



UNIVERSITY OF LIMA
SCHOOL OF ENGINEERING
CAREER OF ARCHITECTURE

Regulations

I. Study System

Duties and Rights

Article 2 of the General Study Regulations (RGE): The duties of students are:

- a. To comply with the provisions set forth in the Statutes and Regulations of the University.
- b. To engage with honesty, effort and responsibility in their human and academic training.
- c. To attend regularly and on time classes and exams scheduled by the University.

Article 3 of the RGE: The rights of the students are:

- a. To participate in the governing bodies of the University in accordance with the provisions set forth in the Statutes and Regulations in force.
- b. To use academic and welfare services provided by the University pursuant to the respective Regulations.
- c. The other rights arising from the Statutes and these Regulations.

II. Registration

Students' Responsibility

Article 15 of the RGE: At the beginning of each academic term, students must register on the date specified by the University. For such purpose, they must use the virtual space Mi Ulima or some of the facilities provided by the University to carry out said activity. Registration is the sole responsibility of the student, who shall take into account the pertinent rules to conduct this procedure. Under no circumstances shall the registration be cancelled in whole or in part.

Academic Location

Article 21 of the RGE: The academic location of the student is determined by the mandatory course of the lowest level pending approval for academic and administrative purposes.

Order of Priority

Article 27 of the RGE: Students register according to the order of priority. For establishing said order of priority, grades corresponding to the weighted average of the three last regular academic terms completed by students are considered.

Levels - Requirements

Article 13 of the RGE: A common mandatory course has priority over a mandatory degree course and a mandatory degree course has priority over any elective course for academic, administrative and registration purposes.

Article 20 of the RGE: Students may only register for mandatory courses of four consecutive levels. To register for degree courses, students must have approved all courses of the first level of the School of Liberal Arts.

Transfer students or students who have changed career are exempted from the above-mentioned requirements solely in the first registration after having conducted said transfer or change. This exemption is not valid for changes to a career previously studied by the student.

Article 22 of the RGE: For students to register for a course of their curriculum, they must have fulfilled its requirements. In the event that students have five or fewer mandatory credits pending approval and opt for an elective course, they must previously register for, at least, one mandatory course of their curriculum.

Schedule Conflict

Article 23 of the RGE: Schedule conflicts are not permitted, except for students who complete their curriculum in said academic term. For such purpose, the School determines the minimum number of credits to be reached by students according to their career so that they may register with an overlapping schedule, provided that it does not exceed 50% of the hours scheduled for each course. Schedule conflicts in more than two courses in the same hour are not permitted.

Credit Extension

Article 18 of the RGE: The maximum number of credits taken by a student is twenty-three in a regular academic term and twelve in a summer academic term. Exceptionally, students may register up to twenty-seven credits in a regular academic term and fifteen credits in a summer academic term if they fulfill the conditions established by the Program or School for each registration process.

Article 26 of the RGE: The student who has any mandatory course pending approval for the third time may take a maximum of fifteen credits in a regular academic term and a maximum of eight credits in a summer academic term.

Registration for Courses of Another Career

Article 10 of the RGE: To complete the number of elective courses, the student may choose mandatory or elective courses of any Academic Department of the University with the authorization of the respective registrars and, where appropriate, in coordination with the career head.

Registration for Failed Courses

Article 25 of the RGE: Students who fail a mandatory course must take it in the following regular academic term. In case of failing two or more mandatory courses, students must take at least one of them

in the following regular academic term. Upon request of the student, the Program or School Board may exceptionally authorize the postponement of registration for failed courses.

Article 26 of the RGE: Students with any mandatory course pending approval for the third time may take a maximum of fifteen credits in a regular academic term and a maximum of eight credits in a summer academic term.

III. Academic System

Attendance

Article 38 of the RGE: Attendance to theory and practice classes is mandatory. The Program or School is responsible for ensuring that the number of hours scheduled for theory and practice for each course is fully complied with.

Article 39 of the RGE: Students who at the end of the academic term exceed the absence limit of the total scheduled hours shall be prohibited from taking the final exam. The absence limit is established by the course level of the curriculum of their career. From the first to the fifth level, the absence limit is 20%, and from the sixth to the end of the career, it is 30%. The course professor is responsible for implementing this regulation. Students falling under the provisions of article 23 shall be exempted.

Article 40 of the RGE: Classes start on time and may end, if the professor deems it appropriate, before the scheduled time. The time prior to the end of the classes must not exceed ten minutes for each class hour.

Evaluation System

Article 43 of the RGE: The evaluation system is unique for all the courses given in the University of Lima. The students' academic performance is graded from 00 to 20, 11 being the minimum passing grade. Decimal figures of 0.5 or above shall be rounded to the next whole number.

Article 44 of the RGE: The evaluation system provides the following weights:

- Mid-term exam (weight: 30%).
- Final exam (weight: 40%).
- Academic work (weight: 30%).

Article 45 of the RGE: The final exam includes the total content of the course developed throughout the academic term.

Article 53 of the RGE: Written tests are graded by professors, discussed and solved in class, and submitted to the Registrar's Office within the terms established by the Program or School.

Article 54 of the RGE: Oral tests are public acts taken individually and necessarily at the University. The grade is recorded in a document signed by the professor and the student. Immediately after the end of the test, said documents are submitted to the Registrar's Office to prepare the pertinent record.

Article 62 of the RGE: It is mandatory that, during the last week of classes, professors show students the academic work results of each course and submit them to the Registrar's Office of the Program or School.

Article 63 of the RGE: Student who fails to take mid-term and final exams on the specified dates, and who fails to present academic works shall automatically fail the course with 00 and must mandatorily take it in the following academic term.

Disciplinary Sanction

Article 64 of the RGE: Students who cheat during an exam shall be graded with 00. Said event shall be recorded in the students' file. Likewise, students who present an academic work that is not the result of their effort shall be also graded with 00. This event shall be recorded in their file.

Exam Schedule – More than Two Exams on the Same Date – Exam Conflicts

Article 58 of the RGE: No student is obligated to take more than two exams on the same date and priority shall be given to the exams corresponding to the course of the lowest level. The remaining exams shall be taken on another date to be established by the Program or School.

Procedure

Obtain and submit the request form for exam conflicts or for more than two exams on the same date before the Document Reception Desk of the School.

Deadline for submission:

- Mid-term exams: until September 29.
- Final exams: until November 24.

The request may be submitted by third parties in case the student is unable to do so.

Exams dates:

- Make-up mid-term exams: From November 5 to 10.
- Make-up final exams: From December 3 to 4.

The prevalence shall be as follows:

- Among courses of different category, i.e. among mandatory and elective courses, the mandatory course shall prevail. Therefore, the exam of the elective course shall remain pending.
- Among courses of the same category, i.e. all mandatory or all elective courses, the course of the lowest level shall prevail. Therefore, the exam of the course of the highest level shall remain pending.
- Special cases shall be treated according to the nature of the courses.

Make-up mid-term exams must evaluate the same contents of regular mid-term exams.

Make-up Exams

Article 65 of the RGE: Make-up mid-term exams, make-up final exams or make-up comprehensive tests shall be solely authorized in case of a force majeure event that prevents the student from being evaluated on the established date. In this instance, students may request the authorization of the Program or School to be evaluated on a subsequent date according to the established academic calendar. To give said authorization, the Program or School must take into account as follows:

- Satisfactory proof of the force majeure event.
- Students' academic record.
- Attendance record of all courses of the academic term for which they are registered.

Article 66 of the RGE: To resort to the provisions set forth in the preceding article, the requests must be submitted to the Program or School no later than two business days after the exam date. To solve this case, the Program or School may request the medical or psychological report to the respective departments. After solving the case and informing the student on the matter, the decision is not appealable.

Article 67 of the RGE: Make-up exams are graded by professors and submitted to the Registrar's Office within two business days following the exam.

Procedure

Submit the request form for Make-up Exam at the Document Reception Desk of the Program or School no later than two business days after the exam. The request may be submitted by third parties in case the student is unable to do so.

The following documents shall be attached to the request form:

1. In case of illness:

- Payment receipt of make-up exam fee.
- Medical Certificate, which shall:
 - Be preferably issued on a sheet sealed by the Peruvian Medical Association (CMP) (sold in private hospitals and at the CMP).
 - Be signed by the physician issuing said certificate
 - Be sealed with the name and register number of the physician.
 - Contain the reasons for the sick leave.
 - Contain date(s) of sick leave.
 - Contain date and time of issue.
 - Be written legibly

- Be signed by a physician who is not disqualified by the Peruvian Medical Association.
- Professional fees receipt (amount or courtesy).
- Auxiliary diagnosis exams.
- Prescription.
- Invoice or receipt for medicine purchase.

The Program or School is responsible for requesting the University's Medical Department to verify the medical certificate and other documents submitted, as well as, if necessary, visit students at home to ascertain their state of health.

2. In case of other force majeure events:

- Payment receipt of make-up exam fee.
- Letter on a simple paper explaining therein the reasons that prevented them from taking the exam on the established date, attaching thereto the documents that demonstrate the impediment.

Exam dates:

- Make-up mid-term exams: From November 5 to 10.
- Make-up final exams: From December 3 to 4.

Make-up mid-term exams must evaluate the same contents of regular mid-term exams.

Reconsideration of Grade

Article 68 of the RGE: Any request for reconsideration of grade must be submitted no later than the business day following submission of the exam results, in writing and with the due support, to the Registrar's Office of the Program or School. The course professor must decide on the request for reconsideration of grade and inform the Program or School on his/her decision.

Article 69 of the RGE: Students must continuously review the publication of exams and tests grades, which are available in the virtual classroom. Professors are responsible for maintaining courses' grades updated.

In the event that the recorded grade does not correspond to the exam/test result received or informed in due course, students must submit the pertinent form explaining therein their case to the Program or School. Where necessary, the Program or School shall issue the respective decision to be included in the pertinent record.

Article 70 of the RGE: Students who fail to attend university to receive their exam/test results on the dates established by the Program or School are not entitled to review exams/tests on subsequent dates.

Procedure

- Obtain and submit the request for reconsideration of grade before the Document Reception Desk of the Program or School.
- Deadline for submission: the business day following submission of exam results.
- Results: at the Document Reception Desk of the Program or School.

IV. Registration Cancellation

Article 75 of the RGE: Registration at the University is cancelled if students fail for the third time a mandatory course common to all careers.

Article 76 of the RGE: Registration at the University is cancelled if students fail to pass all courses of the School of Liberal Arts in a maximum of five regular academic terms for which they registered. Students who change career shall have, for once, two additional regular academic terms to comply with this requirement.

Article 77 of the RGE: Registration at the University is cancelled if students fail for the third time a mandatory degree course.

Registration at the University is cancelled if students fail for the third time a mandatory degree course and the application for career change submitted in accordance with the provisions set forth in Article 31 hereof has been denied. The final decision shall be informed to the student in due course.

V. Infringement and Penalties

Infringements

Article 79 of the RGE: The following are considered as minor infringements:

- a. Use facilities, materials, services, name or logo of the University without authorization or in a manner other than that provided for in the authorization that would have been granted.
- b. Address disrespectfully governing bodies or other members of the university community.
- c. Behave in a manner that contravenes the principles, purposes or provisions of the University or the student duties.
- d. Disrupt exams or tests.
- e. Plagiarize.

The list of infringements is not restrictive.

Article 80 of the RGE: The following are considered as serious infringements:

- a. Immoral or seriously reprehensible behavior that affects the dignity of the University of Lima or their condition as university students.
- b. Conviction that imposes imprisonment for having committed intentional crime.

- c. Performance of any type of activism or political proselytism within the University of Lima.
 - d. Perpetration of repeated offenses or infringements as provided for in Article 79 hereof.
- The list of infringements is not restrictive.

Penalties

Article 81 of the RGE: Penalties are applied to students of the University of Lima for failing to comply with the duties established herein or for committing any of the infringements set forth in articles 79 and 80 hereof. The following penalties are applicable:

- Written reprimand.
- Suspension.
- Expelling.

VI. Student Delegates

Requirements for Being a Delegate

Article 89 of the RGE: To be elected as a delegate, the student shall:

- a. Be registered for the pertinent course and class.
- b. Be a regular student.
- c. Not take the course for the third time.
- d. Not have been sanctioned by the Honor Board.
- e. Not have been a student representative at the governing bodies.

Delegates are elected by direct vote of all students registered for each course and class, through a simple majority. The student ranked second shall be the alternate delegate

Functions of Delegates

Article 91 of the RGE: The functions of the delegates of the course and class are:

- a. To serve as a bridge between students and the course professor, as well as with the authorities of the Program or School in order to solve any problem that may arise in a given course.
- b. To cooperate with the Program or School and with the course professor as requested, to the best of his/her abilities, in order to achieve the outlined purposes.
- c. To attend delegate meetings in order to solve potential problems of academic nature or refer them to the pertinent instances.

VII. Study Circle

Article 96 of the RGE: Study circles are composed of professors and undergraduate students, and are engaged in the study and research in one or more areas related to the student's career. In each study circle, there must be, at least, one professor of the University who shall exercise the duties of advisor.

Article 97 of the RGE: In order to create a study circle, a request signed by a minimum of five students and a professor must be submitted to the pertinent dean. The functioning of study circles is authorized by the School Board and must be renewed on an annual basis.