic and administrative activities.
 - h) Approve academic degrees and present them to the Board of Trustees for their awarding.
 - i) Formulate School's budgetary requirements to be presented by the director to the president.
 - j) Be responsible for the proper use of the material resources allocated to the School, implementation of the budgeted expenditure, according to the availability of funds, and performance of School's educational and administrative actions.
 - k) Propose to the Board of Trustees the establishment, merger, suspension or closing of the different master's or doctoral programs and other units as deemed necessary.
 - l) Resolve disciplinary issues brought to the School professors, in accordance with the respective regulations.
 - m) Other powers indicated in these Bylaws and in the respective regulations.
- Article 27** The director of the Graduate School is appointed by the Board of Trustees at the proposal of the president. Each master's and doctoral program is under the responsibility of a director appointed by the Board of Trustees at the proposal of the president.
- Article 28** The director of the master's or doctoral program is vested with the following powers:

- a) Prepare the general development policy of his/her respective unit in coordination with the director of the Graduate School.
- b) Supervise the academic activity of the master's or doctoral program.
- c) Present the budgetary requirements of his/her unit to the director of the Graduate School for his/her consideration.
- d) Evaluate the professors of his/her unit as per rules established by the University.
- e) Coordinate the activities of his/her units with those of other master's or doctoral programs of the Graduate School.
- f) Other powers indicated in these Bylaws and in the respective regulations.

CHAPTER V

FACULTY BOARD AND DEAN

Article 29 The Faculty is governed by its Board and dean.

Article 30 The Faculty Board is composed of:

- a) The dean, who presides over the Board.
- b) The professor representatives as may be necessary to complete, including the dean, the representation of three (3) full professors, two (2) associate professors and one (1) assistant professor.
- c) Up to three (3) student representatives, not more than one (1) for each attached undergraduate program.

Directors of the undergraduate programs also attend the meeting of the Faculty Board as invited parties and have the right to speak but not to vote.

Article 31 The Faculty Board is vested with the following powers:

- a) Approve the Faculty's general development policy whose proposal is presented by the director to the president.
- b) Prepare Faculty's work plans and undergraduate programs' curricula, approve them and submit them to the Board of Trustees for their endorsement.
- c) Approve the curricula of the academic departments and submit them to the Board of Trustees for their endorsement.
- d) Approve curricula leading to the pertinent academic degrees and professional titles, and present them to the Board of Trustees for their endorsement.
- e) Establish the sequence of the subjects to be taught in the undergraduate programs, update their contents and approve the requirements of each subject.
- f) Manage academic-administrative processes of the units that make up the Faculty.
- g) Evaluate syllabi of the subjects to be taught based on the requirements of each discipline and coordinate their preparation on a regular basis.

- h) Approve research plans proposed by the dean and present them to the Scientific Research Institute for their inclusion in the general research plans.
- i) Supervise compliance with the Faculty's academic and administrative activities.
- j) Endorse the academic degrees and professional titles obtained in the undergraduate programs that are part of the Faculty and present them to the Board of Trustees for their awarding.
- k) Propose to the Board of Trustees, through the president, the appointment, engagement, promotion, renewal of employment contracts and dismissal of the professors of the academic departments that are part of the Faculty, pursuant to the respective rules and procedures.
- l) Promote the ongoing improvement of professors' skills.
- m) Formulate Faculty's budgetary requirements to be presented by the director to the president.
- n) Be responsible for the proper use of the material resources allocated to the Faculty, implementation of the budgeted expenditure, according to the availability of funds, and performance of Faculty's educational, administrative and service actions.
- o) Resolve disciplinary issues brought to the professors, in accordance with the respective regulations.
- p) Other powers indicated in these Bylaws and in the respective regulations.

CHAPTER VI

GENERAL STUDIES PROGRAM BOARD AND DIRECTOR

- Article 32** The General Studies Program is governed by its Board and director, who exercises his/her functions vested with the same powers as those of the dean, where applicable.
- Article 33** The General Studies Program Board is composed of:
- a) The director, who presides over the Board.
 - b) Three (3) representatives of ordinary full professors, two (2) associate professors and one (1) assistant professor.
- Article 34** The General Studies Program Board and director are vested with the same powers as those established for the Faculty Board and dean, where applicable.
- Article 35** The director of the General Studies Program takes over the management of the Academic Department of Sciences and Humanities. He/she is appointed by the Board of Trustees at the proposal of the president.

CHAPTER VII

NOTICE OF MEETING OF THE BOARD OF TRUSTEES, GRADUATE SCHOOL BOARD, FACULTY BOARD AND GENERAL STUDIES PROGRAM BOARD

Article 36

The notice of meeting of the Board of Trustees, Graduate School Board, Faculty Board and General Studies Program Board will be served at least forty-eight (48) hours in advance by means of a written communication which indicates the date, time, place and agenda to be discussed. With respect to the quorum for convening a meeting of the respective Board and calling it to order, the attendance of half plus one of the legal number of its members is required for the originally called meeting. The attendance of any number of its members will suffice for the adjourned meeting. The resolutions, both in the originally called and adjourned meeting, are adopted by a majority of votes, which means the immediate whole number greater than the half of parties in attendance. For a Board's resolution to be reviewed, the affirmative vote of two thirds of the number of the members in attendance is required.

Non-attendance of student representatives does not render null and void the convening of a meeting of the respective Board and the calling it to order, agreements and resolutions of the Board of Trustees or Faculty Board.

TITLE III

ACADEMIC ORGANIZATION

CHAPTER I

GRADUATE SCHOOL

Article 37 The University of Lima has a Graduate School which provides studies leading to master's and doctoral degrees.

Article 38 The Graduate School includes master's and doctoral programs according to the specialized knowledge provided in such programs.

CHAPTER II

FACULTIES

Article 39 The Faculties are academic training, professional training and management units which are composed of professors and students. In order to fulfil their purposes, undergraduate programs and academic departments are part of them.

Article 40 Each Faculty organizes the studies leading to the pertinent bachelor's degree and professional titles.

Article 41 The Faculty is vested with the following powers:

- a) Prepare the Faculty's policy and organize the studies of the undergraduate programs that are part of it.
- b) Establish the curricula of the undergraduate programs attached to the Faculty.
- c) Evaluate the results of the teaching-learning process.
- d) Approve the pertinent academic degrees and professional titles.
- e) Guide students in enrollment and learning processes.
- f) Promote the creation of study and research circles.
- g) Other powers indicated in these Bylaws and in the respective regulations.

Article 42 Each Faculty is under the responsibility of a dean, who is elected by the ordinary professors of the Department for a term of three (3) years. The dean assumes the management of the pertinent Academic Department.

Article 43 The dean is vested with the following powers:

- a) Prepare the Faculty's general development policy and its annual functioning plan.
- b) Supervise the updating of the curricula and of the respective syllabi of the undergraduate programs' subjects.
- c) Organize and supervise the studies taught at the Faculty.
- d) Evaluate professors in accordance with the rules established by the University.

- e) Establish professor selection criteria and propose professors as applicants before the Faculty, General Studies Program and Graduate School Boards.
- f) Plan academic proposal and supervise the enrollment process of the undergraduate programs attached to the Faculty.
- g) Other powers indicated in these Bylaws and in the respective regulations.

Article 44 The directors of the undergraduate programs are responsible for the organization and development of the academic-administrative activities pertaining to such programs. The deans may assume their functions.

Article 45 The director of an undergraduate program is vested with the following powers:

- a) Prepare the annual functioning plan of the undergraduate program.
- b) Review and update, on a regular basis, curricula and syllabi of the subjects of the undergraduate program.
- c) Prepare the academic proposal in coordination with the dean.
- d) Evaluate the professors of the undergraduate program subjects and propose such professors to the dean.
- e) Plan the enrollment process in coordination with the dean.
- f) Address academic matters of students and issues related to the teaching and administrative staff of his/her undergraduate program.
- g) Disseminate and promote the undergraduate program in coordination with the dean and the Institutional Image Bureau.
- h) Promote undergraduate program activities in coordination with the dean.

CHAPTER III

GENERAL STUDIES PROGRAM

Article 46 The University of Lima has the General Studies Program, which is a program in common among all Faculties. With general studies, students commence their university life experience and their access to a comprehensive training in various areas of knowledge.

CHAPTER IV

ACADEMIC DEPARTMENTS

Article 47 Each academic department brings together professors with similar fields of study. The departments organize and supervise the studies taught in the different academic units.

Article 48 The Academic Department is vested with the following powers:

- a) Participate, together with the respective Boards, in the processes of selection, promotion, renewal of employment contract or removal of professors.

- b) Propose to the academic units the professors of the subjects of their field of study.
- c) Evaluate the teaching and learning in the area under its responsibility.
- d) Develop methodologies that will contribute to the ongoing improvement of the teaching-learning process.
- e) Promote the preparation of educational materials and publication of university texts in the different subject of its field of study.
- f) Promote the improvement of its professors' skills.
- g) Provide the academic services under its competence to the Faculties, Graduate School, General Studies Program and to other academic units that require it.

Article 49 The Academic Department is under the responsibility of the dean of the Faculty or director of the General Studies Program.

CHAPTER V

ASSISTANT DIRECTORS' OFFICES

Article 50 The undergraduate programs, the Graduate School and the General Studies Program have assistant directors' offices as support units.

Article 51 The assistant directors' offices are vested with the following powers:

- a) Organize and provide academic-administrative services to the undergraduate programs, General Studies Program and Graduate School.
- b) Guide students in academic-administrative issues.
- c) Develop timetables for the enrollment process.
- d) Establish the schedule for exams, tests and other activities.
- e) Process certificates and documents specific to each academic unit.
- f) Administer the production and use of educational material.
- g) Channel and coordinate the internal dissemination of the services provided by the respective academic unit.

TITLE IV

STUDIES AND ACADEMIC DEGREES

CHAPTER I

UNIVERSITY EDUCATION

Article 52 The education offered by the University of Lima is developed according to the following phases:

- a) General studies
- b) Professional studies
- c) Graduate studies

Studies are governed by the provisions set forth in the Law and in the regulations of the University of Lima.

CHAPTER II

ACADEMIC DEGREES AND PROFESSIONAL TITLES

Article 53 The academic degrees conferred by the University of Lima are bachelor's, master's and doctoral degrees, and such degrees have a successive order. The University also confers professional titles or their equivalents. Academic degrees and professional titles are applied for in accordance with the Law and in strict compliance with the respective regulations.

TITLE V
RESEARCH
CHAPTER I
OVERVIEW

Article 54 The University of Lima promotes and conducts humanistic, scientific and technological research, and provides support to professors and students who perform such research.

Article 55 The University gives preference to research and projects of national, regional and local interest that contribute to the development of the country.

The pertinent regulations provide for the manner of distribution of the royalties that correspond to those who develop inventions registered by the University or by third parties with the participation of the University.

CHAPTER II
SCIENTIFIC RESEARCH INSTITUTE

Article 56 The University of Lima has a Scientific Research Institute that brings together those who conduct research in the different areas of knowledge. The Scientific Research Institute promotes interdisciplinary activities.

Article 57 The Scientific Research Institute is led by a director and is governed by the pertinent regulations.

TITLE VI

PUBLICATIONS

Article 58 The Publishing Fund is the governing body responsible for the publications of the University.

Article 59 The Publishing Fund reports directly to the President's Office of the University, and is administered by a board of directors, chaired by the president and made up of the professor representatives and the executive director of the Fund.

Article 60 The Publishing Fund is governed by the pertinent regulations.

TITLE VII

PROFESSORS

CHAPTER I

CLASSES, CATEGORIES AND COMMITMENT SYSTEMS

- Article 61** Teaching, research, intellectual production and ongoing training are inherent to lecturing at the University of Lima.
- Article 62** University professors may be:
- a) Ordinary professors
 - b) Extraordinary professors
 - c) Hired professors
- Article 63** Ordinary professors have the following categories:
- a) Full professors
 - b) Associate professors
 - c) Assistant Professors
- Article 64** Extraordinary professors mean those who have a special status at the University. They may not exceed 10% of the total number of professors who teach in the respective academic term.
- Article 65** Extraordinary professors may be:
- a) Emeritus professors
 - b) Honorary professors
 - c) Research professors
 - d) Visiting professors
- Article 66** The academic category is the recognition of the level conferred to the professors based on their merits, intellectual production and commitment to the University.
- Article 67** Hired professors mean those who provide educational services for a fixed term and under the conditions established in the respective contract.
- Article 68** For exercising teaching at the University of Lima, it is mandatory to hold a master's or doctoral degree conferred by Peruvian universities or recognized as provided for by Law.
- Article 69** University of Lima's professors are governed by the labor system of private activity. The Regulations for Professors establish the requirements to access the different teaching categories, as well as employment conditions of professors from the different commitment systems.

CHAPTER II

PROFESSOR'S RIGHTS AND OBLIGATIONS

Article 70 The Regulations for Professors establish the rights and obligations of the University of Lima's professors.

CHAPTER III

SANCTIONS

Article 71 The Regulations for Professors establish the grounds, sanctions and procedures for disciplinary measures.

TITLE VIII

STUDENTS

CHAPTER I

ADMISSION AND ENROLLMENT

- Article 72** Those who have complied with the requirements established in the Admission Regulations and enrollment procedures are students of the University of Lima.
- Article 73** The admission exam is governed by the pertinent regulations and is under the responsibility of the Admission Committee.
- Article 74** Enrollment at the University of Lima is a formal and voluntary act that accredits the status of university student and involves the commitment to comply with the University Act, and the University's Bylaws and regulations.
- Article 75** Enrollment at the University of Lima is subject to the credit system and flexible curriculum. The General Student Regulations establish the number of credits per academic term in which the student may enroll.

CHAPTER II

STUDENTS' DUTIES AND RIGHTS

- Article 76** The General Student Regulations determine the duties and rights of the students of the University of Lima.

CHAPTER III

EVALUATION SYSTEM

- Article 77** Evaluation is ongoing and is in line with the characteristics of the subjects taught and the didactics of subjects within the general guidelines established by these Bylaws and the General Student Regulations.
- Article 78** Grading system ranges from zero (0) to twenty (20) for all subjects taught at the University.
- Article 79** Grading and evaluation system, as well as minimum passing grade and scores, and the pertinent type of exams and tests are specified in the General Student Regulations
- Article 80** Enrollment cancellation is a ground for definitive separation from the undergraduate program or the University, in accordance with the provisions set forth in the General Student Regulations.

CHAPTER IV

SANCTIONS

Article 81 The General Student Regulations establish the grounds, sanctions and procedures for disciplinary measures.

CHAPTER V

STUDENT PARTICIPATION

Article 82 Student participation at the University of Lima constitutes a valuable tool for comprehensive training of students.

Article 83 Student participation is exercised in the forms described below:

- a) As a voter in student elections.
- b) As a representative in the University Assembly, Board of Trustees, Faculty Boards and University's Election Committee.
- c) As a member of standing or special committees.

The requirements for these forms of participation are established under Title XIV, Elections, herein.

Article 84 Student participation is also exercised in the forms described below:

- a) As a subject or section delegate during an academic term.
- b) As a member of study circles and student associations.
- c) In the forms considered in the respective regulations.

The pertinent requirements and functions are established in the General Student Regulations and in the regulations of student associations.

Article 85 The status of student representative is lost in the governing bodies of the University and in the University's Election Committee in the following cases:

- a) When the student representative voluntarily drops out of the University of Lima and, as a result thereof, loses the status as student.
- b) When the student representative cancels enrollment.
- c) When the student representative has completed his/her curriculum.
- d) When the student representative has received a sanction from the competent bodies of the University of Lima.
- e) When the student representative lectures in a university or educational institution.
- f) When the student representative is elected as representative in governing bodies of other university or higher education center.
- g) Other specific grounds determined by the General Election Regulations and the internal regulations of the governing bodies.

TITLE IX

GRADUATES

- Article 86** University of Lima graduates mean those who after having completed all the studies in an undergraduate program of the University have obtained a bachelor's degree.
- Article 87** Graduates participate in the government of the University and in the matters related to the academic, research, and social projection system, in accordance with the provisions set forth in these Bylaws and in the respective regulations.
- Article 88** Graduates are empowered to use the premises of and facilities offered by the University, in accordance with the pertinent regulations.

TITLE X

UNIVERSITY EXTENSION AND PROJECTION

- Article 89** The University of Lima provides the community with culture promotion and dissemination activities that may lead to a certification.
- Article 90** The University of Lima provides programs aimed at bringing the offer of the University closer to the demand of training of the production capacity and to the society's requirements.
- Article 91** For the purposes of cooperation, assistance, and experience and knowledge exchange, the University establishes links with other national and foreign institutions.
- Article 92** Special projects of university extension and projection do not compromise the University's ordinary income.

TITLE XI

WELFARE

- Article 93** The University of Lima provides professors, students and non-teaching staff with services such as preventive health care and counseling, cultural and artistic promotion, recreation and sports, and other programs according to its means.
- Article 94** The University of Lima maintains a scholarship policy for students, professors and non-teaching staff. Scholarships are granted pursuant to the respective regulations.
- Article 95** The regulations of organization and functioning of the welfare programs are included in the Welfare Regulations.
- Article 96** The Welfare Bureau is in charge of managing, organizing and promoting welfare actions in general.

TITLE XII
ADMINISTRATIVE SYSTEM
CHAPTER I
BUREAUS AND OFFICES

Article 97 To support academic activity, the University of Lima has bureaus that cover specific areas of its activity. Each bureau is under the responsibility of a director and is composed of the necessary technical staff and support staff.

Article 98 The University's bureaus are as follows:

- a) Business Administration and Finance Bureau.
- b) Institutional Image Bureau.
- c) Computer Science and Systems Bureau.
- d) University Staff Bureau.
- e) Student Services and Registry Bureau.

The University may establish other bureaus according to the institutional development needs by means of a Board of Trustees' resolution at the proposal of the president.

Article 99 The directors of the bureaus are full-time employees appointed by the Board of Trustees at the proposal of the president and report to the President's Office.

To be a director of a bureau, it is required to hold an academic degree or professional title.

Article 100 The directors of the bureaus are vested with the following powers:

- a) Propose to the president the development policy of their area.
- b) Comply with the University's Functioning and Development Plan within the area of their competence.
- c) Organize various services of the bureau under their responsibility.
- d) Present suggestions and propose measures for the proper functioning and development of the bureau under their responsibility.
- e) Work closely with other bureaus and with the different academic and administrative units.
- f) Ensure the proper performance of the staff under their responsibility.
- g) Other powers indicated in the respective regulations.

Article 101 The Business Administration and Finance Bureau is responsible for:

- a) Organizing and administering budgetary, financial, accounting and supply areas.
- b) The development and maintenance of infrastructure and equipment.
- c) Administering auxiliary security and printing services.

d) The administrative rationalization of all University's spaces.

Article 102 The Institutional Image Bureau is responsible for:

- a) Ensuring the good reputation of the University of Lima.
- b) Organizing internal and external communication systems.
- c) Conducting promotion and marketing activities.

Article 103 The Computer Science and Systems Bureau is responsible for:

- a) Securing innovation and operational stability of the information technology services that give support to the University's processes.
- b) Ensuring the security of IT assets and strategic information of the University.

Article 104 The University Staff Bureau is responsible for:

- a) Collecting and systematizing the information of the teaching and non-teaching staff who provide services at the University of Lima.
- b) Keeping up to date the list of employees arranged by rank or seniority.
- c) Organizing systems, methods and procedures related to the staff's labor aspects.
- d) Centralizing and systematizing the information on academic performance of the professors from the Graduate School, Faculties and General Studies Program.
- e) Controlling the allocation of teaching load to professors.
- f) Designing and applying educational and evaluation methods.
- g) Promoting the improvement of skills of the teaching and non-teaching staff.

Article 105 The Student Services and Registry Bureau is responsible for:

- a) Organizing and administering academic registry services, thus ensuring the accuracy of the academic information.
- b) Managing and supervising admission, enrollment and transfer procedures, and the like.
- c) Processing academic degrees and professional titles.
- d) Registering and controlling curricular changes of all the academic units of the University.

Article 106 The University of Lima has the following bureaus/offices that support the university activities:

- a) Library Bureau.
- b) Welfare Bureau.
- c) International Relations and Internationalization Office.
- d) Planning and Accreditation Bureau.

The University may establish other support bureaus/offices according to the institutional development needs by means of a Board of Trustees' resolution at the proposal of the president.

The directors are employees appointed by the president and report to the President's Office. To be a director, it is required to hold an academic degree or professional title.

Article 107 The Library Bureau is responsible for processing and disseminating bibliographical resources in order to support academic training, research and university extension.

Article 108 The Welfare Bureau is responsible for the University Social Service Program and for ensuring that health care, nutritional, psychological, internship and employment services, as well as artistic and sports workshops contribute to the comprehensive development of the university community members.

Moreover, it runs and coordinates the High-Level Competition Sports Program (PRODAC).

Article 109 The International Relations and Internationalization Office is responsible for the internationalization and facilitation of contact with national and international entities that facilitate cultural and academic exchange.

Article 110 The Planning and Accreditation Bureau is responsible for supervising the process of preparing the Strategic Plan and the Annual Functioning and Development Plan. Likewise, it manages accreditation processes and coordinates university social responsibility actions.

Article 111 The University of Lima has the following offices:

- a) Office of Legal Counsel.
- b) Office of Internal Audit.

The University may establish other offices according to the institutional development needs by means of a Board of Trustees' resolution at the proposal of the president.

The office heads are employees appointed by the president and report to the President's Office. To be an office head, it is required to hold an academic degree or professional title.

Article 112 The Office of Legal Counsel is responsible for ensuring legal security of University's acts.

Article 113 The Office of Internal Audit is responsible for executing the risk control in administrative, financial and service activities, as well as for performing special reviews. It is responsible for the functions of the University's Ombudsman.

CHAPTER II

SECRETARY-GENERAL'S OFFICE

Article 114 The University of Lima has a Secretary-General's Office, which is under the responsibility of a secretary. The secretary-general is an

authentication officer of the University of Lima and attests University's official documents by affixing his/her signature thereto. He/she acts as a secretary of the University Assembly and Board of Trustees, and has the right to speak but not to vote.

Article 115 The secretary-general is appointed by the Board of Trustees at the proposal of the president. To be a secretary-general, it is required to hold an academic degree or professional title.

Article 116 The secretary-general is vested with the following powers:

- a) Communicate the provisions and resolutions issued by the President's Office, the Board of Trustees and the University Assembly.
- b) Keep and file the general official documentation and correspondence of the University.
- c) Keep the Academic Degree and Professional Title Registration Book of the University of Lima.
- d) Maintain, take custody of and issue the official documents of the University that do not correspond to other university leadership.
- e) Keep the minute books of the Board of Trustees and University Assembly.
- f) Countersign University's official documents.
- g) Advise the different governing bodies, and academic and administrative units of the University, by clarifying the scopes of the Bylaws and regulations in force.
- h) Collaborate with the different units of the University, both academic and administrative, in order to coordinate their functions as per the University's general policy.
- i) Supervise the documentary procedure system and preserve the University's general archive.

CHAPTER III

NON-TEACHING STAFF

Article 117 The non-teaching staff of the University of Lima is governed by the labor regulations of the private sector.

Article 118 Non-teaching staff of the University has the right of free association in accordance with the provisions set forth in the Constitution and Law.

TITLE XIII

ECONOMIC SYSTEM

- Article 119** The University of Lima carries its economic activities with non-profit purposes with a view to achieving its objectives. The University invests the surplus resulting at the end of the fiscal year in favor of the institution and in scholarships. Such surplus may not be distributed among its members or used by them, either directly or indirectly.
- Article 120** The goods that are currently owned by the University and those to be acquired in the future under any legitimate title constitute the University of Lima's equity. The University of Lima may dispose its assets with the approval of the Board of Trustees, and the resources therefrom are applied solely to sustained investments, real or personal properties, closely related to the purposes of the University.
- Article 121** The economic resources of the University of Lima come from:
- a) Its own income, the lease of its properties and valuables, and the income resulting from the provision of services.
 - b) Donations from individuals and legal persons.
 - c) Funds resulting from the disposal of its assets.
 - d) State's contributions, whenever they occur.
 - e) Funds resulting from national or international cooperation.
- Article 122** The economic activity of the University is governed by the pertinent regulations.
- Article 123** The Office of Internal Audit has access to all the documents required for the accomplishment of its work. Any and all academic and administrative units of the University of Lima must provide the relevant assistance for the performance of their duties. The Office of Internal Audit reports simultaneously to the president and the Board of Trustees on the results of its work.
- Article 124** The financial statements for each fiscal year are reviewed and evaluated by an external auditing company of recognized prestige that is selected through a bidding process. Under no circumstance will the external auditing company review and evaluate financial statements for more than two consecutive fiscal years.
- Article 125** For each fiscal year, the University of Lima has an income and expense budget, duly balanced, which is approved by the Board of Trustees. The Annual Functioning and Development Plan, approved by the Board of Trustees and endorsed by the University Assembly, is consistent with the budget approved by the Board of Trustees.
- Article 126** Financial credits are solely obtained for the purchase of machinery and equipment, infrastructure assets and works closely related to the purposes of the University provided that these are essential for the normal development of its activities. Under no circumstances may financial credits compromise over twenty percent (20%) of the University's budget.

To cover current expenditure, financial credits may only be arranged for twelfths of the current budget.

- Article 127** Funds generating temporary liquidity can be invested in:
- a) Savings accounts in local and foreign currency.
 - b) Fixed-term deposits in local and foreign currency, without affecting the economic operation of the University.
 - c) Other financial instruments and products.
- Article 128** Under no circumstances does the University of Lima make high-risk investments or investments in private or public company shares, except those that may be promoted by the University.
- Article 129** Capital assets, current assets and service assets are purchased by applying procedures of supplier selection in order to obtain the best conditions of prices, quality, payment conditions and delivery deadlines. In all cases, purchases are performed taking into account the budgeted annual amount.
- Article 130** The execution of works is subject to a bidding process conducted by the Work Committee. The Economic Regulations establish the rules governing the bidding process.

TITLE XIV
ELECTIONS

- Article 131** The University of Lima has an Election Committee appointed, on an annual basis, by the University Assembly and composed of three (3) full professors, two (2) associate professors and one (1) assistant professor, and of three (3) students elected in the general elections at the same time as the representatives in the University Assembly.
- Article 132** The Election Committee is independent and is in charge of organizing, conducting and controlling electoral processes, as well as rendering a decision on the complaints filed. Such decisions are unappealable. The vote of electors is personal and secret; and, in the case of professors, the vote is also mandatory.
- Article 133** The Election Committee approves and promulgates the General Election Regulations of the University of Lima in accordance with the provisions of these Bylaws.
- Article 134** The president and vice president are elected by the University Assembly in the same voting process through a complete-list system. The president and vice president are elected for a term of five years. To be elected as such, an absolute majority of votes of the entire legal number of the members of the University Assembly is required.
- Article 135** To be elected as a president, the following is required:
- a) Be a Peruvian citizen in the exercise of his/her rights.
 - b) Be an ordinary full professor with not less than five years in such category, with a teaching load not less than twenty-five (25) hours per week, and with fifteen (15) or more years of experience in university teaching, out of which not less than ten (10) must have been obtained at the University of Lima.
 - c) Hold a doctoral degree which must have been obtained through in-person studies.
- Article 136** To be elected as a vice president, the same requirements for a president are required.
- Article 137** The following professors may not be elected as a president or vice president of the University of Lima:
- a) Those who have received a judicial sentence for having perpetrated an intentional crime, in accordance with the terms of the sentence and as from the moment such sentence becomes final.
 - b) Those who are also representatives in governing bodies of other universities or higher education institutions.
 - c) Those who have relatives to the third degree by blood or second degree by marriage within the University Assembly or the Board of Trustees.
 - d) Those who are full-time professors in other university or higher education center.

- e) Those who are included in the national register of removal from office and dismissal sanctions.
- f) Those who are included in the register of maintenance debtors or who have not yet paid the civil redress imposed by a sentence already served.

Article 138 The following are grounds for vacancy in the position of president:

- a) Resignation accepted by the University Assembly.
- b) Permanent physical or mental disability.
- c) Discreditable conduct.
- d) Failure to observe or violation of the Bylaws and regulations of the University of Lima.
- e) Negligence in the exercise of his/her functions.

Article 139 In the event the position of president is vacant, the vice president calls for a meeting of the University Assembly within a maximum period of thirty (30) calendar days in order to elect a president, except when there are six (6) months or less left for the expiration of the pertinent mandate.

Article 140 The grounds for vacancy in the position of vice president are the same as the ones stated for the position of president. In case of resignation, such resignation is submitted to the president; in his/her absence, it is submitted to the full professor who heads the list of the University Assembly.

Article 141 In the event of simultaneous vacancy in the positions of president and vice president, the full professor who heads the list of the University Assembly temporarily assumes the President's Office in order to call for elections to fill these positions within thirty (30) calendar days following the vacancy. The president and vice president elected in such election will hold the positions for a term of five (5) years as from the election.

Article 142 To be elected as a dean, the following is required:

- a) Be a Peruvian citizen in the exercise of his/her rights.
- b) Be an ordinary full professor with not less than three (3) years in such category, and with five (5) or more years of experience in university teaching.
- c) Hold a doctoral or master's degree in his/her field of study, which must have been obtained through in-person studies. Professors with a field of study in arts of nationally or internationally recognized prestige are exempt from this requirement.

Deans are elected among full professors of the pertinent academic department for a term of three (3) years. The electors are the ordinary professors of the respective academic department.

Article 143 To be elected as a dean, an absolute majority of votes of the voters listed in the electoral register is required. To be reelected, the affirmative vote of two thirds of the voters listed in the electoral register is required.

- Article 144** The following professors may not be elected as dean:
- a) Those who have received a judicial sentence for having perpetrated an intentional crime, in accordance with the terms of the sentence and as from the moment such sentence becomes final.
 - b) Those who are also representatives in governing bodies of other universities or higher education institutions.
 - c) Those who are full-time professors in other university or higher education center.
 - d) Those who are included in the national register of removal from office and dismissal sanctions.
 - e) Those who are included in the register of maintenance debtors or who have not yet paid the civil redress imposed by a sentence already served.
- Article 145** The president and vice president may be reelected only for the second consecutive term with the affirmative vote of two thirds of the voters listed in the electoral register.
- Article 146** The representatives of professors in governing bodies in which they have representation are elected for terms of three (3) years and may be reelected.
- Article 147** The following professors may not be elected as representatives in governing bodies:
- a) Those who have received a judicial sentence for having perpetrated an intentional crime, in accordance with the terms of the sentence and as from the moment such sentence becomes final.
 - b) Those who are also representatives in governing bodies of other universities or higher education institutions.
 - c) Those who have relatives to the third degree by blood or second degree by marriage within the same governing bodies.
 - d) Those who are full-time professors in other university or higher education center.
- Article 148** The election of professor representatives in governing bodies in which they have representation will be performed between ordinary professors of the University or of the respective Faculty, as appropriate.
- Article 149** The representatives of students in governing bodies in which they have representation and in the University's Election Committee are elected for a term of one (1) year.
- Article 150** To be a representative of the students in the University's governing bodies in which they have representation and in the University's Election Committee, it is required to be a student and have started studies at the University; have approved two (2) complete academic terms or thirty-six (36) credits, as per studies system; have ranked top 33% in the honor roll of his/her undergraduate program; be enrolled in

a minimum of twelve (12) credits; not to be enrolled, at the time of application, in any subject for the second or third time or have not passed, at the time of application, any subject for the second or third time; and have been enrolled at the University of Lima in the academic year immediately prior to his/her application.

Article 151 The following students may not be elected as student representatives in governing bodies and in the University's Election Committee:

- a) Those who have received a judicial sentence for having perpetrated an intentional crime, in accordance with the terms of the sentence and as from the moment such sentence becomes final.
- b) Those who have been subject to a sanction imposed by the competent bodies of the University of Lima.
- c) Those who have completed their studies.
- d) Those who are also representative in governing bodies of other universities or higher education centers.
- e) Those who carry out or have carried out income-generating activities at the University of Lima.
- f) Those who have relatives to the third degree by blood or second degree by marriage within the same governing bodies or Election Committee.
- g) Those who have previously been representatives in the same or any other governing body, or in the Election Committee of the University of Lima.

Article 152 The representatives of graduates in governing bodies of the University of Lima are elected for a term of three (3) years. To be elected as such, the graduate must meet the requirements established in the General Election Regulations.

Article 153 The procedure for election of the university leadership and representatives in governing bodies and in the University's Election Committee is established in the General Election Regulations of the University of Lima.

TITLE XV

INCOMPATIBILITIES

Article 154 The exercise of university authority and status of full-time professor at the University of Lima are incompatible with the performance of full-time work in educational entities, public and private institutions, or enterprises of any kind. This incompatibility also includes owners or promoters of educational entities.

TITLE XVI

UNIVERSITY DISSOLUTION

Article 155 The dissolution of the University will be agreed unanimously with the affirmative vote of the entire legal number of the members of the University Assembly in an extraordinary meeting called for such purpose.

In such case, University's assets will be awarded to other Peruvian university so that such academic institution may continue fulfilling the same educational purpose.

FINAL PROVISIONS

FIRST: In accordance with the Third Temporary Supplementary Provision of the University Act, Law 30220, the requirements relating to educational work will be gradually applied until the expiration of the adjustment period established by this rule, and in accordance with the interpretation contained in the judgment of the Constitutional Court with respect to cases 0014-2014-PI/TC, 0016-2014-PI/TC, 0019-2014-PI/TC and 0007-2015-PI/TC dated November 10, 2015.

SECOND: The text of these Bylaws will become effective as from March 15, 2018.