



# Student Regulations

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UNIVERSIDAD  
**EL BOSQUE**

Por una cultura de la vida,  
su calidad y su sentido

**Student Regulations**

FEBRUARY 14TH

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8 **AGREEMENT NO. 17902 OF 2024**

**(February 14)**

*“By which the Student Regulations are approved and all provisions in conflict therewith are repealed”*

The University Council, in exercise of the legal powers granted by the Bylaws of Universidad El Bosque, during its regular session held on February 14, 2024, as recorded in Minutes No. 1,283, and

**CONSIDERING**

- a. That, pursuant to Article 19, item (d) of the institutional Bylaws, the University Council is authorized to approve institutional regulations and policies.
- b. That Ms. Natalia Ruiz Rodgers, Vice President for Academic Affairs, submitted before the University Council for their consideration, amendments to the Student Regulations previously approved under Agreement No. 17864 of December 15, 2023, and requested the repeal of said Agreement.
- c. That the University Council unanimously approved the request.

In light of the above,

**AGREES**

**ARTICLE ONE**

TO APPROVE the Student Regulations of Universidad El Bosque, attached hereto as Annex No. 1 of this Agreement.

**ARTICLE TWO**

TO REPEAL Agreement No. 17864 of December 15, 2023, issued by this University Council, which had previously repealed Agreements No. 7639 of October 22, 2003; No. 8489 of February 15, 2006; No. 9120 of August 8, 2007; No. 9648 of December 10, 2008; No. 10317 of July 7, 2010; No. 10900 of November 14, 2011; No. 11758 of July 24, 2013; No. 12944 of October 29, 2014; No. 13655 of December 9, 2015; No. 15879 of February 6, 2019; and No. 17730 of July 19, 2023.

## **CHAPTER I**

### **SCOPE OF APPLICATION**

#### **Article 1º. Scope of application**

These Student Regulations apply to all students enrolled in academic programs offered by Universidad El Bosque.

## **CHAPTER II**

### **STUDENT STATUS**

#### **Article 2º. Student status**

A person acquires student status upon being officially admitted to an academic program and completing the formal enrollment process for a regular or intersemester academic term, in accordance with the requirements set by the University and the respective program.

#### **Article 3. Loss of student status**

Student status is lost in the following cases:

- a. The student has completed the academic program and has been awarded the corresponding degree or certificate.
- b. The student fails to formalize enrollment within the institutional deadlines or does not exercise the right to renew enrollment within the period set by the University or the academic program.
- c. The student voluntarily retires by formally canceling the academic term for which they were enrolled.
- d. The student violates the University Bylaws, Regulations, or other institutional policies or decisions issued by the University's governing bodies, following due disciplinary procedures as established in these Regulations.
- e. The student demonstrates poor academic performance, as defined in Article 31 of these Regulations, and is placed on academic probation under the terms of Article 32 of these Regulations.
- f. The student fails to meet the conditions of probationary enrollment as outlined in Article 32.



## CHAPTER III ACADEMIC PROCESS

### Article 4°. Registration

Registrations refers to the process by which an individual applies as a prospective student for an academic program offered by the University, thereby gaining the right to participate in the selection process. Submission of an application does not imply any obligation on the part of the University to admit the applicant.

### Article 5°. Selection

Selection is the academic-administrative process established by the University to admit applicants whose interests and aptitudes align with the expectations and requirements of the respective academic programs. Applicants must complete the selection assessments specified by each program.

### Article 6°. Admission

Admission refers to the formal act by which the University accepts an applicant into an academic program.

### Article 7°. Enrollment

Enrollment is the academic-administrative act by which an admitted applicant formally acquires student status and commits to complying with the University Bylaws, Student Regulations, and all applicable institutional policies.

**Paragraph 1.** Enrollment must be renewed for each academic term. Failure to meet the deadlines established by the University or the academic program will result in the immediate loss of student status, as outlined in Article 3.

**Paragraph 2.** Conditional enrollment is understood as the act of allowing a student to continue their studies subject to compliance with behavioral expectations, specific conditions set by the competent authority, and any applicable academic and legal requirements.

### Article 8°. Completion of enrollment

8.1. To be officially enrolled in any academic program offered by the University, the enrollment is formalized by fulfilling the following requirements:

- a. Payment of tuition and fees within the deadlines and formal procedures established by the University.
- b. Submission of a valid government-issued identification document.
- c. Proof of current affiliation to the Colombian national health system.

- d. For undergraduate programs, applicants must submit proof results of the national Saber 11 examination and of completion of secondary education (graduation certificate or diploma).
- e. For graduate programs applicants must submit proof of completion of an undergraduate degree (graduation certificate or diploma).
- f. For undergraduate and graduate health-related programs, applicants must submit vaccination certificates required by the Ministry of Health.

## 8.2. Enrollment of international students:

- a. For undergraduate programs, applicants must submit results from an examination recognized by the Colombian authorities, and fulfil all documentation and legal requirements according to current regulations.
- b. For graduate programs, applicants must submit an undergraduate degree (graduation certificate or diploma) and comply with all documentation and regulatory requirements.

## Article 9°. Transfers

A transfer is defined as the process through which the Faculty Council, or its equivalent, admits a duly certified candidate from another officially recognized institution of higher education.

- a. Applicants requesting a transfer must not have lost their student status at their previous institution due to disciplinary reasons.
- b. Students admitted through transfer must complete at least fifty percent (50%) the total credits of the program to which the student enrolled at Universidad El Bosque.

**Paragraph 1.** In transfer cases, recognition of up to 50% of the total credits of the program to which the student enrolled must be approved by the Faculty Council or its equivalent. The Office of the Vice President for Academic Affairs is responsible for evaluating credit recognition requests above 50% and up to 65% of the total credits of the program to which the student enrolled.

## Article 10°. Course equivalency

Course equivalency is defined as the formal process through which the University recognizes prior academic achievement, measured in one or more academic credits earned by the applicant or student at another institution of higher education, and grants equivalency with one or more academic credits within the curricular structure of the program at Universidad El Bosque, based on similarity of course content, learning outcomes, credit load, and instructional format.

- a. Determination of equivalency is the responsibility of each Program or Faculty Curriculum Committee.
- b. Each Faculty Council or its equivalent will determine the minimum acceptable grade for course equivalency. Equivalency decisions are final and not subject to appeal.
- c. Equivalency evaluations will be conducted only after the required fees, as set by the University Council, have been paid.
- d. Students may request multiple equivalency evaluations during the course of their academic program. Each request must be paid separately.
- e. To initiate an equivalency evaluation, the applicant must submit all documentation required by the Academic Unit in addition to the following mandatory documents:
  - Original transcript showing grades and academic credits or their equivalent, for each course studied in the program of origin.
  - Course syllabus indicating course content and credit hours per course, duly signed and stamped by the issuing institution.
  - A formal and substantiated written request explaining the equivalency request.
  - Proof of payment of administrative fees applicable to process the request. This fee is waived for equivalency between programs within Universidad El Bosque.
  - Certificate of good conduct.
- f. The equivalency of graduate-level certified courses completed by undergraduate or graduate students of the University, will be considered part of their academic load when approved by the corresponding Faculty Council or the entity acting as such.
- g. Equivalency for other courses and certifications will be determined in accordance with the guidelines set by the academic program Curriculum Committee.
- h. Students or applicants who have completed studies in a language other than Spanish must provide duly certified translations of all documents signed by a certified professional.

**Paragraph 1.** Students who have completed the Premedical Basic Course<sup>1</sup> may request equivalency for overlapping courses within the program curriculum, based on content, credit hours, and grades obtained.

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1. [https://www.unbosque.edu.co/programas-academicos/facultad-ciencias/premedico-curso-basico?utm\\_source=google&utm\\_medium=cpl&utm\\_campaign=lead-ok\\_premedico&utm\\_content=texto&gad\\_source=1&gad\\_campaignid=21404389120&gbraid=0AAAAADRWOnC2lgvdbKuWwsYjumW456VDu&gclid=CjwKCAjwy7HEBhBJEiwA5hQNopAzoajBGiKE7kCwfjDvYcmNqYqCWSVGCzQxAziUoP8JDvmz38phRxoC0aIQAvD\\_BwE](https://www.unbosque.edu.co/programas-academicos/facultad-ciencias/premedico-curso-basico?utm_source=google&utm_medium=cpl&utm_campaign=lead-ok_premedico&utm_content=texto&gad_source=1&gad_campaignid=21404389120&gbraid=0AAAAADRWOnC2lgvdbKuWwsYjumW456VDu&gclid=CjwKCAjwy7HEBhBJEiwA5hQNopAzoajBGiKE7kCwfjDvYcmNqYqCWSVGCzQxAziUoP8JDvmz38phRxoC0aIQAvD_BwE)

**Paragraph 2.** The Faculty Council or its equivalent will determine internal equivalencies between programs at the University, including the direct equivalency for courses with identical content and credit value in both programs, and equivalency of course clusters based on disciplinary area and total credit count.

### **Article 11°. Proficiency and prior learning assessment**

The Faculty Council or its equivalent may grant recognition for proficiency or prior learning equivalency, based on documentation and evidence provided by the student that demonstrates acquired knowledge and/or relevant experience, allowing for an academic evaluation of the subject-matter related to their academic process.

- a. The Faculty Council or its equivalent, upon recommendation from the Curriculum Committee, will determine which courses are eligible for proficiency and/or prior learning assessment, the minimum grade required, and the number of credits to be recognized.
- b. The student must submit a written and substantiated request, including the following documents:
  - Supporting evidence and documentation justifying the request for proficiency and/or recognition of prior learning.
  - Proof of payment of the fees as established by the University Council.

### **Article 12°. Enrollment deferral**

Enrollment deferral is the formal authorization granted by the Faculty Council or its equivalent to a student who is unable to begin or continue an academic term, allowing them to return at a later date and resume their academic program.

**Paragraph 1.** Students who submit a deferral request before the tuition payment deadline for the corresponding academic term must pay 30% of the tuition cost, which is non-refundable. However, this amount may be credited toward the following academic term, and the student will only pay any applicable tuition adjustments upon re-enrollment.

**Paragraph 2.** The Faculty Council or its equivalent may approve deferral requests from enrolled students, provided the request is submitted before 30% of the academic term has elapsed. In such cases, the amount already paid may be credited toward the next academic term, with the student responsible only for paying any remaining balance based on the tuition rates in effect at the time of re-enrollment.

### **Article 13°. Validity of enrollment deferral**

Students have a maximum of two consecutive academic terms to request reactivation of their student status. Once this period expires, the deferral is forfeited, along with any right to credit previously paid tuition fees.

**Paragraph 1.** In cases of force majeure or unforeseeable circumstances, students may formally request an extension from the Faculty Council or its equivalent. Said Council or its equivalent may request authorization for one additional academic term from the Vice President for Academic Affairs and the Vice President for Administration.

**Paragraph 2.** Students whose deferral has been accepted must comply with the curriculum in effect at the time of re-enrollment.

### Article 14°. Academic workload

The student's academic workload corresponds to the total number of academic credits registered for, in a given academic term, which may be distributed across one or more study plans or learning pathways.

### Article 15°. Formalization of academic workload

To formalize their academic workload, students must:

- a. Fulfill the prerequisites and co-requisites defined in the program's curriculum.
- b. Avoid schedule conflicts for in-person or mediated by technology, synchronous and mandatory activities.
- c. Have enrolled in course sections with available seats.

**Paragraph.** Students may take elective credits at another legally recognized institution of higher education, provided they submit official documentation certifying the number of hours, credits, and learning outcomes achieved.

### Article 16°. Minimum and maximum credits for enrollment

- a. To maintain student status, a minimum of fifty percent (50%) of the academic term's credits must be registered, in accordance with the University's payment agreements. Special cases will be decided by the Faculty Council or its equivalent.
- b. For academic workloads between half-time and full-time enrollment, fees will be calculated proportionally based on the number of credits registered.
- c. Students in their final academic term who have fewer than half the regular credits remaining, may pay only for the credits pending.
- d. Students whose sole academic activity is their graduation project will pay 30% of the regular fees for the academic term.
- e. Students may exceed the maximum number of credits established for the academic period by up to 20%. Any request to exceed this limit must be approved by the Faculty Council or its equivalent.

Paragraph. In cases of dual degree programs, the maximum number of credits a student may register—including the full academic load of the primary program (understood as the program in which the student initially enrolled) and the additional credits from the second program—is 25 credits.

### **Article 17°. Addition of credits**

Students may request the addition of academic credits up to 10% into the academic term and must pay the corresponding fees.

### **Article 18°. Withdrawal of credits**

Students may request the withdrawal of one or more academic credits before 10% of the academic term has elapsed. Withdrawal of courses does not entitle the student to any refund.

### **Article 19°. Withdrawal from the academic term**

Enrolled students may request the cancellation of their academic term through the program Director or equivalent, with approval from the Dean's Office or its equivalent, who may approve the cancellation of the academic period. The request must be submitted before the academic term ends.

**Paragraph 1.** To be eligible for withdrawal from the academic term, students must be in good standing with the University in all respects.

### **Article 20°. Inter-semester courses**

After the regular academic term has ended, students may take accelerated courses equivalent to those offered during the regular term, with the same number of academic credits and increased weekly workload.

- a. Students may study the courses offered by the University during this period.
- b. Students are responsible for paying for any courses taken during this period.

### **Article 21°. Enrollment refunds**

The University will grant enrollment refunds only under the following circumstances:

- a. If an academic program cannot be launched due to academic or administrative reasons. In this case, 100% of the tuition paid will be refunded.
- b. If a student withdraws from the program and notifies the Faculty Council or its equivalent, in writing, before the start of academic activities of the period, 85% of the tuition paid will be refunded.

- c. In the case of an approved enrollment deferral, as outlined in Paragraph 2 of Article 12, 50% of the amount paid may be refunded.

**Paragraph.** No refunds will be granted after the start of academic activities for the term.

### **Article 22°. Academic term under which students are registered**

A student will be registered under the academic term in which they are taking the highest number of credits. If an equal number of credits is taken across multiple terms, the student will be considered registered in the earlier term.

### **Article 23°. Attendance**

It is both a right and a duty of enrolled students to attend all scheduled activities—whether in-person, online, or remote—as outlined in the course syllabus. These modalities may be adjusted according to availability and context.

### **Article 24°. Course failure due to non-attendance**

Students are considered to have failed a course due to non-attendance under the following conditions:

- a. They have been absent for 10% of practical activities.
- b. They have been absent for 15% of theoretical-practical activities.
- c. For undergraduate programs: they have been absent for 20% of theoretical activities.
- d. For graduate programs: they have been absent for 15% of theoretical activities.
- e. The Faculty Council or its equivalent may establish maximum absence thresholds for other types of scheduled activities, as defined in the syllabus and subject to context and availability.

**Paragraph 1.** A course failed due to non-attendance will receive a final grade of ZERO POINT ZERO (0.0).

**Paragraph 2.** For online programs, flexibility in time and space is granted for the completion of academic activities.

### **Article 25°. Grading in cases of unexcused non-attendance**

If a student fails to attend an exam, assignment, midterm, or final without a justified reason, they will receive a grade of ZERO POINT ZERO (0.0) for the missed assessment. An exception may be made if a make-up exam is authorized under the provisions of Article 26, item c.

## Article 26° Types of academic assessment

The evaluation of learning outcomes is a structured and systematic process aimed at measuring the extent to which students achieve the established learning goals. The types of assessment are defined as follows:

- a. Midterm Exam: Evaluations conducted during the academic term to measure progress toward achieving the course's learning outcomes, based on predefined grading percentages in the course syllabus.
- b. Final Exam: Evaluation administered at the end of the academic term to determine the overall achievement of learning outcomes, according to the percentages assigned in the course syllabus.
- c. Make-up Exam: A replacement assessment granted when a student misses a scheduled midterm or final exam. The make-up exam must be completed within the authorized time frame defined by the competent authority. Students must pay the corresponding fee before taking the exam.
- d. Remedial exam: An evaluation designed to allow students to meet the learning outcomes of a previously failed course. The grade obtained replaces the original one. The Faculty Council or its equivalent determines which courses are eligible for remedial exams and under what conditions. The applicable fee must be paid in advance.
- e. Proficiency Examination: A one-time (1) test per course used to validate mastery of the subject matter in one or more courses that cannot be transferred or have not been completed in any formal academic program. Students must pay a fee equivalent to the credit value of the approved course. If the student fails the exam, they must take the course through regular enrollment. Courses passed via proficiency exam are awarded full credit as defined in the curriculum. Each Faculty Council or its equivalent determines the minimum passing grade for proficiency recognition.

**Paragraph.** For foreign language courses, refer to Article 37 of these Regulations.

## Article 27°. Grading scale

The University's grading scale ranges from ZERO POINT ZERO (0.0) to FIVE POINT ZERO (5.0). The minimum passing grade is THREE POINT ZERO (3.0) for undergraduate programs and THREE POINT FIVE (3.5) for graduate programs. Student academic performance is classified as follows:



## 27.1. Undergraduate Programs

- › Five point Zero (5.0) – Excellent achievement of learning outcomes
- › Four point Zero (4.0) – Good achievement of learning outcomes
- › Three point Zero (3.0) – Minimum acceptable achievement of learning outcomes
- › Two point Zero (2.0) – Low achievement of learning outcomes
- › One point Zero (1.0) – Very low achievement of learning outcomes
- › Zero point Zero (0.0) – No achievement of learning outcomes

## 27.2. Graduate Programs

- › Five point Zero (5.0) – Excellent achievement of learning outcomes
- › Four point Zero (4.0) – Good achievement of learning outcomes
- › Three point five (3.5) – Minimum acceptable achievement of learning outcomes
- › Three point Zero (3.0) – Low achievement of learning outcomes
- › Two point Zero (2.0) – Very low achievement of learning outcomes
- › One point Zero (1.0) – Extremely low achievement of learning outcomes
- › Zero point Zero (0.0) – No achievement of learning outcomes

**Paragraph 1:** Each Faculty Council or its equivalent shall determine grade equivalencies for students admitted via transfer or course equivalency.

**Paragraph 2:** All final grades must be expressed using one whole number and one decimal place. If the calculated final grade of a course contains hundredths, the value shall be rounded up if the second decimal is zero point zero five (0.05) or higher, and down if it is lower than zero point zero five (0.05).

## Article 28°. Grade point average (GPA)

To assess academic performance, the University uses the Semester Weighted GPA and the Cumulative Weighted GPA, as follows:

- a. The Semester Weighted GPA reflects a student's academic achievement during a specific term. It is calculated by multiplying the final grade of each course by its corresponding number of credits, summing the results, and dividing by the total number of credits taken during that term.
- b. The Cumulative Weighted GPA evaluates a student's academic performance across all completed terms. It is calculated by multiplying the final grade of each course by its number of credits, summing the results, and dividing by the total number of credits attempted to date.

- c. Undergraduate students must maintain both a Semester and Cumulative Weighted GPA of at least THREE POINT THREE (3.3). Graduate students must maintain a GPA of at least THREE POINT FIVE (3.5). Failure to meet these thresholds will result in Academic Probation, as outlined in Article 322 of these Regulations.

### **Article 29°. Gade reports and evaluation milestones**

Grade reports correspond to academic evaluations carried out during a predefined term. Said result must match the percentage previously established by the Faculty Council or its equivalent for each course.

### **Article 30°. Grade appeals and corrections**

Students may submit a written, well-justified appeal to the instructor regarding partial or final grades within three (3) business days of being notified of the grade. The instructor must respond within three (3) business days of receiving the appeal. If the appealed grade represents at least thirty (30%) of the final course grade, the student may request a second evaluator within three (3) business days of receiving the instructor's decision. The second evaluator—appointed by the Program Director, Academic Secretary, or Academic Coordinator—must issue a final grade within three (3) business days of their appointment. This grade given by the second evaluator will replace the previous one.

**Paragraph.** Corrections made after the academic system has closed require a formal written request by the instructor to the Faculty's Academic Office or its equivalent.

### **Article 31°. Unsatisfactory academic performance**

A student is considered to be performing at an unsatisfactory academic level when any of the following conditions apply:

- a. The student fails 60% or more of the credits attempted during an academic term. This percentage is calculated by rounding down to the nearest whole number.
- b. The Cumulative Weighted GPA at the end of the term falls below THREE POINT THREE (3.3) for undergraduate students or THREE POINT FIVE (3.5) for graduate students.

### **Article 32°. Academic probation**

A student is placed on Academic Probation when their academic performance meets the criteria defined in Article 31 of these Regulations.

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2. TN: The original has a typography mistake and wrongly refers to Article 31.

Academic Probation involves enrollment under conditional status and serves as a formal warning, encouraging the student to improve their performance to remain in good academic standing, ensuring they can successfully complete their degree.

By the end of the probationary term, the student must achieve a Cumulative Weighted GPA above the required minimum stated in this Article. Failure to do so will result in loss of student status under clause e) of Article 3 of these Regulations.

### **Article 33°. Reinstatement**

A student who loses their status due to unsatisfactory academic performance, disciplinary sanctions, or failure to complete degree requirements within four academic terms after fulfilling all graduation criteria, may request reinstatement from the Faculty Council or its equivalent. These bodies have the autonomous authority to approve or deny such requests at their discretion, and may set specific conditions the student must meet during the following term. Failure to comply with these conditions will result in permanent loss of student status. Reinstatement due to unsatisfactory performance may be requested by the student and may only be granted a maximum of two (2) times.

### **Article 34°. Temporary withdrawal and reinstatement**

The student who chooses to withdraw temporarily must formally request reinstatement through the Faculty Council or its equivalent. Upon reinstatement, the student must adhere to the current curriculum, which may require content updates, validation, or course equivalency as appropriate.

**Paragraph 1.** To be able to request a temporary withdrawal before the Faculty Council or its equivalent, the student must obtain a good standing certificate from all relevant university departments.

**Paragraph 2.** A student may request reinstatement before the Faculty Council or its equivalent, up to four academic terms after their withdrawal is requested and approved. After this period, the student must reapply as a new applicant to the program.

## **CHAPTER IV SPECIAL ACADEMIC CONSIDERATIONS**

### **Article 35°. Dual degree program**

Students may begin a Dual Degree Program at any point in their original program of study (base program), provided they are fully enrolled in the base program. No minimum GPA for the academic term is required, in accordance with policies issued by the University Council.

### **Article 36°. Learning pathways system**

Students may pursue diverse learning trajectories by selecting from the learning pathways offered by the University, in accordance with the guidelines issued by the University Council.

### **Article 37°. Foreign language requirement**

- 37.1. Undergraduate students must complete the required number of academic credits in a foreign language and reach the proficiency level established by their program, in accordance with the Institutional Foreign Language Regulation.
- 37.2. Graduate students must submit proof of foreign language proficiency at the level required by their program as a condition for graduation.

### **Article 38°. Course recognition and registration**

A student who has completed a course within the University may request recognition of that course within another academic unit, subject to the criteria established by the receiving Faculty.

## **CHAPTER V DEGREE CONFERRAL**

### **Article 39°. Graduation requirements**

To obtain a degree, the student must complete 100% of the academic credits required by the Curriculum and fulfill any additional academic and administrative requirements established by the University Council.

### **Article 40°. Posthumous degree**

Upon recommendation from the Faculty Council, the University Council may grant a posthumous degree, regardless of the academic term the deceased student was enrolled in.

## **CHAPTER VI ACADEMIC DISTINCTIONS**

### **Article 41°. Definition of academic distinction**

Academic distinction refers to the acknowledgment the University grants to a student for outstanding performance in academic activities.

## Article 42°. Types of academic distinctions

- 42.1. The University may grant academic distinction to students, either individually or collectively, based on a formal evaluation of the merits that justify the award.
- 42.2. The University may recognize students who demonstrate exceptional academic performance in the following cases:
- Distinction for outstanding graduation projects or theses: *i) Meritorious Mention, and ii) Laureate Mention*, the criteria and procedures shall be defined by the University Council.
  - Graduation with Honors, awarded to the student in each program who achieves the highest Cumulative Grade Point Average.
  - Distinction of Outstanding Research Achievement during the student's academic career, based on participation in research groups, publication of scientific articles, presentations at research events, artistic or cultural productions, among others.

**Paragraph 1.** The University may grant posthumous honors to individuals who were members of its community, subject to approval by the Faculty Council.

**Paragraph 2.** The procedures for granting the above-mentioned distinctions shall follow the respective protocols established by each Faculty Council or its equivalent. Distinctions under item (c) shall follow the process established by the Office of the Vice President for Research.

**Paragraph 3.** The University shall define the internal procedure for granting these distinctions.

## CHAPTER VII ECONOMIC INCENTIVES AND FINANCIAL SUPPORT

### Article 43°. Definition of economic incentive

An economic incentive is a benefit voluntarily and autonomously granted by Universidad El Bosque to its students in recognition of their academic excellence.

### Article 44°. Definition of financial support

Financial support is a benefit voluntarily and autonomously provided by Universidad El Bosque and/or third parties to students, aimed at promoting access to and continuity in education, as well as participation in events and activities on behalf of or for the University.

**Paragraph.** The University has specific regulations governing economic incentives and financial support, which establish the different types and procedures for their allocation.

## CHAPTER VIII STUDENT MOBILITY

### Article 45°. Definition of student mobility

At Universidad El Bosque, student mobility refers to the program through which undergraduate or graduate students participate in academic exchange programs either to or from another legally established national or international institution of Higher Education, within the framework of inter-institutional collaboration. The modalities include:

- a. Short Course: A brief academic experience aimed at promoting cultural exchange.
- b. Double Degree: A program that grants the student two professional degrees, each valid in its country of origin.
- c. Internship: A formative activity carried out by a student in a real work environment, for a given time, supervised and aligned with their field of study or training and their type of program, as part of the degree requirements to obtain a certification that will allow them to work professionally.
- d. Medical rotation: A practice experience in a specific area where students apply theoretical and practical knowledge in healthcare institutions.
- e. Academic exchange semester: An opportunity for students to take one or two academic semesters at a partner institution through a formal agreement between the parties.
- f. Virtual mobility: A modality in which students may take academic credits via technological means at a national or international Higher Education Institution. These credits are eligible for course equivalency within the student's academic program under the inter-institutional collaboration framework.

### Article 46°. Definition of Origin Institution

The Origin Institution is the legally established Institution of Higher Education from which the student originates, and under this condition, temporarily acquires the status of a regular student at Universidad El Bosque.

### Article 47°. Definition of Host Institution

The Host Institution is the legally established Institution of Higher Education to which the student transfers to undertake partial undergraduate or graduate studies, within the framework of an existing cooperation agreement or academic network between both institutions.

### Article 48°. Costs of the student mobility program

- 48.1. For students from Universidad El Bosque, the costs derived from the student mobility program at the Host Institution must be covered directly by the student who applies. The student must also pay enrollment fees at Universidad El Bosque and may apply for financial aid or scholarships as outlined in the economic support and incentives Regulations issued by the University Council.
- 48.2. Fees will be calculated based on the tuition amount and the duration of the mobility program for the dates indicated in the acceptance letter.
- 48.3. Students hosted by Universidad El Bosque must pay the corresponding enrollment fee established by the University in the cases where there is no agreement between both institutions or common academic network, unless a cooperation agreement or academic network provides otherwise.

**Paragraph 1.** Eligibility requirements for participation in mobility programs are established by Universidad El Bosque and will be published each semester.

### Article 49°. Acceptance

It is the act by which a student is admitted to either the home or Host Institution. The acceptance of a student applying to participate in student exchange programs is at the sole discretion of both the Origin and Host institutions. Non-acceptance does not entail any responsibility on the part of the institution that denies admission. Institutional decisions regarding the acceptance or rejection of a student applicant shall be communicated in writing by the Office of International Relations or its equivalent. The student, in turn, has fifteen (15) calendar days to confirm or decline their acceptance and participation in the mobility program.

### Article 50°. External procedures

It is the student's responsibility to carry out the legal procedures required for entering or leaving both the origin and destination countries, and to cover any costs arising from such procedures.

### Article 51°. Sanctions for mobile students

If a student from Universidad El Bosque is accepted by the Host Institution but subsequently withdraws from the program and fails to enroll for the exchange within the established deadlines, they will not be eligible to participate in future exchange selection processes under the program. Exceptions apply to cases that present a valid justification, accepted by the respective Faculty Council.

### **Article 52°. Enrollment of students in the mobility program**

Upon the formalization of enrollment, the applicant acquires student status under the terms of Article 2 of these Regulations. The enrollment fee may vary according to the terms established in the call for applications and in the applicable special regulations.

### **Article 53°. Registration of grades**

The Host University must formally notify both Universidad El Bosque and the student of the grades obtained. The courses taken at the Host University by a student from Universidad El Bosque, under the student mobility program, will be recognized through course equivalency in accordance with the Student Regulations of Universidad El Bosque, as well as the course content, weekly hours, and academic credits. Any certificates issued in the context of Academic Mobility must include the grade equivalencies in accordance with the student regulations of the respective Institutions. The course equivalency process shall be carried out by the corresponding Faculty, in accordance with the Student Regulations of the University.

## **CHAPTER IX RIGHTS AND DUTIES**

### **Article 54°. Student rights**

Students have the following rights:

- a. To express their ideas freely and respectfully.
- b. To receive appropriate and dignified treatment, free from coercion, intimidation, discrimination, and harassment.
- c. To participate constructively in institutional development.
- d. To be assisted, guided, and heard by those in administrative and teaching roles.
- e. To demand a high academic standard.
- f. To request certificates and official documents in accordance with current regulations.
- g. To attend scheduled activities for each academic term.
- h. To be evaluated fairly and in a timely manner.
- i. Right to a good reputation and to the confidentiality of their personal data, conduct, academic records, and health information, in accordance with the law.
- j. To be informed of evaluation results in a timely manner.
- k. To use all resources made available by the University for the teaching-learning process.



- l. To access educational and wellness services.
- m. To participate in cultural and social activities programmed for the student community.
- n. To be eligible for the recognitions, incentives, and support granted by the University.
- o. To submit respectful requests and claims to the competent authority, in accordance with the specific procedures established for each case and following the appropriate channels.
- p. To nominate themselves for student representation roles in the University's governing bodies.
- q. To participate in the statutory election of student representatives.
- r. To be informed of the academic curriculum.

### Article 55°. Student duties

With the aim of promoting coexistence and encouraging civic virtues, students have the following duties:

- a. To comply with the provisions of the Political Constitution of Colombia, the University's Statutes, Regulations, and all other rules in force at the University, and at the institutions with which the University has agreements for the development of academic or teaching-assistance practices, as applicable.
- b. To respect the well-being of the university community and the rules of coexistence, including respectful civic relations with neighbors and the surrounding community.
- c. To refrain from committing disciplinary or ethical offenses, as well as any criminal conduct, in accordance with the laws of the Republic.
- d. To express their ideas in a reasoned, responsible, and respectful manner, and to treat all members of the community with respect, free from coercion, intimidation, discrimination, and harassment; these standards apply equally to virtual environments and simultaneous communication channels, email, and similar platforms.
- e. To take responsibility for their own personal and academic development as an upright and competent citizen, university student, scholar, and professional.
- f. To demand a high academic standard in all academic activities and actively and positively contribute to its maintenance, as well as to uphold impeccable conduct in all activities.
- g. To renew enrollment each academic term, complying with the processes and requirements established by the University.

- h. To be aware of and comply with the course syllabi.
- i. To allow and contribute to the proper development of academic activities, including classes, laboratory practices, field trips, and visits to companies and communities, as well as academic and scientific events.
- j. To attend the appointments or meetings to which they are summoned by the academic or administrative authorities of the University.
- k. To preserve, care for, and maintain in good condition the teaching and study materials and equipment, as well as other furnishings, facilities, and spaces of the University and of any other institutions where academic theoretical or practical activities are carried out, and to be held accountable for any damage or loss caused to the property of the University or other institutions in which academic activities are conducted, as a result of their actions or omissions in fulfilling their duties as a student.
- l. To comply with the academic development of the programs and the calendar established for that purpose by the University.
- m. To comply with any sanctions imposed on them.
- n. To follow the appropriate channels for any request.
- o. To support the statutory student representatives in the proper fulfillment of their duties.
- p. To fulfill their obligations in Student Representative roles.
- q. The student ID card is personal and non-transferable; it must be carried within University premises and practice sites, and used lawfully for the purposes for which it was issued.
- r. To maintain an active affiliation with the Health System.
- s. To refrain from entering University premises and/or practice sites under the influence of psychoactive substances.
- t. In the event of a health condition that may pose a risk to other members of the community, to report it in accordance with established regulations and to comply with any instructions or other health and epidemiological measures issued or adopted by the relevant authorities.
- u. To report to the University's administrative and academic authorities any actions involving members of the university community that may constitute serious or very serious offenses, or criminal acts punishable under Colombian criminal law.

## CHAPTER X

### STUDENT REPRESENTATION

#### Article 56°. Student representative before the institutional councils and committees

Students shall elect their principal and alternate representatives to the University Council, the Academic Council, and the Faculty Councils for terms of one (1) year, in accordance with the mechanisms institutionally established for that purpose. Post-graduate students shall elect their representatives to the graduate Committee of their academic unit for terms of one (1) year, in accordance with the mechanisms established by the institution. All students may run for these positions, except those who are subject to ongoing academic or disciplinary sanctions. A student who receives a final and enforceable disciplinary sanction shall lose their position as representative or alternate, as applicable. Elected students shall serve as the legitimate spokespersons of their peers, shall perform their duties in accordance with the University's Statutes and Regulations, and may be re-elected.

## CHAPTER XI

### DISCIPLINARY RULES

#### Article 57°. Disciplinary violations

Disciplinary violations are understood as student behaviors that infringe upon university order, the University's Statutes and Regulations, the law, the Political Constitution of Colombia, and any other rules governing student conduct within the framework of intra-university relations and/or in any setting where such conduct takes place. They also include behaviors that undermine proper social conduct or jeopardize individual or collective safety. Disciplinary violations are classified as minor, serious, or very serious.

#### Article 58°. Minor disciplinary violations

Minor violations are those behaviors that involve noncompliance with the obligations and duties assumed by the student through the Act of Enrollment, provided they are not expressly defined as serious or very serious violations and do not constitute repeated occurrences of such behaviors.

#### Article 59°. Serious disciplinary violations

The following behaviors are considered serious disciplinary violations:

- a. Any conduct by the student that intentionally undermines the good name, dignity, or reputation of the University.

- b. Committing or attempting to commit fraud or plagiarism—that is, submitting or presenting as one's own any content that belongs to someone else in any exam or academic assessment required by the curriculum, graduation process, and/or any other institutional requirement, or aiding in such actions and/or infringing upon third-party intellectual property rights in those same contexts. Regardless of any disciplinary sanction imposed, the academic assessment or exam in question shall be annulled and assigned a grade of zero point zero (0.0). Fraud also includes impersonating another person or allowing oneself to be impersonated during any academic or practical activity, whether in physical settings or in those involving the use of Information and Communication Technology (ICT) resources.
- c. Violating legal or ethical standards related to academic, research, or practical activities.
- d. Preventing entry to class or disrupting its development, obstructing teaching, research, or the academic or administrative functioning of the Institution.
- e. Defaming any member of the Institution by making statements that dishonor their good name and good faith.
- f. Consuming, promoting, or inciting the use of narcotic, hallucinogenic, or intoxicating substances on the Institution's premises or during academic activities (theoretical or practical), whether internal or external.
- g. Selling and/or consuming tobacco or its derivatives, and/or using electronic systems with or without nicotine dispensing, or similar devices, within University campuses.
- h. Failing to comply with the regulations in effect at practice centers, whether inside or outside the University.
- i. Illegally affecting or threatening the free exercise of the civil rights of the University's neighboring community, members of the academic community, individuals in surrounding areas, and/or users of University transportation services.
- j. Inciting or encouraging other members of the academic community to commit any of the behaviors sanctioned as violations under these regulations or to engage in acts defined as criminal offenses.
- k. Physically injuring or assaulting another member of the Institution within the context of intra-university relations, in any setting where such relations take place.
- l. In general, any act that violates the commitments assumed by the student upon entering the University.
- m. Committing two or more minor violations within the same academic semester or term, or three or more of the same kind within two academic terms.

## Article 60°. Very serious disciplinary violations

The following behaviors are considered very serious disciplinary violations:

- a. Endangering the life or personal integrity of another member of the Institution within the context of intra-university relations, in any setting where such relations take place.
- b. Engaging in or promoting, by any means and within the intra-university environment, practices of bullying as legally defined: negative, intentional, methodical, and systematic behaviors involving aggression, intimidation, humiliation, ridicule, defamation, coercion, deliberate isolation, threats, incitement to violence, or any form of psychological, emotional, verbal, or physical abuse.
- c. Any form of intimidation or harm to a person's good name, honor, or freedom of sexual or gender orientation, carried out through any means, including information technologies (Internet, social media platforms, mobile phones, online video games, among others), used to inflict continuous or systematic psychological or emotional abuse.
- d. Illegally taking and/or misappropriating the property of the Institution or its members.
- e. Carrying, storing, or possessing any type of weapon within the Institution or at practice sites.
- f. Promoting or participating in any type of activity considered criminal under the law within the intra-university environment.
- g. Submitting false documents or engaging in the total or partial falsification of such documents, and using them before any authority within the University or before third parties.
- h. Forging or using tampered documents issued by the University, including but not limited to transcripts, internship certificates, academic awards, graduation records, or any similar document.
- i. Sharing, participating in, selling, purchasing, commercializing, or encouraging the circulation of fraudulent medical leaves certificates or any other false public or private documents.
- j. Engaging in sexual harassment, by any means, against peers or other members of the educational community, or taking advantage of a position of authority, power, or any relationship that implies or is perceived as a position of power.
- k. Coercing (demanding) another member of the educational community to carry out any activity considered illegal under the Law.
- l. Harassing any member of the educational community in any manner or through any medium.

- m. Blackmailing, promoting blackmail, or participating in any form of blackmail against another member of the educational community with the intent of obtaining a benefit of any kind for oneself or for another.
- n. Gaining unauthorized access to the personal social media accounts of another member of the university community and/or to institutional accounts and platforms with the purpose of impersonating the account holder and/or distributing harmful, cruel, inhumane, degrading content, or content that violates privacy, freedom, gender or sexual orientation, or personal reputation.
- o. Accessing the Institution's information management systems with the intent to modify or manipulate them for fraudulent purposes.
- p. Committing acts that violate Fundamental and Human Rights, or acts of discrimination based on race, gender, ideological or religious beliefs, sexual orientation, social or economic status, or physical, psychological, or sensory disability, that affect any member of the university community.
- q. Committing an act classified as a serious violation that, due to its nature, harmful intent, or the severity of the harm caused, must be considered a very serious violation.
- r. Committing two or more serious violations within two consecutive academic semesters.

**Paragraph.** The disciplinary procedure shall be carried out without prejudice to any applicable legal or judicial actions, including the submission of copies of relevant documents and/or the filing of a complaint with the competent authorities.

### Article 61°. Criteria for determining sanctions

- 61.1. The competent disciplinary authorities may consider mitigating circumstances when applying the sanctions established in these Regulations. These mitigating circumstances shall apply when students consciously acknowledge the commission of a serious or very serious violation and will be evaluated in proportion to the procedural stage at which such acknowledgment is made. Mitigation may be considered in the following cases:
- a. Voluntary, conscious, and free admission of the violation or acceptance of the charges.
  - b. Having, on one's own initiative, repaired the harm or compensated for the damage caused.
  - c. Having returned, restored, or repaired, as applicable, the property affected by the conduct constituting the violation.
  - d. Any medical or psychological condition, duly proven, that is attributable to the commission of the conduct.

**Paragraph.** The mitigating factors set forth in this Article shall be applied only once. Recurrence excludes the application of any type of mitigation.

61.2. The competent disciplinary authorities may apply the following aggravating factors to the sanctions established in these Regulations in the following cases:

- a. When the student has a disciplinary record, whether for the commission of a serious or very serious violation at any point during their academic process within the University.
- b. Based on the nature of the harm caused.
- c. When the student commits two or more disciplinary violations over the course of two consecutive academic terms.
- d. When noncompliance with a provisional suspension measure is proven.

### **Article 62°. Formative and corrective measures**

A formative measure may be imposed concurrently with a disciplinary sanction. This measure consists of a corrective or reparative action aimed at encouraging reflection on the violation committed and preventing its recurrence, as well as similar conduct by other members of the academic community.

### **Article 63°. Sanction measures for minor violations**

A student found to have committed a minor violation shall be subject to one of the following sanctions:

- a. Private verbal reprimand.
- b. Public verbal warning.
- c. Public verbal warning with removal from class.

### **Article 64°. Sanctions for serious violations**

A student found to have committed a serious violation shall be subject to one of the following sanctions:

- a. Written reprimand, filed in the student's permanent record.
- b. Probatory enrollment: Failure to comply with the commitments and requirements imposed under this sanction shall result in immediate suspension for a period ranging from one (1) month to one (1) academic term, as determined by the competent authority.
- c. Suspension for up to two (2) academic terms, which may include the term the student is currently attending at the time the sanction becomes final.

### **Article 65°. Sanction for very serious violations**

A student found to have committed a very serious violation shall be subject to one of the following sanctions:

- a. Suspension for up to three (3) academic terms, including the term the student is currently attending at the time the sanction becomes final.
- b. Expulsion, which consists of the cancellation of the student's enrollment and their permanent separation from the University. This also means the student may not be readmitted to any program offered by the University.

### **Article 66°. Violations committed during the inter-semester period and by graduates**

Those who, having been enrolled as students at Universidad El Bosque, commit violations during the inter-semester period or in the period between the completion of the academic program and the awarding of the degree shall be subject to the disciplinary regime established in these Regulations.

### **Article 67°. Jurisdiction to open the preliminary investigation, conducting the proceedings, and imposing corrective measures and sanctions**

- a. The course instructor, the Academic Secretary, the program Director, or the Dean of the Faculty may impose corrective measures for minor violations.
- b. The Dean of the Faculty to which the student belongs shall have jurisdiction to carry out the preliminary investigation and to initiate and conduct the disciplinary proceedings for serious and very serious violations.
- c. Sanctions for serious violations shall be imposed by the Faculty Council. The motion for reconsideration shall be decided by the same body, and the appeal shall be decided by the Academic Council.
- d. Sanctions for very serious violations shall be imposed by the Academic Council, based on the prior recommendation of the Faculty Council. The motion for reconsideration shall be decided by the same body, and the appeal shall be decided by the University Council.

### **Article 68°. Disciplinary process**

- 68.1. The disciplinary process may be initiated *ex officio* or upon request, in cases where a member of the university community or a third party submits information and/or evidence to an academic or administrative authority indicating that a student may have committed a violation. This written communication must be filed during the current academic term or, at the latest, within ninety (90) academic business days following the occurrence or discovery of



the events. Anonymous reports will be processed *ex officio* only if there is sufficient indication of a potential violation.

- 68.2. The investigation must be initiated within fifteen (15) calendar days from the moment the corresponding Academic Secretary becomes aware of the events.
- 68.3. Once the aforementioned period has concluded, the mediation procedure referred to in Chapter XI of these Regulations may be activated.
- 68.4. The imposition of any of the sanctions referred to in Articles 64 and 65 requires the following actions: (a) Notification of the order to open the disciplinary proceeding and formulation of charges, which shall include the identification of the conducts, the statement of charges, the provisional classification of the disciplinary violations, and the sanctions applicable to such conduct. (b) Notification of the order for the student to present a defense and request evidence, if deemed necessary. (c) Conduct of the evidentiary stage and concluding arguments. (d) Substantive ruling by the competent bodies and notification of the decision, indicating whether the filing of appeals is appropriate. (e) Notification of the final decision regarding any appeals filed.

**Paragraph.** The evidentiary stage may be omitted when it is not necessary to order or conduct any evidence. This stage, as well as the concluding arguments stage, may also be omitted in cases where the student, autonomously and voluntarily, admits to the conduct attributed, in accordance with the procedural stage at which the admission occurs.

### Article 69°. Preliminary investigation

A preliminary investigation may only be conducted in cases where there is doubt regarding the identification or individualization of the potential author of a serious or very serious disciplinary violation, or regarding the existence of a violation itself. The preliminary investigation shall last a maximum of one month and shall conclude with either the definitive filing of the case or the issuance of an Order to Open a Disciplinary Investigation and Statement of Charges. If, during the preliminary investigation, it is not possible to identify and individualize the potential author or it is determined that there are no grounds to initiate a disciplinary investigation, the case shall be filed. This decision shall not constitute *res judicata*, and if the author is subsequently identified, the disciplinary process shall proceed.

### Article 70°. Decision to open disciplinary investigation and statement of charges

Based on the report and the supporting evidence, the Dean of the Faculty may issue a Decision to Open a Disciplinary Investigation and Statement of Charges, which shall include copies of all documents in the case file, in order to ensure the student's proper exercise of the right to defense. This action is not subject to appeal and must be notified in accordance with Article 80 of these Student Regulations.

**Paragraph.** The Decision to Open a Disciplinary Investigation and Statement of Charges may include precautionary measures aimed at mitigating any alleged negative impact, harm, or damage affecting either the student under investigation or third parties.

### Article 71°. Response to charges

The disciplined student has five (5) business days from the notification of the Decision to Open a Disciplinary Investigation and Statement of Charges to submit a written response to charges. In this document, the student may fully exercise their right to defense and rebuttal, and may submit and request evidence.

### Article 72°. Evidentiary stage

- a. Once the period for submitting the response to charges has ended, the case instructor shall issue an Order to open the evidentiary stage, in which the admission or rejection of evidence will be decided, based on its relevance, admissibility, and usefulness, and in accordance with the types of evidence permitted by Law.
- b. The case instructor may order evidence *ex officio*.
- c. The order admitting or rejecting evidence shall be served to the student, who will have a period of five (5) business days to respond, if deemed relevant. Only a motion for reconsideration may be filed against this decision.
- d. This stage shall conclude with an order of closure and the opening of the final arguments stage.
- e. When it is unnecessary to order and take evidence, the evidentiary stage may be waived.

### Article 73°. Concluding arguments

Once the evidentiary stage has been closed, the Instructor of the process shall notify the student, who shall have a maximum of five (5) business days to submit a written statement of concluding arguments, should they deem it relevant.

### Article 74°. Ruling

- 74.1. Once the period for submitting concluding arguments has ended, the Faculty Council shall, in cases of very serious violations, forward the case to the Academic Council along with a recommendation for the imposition of a sanction.
- 74.2. In cases of serious and very serious violations, the competent body shall issue a final decision, which must be recorded in minutes and contain, at a minimum:

- a. The identity of the person subject to disciplinary action.
  - b. The alleged conduct and the provisional classification of the disciplinary violations and the charges brought.
  - c. A summary of the facts.
  - d. The assessment of the admitted evidence.
  - e. The analysis of the defense arguments presented in the response to charges and the concluding arguments.
  - f. The rationale for the decision and its determination, either by imposing a sanction or closing the case.
  - g. The operative section imposing the sanction or closing the case.
- 74.3. The same body shall decide the reconsideration motion in the first instance and the hierarchically superior body, either the Academic Council or the University Council, shall decide the appeal in the second instance.

### **Article 75°. Reconsideration and appeal motions**

A motion for reconsideration and, subsidiarily, a motion for appeal may be filed against the final decision imposing the sanction. The first motion must be submitted to the same body that issued the decision within five (5) working days following notification of the sanction. If the motion for reconsideration is denied, the case shall be immediately forwarded to the hierarchically superior body for a ruling on the motion, if such motion was filed.

**Paragraph.** For the purposes of this Article, the hierarchically superior body of the Faculty Council is the Academic Council, and that of the Academic Council is the University Council.

### **Article 76°. Suspension of legal timelines**

At any stage of the proceedings, the suspension of timelines may be decided through a reasoned decision in cases where the complexity of the case so requires. Likewise, the timelines may be reduced in urgent cases. In disciplinary proceedings involving ten (10) or more students, the timelines established in these regulations may be doubled.

### **Article 77° Nullity**

When it is deemed that there are substantial irregularities that affect due process, the Dean of the Faculty or the competent authority shall issue an order declaring the annulment of the proceedings from the moment the irregularity is identified, and the process shall resume from that point forward.

### **Article 78°. Early termination of the disciplinary process**

At any stage of the disciplinary proceedings, if it is fully demonstrated that the alleged act did not occur, that the conduct does not constitute a disciplinary violation, that the accused did not commit it, that there is a ground for exclusion of liability, or that the proceedings could not be initiated or continued, the process instructor or the competent authority shall issue a reasoned decision declaring such and shall order the definitive closure of the proceedings.

### **Article 79°. Provisional suspension**

If the process instructor or the competent authority considers that the alleged commission of serious or extremely serious disciplinary violations poses a risk to one or more members of the academic community, to University property, or to the University's reputation, they may order, through a reasoned decision, the provisional suspension of the student for a period of fifteen (15) working days, which may be extended if deemed necessary. Depending on the seriousness of the facts, the student may be suspended from entering the University or from accessing designated practice sites. Failure to comply with this measure shall be considered an aggravating factor in the sanction to be imposed.

### **Article 80°. Notifications**

In the Disciplinary Investigation Opening Order, the student under investigation shall be informed that, unless they expressly state otherwise, all procedural notifications related to the disciplinary proceedings will be sent to their institutional email address, in accordance with Articles 56 and 67 of Law 1437 of 2011 and/or any other applicable or amending provisions.

### **Article 81°. Record of sanctions**

Once the disciplinary process has concluded, the corresponding Academic Secretary shall record the contents of the ruling in the student's academic file. It is the responsibility of the Office of Registration and Academic Records, upon notification by the Office of the General Secretary, to record the corrective measures and sanctions imposed on students and alumni of the University, as well as to preserve and safeguard the corresponding files and rulings in the archives of the University's Legal Office.

**Paragraph.** If, during or as a result of the disciplinary proceedings, the disciplinary authorities of Universidad El Bosque determine that the investigated or sanctioned conduct may constitute criminal offenses under the criminal law of the Republic of Colombia, the corresponding report shall be filed with the Office of the Attorney General.

## CHAPTER XII CONFLICT RESOLUTION

### Article 82°. Disciplinary mediation

Disciplinary mediation is a preliminary stage to the disciplinary procedure, intended to resolve by mutual agreement the consequences of conduct that has been preliminarily classified as a minor or serious disciplinary violation.

- a. It applies to all first-semester students, up to two times within the same academic term.
- b. For students in their second semester and beyond, it may be applied only once throughout their academic career.

### Article 83°. Disciplinary mediation procedure

83.1. Once the official in charge of the proceeding becomes aware of the disciplinary notice referred to in Article 68.1, they shall decide whether Disciplinary Mediation is applicable. If so, the Dean shall request the Faculty Council to:

- a. Appoint the Mediation Committee, which shall be composed of the student representative of the respective academic program, a faculty member from the same program, and an administrator from the corresponding Faculty.
- b. Establish, through a formal record, the terms for the submission of a reparation proposal specific to the case.
- c. Appoint a faculty facilitator to support the student in formulating the reparation proposal.
- d. Notify the student responsible for the conduct of the guidelines for submitting their written reparation proposal to the Mediation Committee within a maximum of three (3) business days.

83.2. Once the proposal has been received and reviewed, the Mediation Committee shall decide whether to accept it. The decision shall be recorded in a Minute signed by the parties involved and duly notified to the student. If the Mediation Committee does not approve the proposal, it shall request the student to revise it within a maximum period of three (3) business days, at the Committee's discretion and based on the specific circumstances of the case. This request for revision may be made only once. If the Mediation Committee approves the proposal, it shall be the student's responsibility to fulfill it within the terms established by the Committee and to immediately inform the Committee once the terms have been fully satisfied, in order to conclude the investigation due to the successful completion of the Disciplinary Mediation process.

- 83.3. In the event that the student fails to comply with the agreed terms, or if the proposal submitted to the Mediation Committee is definitively rejected, the Committee shall notify the Dean of the Faculty so that a decision may be made regarding the initiation of the disciplinary procedure.

### Article 84°

This Agreement shall enter into force as of the date of its issuance and shall repeal any provisions that are contrary to it, in particular University Council Agreements No. 7639 of October 22, 2003; No. 8489 of February 15, 2006; No. 9120 of August 8, 2007; No. 9648 of December 10, 2008; No. 10317 of July 7, 2010; No. 10900 of November 14, 2011; No. 11758 of July 24, 2013; No. 12944 of October 29, 2014; No. 13655 of December 9, 2015; No. 15879 of February 6, 2019; No. 17730 of July 19, 2023; and No. 17864 of December 15, 2023.

### BE NOTIFIED AND ENFORCED

Issued in Bogotá, on the fourteenth (14th) day of February, two thousand twenty-four (2024).

**MIGUEL RUIZ RUBIANO**

President of the University Council

**CRISTINA MATIZ MEJÍA**

Secretary University Council









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