



METROPOLITAN AUTONOMOUS UNIVERSITY

DIRECTORATE OF SCHOOL SYSTEMS

Instructions to process validation of previous studies

1. INTRODUCTION

These instructions have been drafted by the Directorate of School Systems, with the purpose of orienting all persons interested in processing the validation of their previous studies.

The steps to follow in order to complete the procedures of validation of previous studies at the Metropolitan Autonomous University are described in this document.

The authorities involved in the various procedures, and the times that they should take to perform the activities, according to the UAM Validation Rules, Establishment of Equivalence and Certification of Studies, are clearly defined.

2. WHO CAN REQUEST THIS PROCEEDING?

Only the persons who have completed undergraduate or graduate studies at institutions that are not part of the National Education System.

If you were a student at UAM, you will not be able to present the validation proceedings if you lost your student status for any of the following reasons:

- Explicit resignation to the University, if it was filed five or more years after you started as a student;
- Tacit resignation to enrolment for a school year;
- Termination of the maximum term for completing the assigned studies;
- Definitive resolution dictated by a competent collegiate body;
- Exceeding the amount of chances to pass a teaching-learning unit according to the study plan that you were enrolled in, or
- Presenting false documents.

3. CONCEPT

"Validation of previous studies is the official validity that the University bestows upon studies undertaken at institutions that are not part of the National Education System".

"The University will validate previous studies only in order for the student to pursue undergraduate or graduate studies that it offers".

"The validation of previous studies can be total or partial. **Partial validation** has the exclusive purpose of facilitating the conclusion of undergraduate or graduate studies that are imparted at the University. **Total validation** is undertaken exclusively in order to be admitted to graduate studies...".

"The **total validation** requests shall be submitted in writing or through an electronic file, at the office or at the e-mail address of the General Secretariat (tramitereeae@correo.uam.mx), as soon as the interested parties have been admitted at a graduate program at the University. In order to carry out the enrolment paperwork, the applicants must present a copy of the total validation request that the General Secretariat received".

"The **partial validation** requests shall be submitted in writing or through an electronic file, at the office or at the e-mail address of the General Secretariat (tramitereeae@correo.uam.mx), before or after the interested parties have been admitted at the University".

"The divisional councils shall handle the **partial revalidation** requests previous to admission only in undergraduate and graduate programs where the number of requests is not more than the maximum capacity of students that can enroll".

"The **partial validation** cannot be more than 40% or less than 10% of the total credits in the corresponding study plan".

4. REQUISITES THAT MUST BE COVERED

The applications will have the following documents, as applies for:

- I. **Partial validation** to conclude undergraduate or graduate studies:
 - a) Total certificate or validation of previous secondary education studies;
 - b) Partial or total undergraduate or graduate certificate of studies;
 - c) Study plan; and
 - d) Programs, syllabi or any other institutional documentation that expresses the contents of each teaching-learning unit (subject).

- II. **Total validation** for admission into a master's program:
 - a) Total certificate or validation of previous secondary education studies, if applicable;
 - b) Total certificate of undergraduate studies;
 - c) Undergraduate degree;
 - d) Study plan and;

- e) Programs, syllabi or any other institutional documentation that expresses the contents of each teaching-learning unit (subject).

III. **Total validation** for admission to doctorate studies:

- a) Total certificate of undergraduate or master's studies;
- b) Undergraduate or master's degree;
- c) Study plan and;
- d) Programs, syllabi or any other institutional documentation that expresses the contents of each teaching-learning unit (subject).

The corresponding supporting documentation may be presented in a simple copy or through an electronic file at the office or at the e-mail address of the General Secretariat (tramitereeae@correo.uam.mx).

If they are presented in a language that is not Spanish, they must have a free translation attached.

Total or partial lack of documents that certify the corresponding studies will not impede the submission of the application, as long as it can be proved that the omission is not due to the will of the interested party.

In addition to the aforementioned indications, the STUDY PLAN must include:

1. General objective(s),
2. Denomination (name of the undergraduate or master's program),
3. List of teaching-learning units (subjects) that conform it, specifying which ones are mandatory and which are optional, as well as the series modalities,
4. Value in credits of the whole plan, and of each teaching-learning unit (subject),
5. Requisites to obtain the degree.

The STUDY PROGRAMS must have:

1. Type of teaching-learning unit (mandatory or optional subject) and denomination (name),
2. The general objective and, when appropriate, the particular objectives,
3. The synthetic content for the teaching-learning unit (subject),
4. The modes of carrying out the teaching-learning process,
5. The recommended bibliography,
6. The value in credits of the teaching-learning unit (subject), and
7. The modes of evaluation.

5. OBTAINING AND FILLING IN THE APPLICATION FOR VALIDATION OF PREVIOUS STUDIES

Go to the Directorate of School Systems located in, Prolongación Canal de Miramontes No. 3855, 1st floor, Col. Ex-Hacienda de San Juan de Dios, Alcaldía Tlalpan, Mexico City, zip code 14387, Monday through Friday from 10:00am to 4:30pm to obtain the application. If you have any doubts when filling in the form you can request information at 5483-4000 extensions 1646 and 1643 or at the e-mail: tramitereeae@correo.uam.mx.

This office will inform you of the payable amount for the rights to the proceeding, according to [table of current fees for enrollment, services and rights](#).

6. PAYMENT OF RIGHTS

The interested party must go to the General Treasury, located next to the Directorate of School Systems, to make the corresponding payment for the rights to the proceeding of validation of previous studies. Without this payment it will not be possible to continue with the proceedings under any circumstances.

7. SUBMITTING THE APPLICATION, PAYMENT VOUCHER AND PROBATIVE DOCUMENTS

In the Directorate of School Systems, the interested party will submit: the voucher for the payment of rights, the validation request in three copies, duly filled out, and the probative documents mentioned in point 4 if undergraduate or graduate studies were undertaken.

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

The Directorate of School Services will, in a period of no more than fifteen workdays since the documentation was received, grade the administrative precedence of the application and, if applicable, they will send it along with the probative documentation to the Head of the corresponding Divisional Council to be immediately forwarded to the boards of the same council.

The Directorate of School Systems may require from the interested parties the clarifications or documents that they deem necessary for the proceedings of the applications.

If false documentation is filed the validation proceedings will be cancelled or, if applicable, the enrollment to the University and all acts derived from it will be void.

Furthermore, the interested party will be informed of the date in which they must go to the Academic Secretariat of the corresponding Division to request information on their proceedings.

9. ISSUING OF THE VERDICT BY THE BOARD OF THE DIVISIONAL COUNCIL

The Board of the corresponding Divisional Council will, in a term of maximum twenty workdays, determine the academic precedence of the validation of the undertaken studies and those imparted at the University and will, if applicable, after a previous interview with the interested party, issue the corresponding verdict, which will be sent to the Head of the Divisional Council to be included as a point in the Order of the Day for the following session.

In order to determine the validation of previous studies and issue the corresponding verdict, the commission must integrally analyze the probative documentation exhibited, according to the following factors related to the plan and programs at the University:

- I. The objectives of the study plan;
- II. The structure of the study plan and its general contents;
- III. The foreseen duration for the studies;

- IV. The content of the teaching-learning units (subjects);
- V. The time that must be dedicated and the recommended bibliography for each teaching-learning unit (subject);
- VI. The series of the las teaching-learning units (subjects);
- VII. The evaluation modalities of the teaching-learning units (subjects);
- VIII. The modalities for undertaking the teaching-learning process; and
- IX. In the case of graduate studies, the research load.

10. SUBMITTING THE VALIDATION VERDICT OF THE DIVISIONAL COUNCIL TO THE DIRECTORATE OF SCHOOL SYSTEMS

The corresponding Divisional Council will, through their Secretary, send the validation resolution to the Directorate of School Systems to be recorded.

The partial validation resolution must contain the ratio of the teaching-learning units (subjects) that will be validated, and the ones taken at the institution of precedence that were considered.

In the total validation resolution, it will be determined whether, according to the academic correspondence found between the study plans and programs, the interested party has sufficient school records only for the purpose of their admission to the corresponding graduate program.

If the Divisional Council determines that the total validation will not proceed, the enrolment in the University will be annulled.

11. PAYMENT OF VALIDATED CREDITS AND RECORD OF THE RESOLUTION

The interested party must, as soon as they have been notified of the results of their application, make the corresponding payment at the Treasury of the General Rectory: in the case of partial validation, the payment will be made for each of the validated credits; in the case of total validation, there will be an only payment, according to the table of fees for the current payment of enrollment, services, and rights.

The Directorate of School Services shall proceed, based on the resolution and the payment voucher for the validated credits, to register the movements in the computerized files. They will give the student a copy of the resolution and send, to the corresponding Division and Coordination of School Systems, a copy for their control.

NOTE: For follow up, clarifications or questions related to this proceeding, call the following numbers: 5483-4000 Exts. 1646 and 1643. E-mail: tramitereeae@correo.uam.mx

Translation: Coordinación de Lenguas. UAM Cuajimalpa