

In this institution, discrimination of any kind based on the gender, race, sexual orientation, religion, beliefs, cultures, socioeconomic status, physical condition, age or any other difference is not tolerated.



CEPE-Polanco

CENTRO DE ENSEÑANZA
PARA EXTRANJEROS

Find us



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CEPEPolanco

Rules and responsabilities

UNAM Polanco, Mexico City, January 2020

Rules and Responsibilities

The Centro de Enseñanza para Extranjeros (CEPE) is primarily governed by the rules and regulations outlined in the bylaws of the Universidad Nacional Autónoma de México (UNAM); In addition, the school's rules are based directly on the *Reglamento interno del CEPE*. These guidelines are particular to the Polanco branch.

I. Responsibilities of the students

Students must:

1. Show their CEPE ID card to security personnel upon entering the building.
2. Responsibly and respectfully limit the use cell phones, tablets and electronic equipment in the classroom.
3. Avoid entering classrooms with food or drinks.

It is strictly forbidden to introduce or drink alcoholic beverages (tequila, wine, beer, etc.) in any of UNAM's premises

II. Requirements for accreditation

1. To pass this course, you must: a) Meet the minimum attendance requirement. b) Successfully pass an oral and a written exam.
2. Minimum final grade: to pass the course you must earn 70 points out of a possible 100, which is comprised of:
 - a. 20% In-class performance (participation, punctuality, etc.).
 - b. 45% Computerized final exam (listening comprehension, reading comprehension and grammar).
 - c. 15% Writing (part of the final exam).
 - d. 20% Oral exam.
3. Minimum attendance: to qualify for the final exam(s), a student must fully attend 80% of scheduled classes. Three penalties for arriving late (tardy) or leave the class earlier will count as 1 missing class.
4. Exam Dates: The student must take the exam(s) on the scheduled date(s) - exam dates are not able to be changed.

III. Fees and other important administrative topics

1. The student must pay for the full cost of the course in advance during the formal registration window. If not, the student will not be able to enter the class.
2. Course payments are made only by credit or debit card (American Express is not accepted).
3. Payment of textbooks is made only in cash.
4. The cost of the textbook is not included in the registration nor course payments.
5. Once the course has started, the student has only three (3) days to complete any outstanding administrative procedures or make changes related to their registration.
6. If an invoice is required, the RFC (Registro Federal de Causantes) must be requested at the time of registration.
7. There are no invoice or receipt changes.
8. No refunds will be given for registration payments and / or fees, except for cancellations made by UNAM or due to illness; In this case, a medical certificate must be presented.
9. The fee for registering after the registration window is \$170.00 pesos.
10. In case of failing a course, the fee for taking the additional / special exam is \$150.00 pesos; to pass it you must earn 85 points out of 100.

The CEPE spaces are intended for the activities of the students enrolled in the courses; guests are not allowed to enter classrooms. Family members and friends may only attend specific events, and minors may not remain in the center without adult supervision.

UNAM is not responsible for the loss of personal objects, such as bicycles, cell phones, tablets, chargers, umbrellas, etc.