

## 1. GENERAL PROGRAM TERMS

The Master in Project Management (MPM) is a graduate program with international accreditation, designed to develop and strengthen your project management skills, supported by an on-line (virtual) learning-teaching environment.

The program has more than 2,000 graduates, indicating its acceptance and recognition. It is offered in Spanish (semi-classroom attendance (b-learning) or virtual (e-learning)) and in English (virtual (e-learning)).



The University for International Cooperation (UCI, for its acronym in Spanish) was the first university in Latin America to obtain the International Academic Quality Accreditation from the Global Accreditation Center (GAC) of the Project Management Institute (PMI), since 2009. UCI is also the first university in the region to obtain recognition as REP (Registered Education Provider) from PMI, since 2001.

The MPM program is based not only on PMI standards for Project Management, but also on standards from other certifying institutions. As a benefit of entering this Master's program, the student will be registered, at no additional cost, for one year, as a student member of PMI. This membership grants access to the PMBOK Guide (A Guide to the Project Management Body of Knowledge) and a vast quantity of standards, papers and communities of practice on Project Management. Some of these resources will be required as study materials for the program's courses. After the first year of PMI's membership, the student will be responsible for the renewal of his/her PMI membership (for more information, visit <http://www.pmi.org/Membership.aspx>).

According to a notification from PMI's GAC, dated September 3<sup>rd</sup> 2013, this accreditation will grant 1500 hours of professional experience to all students that enroll to the program before June 30<sup>th</sup> 2014 and that apply for the Project Management Professional (PMP) credential and/or the Program Management Professional (PgMP) credential before June 30<sup>th</sup> 2017. These hours serve to comply with PMI's credential eligibility requirements.

While completing the MPM program, students may choose to enroll on various extra-curricular courses (at an additional cost) to prepare for PMI's certification as "Certified Associate in Project Management" (CAPM).

As a benefit of the MPM program, you will be prepared for pursuing credentials such as PMP (Project Management Professional) from PMI and "Certified Green Project Manager-b" (GPM-b) from Green Project Management (GPM). In case the student wishes to apply for PMP or GPM credentials, he/she must contact these organizations and be responsible for the completion of any requirements and payment of fees directly with the credential issuing organizations.

The terms in this document have been established and approved by the authorities of UCI, in compliance with the internal policies of the institution and the requirements of the governing bodies and external accreditation entities, and are in effect at the moment that the program, in which the student is enrolled, starts. However, some conditions may vary throughout the program, either by request of the governing bodies and the external accreditation entities, or by request of the internal governing bodies of UCI. Any changes to these terms shall be communicated to the student body at a timely manner and will become integral parts of this document.

As a member of the UCI community, the student must know, understand, and obey UCI's Student Rules and Regulations and the Code of Conduct (<http://www.ucipfg.com/gspm/moodle/>), as well as attend any instructions and resolutions issued by UCI's authorities.

### 1.1. PROGRAM DURATION:

The program duration is approximately 16 months. In the MPM program, the student takes one course at a time, which allows the student to focus on the objectives and tools of each subject and, thereby, this aids to achieve a balance between being a professional, a family member, and a student of a demanding graduate program.

Vacation breaks of one week, approximately every three courses, are scheduled. An investment of around 15 hours per week is expected, but this could increase or decrease depending on each student's previous knowledge and particular learning conditions.

The modality of the program requires the student to proactively schedule the study time as needed.

Since this is an international program, with students from multiple and diverse nationalities, cultures, time zones, traditions, etc., please notice that delivery dates for assignments, exams, or other activities in the courses may

occur on days that come as business days, Saturdays, Sundays, or holidays in your country of residence, and may occur on day time or night time, business hours or non-business hours, at your particular time zone.

The dates and times scheduled by UCI for all course activities must be strictly respected.

Guidelines for activities and assessments that students must complete in order to pass the course are usually provided at the beginning of each course.

### 1.2. PROGRAM'S TARGET AUDIENCE:

- Graduates from business, technological, agricultural, forestry, environmental, and livestock disciplines, as well as from diverse fields of architecture or engineering (bachelor's degree\* or higher).
- Graduates from other disciplines that support project management and business management (bachelor's degree\* or higher).
- Graduates with self-discipline and skills for individual study and teamwork\*\*.

The participants must also meet the following requirements:

- Good enough command of the English language as to be able to pursue graduate studies in this language.
- Communication skills through virtual means and email, as well as social networks dynamics.
- Previous professional experience in projects is desirable, but not required (at least two years of professional involvement in a project management environment).

\*Note: The program will issue a Mexican degree certificate, subject to a final validation of the student's admission documents by the Public Secretariat of Education in Mexico. The validation will depend on an external process, and on the amount of credits earned by the student at the undergraduate level in his/her issuing institution. In case the student has met the requirements for the MPM program, but has been unable to meet the requirements for a Mexican degree certificate, UCI will extend its own degree certificate upon graduation. In any case, the MPM degree program is accredited by the Project Management Institute's (PMI) Global Accreditation Center (GAC). It is the student's responsibility to satisfactorily provide all items required to be eligible for a Mexican degree certificate.

\*\*Note: Applicants that require any curricular adjustments or that suffer from disabilities of some kind that may call for any special considerations, must have notified such conditions and requirements before enrolling. As part of the admission process, they must have submitted a study (not older than one year) conducted by a qualified psychologist and/or physician, in order for UCI to have considered the feasibility of meeting their particular requirements in the program. If the study was not submitted and/or the particular needs of the student were not revealed during the admission process, the student will not be able to request any further adjustments related to this matter throughout the program.

## 2. PROFESSIONAL EXIT PROFILE

Among other relevant elements, the graduate will be able to:

- Create and review a project plan, with objectives, scope and responsibilities, before the project starts.
- Analyze the environment of the project and interact with it, using the standards, methods, techniques and tools to allow the project team members to generate quality products with high productivity.
- Develop, maintain and communicate the different types of plans that are required throughout the project's life cycle.
- Direct, lead, advice and develop members of your work team.
- Supervise, in a constant and objective manner, the quality of the final and intermediate products of the project, so that the established standards are met and the commitments involved in the project are achieved.
- Build and promote a proactive attitude towards the horizon of the project, so that all members of the work team perform constant monitoring.
- Identify and manage the needs of the project's stakeholders.
- Promote a perspective of sustainability and social responsibility both in the project and in the organization behind it.

## 3. METHODOLOGY

- The full program has a duration of 4 cycles. Each cycle contains three courses, with a duration of five weeks per course, approximately.

- Each course is approved with a single final test, which equals 100% of the grade, and the score obtained in this test must be 70% or greater, in order to pass the course.
- The main textbook is the PMBOK Guide in its latest edition (A Guide to the Project Management Body of Knowledge). This and many other documents are available, at no cost, to all active members of PMI.
- All study materials expenses shall be the sole and exclusive responsibility of the student.
- The last course is a Degree and Graduation Seminar as preparation for the Final Comprehensive Exam. The Final Comprehensive Exam must be passed with a minimum grade of 80%.

#### **4. EVALUATION AND TEACHING-LEARNING MODEL :**

The program focuses on distance learning and self-directed study, as well as on the individual's skills assessment, rather than efforts assessment.

- a. A model of evaluation has been established in order to verify that the student, as an individual, was able to achieve the competencies established for each course.
- b. The model for the program follows, in this pattern, several existing certification systems, which are based on individual results and not on the processes that supported those results.
- c. The minimum passing grade is 70% for the courses, and 80% for the Final Comprehensive Exam.
- d. The model includes preparation, starting from the first course in the Program, for the test format used by PMI to evaluate the practitioners of Project Management that want to get a certification from this institution.
- e. The response time, by the academic assistants and professors, is 48 hours maximum (within business days of the Costa Rican calendar, not including weekends and holidays). For this reason, the student has the responsibility of making all inquiries considering this response time.

The Global School of Project Management (GSPM) at UCI may sometimes provide study materials in digital format to the students. The student recognizes that these materials are for personal use only, for strictly academic purposes, and agrees not to share them with anyone else

under the penalties established as serious misconduct in UCI's Student Rules and Regulations.

As part of the commitment as a member of the GSPM community at UCI, the student agrees to follow this Code of Conduct:

I will only use the username that was assigned to me by the university to enter the virtual campus.

The answers to homework assignments, quizzes and tests will be carried out exclusively by myself (except for such assignments that explicitly permit or ask for collaborative work).

- I will not undertake tasks, quizzes, tests or any other academic activity that corresponds to another student.
- I will not engage in any activity that may dishonestly improve my own results, or that may improve / damage the results from other students.
- I will not use printed materials or any other unauthorized aids when performing a test.
- I will not consult with any other person, by any means, when performing a test.
- I will not use any computer tricks or tools to get to know the answers to the questions on a test in a way that prevents measuring my true personal level of knowledge of the studied topics and its application.
- I will not consult nor use, as study materials, tests performed by students from my group (generation) or from previous groups (generations).
- I will use the means established by the university to channel contributions, suggestions and opinions.
- I will complete the quality assessment of each course in the allotted time for each one, in order to contribute to improving project management teaching at UCI.
- I will participate and communicate in a constructive, proactive and respectful way with colleagues, academic assistants, professors,

university staff and authorities in each course and at all times.

## 5. INVESTMENT AND FINANCING

The investment plan chosen by the undersigned student depends on the scholarship terms and conditions, agreements, and preferred payment method. In the particular case of the undersigned student, in this Acceptance of Terms document I declare that I will make \_\_\_ payments (number of installments), and they will be made according to the following investment plan:

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The price (registration and tuition only) that I will pay for the program is USD \_\_\_\_\_ (numbers)  
\_\_\_\_\_  
(dollars) (letters).

### 5.1. Other fees and benefits:

All prices and costs described in this document, as well as the study plan, are subject to change in case the student withdraws from the program for more than four months. The student that reenters after four months of withdrawal agrees to assume the changes that might have happened in the program and any costs involved. Furthermore, the student will have to pay all reentry fees and perform the subject matching process determined by the authorities of the Global School of Project Management.

In order to suspend studies (withdraw from the program), the student must send the request to the Academic Assistant via email, with copy to the Credit Department ([credito@uci.ac.cr](mailto:credito@uci.ac.cr)). If a course has already started, the request has to be made during the first two weeks of the course, for it to be considered as a justified withdrawal. In this way, the course will not be reported as "Failed".

In case the student makes the request for withdrawal after the first two weeks of the course are over, he/she must pay the course retake fees and enroll in the next available group for repeating the course.

For the withdrawal request to be valid, the student must be up to date with all payment obligations, according to the agreed payment modality.

If a student is behind with the payments due dates he/she will not be able to continue with the program. Failure to deliver exams, assignments, forums and other deliverables for the above reason, on individual or group tasks, may involve the failure of the course by the student, who must then cover the cost to retake the course.

### 5.2. Other duties:

The reentry fee, after more than four months of withdrawal, is US\$300.

If the student obtains a grade equal to or higher than 60 and lower than 70 on a course, he/she can take a supplementary exam, the fee for this is US\$150. The supplementary exam will usually be scheduled two weeks after the final exam.

The student may request rescheduling of an exam with sufficient justification and previous notice to the Academic Assistant, as required by GSPM. The rescheduling fee is US \$100.

If a student fails a course, the retake fee is US\$500.

The fee for retaking the Final Comprehensive Exam is US\$350.

The above amounts are provided as a reference for the student, and are subject to change without previous notice.

The actual amounts applicable at any given time must be consulted to the Admissions Advisor or to the Academic Assistant.

For transcripts, certifications of active student, certifications of completed courses, study plans, and other similar requests, please contact the Office of the Registrar ([registro@uci.ac.cr](mailto:registro@uci.ac.cr)) for fees and time frames.

### 5.3. Benefits on other courses of interest:

**Active students receive the benefit of a 10% discount in additional courses related to the program, such as:**

MS Project© (basic and advanced), in virtual modality.  
Basic Accounting for Projects and Basic Finances for Projects, both in virtual modality.

These courses are only available in Spanish.

The investment amounts may be consulted with the Global Admissions Office.

## 6. STUDY PLAN

Cycle	Course
I	Introduction to Project Management
	Strategic Planning and Organizational Analysis
	Project Methodologies, Processes and Products (Project Formulation and Evaluation)
II	Essential Topics for Project Management I (Stakeholders and Scope Management)
	Project Management Tools and Techniques I (Project Time and Cost Management)
	Knowledge Areas for Project Management I (Project Quality Management)
III	Management Skills (Management Skills for Project Managers)
	Knowledge Areas for Project Management II (Human Resources and Communications Management)
	Knowledge Areas for Project Management III (Project Risk Management)
IV	Project Management Tools and Techniques II (Project Procurement Management)
	Essential Topics for Project Management II (Corporate Social Responsibility)
	Degree and Graduation Seminar (Integration and preparation for Degree Written Test (virtual modality with Mexican degree))

## 7. GRADUATION REQUIREMENTS

In order to be eligible for a Mexican degree, admitted students will be required to present some of the entry documents in original copies, certified/authenticated/apostilled, and officially translated (if the originals are not in Spanish)<sup>1</sup>:

<sup>1</sup> The program will issue a Mexican degree certificate, subject to a final validation of the student's entry documents by the Public Secretariat of Education in Mexico. The validation will depend on an external process, and on the amount of credits earned by the student at the undergraduate level in his/her home country. Anyhow, the MPM degree program is accredited by the Project Management Institute's (PMI) Global Accreditation Center (GAC).

- Admitted students whose degree is not Mexican will have to present these documents no later than 60 days after the program's start date.
- Admitted students whose degree is Mexican will have to present these documents no later than 90 days after the program's start date.

Besides the requirements requested at the time of enrollment, the following requirements must be satisfactorily met in order to be eligible for graduation:

The student is required to satisfactorily complete the Introduction to Project Management course in order to continue with the next courses.

In order to be in full standing, the student cannot accumulate more than two failed courses at any given time during the program.

In order to enroll in the Degree and Graduation Seminar, the student must have passed all the previous MPM courses.

The student must pass the Degree and Graduation Seminar. This course lasts six weeks and it focuses on the integration of knowledge and preparation for the Comprehensive Final Exam.

Passing the Final Comprehensive Exam (degree test) is the final academic requirement of the MPM study plan.

The minimum score to pass the degree test is 80%.

The graduation degree score is calculated as follows:

- 60% as the average of all program courses
- 40% of the degree test itself

For example: if a student has an average of 80% on the program courses, then he/she has 48% of the 60%. If he/she got a score of 90% on the degree test, which is equivalent to 36% of 40%, then his final score will be  $48\% + 36\% = 84\%$ .

The Final Comprehensive Exam is normally performed through the virtual platform. However, it may eventually be required to perform the exam at a testing facility. The students will be duly informed about the place, date and time to take the Final Comprehensive Exam. If such is the case, the student will be responsible for his/her timely presence at the assigned testing facility.

In any case, the student will be responsible to have available any hardware or software items, as well as communication resources (i.e. Internet connection) that

may be required for virtually performing the Final Comprehensive Exam and/or any other exam.

## 8. ACADEMIC DEGREE

The academic degree awarded to the student who satisfactory completes all program requirements is **Master in Project Management (Máster en Administración de Proyectos)**. UCI will issue a degree certificate for this program, which is a program accredited by PMI's GAC. If the student has successfully approved the validation process performed by the Mexican authorities, he/she will also receive a Mexican degree certificate upon graduation from the program.

## 9. GROUP START DATE AND CANCELLATION POLICY

Scheduled start dates for the MPM program can be verified at [www.ucigspm.com](http://www.ucigspm.com)

Classes start dates for each generation are subject to reaching the minimum enrollment quota established by the University. For this reason, the classes start date for a particular group may be delayed, or in some cases, completely cancelled. A student that has been enrolled in one of the groups that is delayed or cancelled will be enrolled in the next available group.

If the scheduled start date for the next group exceeds 45 calendar days from the originally scheduled start date, the student will have the option to request a refund of the money paid for admission to the program, as the only form of compensation for cancellation of the opening. There is a limit to the number of students that can integrate each group.

In case you have any questions, please contact our Global Admissions Office:  
(506) 2283 6464 ext. 102  
Email [info@ucigspm.com](mailto:info@ucigspm.com)  
Skype: admissions.ucigspm

By signing this document, the student acknowledges and agrees to:

1. The University Rules and Regulations that can be found in the Virtual Campus. This document includes disciplinary rules for various situations, including plagiarism.
2. The content in this document.
3. The resolutions notified through forums or email communications about specific topics issued by the Dean of GSPM.

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Student's Name and Surname

\_\_\_\_\_  
Passport/ID Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

V. 20142205 Acceptance of terms for the Master in Project Management Program 2014