



AUTONOMOUS METROPOLITAN UNIVERSITY SCHOLASTIC SYSTEMS DEPARTMENT

Instructive for the Revalidation of Studies Procedure

1. INTRODUCTION

The Scholastic Systems Department has produced the following instructive with the aim of informing those who are interested in arranging the revalidation of their university studies.

This document describes the steps which must be followed in order to carry out the revalidation procedure in the Autonomous Metropolitan University.

The instances involved in arranging the different procedures, and the corresponding time scales to carry out these activities in accordance with the revalidation regulations, the establishment of equivalences and the accreditation of studies of the Autonomous Metropolitan University, are clearly defined.

2. WHO ARE ELIGIBLE TO CARRY OUT THIS PROCEDURE'

Only those persons who have completed their bachelor's degree or post graduate studies in foreign institutions'.

3. CONCEPT

"Revalidation of studies is the official validity granted by the university of studies carried out in institutions which do not form part of the National Education System."

"The university shall revalidate studies solely for the purpose of entering a course of study imparted by the university."

"The revalidation of studies may be partial or total. Partial revalidation has the sole purpose of

allowing the conclusion of studies for the bachelor's or postgraduate degrees which are imparted at the university. Total revalidation is carried out for the sole purpose of entrance to postgraduate studies...".

"Partial or total revalidation must not be more than 40% nor less than 10% of the total credits of the corresponding plan of studies".

4. NECESARRY REQUIREMENTS

The application for revalidation should be accompanied by the following documents.

- I. In the case of partial revalidation in order to complete a bachelor's degree or postgraduate studies:
 - a) Total certification or revalidation of high school studies (original and copy);
 - b) Certification of partial or total bachelor degree or postgraduate studies (original and copy);
 - c) Plan of studies;
 - d) Programmes, themes or whatever documentation which expresses the content of each teaching-learning unit (academic subject).
- II. In the case of total revalidation for entrance to a Master's Degree Course:
 - a) Certification of completed Bachelor's Degree Studies (original and copy);
 - b) Bachelor's Degree (original and copy);
 - c) Plan of Studies;
 - d) Programmes, themes or whatever documentation which expresses the contents of each of the teaching-learning units (academic subject).
- III. In the case of total revalidation for entrance to a Doctorate Degree Course:

- a) Certification of completed Bachelor's or Master's Degree Studies (original and copy);
- b) Bachelor's Degree or Master's Degree (original and copy);
- c) Plan of Studies;
- d) Programmes, themes or whatever documentation which expresses the content of each teaching-learning unit (academic subject).

The required documents must be in accordance with the Hague Convention or be legalised by the Mexican Foreign Relations Secretariat and in the case where they are written in a language other than Spanish, they must be accompanied by a translation carried out by an authorized translator.

In addition to the aforementioned documents, the Plan of Studies must contain:

1. General Objectives,
2. Denomination,
3. The relation of the academic subjects which integrative with the specification which are obligatory and which are chosen as well as the manner of serialization,
4. The credit value of the completed plan in addition to each academic subject,
5. Requirements for the obtention of the Degree.

The Study Programmes must contain:

1. Type (chosen or obligatory) and denomination (name),
2. The general objective, and where necessary, the specific objectives,
3. The synthetic content of the academic subject,
4. The form of the conduction of the teaching- learning process,
5. Recommended bibliography,
6. The credit value of the academic subject,
7. The manner of evaluation.

If the plan and/or study programmes do not contain any of the aforementioned elements, the procedure cannot begin.

5. OBTENTION AND COMPLETION OF THE APPLICATION FOR THE REVALIDATION OF STUDIES

He or she must appear at the Scholastic systems department situated in: Prolongación Canal de Miramontes # 3855, 1st. floor, Col. Ex-Hacienda de San Juan de Dios, Delegación Tlalpan, C. P. 14387, México City, D.F., from Monday to Friday, from 10 AM to 2 PM, in order to obtain the application form. Should there be any doubt in the completion of the application, he or she should seek assistance.

The same office shall advise the amount to be paid for the right to commence the revalidation procedure, in accordance with the table of payments for the registration, services and payments of rights in force at the time of application.

6. PAYMENT OF RIGHTS.

He or she must go to the General Cashier's Office situated next to the Scholastic Systems Department to pay the corresponding amount for the right to initiate the revalidation of studies procedure.

7. THE SUBMISSION OF THE APPLICATION FORM, RECEIPT OF PAYMENT AND SUPPORTING DOCUMENTS

He or she should go to the Scholastic Systems Department with the receipt of payment of rights, the application for the revalidation in triplicate, properly completed, together with the supporting documents of having carried out Bachelor's Degree or Postgraduate Studies, mentioned in point 4.

8. ANALYSIS OF THE ORIGIN OF THE APPLICATION AND SUPPORTING DOCUMENTATION SUBMITTED.

In a period of 10 working days from the date of the reception of the documentation, the Scholastic Systems Department shall proceed to qualify the administrative origin of the application and shall forward it together with the supporting documentation to the President of the corresponding Divisional Council in order to

immediately remit them to the Commissions of the council.

Likewise, he or she shall be informed of the date on which they should present themselves to the Academic Secretary of the corresponding division in order to request information of their application.

9. ISSUANCE OF THE PRONOUNCEMENT BY THE COMMISSION OF THE DIVISIONAL COUNCIL.

The Commission of the corresponding Divisional Council in no more than 20 working days, from the date of the reception of the documentation, shall determine the academic quality between the studies to be revalidated and those which are imparted at the university and where necessary, in a prior interview with the interested person, shall issue the corresponding pronouncement which shall be sent to the President of the Divisional Council in order to be included in the order of the day in the next session of the Divisional Council, where after analyzing the case they will pronounce the resolution of the revalidation of studies.

In order to determine the academic equality and emit the pronouncement of revalidation, the commission must analyze the received documentation related to the following factors in an integral manner.

- I. The objectives of the plan of studies;
- II. The structure and general content of the plan of studies;
- III. The anticipated duration of studies;
- IV. The content of the teaching-learning units (academic subjects);
- V. The type of dedication and the recommended bibliography of each teaching-learning unit (academic subject);
- VI. The serialization of the teaching-learning units (academic subjects);
- VII. The modalities of the evaluation of the teaching-learning units (academic subjects);
- VIII. The modalities of the conduction of the teaching-learning process;
- IX. In the case of postgraduate studies the research load.

10. THE REMITTANCE OF THE RESOLUTION OF THE REVALIDATION OF THE DIVISIONAL COUNCIL TO THE SCHOLASTIC SYSTEMS DEPARTMENT

The corresponding Divisional Council through their secretary shall send the resolution of the revalidation of studies for the registration of the same.

The partial revalidation shall include the relation of the teaching-learning units which have been revalidated by virtue of the established academic equalities, as well as those academic subjects studied in the institute of origin which were taken into consideration.

The total revalidation shall be determined in compliance with the academic equalities found in the plans and the programmes of study, if the student possesses sufficient scholastic background solely for the effects of entrance to the corresponding postgraduate course.

11. PAYMENT OF THE REVALIDATED CREDITS AND REGISTRATION OF THE RESOLUTION

Once the student has been notified of the result of their application, they must make the corresponding payment at the Cashier's Office of the General Rectory for each of the revalidated credits in accordance with the table of payments for the payment registrations, services and rights in force at the time of notification.

The Scholastic Systems Department, based on the resolution and the receipt of payment of revalidated credits, shall proceed to register the movements in the computerized archives. They shall surrender a copy of the resolution to the student and send a copy of the aforementioned document to the corresponding Division and Coordination of the Scholastic System for their control.

NOTE: For whatever doubt or clarification related to this Revalidation of Studies Procedure, please call the following telephone numbers: 5483-4132, 5483-4133, 5483-4134, fax: 5603-4805 and by email: jmbv@correo.uam.mx