

Date: _____

General Conditions and Commitment Letter

The Instituto Politécnico Nacional (IPN) welcomes you for the academic stay that you are about to start with us.

As a visiting student, it is important for us that you clearly understand the general conditions under which you will stay in our institution, as well as the commitments you acquire.

General conditions

- You are able to register in the Academic Unit in which you were accepted to take any of the courses taught in this faculty, as long as they are available in the academic period that corresponds to your mobility.

It is your responsibility, along with your home institution, to verify that you have completed the necessary academic requirements, to take any of the selected subjects.

- You are able to participate in other academic activities such as research projects or stages, as long as you have the permission of your home university, as well as an assigned tutor at IPN.
- Your registration will be for a single semester or one academic year, depending on the conditions of the signed Learning Agreement or the Program under which you were accepted. These studies do **NOT** lead to the achievement of a degree at IPN.
- As a visiting student, you will not pay any tuition fee for enrollment or re-enrollment.
- As a visiting student, you are not able to take on line courses.
- You will have general access to the services all services provided to regular students, such as libraries, Internet and basic medical attention; As well as extracurricular activities (workshops and sports activities) offered by the Institute, as long as you meet the admission requirements. It is important to mention that some workshops and clubs may include a recovery fee for the applicant.
- As a visiting student, you can enroll in language courses offered at the Foreign Language Centers, at the reduced fee for IPN's students.

Visiting Student Commitments

As a visiting student, I commit to:

- Notify as soon as possible by a letter of resignation, if for any reason I suspend my participation in the mobility program.
- Acquire, before traveling to Mexico, an International Medical Insurance (IMI), with repatriation of remains, which validity covers the entire period of mobility. If this is not the case, I will have only 3 days after my arrival, to purchase an insurance policy and deliver a copy of it to the corresponding offices. If I do not comply, my participation in mobility will be cancelled and I will not be considered as a visiting student of the IPN. (International visiting students).

- Assume the costs of accommodation, food, local transportation and any other personal expenses during my mobility; unless you have been accepted under the framework of a reciprocal program that specifically states that you are entitled to some kind of support by IPN.
- Submit a copy of the International Medical Expense Insurance Policy and the Multiple Immigration Form (FMM) on the day and time indicated by the Academic Cooperation Coordination (CCA).
- Study and pass all the registered courses during my mobility period. In order to accomplish it I commit to attend promptly the classes and / or advising sessions assigned to me.
- Participate in the Orientation Week, organized by the Coordination of Academic Cooperation and the mobility activities carried out at the academic unit I was assigned. (Only apply for students allocated in Mexico City).
- Give written notice to my tutor and the Academic Mobility Officer of any additional changes in the courses taken.
- Conduct myself with responsibility inside and outside the facilities of the IPN, behaving at all times as an ambassador of my Institution, country or entity of origin.
- Always comply with the rules and regulations of the IPN.
- To be responsible for all legal, economic, academic and other consequences that may arise from the consumption of alcohol or any nuisance, inside and outside the Institute's facilities; accepting in advance that this will cause the immediate conclusion of the mobility stay and the immediate return to my place of origin.
- **NOT** to participate in events that affect, directly or indirectly, the image of the Instituto Politécnico Nacional; otherwise, my academic stay will be terminated immediately, having to return to my place of origin.
- Follow the instructions of the authorities and professors of the Institute.
- Collaborate with the Institute in academic, social and cultural activities for its benefit and the society's.
- Cover the amount of losses or damages caused to the Institute's equipment, installations and other assets, when caused by misconduct, negligence or lack of attention.
- **NOT** to perform violent acts or harass individually or collectively for personal or ideological reasons any member of the polytechnic community.
- **NOT** to perform acts and / or omissions that damage the patrimonial assets of the Institute; or actions that, without justification, interrupt the academic life of the Institute or any of its faculties or offices; or activities that lead the Institute into activism motivated by extra-academic political or ideological interests.
- **NOT** to initiate or participate in any disorder that endangers the safety of the polytechnic community.
- **NOT** to disrespect the members of the polytechnic community.
- **NOT** to allow, induce, forge or alter report cards, evaluations or official documents, with the purpose of conferring them different value, so that I am aware that the noncompliance of this precept empowers the Institute to initiate a complaint against me for falsifying documents.
- To respect the current immigration regulations, in relation to the permission to carry out remunerated activities.



I hereby release the IPN of any commitment, in case of accident, illness, economic or legal responsibility, arising from different activities to the ones I was accepted at IPN; if an event of this sort would occur, I would bear all the expenses and responsibilities that arise as a result.

I agree that incurring in any of the above undermines the good image and prestige of my Home Institution, of the Institution that kindly accepts me, and even of my own, therefore I accept all procedures and/or penalties that this causes to me, notifying my Home Institution.

I testify that I accept everything I have read above. I assume responsibility for each of any of the aforementioned commitments.

I READ, UNDERSTAND AND ACCEPT THE ABOVE CONDITIONS

Name of Visiting Student

Signature of Visiting Student

