

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 2,400 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 and the Caribbean to obtain the International Academic Quality Accreditation of a graduate program in Project Management from the Global

Accreditation Center (GAC) of the Project Management Institute (PMI), since 2009, as well as the first one to achieve Reaffirmation of Accreditation (2016). UCI was also the first university in the region to obtain recognition as R.E.P. (Registered Education Provider) from PMI, from the year 2001 to the year 2020, at the Global Provider level.

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 www.pmi.org) 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 and documents. Some of these resources will be required as study materials for the program's courses.

As a benefit of the MPM program, the students will receive elements through their formation to facilitate the achievement of credentials such as Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® from PMI®, and Green Project Manager-b (GPM-b™) from Green Project Management (GPM®). In case the student wishes to apply for such credentials, he/she will be responsible for the completion of any requirements and payment of the corresponding fees directly with those entities.

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 Rules and Regulations, and Ethical Standards of Conduct (see www.uci.ac.cr) as well as attend any instructions and resolutions issued by UCI's authorities.

1.1. Degree diploma recognition:

The student will achieve, for the MPM program, imparted in online modality in English, a degree diploma with official recognition from the education authorities of Costa Rica. The program was approved by CONESUP (Consejo Nacional de Enseñanza Superior Universitaria Privada de Costa Rica is the Costa Rican National Council for Higher Private University Education), in its virtual (online) modality, in Session No. 606, 2008, dated July 17, 2008. The recognition of the degree diploma obtained from UCI in other countries 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 approximate duration for the MPM program, imparted in online modality in English, is 20 months, including elaboration of the Final Graduation Project.

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.

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Vacation breaks of one week, approximately every three courses, are scheduled. This corresponds to a four-month cycle.

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

An investment of around 15 to 20 hours per week is expected, but this could vary, 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, religious beliefs, traditions, etc., please notice that delivery dates and times 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. The reference is the calendar and time zone of Costa Rica, which is GMT-6.

At the beginning of each course, guidelines will be given for the activities and assessments that students must complete in order to pass the course. It is the responsibility of all participants to know the instructions and guidelines contained in the "General Description" section and other sections of each course.

1.3. Program's target audience:

- Graduates from business, technological, agricultural, forestry, environmental, health, 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).
- All these professionals must have the disposition, self-discipline and capacity for individual study and teamwork**.

The participants must also meet the following requirements:

- Sufficient command of the English language (must be able to study and understand learning or reference documents in this language).
- UCI may request, before the final course of the program, or at a previous moment, a certification of language proficiency in a second language, at an instrumental skills level, by a recognized certifying entity such as DUOLINGO or other equivalent.
- 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).
- Sufficient command of common office automation software and basic mathematical background.

* Note 1: the Bachelor university degree in Costa Rica is equivalent to the level of Licenciante degree in some countries of Latin America and the Caribbean. For applicants from other countries, UCI's Admissions Office conducts a study of the university degree that the student has previously obtained. It is the responsibility of the student to satisfactorily provide all the necessary elements to be eligible for a diploma.

** Note 2: persons that require any non-significant 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 the 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 regenerative development and sustainability, both in the project and in the organization behind it.

3. METHODOLOGY

The program will be imparted in 100% virtual (online) modality. In the virtual modality, the student does not attend on site classes, it is 100% online, with the intensive use of the MOODLE platform.

- The full program has a duration of four cycles. Each cycle contains three courses, with a duration of five weeks per course, approximately.
- 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 additional cost, to all active members of PMI.
- Various PMI® standards and other documents that will be used in the Master's program are in English and the student must be able to read and study them as required.
- All study materials expenses will be the sole and exclusive responsibility of the student. An approximate amount of USD\$300 is estimated to be needed to buy materials for the entire master's program.
- As the penultimate course of the program, in the virtual (online) modality in English, students take a Graduation Seminar. This Seminar prepares them for the elaboration of a Final Graduation Project (FGP), which has an approximate duration of four months.

- Access to the Virtual Campus is regulated as indicated in UCI's Rules and Regulations.
- The UCI could, in some cases, provide the students with digital texts or software for their studies. The student recognizes that these tools are exclusively for personal use, strictly for academic purposes, and undertakes the obligation to not share them with any other person, under the penalties established as faults in UCI's Rules and Regulations.

4. EVALUATION AND TEACHING-LEARNING MODEL

- The program focuses on social constructivism and virtual communities of learning, as well as on the individual skills assessment.
- 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, 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.
- The model for the program follows the pattern of several existing certification systems, which are based on individual results and not on the processes that supported those results.
- The model includes preparation, starting from the first course in the Program, in the type of test –not the contents- used by PMI to evaluate the practitioners of Project Management who want to get a certification from this institution.
- The response time, by the academic assistants and facilitators, is 48 hours maximum (within business days of the Costa Rican calendar). For this reason, the student has the responsibility of making all inquiries considering this response time. The UCI will make the pertinent arrangements to keep the asynchronous communication systems active with a response, preferably, within 24 hours after the consultation is made, either by a facilitator or an academic assistant, as appropriate.
- In all the written assignments done by the student, he/she must correctly use the standard of the American Psychological Association (APA). During the "Induction to University Life at UCI" course, 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.

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- It is the obligation of students to review the due dates of the various deliverables for each week and comply with them.
- The student will be responsible to have available, and be able to use, any hardware or software elements, as well as communication resources (i.e. webcam, Internet connection, etc.) that may be required by UCI for virtually (online) performing any exam or any other activities in which such elements may be needed.
- Please be aware that UCI may monitor, at any moment and by any means it deems appropriate, any assessment activity, and audit any suspicious developments.
- It is a responsibility 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.
- Each course is passed with a minimum passing grade of 70%, which may include individual and group assignments, as well as individual exams. The activities designated as "individual" or "group" must, obligatorily, be performed as such. If a student obtains a minimum passing grade or higher, the student will reach the "approved" condition in the course.
- If the student obtains a grade equal to or greater than 60%, but less than 70%, in a course, he/she reaches the condition of "failed with right to repositioning exam or extraordinary work". In this condition, the student has the right to perform an extraordinary evaluation activity, such as an extraordinary exam, within fifteen days after the end of the course. The activity will be defined by the respective Dean or, otherwise, by the Program Director, and will be scheduled at the date defined by the School. Through such activity, the student must demonstrate that he/she has achieved a sufficient appropriation of the contents of the course to reach the condition of "approved", for which he/she must obtain a grade equal to or greater than 70 in the extraordinary activity. The grade that will be recorded in the course file will be 70 (if the grade of the extraordinary activity is equal to or greater than 70), or the final grade of the course, prior to the completion of that activity (if the student does not reach the minimum score of 70 in the extraordinary activity, or if the student chooses to abstain from performing the extraordinary activity, thereby achieving the condition of "failed").
- The minimum passing grade for the Final Graduation Project is 80%.

- The grade for the Final Graduation Project is obtained as follows:
 - A Tribunal of Examiners, conformed by a minimum of two professionals, with master's degrees related to Project Management, and who are designated by the Deanship, will evaluate the document submitted by the student after the Tutorship process for its elaboration has been completed.

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 and regenerative 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.

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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.

Please notice that failure to meet payments on the dates required may result in late fees and other penalties. In the particular case of the undersigned student, in this general conditions document I declare that I will make my payments according to the following investment plan:

Registration: USD\$_____, which must be paid before the start of the program.

*Plus (mark your option with an **X** and write the amount):*

One only payment of USD\$_____, before the start of the first course.

Sixteen equal monthly installments of USD\$_____ which must be paid before the first day of each month.

In addition, a USD\$100 + 2% VAT = USD\$102 Graduation fee must be paid before starting the Graduation Seminar. This amount does not include costs of legalizing documents or sending diplomas to countries of residence of students.

I irrevocably agree to pay this amount, which corresponds to the value of the complete program, in its entirety: USD\$_____ (registration, plus total of installments, plus Graduation fee).

Note 3: All due payments must have been completed before the student is allowed to enter the development (tutorship) phase for the Final Graduation Project.

Note 4: The acronym "VAT" represents the Value Added Tax that must be collected in Costa Rica. This tax does not apply to some items, while for others it applies rates of 2% or 13%, as appropriate for each particular item.

6.1. Other conditions, 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 occurred in the program, to retake key courses of the new program as determined by the Deanship, and to cover the corresponding costs. Furthermore, the student will have to pay all reentry fees and perform the subject matching process determined by the authorities of the School of Project Management.

In order to suspend studies in the Master's program, the student must send the corresponding request, by means of email, addressed to the Registration and Admissions Office, (registro@uci.ac.cr), with a copy to the Academic Assistant, and with a copy to the Credit Department (credito@uci.ac.cr). If a course has already started, the request has to be made by the interested person 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 his/her financial obligations with the University, according to the agreed payment modality.

If a student is behind with the payments due dates he/she will have to cover administration costs as established by UCI, and 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 loss of the corresponding grade points and even failure of the course by the student, who must then cover the cost to retake the course.

6.2. Other duties and fees:

- The reentry fee, after more than four months of withdrawal, is USD\$300.
- If the student reaches the condition of "failed with right to repositioning exam or extraordinary work" in a course, and chooses to perform an extraordinary evaluation activity, he/she must cover the fee corresponding to the realization of this activity,

which is USD\$150, within the week following the publication of the course's final results in the virtual campus. The scheduling of the extraordinary evaluation activity will be notified in a timely manner.

- The student may request, through the Academic Assistant, rescheduling of an exam, with sufficient justification and previous notice, as required by the School of Project Management. The rescheduling fee is USD\$100 + 13% IVA = USD\$113. If the application is approved, the student must cover such fee within the first three days after been communicated of the approval, and the reposition test will be scheduled a week after the original date. Please note that, as this is an exception process for taking an exam, recourses for revision by the student will not be allowed.
- If a student obtains the condition of "failed" in a course, the fee for retaking the course is USD\$500.
- The cost for retaking the FGP Tutorship is USD\$500.
- 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 Credit Department (credito@uci.ac.cr).
- To request transcripts, certifications of active student, certifications of completed courses, certifications of 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 (not required) and that will allow them to better benefit from the program courses, such as:

- Boost your projects with MS Project©, in virtual modality.
- Basic Accounting for Projects and Basic Finances for Projects, both in virtual modality.

These courses are only available in Spanish. The amounts of investment may be consulted with the Academic Assistant.

7. STUDY PLAN

Cycle	Course
0	Introduction to university life at UCI (Presentation of our educational model, online platform and philosophy.).
I	Introduction to project management
	Management Skills
	Strategic planning and organizational analysis
II	Project methodologies, processes and products (Project formulation and evaluation)
	Special topics in project management I (Stakeholders and scope management)
	Project management tools and techniques I (Project schedule and cost management)
III	Knowledge areas for project management I (Project quality management)
	Knowledge areas for project management II (Agile methodologies and preparation for SCRUM certification)
	Knowledge areas for project management III (Project risk management)
IV	Project management tools and techniques II (Project resources and procurements management)
	Graduation Seminar (Graduation Seminar as preparation for developing the Final Graduation Project).
	Special topics in project management II (Regenerative development and preparation for GPM-b certification)
	Final Graduation Project

Note 5: The order, duration, form of delivery, start date, etc. of the courses may vary, at the discretion of the University, which will be communicated in a timely manner.

8. ADMISSION REQUIREMENTS

To be eligible for admission to the program, the applicant will be required to submit certain documents. The sending of non-authenticated documents in digital format will serve for the provisional assessment of the conditions for admission to the program. The applicant can send to the

¹ The MPM program is accredited by the Global Accreditation Center (GAC) of the Project Management Institute (PMI). In the particular case of Costa Rican degree diploma recognition, UCI will issue a diploma

UCI digital copies of all the documentation at the time of registration, and has a maximum of 90 current days from the start of the first course of the study plan, to send the documents requested in originals or authenticated copies, to the attention of the Registrar's Office, otherwise the admission will be revoked without the right to reimbursement of the payments made in the program in which the student has enrolled.

For non-Costa Rican applicants with diplomas obtained outside of Costa Rica, the final documents must be sent in good quality copies, with the original authentication and apostille stamps, and officially translated (if the originals are not Spanish)¹. These documents include, but may not be limited to, the following:

- Copy of the bachelor or licenciante university degree diploma, authenticated by notary public and apostilled. In case the country of issue of the diploma is not a member of the Hague Convention, the applicant must present a notarized copy of the diploma to the Embassy of Costa Rica in the country that issued the diploma and, if there is no Embassy of Costa Rica in that country, must be presented to the nearest Embassy of Costa Rica.
- Copy of the passport, authenticated by notary public and apostilled. In case the country of issue of the passport is not a member of the Hague Convention, the applicant must present a notarized copy of the passport to the Embassy of Costa Rica in that country and, if there is no Embassy of Costa Rica in that country, must be presented to the nearest Embassy of Costa Rica.

Costa Rican applicants who graduated in Costa Rica need only to submit copies of their bachelor or licenciante degree diploma and their identity card (cédula), which will be confronted against the originals.

Applicants who are residents of Costa Rica and whose diplomas have been obtained abroad, must submit those diplomas homologated by CONARE.

with such recognition, subject to a final validation of the student's admission documents by the corresponding government authorities.

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The procedures to carry out the authentications, apostilles or others that are necessary, and any related expenses, are borne by the candidates, who must verify in advance the legal procedures that are required in their countries.

9. OTHER PROGRAM TERMS

- The students are 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 students cannot accumulate more than two failed courses at any given time during the program.
- In order to enroll in the Graduation Seminar, the students must have passed all the previous MPM program courses (except Special topics in project management II), must have paid the Graduation Fee, and must have their complete and up-to-date records file in the Registrar's Office.
- The students must approve the Graduation Seminar for the development of the FGP course before being able to enroll for the tutorship of the Final Graduation Project, which starts after the Special topics in project management II course.
- To graduate, the simple average of all passed courses and the Final Graduation Project must be equal to or greater than 80%. In case the student does not reach this average, he/she must repeat the necessary courses to increase such average to what is required.
- Passing the Final Graduation Project is the final academic requirement of the MPM study plan.

10. ACADEMIC DEGREE

The academic degree awarded to the students who satisfactorily complete all program requirements is **Maestría en Administración de Proyectos (Master in Project Management)**. When the students obtain the approval of the respective validation process, they will receive a diploma with Costa Rican degree diploma recognition.

11. GROUP START DATE AND CANCELLATION POLICY

There is a limit to the number of students that can integrate each group.
Classes start dates for groups 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.

In case you have any questions, please contact our Admissions Office:

Phone: (506) 2283 6464
Email: info@uci.ac.cr

12. ACCEPTANCE OF TERMS

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

1. The UCI's Rules and Regulations.
2. The contents of this document.
3. The resolutions notified through course forums or email communications about particular topics issued by the Dean of the School of Project Management or other authorities of the University.

Name and Last name

Passport/ID Number

Personal phone number

Email

Date

Signature

-----LAST LINE-----