



**UCI**

Universidad para la  
Cooperación Internacional

Regulation for admission, expedition and delivery of UCI issued degree diplomas in the master's programs, diplomates and specializations of the University for International Cooperation.

Approved by the Academic Council, in the session of July 22<sup>nd</sup>, 2014.

### **Article 1. Scope of Application**

The present normative regulates important elements for admission, expedition and delivery of degree diplomas in the Master's programs, issued by the University for International Cooperation.

### **Article 2. Definitions**

UCI issued degree diploma will be understood as the diploma that the University for International Cooperation will directly grant once the candidate has finished a degree granting program of studies- specializations, diplomates, and masters- expressly authorized by the Academic Council.

### **Article 3. Admissions requirements for the master's programs with UCI issued degree diploma**

To be admitted in a program under UCI issued degree diploma, the applicant that is not Costa Rican must submit, properly apostilled or consularized, as corresponds to the country where the previously earned degree diploma was emitted:

- a. Copies of the diplomas.
- b. Transcripts with the courses' grades and credits.
- c. ID document.
- d. For admission to the master's programs with UCI issued degree diplomas, besides the specific requirements that are established for each program, the candidate is required to have previously approved a number of academic credits equivalent to the minimum that is required for a university bachelor's degree in Costa Rica.
- e. However, through a written reasoned opinion document, the Dean in charge of the corresponding program may request the Academic Council to authorize the admission, to a master's program with UCI issued degree diploma, of a person that partially fulfills the requirement indicated in d., but who has, based on the Dean's judgment, sufficient specific professional experience in the career area that the candidate wants to be admitted into. The Academic Council's resolution must be registered in the candidate's file, before his/her admission to the program.

### **Article 4. Procedure for the expedition of UCI issued degree diplomas**

For the expedition of UCI issued degree diplomas, once the Registrar's Office has completed the corresponding study regarding the completion of the academic plan of the degree program, and has also verified the compliance of graduation requirements, the diploma will be issued in a format similar to that of the diplomas with government authorities' recognition; it will be signed by the Rector and the Dean of the Faculty, and it will be registered in the record book of UCI issued degree diplomas.

### **Article 5. Delivery**

UCI issued degree diplomas will be delivered in the same graduation ceremonies in which the diplomas that have government authorities' endorsement are delivered. The University will be able to arrange the delivery of the diploma via mail, if necessary. [End of the regulation]