

**UNIVERSIDAD POLITÉCNICA SALESIANA**

**HIGH COUNCIL**

Considering:

That, Article 71 of the Organic Law of Higher Education establishes that all those in the Higher Education System must be guaranteed the same possibilities with respect to access, permanence, mobility and graduation from the system, without discrimination [...];

That, Universidad Politécnica Salesiana (UPS) in compliance with this provision, through Resolution No. 0098-08-2013-10-17, dated October 17, 2013, approved the Admission and Leveling document comprised of a historical report of the admission processes, admission and leveling regulations and the respective curricular project;

That, Article 6 of the Statute of Universidad Politécnica Salesiana establishes among its objectives:

- a) Generate spaces for preferential attention to youth and adults from vulnerable sectors, groups with disabilities, indigenous peoples and Afro-Ecuadorians;
- b) Promote dialogue between the different national cultures and develop projects that favor interculturality of the country;

That Article 11 of the Statute of Universidad Politécnica Salesiana establishes within its Technical Support Units for the Leveling and Admission Unit;

That, the Regulation of Admission and Leveling at Universidad Politécnica Salesiana, has been applied in a diverse manner during the following academic periods: 2014-2014 (44), 2014-2015 (45), 2015-2015 (46), 2015-2016 (47) and 2016-2016 (48), with justified differences due to the existing traditions in each of the Campuses, insofar as the duration of the admission course and its orientation;

That, the comparative study of the results on student desertion, evaluation of the student knowledge and personal development, graduation rates by cohort and academic program show similar data with a frequency of variation no greater than 4 points out of 100 among the various academic units of the three Campuses.

In the exercise of its powers,

**Agrees:**

**To approve the reformulation of the Admission and Leveling Regulation of Universidad Politécnica Salesiana.**

## **CHAPTER 1 SCOPE OF APPLICATION**

### **Article 1**

The purpose of this Regulation is to regulate the process of entry and leveling in the undergraduate courses offered at Universidad Politécnica Salesiana, in response to the Organic Law of Higher Education, its General Regulations, the Statute at Universidad Politécnica Salesiana and the provisions of the governing bodies of higher education.

### **Article 2**

The spirit of these regulations is to guarantee access to undergraduate courses at Universidad Politécnica Salesiana, all while considering the principles of transparency, quality, efficiency, equity and equal opportunities, sustainability and available spots, in concordance with the institutional mission and the regulations that govern the higher education system.

## **CHAPTER II COORDINATION AND MANAGEMENT**

### **Article 3**

According to the Statute for the coordination and management of admission to UPS, the Leveling and Admissions Unit at the University is comprised of the following members:

- a) The Faculty Vice President, who presides over the Unit;
- b) The Campus Vice presidents or their delegates;
- e) The Campus Academic Coordinators;
- d) The Leveling and Admissions Directors of each Campus.

The Director of Leveling and Admission of the Main Campus of Universidad Politécnica Salesiana acts as Secretary.

### **Article 4**

The functions of the Leveling and Admission Unit are as follows:

- a) Formulate mechanisms to guarantee the processes of registration, entry and registration of students;
- b) Plan, evaluate and monitor the admission processes;
- e) Coordinate the development of activities involving leveling and admission with the corresponding university departments;
- d) Send the University President the availability of spots for assignment according to the policy of scholarships and tiered tuition, and the corresponding one for new students and second enrollments for the first semester of academic programs;
- e) Present the results of the follow-up and evaluation of the admission processes to the pertinent university departments at UPS;
- t) Approve the content of the Entrance Examination;

g) Prepare proposals for studies and actions based on the results from the Entrance Examination for the University President.

#### **Article 5**

The academic management of the admission process will be headed by the Faculty Vice President and executed by the respective Campus Vice Presidents, through the Director of Leveling and Admissions, who will be appointed according to the UPS Statute.

The administrative management of the admission process will be led by the Campus Vice Presidents, through the Director of Leveling and Admissions.

#### **Article 6**

The functions of the Campus Director Levelling and Admissions are as follows:

- a) Prepare the proposal of spots and academic calendar for registration and admission courses, which will be approved by the Campus Vice President for publication;
- b) Coordinate with the pertinent departments the dissemination of the admission process, the corresponding exams and their results;
- e) Execute the planning established by the Leveling and Admissions Unit, and coordinate with the relevant departments;
- d) Follow up on the execution of the curricular and academic proposal for the admissions course;
- e) Request that the Campus Vice President assign qualified academic staff to participate in the admissions course as part of their teaching hours;
- f) Provide permanent advice to applicants and students of the admissions course;
- g) Monitor the attendance of teachers and students in coordination with Human Resources Management;
- h) Manage the publication of exam results and allocation of spots with the Main Campus authorities;
- i) Prepare a biannual report on the admissions process, which must include the number of applicants in each academic program, the process followed by the applicants and final results;
- j) Organize the execution of the Entrance Examination.

### **CHAPTER III** **REGISTRATION, ENTRANCE COURSE, ADMISSION**

#### **Article 7**

Universidad Politécnica Salesiana will disseminate, through the website and other physical means, the procedures and calendars for registration and the admission course for the programs to which prospective students wish to apply.

#### **Article 8**

To be admitted to the programs offered at Universidad Politécnica Salesiana, applicants must apply through direct enrollment at UPS according to the academic calendar published by the institution.

The registration of the applicant in the National Leveling and Admission System (SNNA) with the option of selection by UPS must be ratified with the direct registration at Universidad Politécnica Salesiana

#### **Article 9**

To register, applicants must visit to the Campus main office with the following documents:

1. Legible color copy of current identification document: citizenship card for Ecuadorians or passport for international students;
2. Certified copy of high school degree, graduation record, or provisional certificate of being in the last year of high school that indicates the name of the school and the name of the high school degree to be obtained (high school degrees obtained abroad must be recognized or equated by the Ministry of Education);
3. Printed receipt from the SNNA for applicants that the Secretary of Higher Education, Science, Technology and Innovation (SENESCYT) has awarded a scholarship to attend UPS;
4. The registration is legalized once the pre-invoice payment has been made at the University Treasury.

#### **Article 10**

With the registration, applicants will be given the curricular information regarding the admissions course.

#### **Article 11**

The admission course lasts four weeks and is mandatory for all applicants, regardless of whether they are holders of a SENESCYT scholarship, another scholarship, institutional agreements or a pre assigned spot.

#### **Article 12**

1. The admission course is designed so that applicants become familiar with the University:

- Its course offering, the SALESIAN University Association groups (ASU) and the University Pastoral unit;
- The means and tools available for study, libraries, Virtual Cooperative Learning Environment (AVAC), Research Groups, Educational Innovation Groups, coworking, magazines and publications, Web, teachers' blog and others;
- Institutional regulations, Statutes, regulations; the organization and mechanisms for accessing institutional information, the formula for submitting applications and claims, the action framework of the Program Directorate and the Program Council, among others;
- The organization of the Student Federation, its statutes and operations.

2. The admission course will provide applicants with certain skills for assimilation and involvement in the UPS Educational Model through interactive presentations and other means:

- Develop reading, writing and critical thinking skills that facilitate the student's academic autonomy (learning to learn);
- Foster positive attitudes towards research and academic work that is not official or curricular;

- Develop cooperative work within the framework of respect for diversity.

3. In the admissions course, the professional profile of the chosen academic program will be presented for the following purposes:

- Offer vocational and professional guidance to students;
- Reduce desertion due to inappropriate program selection;
- Help discover the positive capabilities and personal contraindications for the selected program;
- Maintain coherence with local development needs.

4. In the admissions course, applicants must transparently complete their socio-economic form and consider their conditions to complete their program project for the following purposes:

- Reduce desertion due to cost and work reasons;
- Use university flexibility to put together their life projects and career development according to the time and financial availability of applicants.

#### **Article 13**

All applicants will take the entrance exam designed for the following purposes:

- Demonstrate skills and aptitudes of the applicants to the different programs offered at UPS;
- Recognize, through a qualitative scale, the average levels of the group of applicants in literacy, development of critical thinking skills, knowledge of the university environment and regulations.

#### **Article 14**

The spots available for each academic program will be assigned as a priority to applicants who have successfully passed the entrance exam held during the admission course to UPS.

Universidad Politécnica Salesiana will give enrollment priority to applicants who meet any of the following conditions:

- Received a scholarship to UPS from SENESCYT;
- Belong to a priority attention group (indigenous nationality or Afro-Ecuadorian population, people with disabilities, incarcerated, and others established by the institution);
- Passed the respective state test [ENES] and belong to quintiles 1 or 2;
- Have taken the [ENES] exam and achieved a score higher than 800 points;
- Hold a bachelor's degree from one of the schools with which UPS maintains an academic quality agreement.

### **CHAPTER IV** **ACADEMIC LEVELING - FIRST SEMESTER**

#### **Article 16**

The leveling process is incorporated into the training process from the first semester of the academic program.

#### **Article 17**

The first semester of each academic program is considered a special period that requires the participation of qualified professors to accompany new university students at the beginning of their higher education studies and achieve the necessary basic knowledge and skills to master the disciplines of the first semester of the program.

#### **Article 18**

The responsibilities of the Main Campus Director of Leveling and Admission with respect to the first semester are as follows:

- Verify with each Program Director that article 17 of these Regulations is complied with;
- Organize global evaluations on the advances and achievements in the leveling of knowledge and the development of competencies to "learn to learn";
- Offer workshops and meetings that contribute to the UPS university studies model: de schooling teaching, promoting study in groups, demystifying grades as an objective, intensive use of virtual tools, among others.

#### **Article 19**

The Academic Program Council will be responsible for the following:

- Prioritize tutoring work for first semester students;
- Support the initiatives of those professors who contribute with pedagogical innovations to be applied in the first semester of the program;
- Analyze the results of the intermediate evaluations 2 and 4 months after the start of the semester;
- Share the analysis carried out with each student and, if necessary, request corrections from the student in their training process. This information may be sent to third parties with approval from the student's legal representative.

### **CHAPTER V**

#### **FIRST SEMESTER CREDITS IN SECOND REGISTRATION**

#### **Article 20**

UPS students who must take credits in the first semester as a second enrollment may receive placement in the event these are not filled with the new applicants. If all the available spots in the program are assigned to new applicants, the Program Directorate will place the second enrollment students in other programs that maintain similar spots and credits, or organize a special offering for second registrations for first semester in other time slots.

#### **GENERAL PROVISIONS**

Postgraduate admission is governed by the provisions of the Academic Regime Regulations issued by the Higher Education Council (CES) and a period of 60 days is established to generate the Corresponding instructions.

#### **REPEALED PROVISIONS**

The following documents are repealed: Curriculum projects of the admission and leveling exams and of induction and leveling courses; Regulation of admission and leveling for Universidad Politécnica Salesiana approved by the High Council through Resolution No. 0098-08-2013-1017 dated October 17, 2013. And the Action Plan for the improvement of Universidad Politécnica Salesiana access system, approved through Resolution No. 140-08-2014-0910 dated September 10, 2014.

Given in the city of Cuenca on April 20, 2016.

(signature: illegible)  
Javier Herrán Gómez, sb.  
**UNIVERSITY PRESIDENT**

(signature: illegible)  
Ana Maria Reino Molina  
**GENERAL SECRETARY**

I CERTIFY:

That this document "Reformulation of the Admission and Leveling Regulation of Universidad Politécnica Salesiana" was approved by the High Council through Resolution No. 077-04-2016-04-20 dated April 20, 2016.

(signature: illegible)  
Ana Maria Reino Molina

**GENERAL SECRETARY**

(Seal: Universidad Politécnica Salesiana – General Secretary)