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, in modalities with and without classroom attendance (b-learning, e-learning), and in English in virtual modality (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 global certifying institutions. The students will be responsible for registering and remaining as active members of PMI (for more information, visit http://www.pmi.org/Membership.aspx) throughout the duration of their studies in MPM, which will grant them 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.

According to a notification from PMI's GAC, dated September 03rd 2013, this program will grant 1500 hours of professional experience in Project Management to all students that enroll to the program before June 30th 2014 and that apply for the Project Management Professional (PMP) credential and/or the Program Management Professional (PgMP) credential before June 30th 2017. These hours serve to comply with part of 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 benefits of the MPM program, the student will be prepared for pursuing credentials 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 will be responsible for the completion of any requirements and payment of the corresponding fees.

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 accreditation entities external to UCI, or by request of the internal governing bodies of UCI. Any changes to these terms will be communicated to the students in a timely manner and will become integral parts of this document of terms.

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

1.1. Degree diploma recognition:

The student must choose, at his/her convenience and at the beginning of the program studies, the nationality of the degree diploma recognition, which may be Costa Rican (approved by CONESUP in blended modality on November 18, 1999, in session No 388-99 or virtual modality on July 17, 2008, in session No. 606, 2008) or Mexican (virtual modality RVOE No. 201247MA of 05/July/2012). The possibilities for degree diploma recognition depend on the degree program in which the student is enrolled. In any nationality of degree diploma recognition and modality of studies, the program has the same curriculum, but the requirements in each case are slightly different, as well as the calculation of the number of credits per course. However, if the student does not indicate so at the start of the Master's program, he/she will not be able to opt for dual degree diploma recognition, which has an additional cost, but only in the initially selected nationality. The recognition of the degree diploma obtained from UCI, in countries other than Costa Rica or Mexico, depends on the legislation of each country and is to be borne by the person concerned. UCI also issues its own diplomas for degrees in accordance with its internal regulations.

1.2. Program duration:

The estimated duration for the program is of 16 months for the blended modality with Costa Rican degree

diploma recognition or virtual modality with Mexican degree diploma recognition, and of 20 months for the virtual modality with Costa Rican degree diploma recognition.

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.

The starting dates of courses may vary. Students should consult with their Academic Assistant, 3 weeks before the scheduled start, about the actual opening date of each course.

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.

1.3. **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 (must be able to study and understand learning or reference documents in this language).

- Fluid communication skills through virtual means and email, as well as familiarity with the dynamics of social networks.
- Previous professional experience in projects is desirable, but not required (at least two years of professional involvement in a project management environment).

* Note: the Bachelor university degree in Costa Rica, is equivalent to the level of Licenciate degree in Mexico. For applicants from other countries, UCI's Department of Admissions conducts a study of the university degree that the student has previously obtained. However, final acceptance into the program depends on the authorities of the country where the applicant wishes his/her degree diploma to be issued, according to their particular requirements. In any case, the MPM program is accredited by the Global Accreditation Center (GAC) of the Project Management Institute (PMI). It is the responsibility of the student to satisfactorily provide all the necessary elements to be eligible for a diploma with the degree diploma recognition that he/she wants.

** 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 with the stakeholders involved in the project are achieved.
- Generate 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 program can be undertaken in 100% virtual or blended modalities. The difference between the two is that, in the latter, the student attends on site lectures (class attendance), for four teaching hours, once a week; in the virtual modality, the student does not attend on site classes, it is 100% online.

- The full program has a duration of four cycles. Each cycle contains three courses, with a duration of five weeks per course, approximately.
- Each course is approved with a minimum passing grade of 70%, which may include individual and group assignments and, with the greater weight, an **individual final exam**. In order to be allowed to take the final exam, the student must have completed any required individual or group assignments, as well as the previous activities and evaluations as scheduled in each course (both those with qualitative as well as quantitative grading).
- The main textbook is the PMBOK Guide (A Guide to the Project Management Body of Knowledge) in its latest edition. This and other documents are available, at no cost, to all active members of PMI.
- In the case of the blended modality, attendance to on site class sessions is mandatory. The student can only miss one session per course. In case of missing a second session, it is necessary to justify the absence in order not to fail the course. This justification should be documented and by a force majeure cause.
- The late arrival of more than thirty minutes, or being absent at any time during the session for more than thirty minutes, is equivalent to an absence.

- Other PMI standards that will be used in the Masters program are in English and the student must read and study them as required.
- All study materials expenses will be the sole and exclusive responsibility of the student.
- As the last course, in the blended modality with Costa Rican degree diploma recognition and in the virtual modality with Mexican degree diploma recognition, students take a Degree Test Preparation and Integration Seminar. In virtual modality with Costa Rican degree diploma recognition, the Degree Seminar prepares the student to develop a Final Graduation Project (FGP), which takes approximately 4 months. Both the Degree Test and the FGP have a minimum passing grade of 80%.
- The University will establish and communicate to each participating student, either in the virtual modality –Mexican degree diploma recognition- or the blende modality –Costa Rican degree diploma recognition-, the mode, date, time and location for taking the Degree Test (Final Comprehensive Exam).
- Access to the Virtual Campus of each course and all its contents will be available up to one week after the date of the final exam for each course.

4. EVALUATION AND TEACHING-LEARNING MODEL :

a. The program focuses on social constructivism and virtual communities of learning, as well as on the individual skills assessment, rather than efforts assessment.
b. A model of individual evaluation has been established in order to verify that the student, as an individual, was able to achieve the competencies established for each course, in the fields of knowing how to be, knowing how to know, and knowing how to do. These skills include teamwork, but are not to be based on the effort, grade and capacity of his/her classmates.
c. The model for the program follows on this the pattern of several existing certification systems, which are based on individual results and not on the processes that supported those results.
d. The minimum passing grade is 70% for the courses, and 80% for the Final Comprehensive Exam or Final Graduation Project.
e. 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.

f. 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.

g. In the assignments done by the student, he/she must use the standard of the American Psychological Association (APA) for references and bibliographic quotations. During the Induction to Virtual Environments workshop, which is mandatory and is to be received by all MPM students before starting their program of study, students are provided with training on this standard.

h. It is the obligation of students to review the due dates of the various deliverables for each week and comply with them.

i. It is the obligation of students to perform the quality assessment of each course within the time allotted for each one, in order to contribute to improving the teaching of project management at UCI.

The Global School of Project Management (GSPM) at UCI may, in some cases, 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.

In any case, the student will be responsible to have available any hardware or software items, as well as communication resources (i.e. webcam and Internet connection) that may be required by UCI for virtually performing the Final Comprehensive Exam and/or any other exam.

Please be aware that UCI may monitor, by any means it deems appropriate, any assessment activity, and audit any suspicious developments.

5. **CODE OF ETHICS AND ACADEMIC CONDUCT (approved in the session of the Academic Council of July 15th, 2014):**

The UCI student is a member of a high level teaching-learning community, which forms change managers who are committed to sustainable development. As a member of this community, the student must possess and demonstrate a conduct reflecting values that promote the sound development of the teaching-learning processes, in an environment of coexistence and inclusive participation, multicultural, international, and with the presence of great diversity of professional and personal backgrounds. Among such values, must excel those of peace, honesty, loyalty, cooperation, freedom, pluralism, equality, dignity, brotherhood, generosity, solidarity, and respect for self and others. Consequently, the attitude shown by the student, in all academic activities, must make evident the commitment to the training process in which he/she participates. Likewise, his/her behavior and willingness, both to the academic and administrative authorities of UCI, as to his/her fellow students, should express high levels of responsibility and respect as are expected from his/her status as an active member of the UCI community. Students participating in UCI's programs must accept and adhere to the following ethical standards of conduct:

1. Only the user name assigned by the University will be used to enter the virtual campus.

2. Responses to assignments and tests will be performed by the student, personally and individually (except in assignments that explicitly allow for collaborative work).

3. A student will not undertake assignments, tests or any other academic activities that correspond to another student.

4. No activity will be performed that may dishonestly improve the student's own results, or that may improve/damage the results of other students.

5. No materials, nor any type of aid that is not explicitly permitted, will be used during an examination.

6. No other person will be consulted, by any means, during an examination.

7. No informatics tools or means will be used to get to know the answers to the questions on a test in any way that prevents measuring the true personal level of knowledge of the subjects studied and their application.

8. The exams performed by students of the same group (generation) or by students of previous groups (generations) will not be used or consulted, unless it is specifically authorized.

9. The responses to evaluations, assignments, homework, etc. shall not be disclosed to others.

10. The means established by the University will be used to channel any contributions, suggestions or opinions on different aspects of the academic activity.

11. All participations and communications will be conducted in a constructive, proactive, and respectful way with colleagues and fellow students, academic assistants, teachers, University staff and officials, in each course and at all times.

12. Plagiarism will not be incurred in, and the work of others will be respected, so that any and all outside sources used in student work will be acknowledged and properly referenced.

13. The material downloaded from the campus will be for the student's own personal, noncommercial use. The user may not copy, reproduce, duplicate, retransmit, distribute, publish, sell, resell, commercially exploit or otherwise transfer any material. The student may only create works, derived from campus materials, for academic or professional purposes, and properly citing the source.

14. It is understood that non-compliance with the aforementioned commitments will be considered as a fault. The corresponding disciplinary actions will be managed in accordance with the regulations of the Institution.

6. INVESTMENT AND FINANCING

The investment plan chosen by the undersigned student depends on the scholarship, arrangements, and payment method that were agreed on his/her particular case. In the particular case of the undersigned student, in this general conditions document I declare that I will make ___ payments (number of installments), and they will be made according to the following investment plan:

_____
_____
_____
_____.

The price (registration and tuition only) that I will pay for the program is USD _____ (numbers) _____ (dollars) (letters). I irrevocably agree to pay this amount, which corresponds to the value of the complete program, in its entirety.

6.1. Other fees and benefits:

All prices and costs described in this document, as well and 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 in the Master's program, the student must send the request to the Academic Assistant via email, with copy to the Credit Department (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.

6.2. 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 evaluation activity, such as a supplementary exam, and the fee for this is US$150. The scheduling of the supplementary evaluation activity will be timely notified.
- The student may request, through the Academic Assistant, rescheduling of an exam, with sufficient justification and previous notice, as required by GSPM. The rescheduling fee is $ 100. If the application is approved, the reposition test will be scheduled by UCI a week after the original date. Please note that, as this is an exception process for taking an exam, appeals by the student will not be allowed. However, if this applies, the student may have credit for the appeals that were made by the rest of his group in the regular exam and that were accepted by the professor.
- If a student fails a course, the retake fee is US$500.
- The fee for retaking the Final Comprehensive Exam is US$350.

The amounts above 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 Academic Assistant.

To request 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), for fees and time frames.

6.3. **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.

7. 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 Final Comprehensive Exam (b-learning modality with Costa Rican degree diploma recognition and virtual modality with Mexican degree diploma recognition) or Integration and Preparation for the Final Graduation Project (virtual modality with Costa Rican degree diploma recognition)

8. GRADUATION REQUIREMENTS

In order to be eligible for a Mexican degree diploma recognition, 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)[1]. The required documents must be submitted no later than 60 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 continue with other program courses, 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 program courses.
- In the modality of Degree Seminar for the Comprehensive Final Exam, 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.
- Depending on the modality, passing the Final Comprehensive Exam or the Final Graduation Project is the final academic requirement of the MPM study plan.

Grade of the Final Comprehensive Exam:

The minimum score to pass the Final Comprehensive Exam is 80%.

The grade of the Final Comprehensive Exam is calculated as follows:

60% is the weight assigned to the grade average of the twelve approved courses of the MPM program.

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[1] The MPM program is accredited by the Global Accreditation Center (GAC) of the Project Management Institute (PMI). In the particular case of Mexican or Costa Rican degree diploma recognition, UCI will issue a diploma with such recognition, subject to a final validation of the student's admission documents by the corresponding government authorities. The validation will depend on an external process, and on the number of credits obtained by the student in the undergraduate level at the entity that issued hi/her undergraduate diploma.

40% is the weight assigned to the score obtained in the Final Comprehensive Exam.

For example: if a student has an average of 90% on the twelve program courses, then he/she has 54 of the 60 percent points corresponding to the weight of this item. If he/she has a score of 70% on the degree test, this contributes 28 of the 40 percent points corresponding to the weight of this item. Therefore, the grade of the Final Comprehensive Exam for this student is 54% + 28% = 82%, which is above the minimum passing score of 80%.

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.

9. 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)**. When the student obtains the approval of the respective validation process, he/she will receive a diploma with the corresponding degree diploma recognition.

10. GROUP START DATE AND CANCELLATION POLICY

Scheduled start dates for the MPM program can be verified at (www.ucigspm.com).

Classes start dates for a group 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:

Phone: (506) 2283 6464 ext. 109
Email: info@ucigspm.com
Skype: admissions.ucigspm

By signing this document, the student declares that he/she acknowledges and agrees to:

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

_____
Student's Name and Last name

_____
Passport/ID Number

_____
Student's Signature

_____
Email

_____
Date