Guidelines

Academic and Administrative Standards for Master's Programs as a complement to the provisions established by the PUCP Graduate School

CENTRUM PUCP Business School

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Chapter I: General Aspects

1.1   General Framework

This Guide is aimed to provide students of the different master's degree programs with general information about the academic and administrative standards of CENTRUM PUCP Business School, the business school of the Pontificia Universidad Católica del Perú (PUCP). The economic aspects are regulated by the Regulations of Economic Aspects for CENTRUM PUCP Students. This Guide involves regulating all the processes, from the candidate's condition to obtaining the postgraduate academic degree. The student is required to follow the provisions of these regulations strictly.

This guide is complementary to the Regulations of the PUCP Graduate School and may be modified according to academic and/or administrative requirements of EPG or CENTRUM PUCP. Additionally, the double degree programs are subject to the particular regulations of the partner business schools and the specific provisions of SUNEDU. The purpose of this regulation is to facilitate the correct development of the curriculum and related activities and encourage students' commitment to the objectives and values of CENTRUM PUCP.

1.2   Program Management

The master's degree programs are administered by an organizational structure that contemplates the following:

1. At PUCP, graduate studies are conducted under the Graduate School management, whose authority is the Dean. This school is served by the academic departments and integrated into sections according to the majors taught in it. Graduate studies leading to the academic degrees of Master and Doctor.

2. Graduate studies, leading to the academic degree in Business Administration and other academic degrees related to business management, are developed by CENTRUM PUCP Business School.

3. At CENTRUM PUCP, the Programs Management is the organizational unit responsible and in charge of the integral management of programs leading to a Master's degree; each Program has a Director and a Committee. This unit is divided into three Program Managements, which are mentioned below:

    - Management of MBA CENTRUM and MADEN programs.
    - The Specialized Master's Degree Program includes the following programs: Strategic Talent Management, Productive Operations Management, Corporate Finance and Financial Risk, Strategic Marketing Management, Information Technology Management, Supply Chain Management, Entrepreneurship and New Businesses, and Strategic Management of Legal Businesses.
    - Direction of International Programs, including programs such as the Global EGADE and Tulane, Tricontinental and MSM.

Chapter II: Academic Aspects

2.1 General Academic Aspects

A study program includes delivering all courses, workshops, seminars, lectures, and co-curricular activities, which may be taught or non-taught. The student must attend the activities of his/her studies program.

Each student will receive an email address. All communications between CENTRUM PUCP and the student will be made only through the email address, and it is the student's responsibility to verify such communications.

The academic development of the courses is supported by the use of virtual environments for which the student will use his/her personal PUCP access code.

The study program is divided into academic semesters or modules and culminates with elaborating a Research Project, which is publicly presented following the law. It includes periods of face-to-face and non-face lessons, co-curricular activities of study and individual research, the development of cases, exercises, and collaborative application work, an international learning experience, which may include a study trip, master lectures by different national and international business leaders.

Classes are given according to the schedule provided at the beginning of each academic semester, which respects the rules and percentages authorized by Sunedu in the modalities of the programs. If it is necessary to reschedule classes, they could be given face-to-face or online. CENTRUM PUCP reserves, in case of force majeure, the right to change during the development of the program the schedules, modality and/or professors assigned to teach a subject temporarily, which could cause an alteration in the program's term.

Each student needs to have a personal computer to develop their studies. The school is not responsible for the theft, loss, or deterioration of the student's personal computer.

Students are distributed in sections and the number of students per section can be up to 60 students per classroom. The number of sections per program and the number of students assigned per section may be modified in the semester changes following the provisions of the Program Management.

The Program Management coordinates with students during their studies. For any questions about the development of the program or administrative issues, students may contact the student services team (maestrias.centrum@pucp.edu.pe) and, if necessary, the Director of their Academic Program. Specific consultations about the subject of each course are made to the professor of the course and using the institutional e-mail (or the virtual platform when applicable).

To obtain the master's degree, as established by the Peruvian University Law, the student must accredit knowledge at a complete intermediate level of a foreign language or native language. For this purpose, each student must present a knowledge certificate of a foreign language -English, French, Italian, German or Portuguese or native language-, as established in Appendix A of this Guide: Language Directive for Master's Degree Programs.

The academic aspects of the master's degree program you are pursuing are detailed in Appendix D.

CENTRUM PUCP reserves the right to change the curriculum or sequence of courses according to its policy of continuous improvement.

2.2 Individual and Collaborative Work

Individual and collaborative work are two aspects of the academic process. In this regard, the following points are specified concerning the development of collaborative work:

1. The name or, if applicable, the names of the students who prepared the work must be indicated on the first page of the work. In the case of collaborative work, the name of a group member will not be included if he/she did not participate in the elaboration of the work. The members whose names appear on the work assume responsibility for it.

2. Every student who participated in the elaboration is responsible for the entire work.

3. The Final Collaborative Work (TCF) of each course is a work integrating the competencies acquired in the course and values the individual contribution of each member of the group.

4. The Academic Secretary randomly forms the work teams for Semester 1. The students selected working groups from Semester 2 onwards and thesis groups.

5. The Thesis Coordination Office will request the students to form their working groups from semester IV or module II according to the master's program, which will be maintained during the development and subsequent submission of the research project.

6. In the case of plagiarism in any part of the collaborative work, according to the rules on plagiarism established by PUCP, all group members whose names appear in the work are co-responsible for such plagiarism and not only the student who attributes the part where the plagiarism occurred.

2.3 Evaluation Criteria

The academic program is subject to the particular regulations of CENTRUM PUCP and those of the partner schools for a dual degree or joint certification programs. Regarding evaluation criteria, grading, approval, continuance in the program, and graduation, the regulations of each institution apply.

2.3.1 Evaluation

The evaluation constitutes an integrated process through which each student's achievement of the learning objectives, as well as their behavior in the activities that involve the fulfillment of the syllabus, is appreciated. The evaluation contemplates the student's contribution during the development of the classes.

The evaluation and control activities are developed continuously and integrally, according to the learning objectives and the professional profile sought in the graduates. Student evaluation aims to establish the degree of development of each student's institutional and program competencies during the program's development. The evaluation system and criteria are detailed in the syllabus of each course.

2.3.2 Evaluation system

The syllabus of each course specifies the methodology and criteria for evaluation and approval. The evaluation system is focused on the development of competencies of our students; that is why to monitor the achievement of these competencies, we prioritize the individual evaluation of each student. It is worth mentioning that the educational model also seeks to promote collaborative work, which is why there will be collaborative work, but they will also have an individual grade.

No student may request to be evaluated according to any criteria other than those established. The performance of the students will be graded by the professor in charge, taking into account all or some of the following evaluation activities: exercises, resolution of case studies, controls, contribution to the class, collaborative and/or individual work, essays, etc. The grade will be based on a vigesimal basis with hundredths.

Postponed tests are not allowed in any modality.

In order to request a grade review, the provisions of the Regulations of the PUCP Graduate School, art. 69, shall be followed.
(https://files.pucp.education/posgrado/wpocontent/uploads/2021/05/03103325/Reglamento-de-la-Escuela-de-Posgrado.pdf).

Requests for grade review for all master's degree programs will be submitted to the Academic Support office physically or electronically.

The professor will complete the form indicating whether or not the review is valid and forward it to the Academic Support office for registration and delivery to the student.

2.3.3 Approval

The provisions of the Regulations of the Graduate School, art. 68, must be followed.
(https://files.pucp.education/posgrado/wpocontent/uploads/2021/05/03103325/Reglamento-de-la-Escuela-de-Posgrado.pdf).

Attendance to face-to-face or online classes is not binding for the approval of a course, i.e., there is no minimum % of attendance for the approval of the course, but it does have relevant importance for evaluation purposes in terms of class contribution, exams, and assignments.

The evaluations and/or presentation of work previously communicated to the students are mandatory; that is to say, the student must attend the evaluation and/or present it, otherwise, the grade will be 00.

It is worth mentioning that only due to a justified reason of health or death of a close relative, the student who cannot attend an evaluation must explain his/her case to the course professor, at the latest 15 days after the absence, including the supporting documents. If approved, the evaluation will be taken at a later date.

2.3.4 Failing a course

Students who fail a course for the first time in a master's degree program under these new regulations may choose to retake the course if they wish to continue in the program, for which they must contact the Academic Secretary's Office to indicate that they want to retake the course since the process will be in charge of the Academic Secretary's Office.

- Regarding the failed course:
    a. The course grade resit will be made by developing the entire course again, individually in another similar program, at the first opportunity.
    b. The student will have access to this option if:
        i. He/she has not failed the course due to plagiarism.
        ii. Not incurred in any other ethical misconduct considered in the current regulations of CENTRUM PUCP.
    c. The failing grade of the course will be recorded in the Virtual Campus. Once the student passes the course, the grade will be recorded a second time as passed.

- If the student passes the course, he/she will be able to continue in the program, since students are required to pass the total number of credits and the minimum required by law in order to graduate.
- In case the student fails the same course for the second time, the student may request to take the course exceptionally for the third time. This must be done through a request addressed to the Program Management in order to make up the failed course. The request will be reviewed and approved by the Program Management taking into account the student's academic and personal record.

In order to graduate from a master's degree program, it is necessary to satisfactorily complete all the activities programmed in each semester, submit and approve the final research paper, comply with the accreditation of knowledge of a foreign language or native language required by law, and have no pending administrative or financial matters with the school. No student may graduate if he/she has not satisfactorily fulfilled these requirements.

2.3.5 Honorable mentions and awards

CENTRUM PUCP promotes academic competition among its students under principles of equality of conditions and fairness. Merit awards result from the effort and academic achievement of each student.

CENTRUM PUCP grants merit awards, academic mentions, and the opportunity to belong to the Beta Gamma Sigma Honorary Society to students whose programs are within this scope and who demonstrate outstanding academic performance according to their Final Weighted Average.[1]

The "Final Weighted Average" is defined as that calculated with two decimal places (00.00), using the grade recorded per course in the Virtual Campus as "Gross Grade," not the grade recorded as "Grade" (rounded to the nearest whole number).

The policies established for such purposes are described below:

1) Academic Excellence Award is given to the student who obtained the highest score in the program, taking into account the "Final Weighted Average." A student may not be considered for any of these merit awards for incurring:

a. Failure to submit the thesis or research project on the indicated date.
b. Failure to pass the thesis or research project.
c. Failure to complete their studies with their original class.
d. Failure to graduate with their original class for not submitting their thesis or research project on the due date and/or not having approved their thesis or research project.
e. Failure to graduate with their original class due to non-compliance with administrative obligations.
f. Fail a course throughout the program.
g. Having been sanctioned for committing a disciplinary offense.

2) Academic Merit Mention is awarded to the student who ranks first in the program and who obtains a "Final Weighted Average" greater than 17.50 according to the following scale:

✦ *Cum Laude (*from 17.50 and less than 18.00)

✦ *Magna Cum Laude (*from 18.00 and less than (19.00)

✦ *Summa Cum Laude* (from 19.00 or more)

A student may not be considered for any academic merit mention for incurring:

a. Failure to pass the Thesis or Final Research Project.
b. Failure to graduate with their original class, for not passing their thesis in the first submission.
c. Fail a course throughout the program.
d. Having been sanctioned for committing a disciplinary offense.

3) To belong to the Beta Gamma Sigma Society, the student must obtain a Final Weighted Average equal to or greater than 17.00 and not incur the following exclusion grounds:

a. Failure to pass their Thesis or Final Research Project.
b. Failure to graduate with their original class, for not passing their thesis in the first submission.
c. Fail a course throughout the program.
d. Having been sanctioned for committing a disciplinary offense.

2.4 Copying and Plagiarism

Copying and plagiarism are behaviors denied by the CENTRUM PUCP community. They go against the guiding principles of the PUCP and against the set of principles, values, and behaviors that we want to distinguish our graduates.

2.4.1 Sanctions

All Thesis or Final Research Papers will be reviewed through the *Turn-it-in* software. This software allows comparing the text of the documents with any Internet source to detect any similarity in case of incorrect quotation or potential plagiarism.

Suppose a professor detects partial or total plagiarism in deliverables - through *Turn-it-in* software- such as essays, the application works, etc. In that case, he/she will proceed as indicated in the Disciplinary Regulations Applicable to Students of the Pontificia Universidad Católica del Perú.

Sanctions are stipulated in the Disciplinary Regulations Applicable to Students of the Pontificia Universidad Católica del Perú.

(https://www.pucp.edu.pe/documento/reglamento-disciplinario-alumnos-pucp/)

For intellectual property reasons, it is prohibited to photocopy or reproduce in electronic format the learning materials received by the school; only in the case of books a partial reproduction not exceeding 20% of the total content is accepted.

2.5 Requirements for the Awarding of the Academic Degree

To obtain the status of **Graduate,** the student must accredit:

1. To have satisfactorily completed all the subjects and academic activities of the program following the credits required by law.
2. To have presented the Thesis or Final Research Project in a public act and obtained the jury's approval. The Thesis Coordination Office determines the deadline for submitting the thesis with the advisor's written approval.
3. Have submitted their thesis as requested by the Thesis Coordination Office with any applicable observations corrected.

4. Have fulfilled all the regulatory and administrative requirements demanded by the PUCP, which can be found in the Regulations of the Graduate School, art. 73 and 74. (https://files.pucp.education/posgrado/wpcontent/uploads/2021/05/03103325/Reglamen to-de-la-Escuela-dePosgrado.pdf).

5. Proof of knowledge of a foreign language at a complete intermediate level, preferably English but not limited to any other language:

➢ Certificate not older than 5 years.

➢ The forms of certification of Catholic Languages, contact us by mail: idiomascomunica@pucp.edu.pe.

➢ Proof of having studied basic education (elementary and high school or equivalent) in foreign schools or in Peru in a foreign language.

➢ Proof of having studied and obtained a Bachelor of Arts, or Bachelor of Science, or professional Bachelor's or Master's degree in a foreign university in the corresponding language.

➢ The mechanisms considered by the Graduate School.

6. Have no outstanding payments for academic or other fees with the institution.

If the falsity of the documents presented is proven, the student will be automatically separated from the program. CENTRUM PUCP reserves the right to initiate any legal action that may be necessary.

Once CENTRUM PUCP verifies that the student has fulfilled all the academic and administrative requirements to obtain the degree, it processes it before the PUCP and SUNEDU. Once the diplomas are issued, they are received by CENTRUM PUCP and delivered to the student.

The graduate can receive the Degree Diploma during the graduation ceremony or at a later date if it is being issued.

2.6 Final Research Project - Thesis

1. The **Final Research Project - Thesis** is governed by the Regulations of the Graduate School of the PUCP and is in charge of each Program Management.

2. The **Program Management** will provide students with the detailed guidelines for the elaboration of the final research project - thesis. Students will present the formation of their thesis group before the beginning of semester IV for MBA and before the beginning of module II if it is a Specialized Master's program.

3. The **Final Research Project - Thesis** will be developed in groups of four students. Depending on the total number of students, groups of three or up to five students may exceptionally be formed with the prior authorization of the Program Management.

4. Any act that compromises the intellectual property of third parties and, therefore, the authenticity of the research project is not allowed. All submissions (progress and final project) will be submitted to the *Turn -it -in* originality audit.

5. If a group does not pass the presentation, it must register a newthesis topic and request its approval. The group will continue with the same members.

6. All **Final Research Project - Thesis,** will be advised and supervised by a full-time professor of CENTRUM PUCP or by a part-time professor. Each Program Management will assign/approve the thesis topic or final research project and the advisor.

7. Any submission of the thesis, even after the established date, will receive the corresponding grade assigned by the jury.

2.7 Program Change

In case the student requests to change from one study program to another, he/she will submit a written request under the figure of Program Change, to be evaluated and resolved by the Program Management, and may or may not be accepted under an unappealable decision. In this case, the following procedure will be followed:

The student will access the new program under the academic and administrative conditions applicable to said program at the time CENTRUM PUCP approves the change. The economic conditions are established in the Regulations of Economic Aspects for CENTRUM PUCP students.

The change of program will imply the withdrawal of the student from the previous program, being applicable the rules and consequences related to the withdrawal of the program provided in this Guide such as the loss of recognition of the corresponding merit mentions, as well as in the Regulation of Economic Aspects for the students of CENTRUM PUCP.

In this regard, at the time of requesting the change of program, the student must request:

1. Withdrawal from the program in progress will determine the program's economic liquidation as provided in the Regulations of Economic Aspects for Students of CENTRUM PUCP.

2. The applicant's incorporation to a similar program, specifying location and modality, for which he/she must comply with all the academic, administrative, and economic requirements foreseen.

2.8 Withdrawal from the Program

Any interruption in the student's studies will imply withdrawal from the program. Withdrawals from the program may occur for the following causes:

(a) Voluntary, at the student's request.

(b) Academic, (for two consecutive failures in the same course, as stipulated in the Registration Regulations for PUCP ordinary students, art. 24 (https://www.pucp.edu.pe/documento/reglamento-matriculaalumnosordinarios/)),

(c) Disciplinary, (going against the norms of behavior established in the Guide and/or PUCP Values),

(d) Administrative.

Any student may reapply to a program after voluntary withdrawal only if the reasons for withdrawal were not academic or disciplinary.

2.9 Study Trip

For CENTRUM PUCP programs that have study trips abroad and/or to the city of Lima (according to the program or modality) as part of the academic activities, the duration of the trip and the dates are programmed and disseminated in advance. The planned activities of an academic nature are mandatory and are established in the academic calendar.

CENTRUM PUCP will not assume any responsibility in case the student does not travel for any reason. CENTRUM PUCP will not be obligated to the student to offer him/her the program or the subjects he/she has failed to take again.

2.9.1 International trip to Partner School

Each student's participation is a prerequisite to complete the program, as long as the courses are taught within the curriculum. The scheduling and responsibility for the development of the program abroad is the responsibility of the partner Business School. During the international travel experience, in addition to the predefined courses, the partner school may include additional seminars or business visits, depending on availability.

The planned travel dates can be communicated at the program's opening and reconfirmed between three and six months in advance and may vary according to the partner school. CENTRUM PUCP is not responsible for ticket purchases made on a date other than the reconfirmed date or for changes of date and/or modality due to force majeure.

The final schedule of dates is subject to confirmation from the partner school and may differ from that communicated during the registration or program opening period.

On each trip, the student must sign the document of Acceptance and Commitment to International Travel, which is signed one month before the travel date and is delivered to the Student Services area where he/she assumes the responsibility of representing CENTRUM PUCP in international study trips.

The Program Management will provide a letter of introduction addressed to the required consulate or embassy.

Under the current regulations established by the consulates and embassies of the countries to be visited, the processing of visas is the student's sole responsibility, and the costs derived therefrom.

It is worth mentioning that the University is not responsible for situations that, for force majeure, such as the COVID-19 situation, make travel to Partner Schools impossible.

If the student does not travel because he/she does not have or was denied a visa and, consequently, does not take the corresponding courses, he/she will not be able to obtain the academic degree. In such a case, however, the student may be authorized to take the courses at the next opportunity only if this is feasible, for which he/she will have to assume the costs derived therefrom.

Suppose a student does not travel and consequently misses courses taught by the partner school that is linked to their curriculum with the awarding of the academic degree from PUCP. In that case, they will not be able to graduate or participate in their program's graduation ceremony, being subject to a future travel opportunity in coordination with the partner school.

2.9.2. Travel to our headquarters in Lima (programs in regions)

Travel dates are communicated at the program's opening and reconfirmed at least three to six months in advance if necessary.

The participation of students in the programs that include a trip to the city of Lima is mandatory. It implies attending all scheduled activities, being this a requirement to complete the program and graduation. Suppose a student does not participate in the programmed study trip to the city of Lima. In that case, he/she will receive a zero grade in the courses given during the journey and in those validated in the program's curriculum, except for insurmountable occurrences, beyond the student's control and communicated before the date of the trip. It is required to attach the documents that prove such impossibility to be evaluated by the Program Management and the subsequent determination of how the student will remedy the learning achievements not completed.

2.10 Program Committee

The Program Committee is empowered to evaluate and decide on special cases such as: (a) plagiarism or copying, (b) disciplinary misconduct, and (c) special cases linked to aspects related to honor commitment, academic performance, undesirable conduct, and administrative aspects. If the Committee deems it appropriate, it may summon one or more students and request a written or verbal report from them.

Chapter III: Standards of Behavior

3.1   Conduct and Presentation

1. Each student will personally contact the Program Management for any academic consultation regarding his/her participation in the Master's program.

2. The use of PUCP domain email is mandatory.

3. Program delegates are elected by their peers through a ballot conducted by the Secretariat. In addition, delegates should consider the following:

    ✦ Be an active player in improving the program experience.
    ✦ To be a communication link with different instances of CENTRUM PUCP on issues of concern to the class such as: thesis, administrative aspects, academic quality, academic support, etc.
    ✦ Support in the execution of activities outside the School, such as field trips, Social Responsibility work, etc. Representation in academic issues, requests, group complaints before evaluations and/or classes cannot be attributed.
    ✦ It does not represent its partners in their individual relationships with CENTRUM PUCP.

4. CENTRUM PUCP does not promote or endorse personalized counseling in various matters related to the programs offered. In view of this, some measures to be adopted, in case of receiving emails offering such services, could be the following: (a) block future access to the sender of the mail sent, (b) do not respond to the person/institution offering such services, and (c) avoid circulating the mail received.

Chapter IV: Support Services

The support services available to students on our campus are as follows:

4.1 Study Environments (Surco Campus)
Students have a reading environment equipped with cubicles for personal study; study rooms for collaborative work, Internet connection facilities; and PCs connected to the Internet for library databases and application work consultation, located in DOCIS   (Documentation,   Information   and   Systems   Center).

4.2 Auxiliary Services (Lima Campus)

1. Ambulance service (protected area): The ambulance service includes assistance for medical emergencies and accidents that students, staff, professors and visitors may require during their stay within the CENTRUM PUCP facilities. To request this service, please call the following telephone numbers: switchboard (ext. 7200); reception (ext. 7183); security checkpoint (ext. 7069).

2. Security and emergency telephone calls: the Campus has permanent internal surveillance. Please call 626-7100 (central office) or extension 7069 (security and surveillance) to report any incident.

3. Parking lot: CENTRUM PUCP campus has two parking lots with a combined capacity of approximately 400 vehicles. The administration of the parking lots is in charge of the contracted security service; therefore, the indications of the security agents in charge must be accepted and respected, keeping an adequate decorum in the treatment. The maximum speed allowed inside the parking lots is 15 km/h and in the surrounding streets (Jr. Daniel Alomía Robles) is 20 km/h.

   The administration will issue a decal to students who register vehicles that regularly enter the parking lots for quick identification. Within the respective parking lots, it is recommended to turn on the parking lights both when entering and leaving the parking lots; accidents within the parking lots are considered the responsibility of the driver, and security agents are instructed not to intervene and, according to the severity, report it to the police station for appropriate action. Therefore, drivers are advised to consider the established provisions, limiting their speed and keeping their documents in order (driver's license, ownership card, technical inspection, and SOAT), and it is recommended to have private insurance in addition to the SOAT.

4. CENTRUM PUCP reserves the right to conduct vehicle censuses with the periodicity it determines to identify the owners of the vehicles using the parking lots. It will require the cooperation and willingness of the users.

5. Cabs are prohibited from entering the parking lot.