Student Manual

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INDEX

STUDENT MANUAL

1. INTRODUCTION

The **Universidad Internacional Iberoamericana (UNINI)** is an institution of superior postgraduate education which goals and guidance guarantees equal study opportunities for everyone with a continuous enrichment of study programs through two actions:

- improving and adapting study methodologies by program types and the competences to be acquired,
- developing and constantly improving study programs adequate for the social demands

UNINI promotes a model in which students are the focal point, with a clear appropriateness of the theoretical study to the work field applied with methodologies that unify theory with practice. In methodological terms, mechanisms are used to take advantage of new information technologies that enrich learning and contribute to the investigation in distance education. This emerges as quality commitment.

This allows UNINI to offer administrative and technological support and management that facilitates access to all components of distance education:

- financial help according to each person's needs,
- technological infrastructure that allows access to educational systems in any part of the planet,
- follow up, confidentiality and security of the individual's personal information,
- continuous research in distance education and its related methods to offer an education that is in accordance with its objectives,
- physical infrastructure that supports students onsite, and
- continuous academic and administrative support to facilitate the academic life of students.

In terms of academic work, UNINI is characterized for its institutional commitment and academic experience in distance education. An approach of academic management to face an instructional design submitted to continuous update and improvement.

- ICT student support for professional and personal growth facing the emergent demands of globalization.
- Management of recognized teaching methodologies and improvement processes, and procedures related to quality services and facilities for distance education.

This spirit will concentrate firmly in:

- The guarantee of the terms of the educational programs offered by the University in case of closure, so as to allow active students to complete their studies.

In this sense, the Universidad Internacional Iberoamericana includes in its service the guarantee of 24x7x365 availability for online students, including procedures, consolidated models of distance learning methods and university management that coincides with the operational basis of the University itself. In this way, Universidad Internacional Iberoamericana is a means that reflects its training vocation and educational model to society in a serious, rigorous and effective way since its emergence.

This UNINI Student Manual is a supplement to the Institutional Catalog. Students must read it to understand the institutional policies, student services, and the Standards of Academic Progress, among others.

2. ABOUT US

Address: PO Box 3385 Arecibo, PR 00613-3385

Physical Addresss: Bo. Arenalejos Sector Palache, Carr. 658, Km 1.3 Arecibo, PR. 00612

Telephone Numbers: 787-878-2126 /787-878-2123

http://www.unini.org

Main University Administrators

- Dr. Jesús Arzamendi Sáez de Ibarra, President
- Dr. Carmen Rita Román, Rector
- Dr. Ana Rodríguez Zubiaurre, Dean of Academic and Strategic Management
- Mrs. Lillian Díaz Figueroa, Dean of Students Affairs
- Prof. Carol Morales Miranda, Dean of Administration and Finance

Academic Departments

- Dr. Eduardo García, Director of Department of Environment and Sustainability
- Dr. (c) Carlos Bosques, Director of Department of Innovation, Business and New Technology
- Dr. Silvia Pueyo, Director of Department of Language and Communication Science.
- Dr. Maurizio Battino, Director of Department of Heatlh Science
- Dr. Roberto Álvarez, Director of Projects Department
- Dr. Javier Morales, Doctorate Programs Director

Other Departments

- Mr. Jorge Hernández, Technology Director
- Dr. Killian Tutusaus, Virtual Campus Officer
- Mrs. Nydia Hernández Reverón, Librarian
- Dr. Mayra González, Professional Counselor
- Mr. Ramón Güilamo, Registrar
- Prof. Janet Miranda, Licence, Assessment and Accreditation Director

2.A. UNINI'S AUTHORIZATION

The Universidad Internacional Iberoamericana is authorized by the Higher Education Council of Puerto Rico (CEPR) http://www.ce.pr.gov with certificate number 2015-096.

2.B. VISION

Be a leading university in distance education and to be recognized internationally.

2.C. MISSION

The Universidad Internacional Iberoamericana (UNINI) is an institution of higher education that looks to fulfill the needs of diverse students in Puerto Rico and the rest of the world. This will be achieved through high quality academic programs provided through an online study methodology centered on the student and focused towards having each and every one of them achieving their full capacities.

2.D. GOALS, OBJECTIVES AND PURPOSE OF THE INSTITUTION

Thanks to the online studies modality, a key player in globalization, UNINI takes its master's degrees to different parts of the world, giving access to various students. This is accomplished through the following objectives:

Goal 1:

Design online programs for students, no matter where they are in the world, and irrespective of their social, cultural, economic, or technological distinctions.

Objectives:

- Operate with the highest standards of quality and service directed to the achievement of the institutional goals.
- Review the programs every two years, through the application of new methodologies and technologies, adapting them to the needs and demands of work.

- Offer programs at competitive prices within any student's reach.
- Provide high quality academic and administrative services, accessible to all students.

Goal 2:

Support academic and scientific research in order to increase the student understanding of, and contribute to, the solution of problems in the environment.

Objectives:

- Select a faculty committed to quality in the teaching-learning process.
- Develop and implement training programs for the faculty in tune with changes in the field of education and work.
- Convey the skills needed for the professional performance of students.
- Promote professional and academic ethics to develop leaders in the student's personal and professional life.

Purpose of the Institution

Offer a qualified education to the human resources needed by the service, intellectual and productive sector and the sustainable development of the country. This will allow the projection of the people and the country to the region and other countries associated through integrated processes of teaching, research, social interaction and cultural diffusion, making it possible to achieve programs, projects, actions and activities and any other entrepreneurship and/or innovation action deemed appropriate under the statutes, rules and regulations of the University, the country, international laws and good practices and the responsible approach to science, procedures and ethics.

2.E. CONTACT INFORMATION

Administrative Hours: Monday through Friday, 8:00am - 5:00pm
Bo. Arenalejos Sector Palache, Carr. 658, Km 1.3 Arecibo, PR. 00612

Student Technical Support: Through the Virtual Campus 24-7
Contact access abilitated in PANAL, top menu "Contact" button

Faculty's Availability: Through the Virtual Campus 24-7
Contact access abilitated in the Virtual Campus, Faculty, in the framework of each subject

2.F. STUDENT TECHNICAL SUPPORT

If the student needs Technical Support, the service can be accessed through the Virtual Campus using the "Technical Support" icon. This icon presents solutions to the most common problems. If the student cannot solve their problem, they may contact Technical Support through the contact form and they will be contacted in a short period of time.

The student may also visit our facilities Monday to Fridays from 8:00 a.m. to 5:00 p.m., where a technician will assist him.

2.G. AVAILABILITY OF FACULTY

The faculty members are available through the Virtual Campus 24 hours 7 days a week, yet there are periods during the year where they take an academic recess. The professor will notify the students about the recess or vacation period through the Virtual Campus and email.

2.H. ONLINE COMMUNICATION PLATFORMS

The PANAL is the communication channel between the student and UNINI. It has the following tools:

Profile: Personal information and contact information of the student. It is the student's responsibility to maintain his/her information updated, which can be individually managed by clicking "Edit profile".

- **Admissions Department**. Here the student will consult/request:
  - Request information about new programs, presentations or conferences.
- **Students Affairs Deanship**. Here the student will consult/request:
  - Certificates and titles.
  - Withdrawal (delay of studies) and reincorporation.
  - Extensions (extension of academic time).
  - Printed material shipment (textbooks).
- **Technological Support Department**. Here the student will consult/request:
  - Errors accessing the Virtual Campus.
  - Suggestions regarding the campus and PANAL.
- **Administration and Finance Deanship**. Here the student will consult/request:
  - Changes or modification in financial information (information of credit or debit cards, bank account number)
  - Request of invoice/receipt.

Likewise, UNINI is currently betting on a better positioning in the web and social networks that promotes communication with/between students and alumni.

Current platforms may be found at:

> Webpage: www.unini.org [available in Spanish | Portuguese | English]
> Blog: http://blogs.unini.org/ [available in Spanish | Portuguese]
> Facebook: https://www.facebook.com/unini1/
> Twitter: https://twitter.com/UNINIPR
> Linked-In: https://www.linkedin.com/edu/universidad-internacional-iberoamericana-(unini-usa)-3153007

2.I. ACADEMIC CALENDAR

Time	Action
Three months after enrollment.	Last day to handle the admissions documents validated, for which the university accepted copies.
Cancellation 5 calendar days after signing the enrollment agreement	Entitled to 100% of all money paid, including the enrollment fee, one time registration fee and admission fee.
Cancellation, after five calendar days (i.e. from the sixth day on) after signing the enrollment agreement, but before starting the program	Entitled to 100% of all money paid, except 20% of the one-time registration fee and the admission fee.
After completing 1%-10% of the time of duration of the program	Entitled to 90% of all money paid, except 20% of the one-time registration fee and the admission fee.
After completing 11%-25% of the time of duration of the program	Entitled to 75% of all money paid, except 20% of the one-time registration fee and the admission fee.
After completing 26%-50% of the time of duration of the program	Entitled to 50% of all money paid, except 20% of the one-time registration fee and the admission fee.
After completing 51%-100% of the time of duration of the program	No reimbursement.
February each year	The modules of the Master in Teaching English as a Foreign Language and the Master in Teaching Spanish as a Foreign Language begin.
March each year	The modules of Master in Project Design, Administration and Management begin.
June each year	The modules of the Master in Teaching English as a Foreign Language and the Master in Teaching Spanish as a Foreign Language begin.
September each year	The modules of Master in Project Design, Administration and Management begin.
October each year	The modules of the Master in Teaching English as a Foreign Language and the Master in Teaching Spanish as a Foreign Language begin.
After completing 66% of any master degree program	Student can begin the master thesis.

2.J. HOLIDAY SCHEDULE

The academic recesses taken by the personnel of the facilities from the University of Arecibo will be notified via the Web page and the Virtual Campus.

- January 1st, New Year
- January 6th, Three Kings Day
- Third Monday of January, Martin Luther King's Birthday
- Third Monday of February, Presidents' Day, George Washington, Puerto Rican Heroes
- March 2, American Citizen Day
- March 22nd, Abolition of Slavery

- Good Friday (according to the lunar calendar)
- The last Monday of May, Memorial Day
- July 4th, Independence Day of the United States of America
- First Monday of September, Labor Day
- October 8th, Discovery of America and Columbus Day
- Second Tuesday of November, General Elections (every four years)
- November 11th, Veterans Day
- November 19th, Day of Puerto Rican Culture and the Discovery of Puerto Rico
- Fourth Thursday of November, Thanksgiving Day
- December 25th, Christmas

3. ACADEMIC PROGRAMS

3.A. ACADEMIC OFFER AND OUTCOMES

The Universidad Internacional Iberoamericana offers the following programs through its various Departments:

- Master in Teaching Spanish as a Foreign Language (**FPMELE**).
- Master in Teaching English as a Foreign Language (**FPMTFL**).
- Master in Project Design, Administration and Management (**MDGDP**).
- Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning (**MPAU**).
- Master in Project Design, Administration and Management with a Specialty in Innovation and Product (**MDPIP**).
- Master in Strategic Management with a Specialty in Management (**MDE**).
- Master in Strategic Management with a Specialty in Information Technology (**MDETI**).
- Master in Strategic Management with a Specialty in Telecommunications (**MDETEL**).
- Master in Environmental Management and Audits (**MAMGA**).
- Master in Physical Activity: Sports Training and Management (**SNMAFEGD**).

3.B. CREDITS AND HOURS OF THE ACADEMIC OFFER

Name	Code	Degree Granted	General Objective	Duration (months)	Credits	Hours
Master in Teaching Spanish as a Foreign Language	FPMELE	Master in Teaching Spanish as a Foreign Language	Offer broad and updated training and providing the basis for the development of academic and professional skills necessary to teach Spanish as a foreign language in any of the various contexts.	24	66 credits	990
Master in Teaching English as a Foreign Language	FPMTFL	Master in Teaching English as a Foreign Language	Offer broad and updated training and providing the basis for the development of academic and professional skills necessary to teach English as a foreign language in any of the various contexts.	24	66 credits	990
Master in Project Design, Administration and Management	MDGDP	Master in Project Design, Administration and Management	Educate professionals who can acquire creative executive and management thinking, suitable for the design, operation and management of projects.	24	66 credits	990
Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning	MPAU	Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning	Educate professionals who can acquire creative executive and management thinking, suitable for the design, operation and management of projects focusing on architecture and Urban Planning.	24	66 credits	1005
Master in Project Design, Administration and Management with a specialty in Innovation and Product	MDPIP	Master in Project Design, Administration and Management with a specialty in Innovation and Product	Educate professionals who can acquire creative executive and management thinking, suitable for the design, operation and management of projects focusing on innovation and product.	24	66 credits	990
Master in Strategic Management with a specialty in Management	MDE	Master in Strategic Management with a specialty in Management	Educate professionals in the field and practice of strategic management who desire executive thinking that enables them to excel in current or desired positions in management.	24	66 credits	990
Master in Strategic Management with a specialty in Information Technology	MDETI	Master in Strategic Management with a specialty in Information Technology	Educate professionals in the field and practice of strategic management who desire executive thinking that enables them to excel in current or desired positions in management focusing on information technology.	24	66 credits	990
Master in Strategic Management with a specialty in Telecommunications	MDETEL	Master in Strategic Management with a specialty in Telecommunications	Educate professionals in the field and practice of strategic management who desire executive thinking that enables them to excel in current or desired positions in management focusing on telecommunications.	24	66 credits	990

Name	Code	Degree Granted	General Objective	Duration (months)	Credits	Hours
Master in Environmental Management and Audits	MAMGA	Master in Environmental Management and Audits	Educate environmental multidiscipline professionals that contribute to the growth of new industries and desire to update and perfect their understanding of new business opportunities. Facilitate the needed integration of environmental variables in the cultural and technological politics of organizations (business and administrations).	24	66 credits	990
Master in Physical Activity: Sports Training and Management	SNMAFEGD	Master in Physical Activity: Sports Training and Management	Provide knowledge on the structure and function of the human body as well as sports nutrition.	24	66 credits	990

3.C. STUDY MATERIAL

The student will have the didactic material available in the Virtual Campus and will receive, progressivley, printed texts corresponding to each subject enrolled. This way students will be able to receive updated documents on the last events.

3.D. PROGRAMS OUTCOMES

Master in Teaching Spanish as a Foreign Language

At the end of the program students will be capable of:

1. Analyze, articulate and evaluate learning and second language acquisition theories, and the methodological trends in the teaching of foreign languages essential for both effective teaching and successful learning.

2. Analyze how the individual factors (cognitive, affective, social and cultural) affect foreign language learning and, accordingly, design instructional strategies to address the learning needs of students of Spanish as a Foreign Language (FL).

3. Manage the Spanish as FL classroom so that group processes guarantee the learning of all students: creation of a safe space in which all students participate and work collaboratively; Use of a discourse that encourages the construction of knowledge; Selection of activities of greater and lesser cognitive effort; Choosing the type of grouping most appropriate for each activity; Attention to learning opportunities that may arise, among other aspects.

4. Integrate the development of the language skills in the Spanish as a foreign language classroom so it promotes a realistic and meaningful language use.

5. Analyze, evaluate, select, adapt, and design adequate materials for the teaching of Spanish as a FL.

6. Analyze the function of the formal system and communication acts of Spanish, and provide an appropriate teaching treatment in the Spanish classroom.

7. Critically and reflectively interpret and implement the cultural, pragmatic and linguistic knowledge acquired on the use of Spanish language in context, in the planning of the teaching and learning process of Spanish as a foreign language.

8. Plan and evaluate the teaching-learning process of Spanish in the short and long term, taking into account current linguistic pedagogical trends; the context of education; the methodological approach; lesson plans; the interests, needs and styles of the student's learning; and technology advances.

9. Integrate ICT in a meaningful way, and not arbitrarily, in the activities of the teaching and learning process for Spanish as a foreign language, and critically analyze the digital materials that are generated in this field.

10. Introduce specific training in learning strategies in the objectives and contents of the program and units, wherever necessary and according to the needs of the students, and work on the necessary learning to learn tools.

11. Integrate the socio-cultural content in the Spanish classroom to give the student gradual knowledge of the facts and cultural products, and the knowledge and socio-cultural attitudes of the Spanish-speaking countries; the development of intercultural awareness; the ability to act as a cultural intermediary and effectively deal with cultural misunderstandings in conflict situations; and the development of an attitude of empathy, openness and interest toward other cultures.

12. Properly treat the varieties of Spanish in the classroom of a foreign language or second language in function of each context of teaching and learning.

13. Analyze and evaluate its teaching and professional development through such instruments as self-observation, diary, self-assessment, the teaching portfolio, etc.; identify the aspects that can be improved; and plan and implement a personal plan of improvement and life-long learning.

14. Access and properly use the academic literature related to Language Pedagogy and Linguistics Applied to the Teaching of Foreign Languages, especially Spanish-language related literature.

15. Design and evaluate methodological procedures specific to research in the fields of Language Pedagogy and Linguistics Applied to the Teaching of Foreign Languages, especially Spanish-language related research.

Master in Teaching English as a Foreign Language

At the end of the program students will be capable of:

1. Analyze, articulate and evaluate learning and second language acquisition theories, and the methodological trends in the teaching of foreign languages essential for both effective teaching and successful learning.

2. Analyze how the individual factors (cognitive, affective, social and cultural) affect foreign language learning and, accordingly, design instructional strategies to address the learning needs of students of English as a Foreign Language (EFL).

3. Manage the EFL classroom so that group processes guarantee the learning of all students: creation of a safe space in which all students participate and work collaboratively; Use of a discourse that encourages the construction of knowledge; Selection of activities of greater and lesser cognitive effort; Choosing the type of grouping most appropriate for each activity; Attention to learning opportunities that may arise, among other aspects.

4. Integrate the development of the language skills in the EFL classroom so it promotes a realistic and meaningful language use.

5. Analyze, evaluate, select, adapt and design appropriate materials for the teaching of EFL.

6. Critically and reflectively interpret and implement the cultural, pragmatic and linguistic knowledge acquired on the use of English language in context, in the planning of the teaching and learning process of EFL.

7. Analyze the implications that the current role played by English as the language of global communication may have for teaching English as foreign/second language.

8. Design didactic proposals for the EFL classroom that integrate the acquired knowledge on the concepts of inter-language and interaction in a foreign language classroom.

9. Plan and evaluate the teaching-learning process of English in the short and long term, considering current linguistic pedagogical trends; the context of education; the methodological approach; lesson plans; the interests, needs and styles of the student's learning; and technology advances.

10. Integrate ICT in a meaningful way, and not arbitrarily, in the activities of the teaching and learning process for English as a foreign language, and critically analyze the digital materials that are generated in this field.

11. Introduce specific training in learning strategies in the objectives and contents of the program and units, wherever necessary and according to the needs of the students, and work on the necessary learning to learn tools.

12. Evaluate the usefulness of using a translation-based method for teaching English and design translation activities within the framework of communicative language teaching as a complementary tool to improve the EFL learning process.

13. Analyze and evaluate its teaching and professional development through such instruments as self-observation, diary, self-assessment, the teaching portfolio, etc.; identify the aspects that can be improved; and plan and implement a personal plan of improvement and life-long learning.

14. Access and properly use the academic literature related to Language Pedagogy and Linguistics Applied to the Teaching of Foreign Languages, especially English-language related literature.

15. Design and evaluate methodological procedures specific to research in the fields of Language Pedagogy and Linguistics Applied to the Teaching of Foreign Languages, especially English-language related research.

Master in Project Design, Administration and Management

At the end of the program students will be capable of:

1. Define basic concepts in creating, managing and administering projects.

2. Recognize and analyze the basic aspects of a project, to define strategically the necessary services, ergonomic aspects and functional aspects of the project.

3. Design a pre-project considering its basic aspects: from the definition of the situation to the presentation a solution proposal, recognizing the necessary elements that must be defined and specified to manage and materialize the proposal.

4. Analyze the project management key aspects in its different life cycles; identification of interested parties, user requisites, management of team works and basic issues that defined the feasibility and viability, considering patenting and intellectual property issues.

5. Identify the elements that contribute quality, security and feasibility to the project, as well as those that represent important risks, while analyzing the possible impact to the environment.

6. Develop a balanced chart with management indicators for human resources, work division structures and organization of the activities that assist in making business decisions strategically.

7. Incorporate basic project management and administration tools to manage resources, calendar and the TIC available projects.

Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning

At the end of the program students will be capable of:

1. Define basic concepts in architecture and urban planning projects.

2. Design a pre-project considering its basic aspects, from the definition of the situation to the presentation of a solution proposal, recognizing the necessary elements that must be defined and specified to manage and materialize the proposal.

3. Recognize and analyze the basic aspects of an architecture and urban planning project, to define strategically the necessary services, ergonomic aspects and functional aspects of the project.

4. Analyze the key aspects of architecture and urban planning project management; identification of interested parties, user requisites, management of team works and basic issues that defined the feasibility and viability.

5. Identify the elements that contribute quality, security and feasibility to the project, as well as those that represent important risks, while analyzing the possible impact to the environment and the existent sustainable development and eco-design systems.

6. Incorporate basic project management and administration tools to manage resources, calendar and the TIC available for urban planning and architecture projects.

Master in Project Design, Administration and Management with a Specialty in Innovation and Product

At the end of the program students will be capable of:

1. Define basic concepts in innovation and products projects.

2. Design a pre-project considering the basic aspects of an innovative project: from the definition of the situation to the presentation of a solution proposal, recognizing the necessary elements that must be defined and specified to manage and materialize the proposal.

3. Recognize and analyze the basic aspects of a project that offers an innovative service or product, to define strategically the necessary services, ergonomic aspects and functional aspects of the project.

4. Analyze the key aspects of an innovative project; identification of interested parties, user requisites, management of team works and basic issues that defined the feasibility and viability, considering patenting and intellectual property issues.

5. Identify the elements that contribute quality, security and feasibility to the project, as well as those that represent important risks, while analyzing the possible impact to the environment and considering the product design and manufacture processes.

6. Incorporate basic project management and administration tools to manage resources, calendar and the TIC available for innovative product projects.

Master in Strategic Management with a Specialty in Management

At the end of the program students will be capable of:

1. Design a strategic process from the organizational diagnosis and assessment to the development of objectives and selection of strategies.

2. Analyze and explain the organizational environment to improve the internal processes, including normative, regulations, certifications and accreditation.

3. Integrate administrative process and Information Technologies (IT) for decisions making and problem solving.

4. Create the marketing mix of a business and propose the design of Market research.

5. Analyze and apply conflict resolution techniques and human resources knowledge for effective manage of work environment and human resources development.

6. Design strategies of continual improvement in the operations that influence in the competitiveness and feasibility of the company.

7. Identify the roles, approaches and practices to manage different size and purpose businesses, applying management accounting as method to make financial decisions to maximize the business economics.

8. Manage administration and leadership abilities keeping ethical principles, honest and transparent administration in the consecution of objectives.

Master in Strategic Management with a Specialty in Information Technology

At the end of the program students will be capable of:

1. Analyze problems, and identify and define the appropriate technology and requirements for an information system.

2. Evaluate technological solutions, systems, processes, components or programs to meet company's requirement and needs and its impacts on the organization.

3. Combine strategic planning and management techniques and skills in the area of information systems.

4. Evaluate current and emergent technologies relevant to the operation field in the organization.

5. Distinguish and address professional, ethical, legal and social responsibility.

6. Combine software engineering techniques and skills to develop, design and manage databases, software and information systems (*).

Master in Strategic Management with a Specialty in Telecommunications

At the end of the program students will be capable of:

1. Evaluate current and next generation telecommunications applications and services.
2. Manage proposals, solutions, planning and development of telecommunications projects.
3. Combine the principles and techniques of Project Management to manage telecommunications projects.
4. Combine the principles and techniques of Project Management to manage human resources and security.
5. Evaluate the legal, regulatory and environmental framework of telecommunications industry.

Master in Environmental Management and Audits

At the end of the program students will be capable of:

1. Explain and analyze sustainable development in the political, social and economic context of a country, in its transition towards an economy low in carbon and evaluate the possible difficulties of term application in public politics.
2. Explain and analyze the relations that are established between the environmental conditions and the characteristics of the species, and interpret the mechanisms for the exchange of matter and energy that occur in aquatic and terrestrial ecosystems, influencing the population strategies of the organisms and how they may be affected by the effect of the anthropic pollution.
3. Develop and evaluate global and local strategies of natural resources, water, residues, atmosphere, noise and soil integral management in educational environment context and rights.
4. Create an integral model that meets with a series of variables (social, environmental, economic...) and define the tools that are necessary in impact and life cycle analysis study, as well as its application in different ISO 14001. ISO 19011 and ISO 14067 standards.
5. Interpret the direct and indirect methods of monetary valuation for the environment and its relation with the internalization of externalities.
6. Compare technologies currently applied to the production of heat and electricity from renewable energy sources (solar, wind, hydraulic) and no-renewables and assess how the variability of the designs influence the climatic parameters and other types.
7. Identify and analyze the variables (social, economic and environmental, among other) that are part of climate evaluation and relate them with the governmental adaptation regulations and the existent mitigation technologies and models applied in different sectors.

Master's in Sports Training and Management

At the end of the program students will be capable of:

1. Seek, obtain and process information applying scientific methodology and procedures, to communicate and transform it into knowledge and apply it in the solution of issues relating to the scope of the sports performance and management.

2. Analyze the main adaptations of the human body and apply the biomechanical, physiological, psychological and social principles to the different fields of sport and nutrition, identifying inadequate practices involving risk to health, in order to avoid them and correct them in the different levels of performances, ages and population groups.

3. Identify the individual characteristics of the athlete that influence and determine their sports actions for planning, programing, implementing, monitoring, quantifying and evaluating the training and competition processes in their different levels of performance, competition period, ages and population groups.

4. Analyze and solve situations related to the scope of the sport performance, as well as make informed decisions with regard to the solution of professional tasks, both individually and in collaboration with others.

5. Plan, implement strategies, develop and adequately evaluate the completion of professional tasks related to the field of sports training and management, assuming the ethical commitments, legal and contextual framework and responsibility required by the profession.

6. Use, analyze, interpret and apply the information and communication technologies with reflexive knowledge in the practical solution of the academic and professional tasks that are proposed in relation to the field of sports performance.

7. Identify the influence of nutrition and food as a tool in improving the performance of the elite athlete.

8. Describe and explain the management of infrastructures and technical areas of a sports institution or entity and the procedures for its optimization, identifying the opportunities offered by the information systems and information technology.

9. Train managers and qualified staff with human capabilities and business to manage companies and sports institutions and understand the marketplace of the sports sector.

10. Acquire skills that enable us to continue training and learning in the field of sports management by both the contacts established with professors and professionals of the master, as a standalone mode.

11. Acquire and consolidate the initiative, the entrepreneurial spirit to launch projects related with sports management.

12. Analyze and identify the different styles of leadership, promoting the development of skills and attitudes aimed to lead sports projects of collective professional development and transfer the progress experienced in the discipline to society.

4. ADMISSION REQUIREMENTS

The Universidad Internacional Iberoamericana has the following documents as part of the admissions requirements, which are subject to verification without violating the privacy of information of the individual. The University reserves the right to verify and validate the information in certain cases after informing the person involved.

The University will have a web page for online admission, in additional to their offices. Every admitted student will sign the Enrollment Agreement.

4.A. Admission Policies

To apply at the Universidad Internacional Iberoamericana, it is necessary to:

- Have graduated from an accredited or recognized university in any country with a Bachelor's degree or equivalent.
- Know the language of the program taught. If necessary, provide accredited documentation or the corresponding fluency test.
- Being distance education programs that are not subject to on-site classes, there is no specific start date, by which the student may formalize the application at any time, as long as there are available spaces. However, the masters that have a group work modality (MDGDP) or that must follow a determined line for their studies (FPMELE-FPMTFL), will be subject to specific dates for their commencement.

  MDGDP - design modules begin in the months of March and September.

  FPMTFL FPMELE - The calls are in the months of February, June and October.

The enrollment is open all year round but is consolidated to make an income and enroll in the indicated periods.

4.B. Admission Documents

In case of fulfilling the previous requisites, the candidate must complete the application and submit it to the Admissions Department:

- Electronic Enrollment Form.
- Photocopy of university diploma or certificate. It must be notarized or certified by a public institution or authorized by UNINI.
- A regular photocopy of an identification document, foreign identification, driver's license or passport.
- New students and readmissions must submit a written request stating the reasons to the Department Director, and attaching all the additional documentation deemed necessary. The Department Director will inform the decision to the candidate and to the Dean of Students Affairs.
- Students transferred from graduate programs of other institutions can add transcripts, curriculum content of the subjects studied, and rating and approval system used. In the case of studies with scale ratings other than GPA, this certificate must contain the respective equivalents.
- Present official credit transcripts or grade certificates.
- Holders of scholarships must provide the relevant and accredited documentation.

Once the candidate has submitted the documentation, the admission's process will start. During this process, records or other documentation may be requested.

Notes:

- Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization.
- If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

4.C. ADMISSION'S REQUIREMENTS BY PROGRAM

Masters	Admission Requirements	Documents
Masters in Teaching Spanish as a Foreign Language	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. **Language Requirements:** • To enter the program, non-Hispanic speakers must prove a sufficient command of Spanish as a vehicular language in an academic environment. Said domain is recognized to those who can prove that they have completed a university degree related to the area in universities from Spanish-speaking countries. However, this recognition is not automatic and it materializes after carefully studying the documentation that the postulant brings. • In case of not having such a degree, the individual will be credited with a sufficient command of the language through the submission of documents such as the Higher Diploma of Spanish as a Foreign Language from the Cervantes Institute or comparable others. • If the aspiring individual does not have any type of certificate attesting to their level of language or the university qualifications which they have is not adequate, the person must perform a test of access in order to enter the program.	**Electronic Registration Request.** • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

Masters	Admission Requirements	Documents
Masters in Teaching English as a Foreign Language	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. **Academic Requirements:** BA Honors (4 years of university studies) in a field relating to Educational Studies, Languages or Social Sciences. Degrees in other areas will also be considered for admission on the MA program prior to completion of the entry exam. If the candidate has ample experience in the TEFL field and holds an Ordinary degree (3- year degree), he/she may be admitted onto the MA course prior to individual evaluation by the Admissions Director. **Teaching experience** For all the courses in TEFL (Master, Diploma, Certificates) a minimum of one year's teaching experience in ELT at any type of institution or in private tuition, is recommended. For the Certificates, if the candidate has no previous teaching experience, he/she may be asked to do an entrance exam before being admitted onto the course. **Linguistic requirements** All candidates who are non-native speakers of English will have to provide evidence of having passed one of the following exams: **Cambridge:** • Cambridge FCE (First Certificate) - grade A. (Grade B or C requires the entrance exam to be taken). • Cambridge CAE (Advanced) or CPE (Proficiency) - any pass grade. **TOEFL:** There are 3 versions of this exam: • Paper-based test (PBT) is out of a total 677 points, a minimum of 550 points is required. • Computer-based test (CBT) is out of a total 300 points, a minimum of 230 points is required. • Internet-based test (iBT) is out of a total 120 points, a minimum of 79 is required.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.
Masters in Teaching English as a Foreign Language (continues)	**Michigan Test:** EPEC (Examination for the certification of proficiency in English) - to pass. The Michigan ECCE (Examination for the certification of competency in English) is not accepted since the level is too low. If the candidate does not have any of the above-mentioned certificates, and if he/she is not a native English speaker, then he/she will have to sit the entrance exam. English certificates from any other language schools will generally not be accepted, but may still be submitted for evaluation by the teachers on the course. If no consensus is reached regarding the qualification, the candidate will have to sit the entrance exam. **Anyway**, having English as an L1 doesn't presuppose that a student has the linguistic level that this Masters demands. So, as a last resort, the company's management team of this program can demand that the candidates pass a test that proves that they possess the level required.	

Masters	Admission Requirements	Documents
Master in Project Design, Administration and Management	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	**Electronic Registration Request.** • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.
Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

Masters	Admission Requirements	Documents
Master in Project Design, Administration and Management with a specialty in Innovation and Product	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.
Master in Strategic Management with a specialty in Management	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

Masters	Admission Requirements	Documents
Master in Strategic Management with a specialty in Information Technology	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.
Master in Strategic Management with a specialty in Telecommunications	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

Masters	Admission Requirements	Documents
Masters in Environmental Management and Auditing	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.
Masters Degree in Physical Activity: Training and Sports Management	• Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. • Know the language of the imparted program. Provide supporting documentation if it is necessary or perform the corresponding competence test.	Electronic Registration Request. • Photocopy of university degree or certificate of studies. Must be notarized or certified by a public institution or authorized by UNINI. • A regular photocopy of an identity document, foreign identity card, driver's license, or passport. • Students in any state wishing to start or resume a program of studies must submit a letter of application stating their motivations to the Department Director by attaching all the additional documentation that they deem is necessary to provide. The Department Director will inform the result of the petition to the candidate and the Dean of Students Affairs. Students from graduate programs of other institutions can add certificates of letters, CVs from the subject contents studied, rating system and approval used. In the case of studies with qualifications that use scales other than 1 to 4, this certificate should consist of the respective equivalencies. • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. Foreign documents will be evaluated and revised by the University and may requiere validation and/or legalization. If the documents are not in Spanish, English or Portuguese the applicant is responsible for the appropriate translation.

4.D. TECHNOLOGY REQUIREMENTS

Technical Skills and Knowledge Necessary to Access and Complete Studies

All students enrolled in the programs of the Universidad Internacional Iberoamericana will receive the required instructions to pursue their studies at the beginning of the program, covering both the acquisition of skills in use and management of computing resources such as integration with other students and the University community.

Description of Technical Equipment and Programs Necessary for Distance Learning

In distance education programs students must have a computer with the following software, hardware and infrastructure for the current configuration of the University's Virtual Campus:

Equipment

- Mid-range Computer or higher. At the time of writing this document, Intel Pentium G860 of 3 Ghz.
- Monitor.
- Webcam and audio system. The Program's development requires video conferences to be conducted, and supervised exams that use these devices.

Infrastructure

- Internet connection for a minimum of 2 hours a day.

Software

The following programs to be installed on computers (indicates the recommended configuration):

- Operating System (their latest versions):
  - Mac OS X.
  - GNU/Linux - Distribución Ubuntu o Linux Mint.
- Web Browser (their latest versions):
  - Mozilla Firefox.
  - Google Chrome.
  - Microsoft Internet Explorer.
  - Safari.

Notes:

- It is recommended to always have the latest browser version.
- All browsers must enable JavaScript™.
- To use the chat rooms and whiteboard, Java™ must be enabled.
- To use the ticket based authentication, browser cookies should be enabled.

- All technical specifications delivered can vary in order to improve the quality of student performance. Any changes will be reported and will not affect current students.

- These specifications do not prevent any student from entering a program because the computer services offered by the University are accessible by the many computers available in public places or computers rented per hour. However, the above characteristics are the ones that allow efficient performance and enable optimum use of educational resources available in the Virtual Campus. What is recommended is to always have computer access.

4.E. ABOUT THE ETHICAL AND LEGAL USE OF INFORMATION TECHNOLOGIES

The institutional policy ensures the appropriate use of information technology and telecommunications for the university's community, the people who serve the University, external clients and users of information systems and telecommunications of the University. The policy applies to the institutional use of the University's information on paper, tape, electronic communication and other analog media.

The University will provide access to local sources of information, nationally and internationally, to ensure intimacy and confidentiality in the use of information technologies, including email files and printed lists of users. Also, it will protect administrative information systems, educational and research, from accidental modifications or unauthorized and intentional misuse, destruction, or disclosure.

Also, it will strive to safeguard the integrity of their information systems in workstations, networks, laboratories and other University facilities or properties.

All users have the responsibility to use information technology efficiently and effectively, with deference to the trust and public ethics, in accordance with the laws and University regulations. They must also commit to cooperate with state and federal agencies, as well as other interested parties, so that the environment of information technology at the University and its internal and external networks remain protected from any interference.

4.F. ADMISSION TO THE UNIVERSITY

From the moment that the university receives the installment payment of tuition, admits to the university to the candidate. The Admissions Department will notify the candidate about the admission to the university through email and mailing address.

4.G. NOTIFICATION OF ACCEPTANCE OR DENIAL OF ADMISSION

The candidate is admitted to the University after paying the enrollment fee. The Admissions Department will notify the candidate about the admission to the university through email and mail.

4.H. Process Review

The application process may require revision by the Program Department or the Dean of Students Affairs, who have the authority to emit any admission criteria. These entities of the University may require or provide details of the applicant or university candidate.

The part, the candidate can and should make requests to the Dean of Students Affairs through official means during the admissions process.

In this process, the Dean of Students Affairs will ask the Departmental Director to coordinate the Program of Study in which the candidate is interested.

4.I. Enrollment Agreement

If the admission is approved, the Admissions Department, with the cooperation of the Administration and Finances Deanship, prepares the Enrollment Agreement. The student must sign the enrollment agreement before they are enrolled.

4.J. Credit Acceptance and Transfer

Regarding authentications and validations:

The University conducts a process of content recognition only among graduate programs which serves to standardize or validate studies. Recognition of content may require examinations to verify certain subjects. The University validates or authenticates only when the subject content has been completely evaluated.

The whole process requires legalizada or original documents.

The process will be performed by the Dean of Academic and Strategic Management and/or the Department Directors.

Course Transference Policy

- Transfers are considered from courses with an A or B grade from an accredited institution in Puerto Rico or a foreign country.
- Transfer studens must comply with all admission requirements.
- Courses that were completed more than 10 years ago will not be validated. Courses that were taken 10 years or less may be convalidated if the course content has not changed significantly.
- The courses must have the same or greater number of credits, and the description must be equivalent to the course description in UNINI. Those courses which number of credits is less than UNINI's will be carefully evaluated by the Dean of Academic and Strategic Management.
- Courses graded with an S or a P will not be validated.
- Courses will not be validated by job experience.

- Students must present the University catalog where they studied the subjects, in those cases where it is not available on the Internet.
- The courses that are validated will be documented in the academic record and graded with a T (Transference).
- If the student has taken courses in more than one academic institution, each transcript will be evaluated independently.
- Up to 50% of the institution's credits can be validated.
- Only courses of the same level will be validated.
- The credits that are validated will be permanently included in the academic record, but are not used to calculate the student's average grade.

4.K. ACCEPTANCE OF CREDIT TRANSFER STATEMENT

Acceptance of academic credit transference is determined by the receiving institution.

5. FINANCIAL INFORMATION

5.A. COSTS AND POLICY OF COSTS

COST	
Description (The university considers Tuition Costs all those costs which are associated with the integration and development in the academic lifespan, which payment gives the student rights and obligations)	**Total Program Cost**
Master Program Cost (or rate): This amount may be paid according to the facilities granted by the university through its installment payment programs or academic credits. The Master's Program Cost is a refundable fee as indicated in the reimbursement rules established by the university. The price of our programs is universal and not by credits.	**$10,500.00**
EDUCATIONAL SCHOLARSHIPS An evaluation committee will examine the suitability of each candidacy in function of the provided antecedents, their academic and professional record, their personal and family income, and their socio-family conditions.	**($0.00)**
Total to be paid by the student for the program cost	**$0.00**
Amount of monthly payments for administrative fees	**$35.00 (in each payment)**
Total of administrative fees	**0**
Admission fee (paid upon admission application).	**0**
Enrollment Fee This amount include enrollment fees, technical support, shipping of material, Virtual Campus Access (paid after signing the Enrollment Agreement; the access to the Virtual Campus is enables when the fee is paid)/	**$50.00**
Amount of monthly payments for administrative fees	**$200.00**
Total	**0.00**
OTHER CHARGES	
Diploma*	**$200.00**
Credit Transcript*	**$10.00**

COST	
Legalization*	**$200.00**
Extensions* The program duration is projected in twenty-four (24) to twenty-five (25) months. The student has thirty six (36) to thirty seven (37) months with a maximum of two extensions of six months each, at a cost of $500 American dollars to complete the program.	**$500.00**
*Shipping charges may applied. These costs are subject to changes.	
Payments The student has the option of paying the total amount of the contract when he begins or can use a payment plan for which he must have a banking account or credit card to make monthly payments. To this end, you must sign the Payment Authorization and deliver it via email or certified mail to the University. The Payment Authorization will have the seal and signature of the Dean of Administration and Finances.	

- The values included in the table are the same for any student whether they reside in Puerto Rico or not. However, the program's final cost varies according to the scholarship.

- The University reserves the right to make changes to all the registration costs. These amounts will be publicly reported to applicants and students by the means provided for this purpose and will not affect students who have already begun their studies and do not present interruptions.

- Any student who applies for or is affected by an interruption of studies for any reason, including partial withdraw, but not limited to this, will be disabled of using the Virtual Campus and virtual learning resources, or any infrastructure of the university during their partial withdraw.

- Any other charge for specific or special purposes will be announced 30 days in advance.

- The cost of textbooks is included in the total program cost.

- All collections will be done in advance or the same day at the beginning of a process or during as indicated in the Payment Plan of the Enrollment Agreement.

- Given that the cost is for the entire program, there is no discount for validated subjects.

5.B. PAYMENT PLAN

The established Payment Plan for the Program Cost is the following:

PAYMENT PLAN				COST ITEMIZATION			
Fees		Monthly payment plan		Cost of the program with scholarship (if applicable)	Adminis-trative Service Fee ($35.00 in each monthly payment)	Total cost of Program	Total cost (fees and monthly payments)
Admission Fee	$ 50.00	Amount of Installments	25	$5,250.00	$875.00	$6,125.00	$6,375.00
Enrollment Fee	$200.00	Installments	$239.00				
Admission date	April 15, 2018	Program initial date	May 15, 2016				
		Expected ending date	June 15, 2020				

All charges will be made on the date stipulated in the Enrollment Agreement.

A balance status is applied to students who fail the agreed payments. The Administration and Finance Deanship will follow up on the student from the moment that they fail payment. During this status, the student will not have access to the Virtual Campus.

5.C. CANCELLATION

If the student decides for a total withdrawal, at any time, he/she must notify the university through email, mail, or visiting the offices of UNINI.

The student will have (5) calendar days (the fifth day included) after signing the agreement to cancel the enrollment (i.e. decline your enrollment) and receive a full refund of the money (100%) paid to UNINI, including the Admission Fee, and the Enrollment Fee.

If the student cancels the enrollment after the fifth calendar day (i.e. from the sixth day) after signing the agreement, but before the beginning of the program, the student will be entitled to a reimbursement of the total money paid to UNINI, except the following amounts:

- 20% of the Enrollment Fee
- Admission Fee

5.D. REIMBURSEMENT

If the student cancels the enrollment after the fifth calendar day after signing the agreement, and after having started the program, he/she will be entitled to a refund according to the percentage of subjects taken:

Percentage completed by the student	Percentage of the Program Cost to be reimbursed including the Enrollment Fee	Admission Fee and One-time Registration Fee
1% - 10%	90%	• The Admission Fee is none reimbursable. • 80% of the One-time Registration Fee is reimbursed.
11% - 25%	75%	
26% - 50%	50%	
51% - 100%	0%	• The Admission Fee is none reimbursable. • The One-time Registration Fee is none reimbursable.

All refunds will be fulfilled in a period of no more than 30 days after requested.

In case of cancellation for reasons beyond the student's control, special consideration will be given to the request for reimbursement, as long as it is accompanied by the corresponding evidence.

Students who cancel their studies and have paid for the entire program and who are not entitled to reimbursement, may receive the study materials of their program. This decision will be subject to an evaluation by the Planning, Management and Academic and Administrative Development Committee.

These rules may be revised, adapted, extended and improved based on any proposal from the Dean of Student Affairs, upon approval from the Rector and the Board of Directors.

6. ABOUT ACADEMIC LIFE

Academic Life is the time in which a student is active in the program. The total of periods in which the student is in this status must not exceed the program duration in terms of time, with the opportunity of an extra year divided in two extension. The maximum Academic Life term depends on the program duration. Academic Life implies the official enrollment date in the University until the date that the student submits the final work for graduation.

Beginning the academic life:

- A student enters a program of study following the requirements for admission to the university and meets the requirements of the program that they choose.
- The student receives a copy of the Curriculum and Program of Studies to formalize the beginning of the studies. The student shall study with the certainty of having the skills and technical knowledge and resources to study at a distance.
- The student will provide the documentation requested and sign all required documents.
- This action is done by the Dean of Students Affairs who will report to and maintain contact with the student.
- The student will follow the order of the subjects in the program of study. They receive access to the Virtual Campus and will receive the necessary printed material for each subject, upon approval of the previous.
- At all times, the student is considered an active student, except when other events occur that lead to change their status to: partial withdrawal, withdrawal, thesis or graduated student. The status of the student may vary according to the rules of the university.
- New students from other universities and readmitted students have a customized sequential, if necessary. These students must complete the required enrollment process.
- If the Sequential and/or Study Schedule is modified the University will honor the Study Plan in force at the time of enrollment or until two years after the date of the term, based on the date the document is signed. The Study Schedule can be altered as long as the student benefits.
- The university programs are designed to be completed in twenty-four (24) to twenty-five (25) months. The student has a term of thirty-six (36) to thirty-seven (37) months through a maximum of two extensions of six (6) months each, at a cost of $500.00 US dollars per extension, to complete the program.
- All first term students must successfully complete the required interaction activities for distance education.
- The results of the assessments are informed within 2 weeks, and each student will be assisted and evaluated by the professor or tutor, who will notify the students about any shortcomings that must be improved.
- All students will receive information about the professors involved in their program.

Regarding internships:

- In the event of any required internships, these will be approved and supervised according to the Internship Manual of the University.

Regarding regulations:

- Every student has the right to appeal any University rule asking for its exception or interpretation. In this case the student must write to the Department Director who will submit the request for evaluation to the Departments Council and the University Administrators. The issue will be discussed and solved by these authorities. The Department Director will notify the decision to the student; and the Rector will inform the departments involved and/or affected by any resolution. The student must appeal no later than 60 days before the regulation affects him. The authorities will solve the issue within 15 working days after receiving the notice. The resolution will be filed in the Student's Record.

6.A. ASSESSMENT TECHNIQUES

The academic programs from the Universidad Internacional Iberoamericana present two different types of assessment techniques: subjective and objective.

a) **Subjective Assessment Techniques:**

This category includes all tests or tasks that must be directly evaluated by a tutor or professor, and it is particularly useful to assess multiple student aspects, such as, self-expression, initiative, and the ability to take action in specific contexts or situations, the ability to face problems, demonstrate social skills and the proper use of the tools provided to solve activities. These evaluations include: practice activities, open-ended question tests, forum activities, oral reports and portfolios.

b) **Objective Assessment Techniques:**

The objective assessment techniques refer to tests composed of closed response questions and/or direct answers. In the first case, the student must respond to the question with a single answer between several options given; and in the second, the student must produce a simple answer (usually a word), that may be scored as correct or incorrect by the professor.

This evaluation technique is opposite to the subjective assessment, because the professor does not evaluate the answer, as it is an only-answer excercise. The objective technique includes: multiple choice questions, true or false exercises, relation and identification exercises.

Program and subject evaluations

The subjects are evaluated with three of the evaluation tools defined in the previous paragraph to combine both subjective and objective techniques, and so be able to evaluate different aspects (knowledge, attitudes and skills), and integrate different cognitive styles.

In addition, some programs may include on-site evaluations at the university or supervised by a proctor.

The final grade of the programs is the result of each subject and master thesis grades.

Regarding to the Master Thesis

The Master's Thesis is the final project (FP) of the master's program.

To begin the thesis development, the student must have completed 66% of the program's credit.

The standards set forth in the Guidelines for Master's Thesis are located in the Virtual Campus. These guidelines have been designed to offer the necessary guide in the FP's entire elaboration process.

The student will carry out the oral defense in person in the installations of the Universidad Internacional Iberoamericana. Students who do not live in Puerto Rico may carry out their defense via Skype from any FUNIBER offices located in the different countries or in universities with agreements, through a video conference with guaranteed technical and academic means.

Regarding the thesis document and the defense carried out, the thesis board:

1. Will evaluate the work presented by the student.
2. May require that the student make changes, improvements and/or corrections when formal and methodological aspects need to be improved.
3. May reject the thesis under circumstances, such as plagiarism; and may require a new thesis that complies with the Thesis Standards of the Institution.

The minimum qualification to pass the thesis is a B = 80% or GPA of 2.50 to 3.49 and 7.0 to 8.5 in the European System.

All student appeals must follow the appeal procedures stipulated within 10 business days after receiving the grade for the Master Thesis. The University will revise the appeal. This process should not exceed a month, and has two possible results: to sustain or to revise the grade.

If the grade is sustained, the Thesis Act Registry closes. If the grade is revised, it will be reviewed again getting a new grading date.

Any impact on this process will be managed by the Program Director who will take note of the proceedings and actions.

6.B. Institution's Credit Hour Policy

Each student will progress in their studies according to the academic program. The amount of time that must be devoted to the studying and completing each of the subjects varies according to the appropriations that have been assigned to it. UNINI will measure the credit courses by the learning outcomes achieved through 45 hours of student work for one unit (one credit hour). One unit is 15 hours of academic engagement and 30 hours of preparation. This formula is typically referred to as a Carnegie unit.

Student work includes direct or indirect faculty instruction. On the one hand, academic engagement includes the following activities:

Directed and supervised activities	Participation in forum activities
	Correction of exercises
	Tutoring (individual – group)
Evaluation activities	Exam performance

And on the other hand, preparation is related to the following activities:

Autonomous activities	Watching and working with virtual exhibition sessions
	Preparation of forum activities
	Personal study of the contents and readings
	Development of group or individual work
	Performance of Practical Activities
	Performance of self-evaluation and reflection activities

Therefore, a 3 credit hour course requires 45 hours of academic engagement and 90 hours of preparation.

The number of credits that is assigned to each subject is directly related to the estimated time that the student must dedicate to develop the skills, acquire the knowledge and achieve the learning objectives defined through the implementation of the learning activities planned for that purpose. Based on this premise, it is expected that the time of study in a subject of 3 credits is between 4 and 6 weeks depending on its characteristics. Which means a commitment, by the student, of 22 hours, 30 minutes and 33 hours and 45 minutes weekly.

During this period, the student courses one subject.

6.C. INSTITUTION'S ACADEMIC GRADING POLICIES

In the enrollment process, students are enrolled in the entire program and courses; and must comply with the term of duration of the academic life. The student cannot enroll in other subjects.

Grades will be expressed in letters A, B, C, D, or F in a GPA scale. A course is approved with a minimum grade of B in the GPA scale.

At the end the student receives a final grade that is the result of the subject and master thesis grades. Some programs require a final test, which will be evaluated as PASS or NO PASS. To obtain the Diploma, the Final Grade of the Program must be equal to or greater than B (and in the programs that require it, the student must have obtained a PASS in the final test).

Every grade must be justified by the professor, and the student can appeal in writing for a revision if not satisfied with the final grade obtained in the subject or any evaluation activities. The student has 10 business days after the grade is published to appeal. The **Grade Revision Procedure** is:

1. First, the student must send a notification to the professor of the subject requesting the revision of the final grade obtained in the subject or in any evaluation activities. In this message, the student must explain and justify the allegation.

   The professor has 10 business days, since the receipt of the allegation, to review the student's arguments and make a decision.

2. If the professor determines that the allegation does not proceed, the student may request a new revision to the program director, who in turn must give an answer within a maximum period of 10 business days.

3. If the program director also decides that the allegation does not proceed, the student, in last instance, can submit it to the department director.

4. The Department Director will answer the student in a maximum time of 20 business days. The Dean of Student Affairs or a representative will participate in the analysis of the case. The decision arising will be final and firm, by agreement between the parties involved or simple from a majority.

   If the grade is revised and changed, the professor of the subject (with the approval of the program director) must inform the Registry Office to change the grade in the student's file.

Students have the right to know the grade of an evaluation, as well as the correction methods before undergoing a reassessment process in a subject. Final grades for the subject should be sent before the instructor reports them to the Dean of Academic and Strategic Management.

The student can request a change of status to "hold" or "withdrawal"; the University can change the student's status.

Any special activities included in a program of study will be announced in advance to the student.

6.D. GRADING SYSTEM

The student will receive a detailed feedback of his performance. The University uses a system equivalent to the GPA method ("Grade Point Average"), the grades are expressed in letters A, B, C, D or F.

To obtain the GPA of the program: The points for each subject are multiplied by the number of credits or hours for that subject, added together, and divided by the total number of credits or hours. The minimal grade at the end of the whole program should be a B (2.50 - 3.49 GPA).

The following table shows the equivalence between the values of UNINI quantitative and qualitative grades. It also expresses the GPA method equivalence:

Quantitative Values			Grade
0-10	Grade Point Average (GPA)	%	
10-8.6	4.00 − 3.50	100-90	A
8.5-7.0	3.49 − 2.50	89-80	B
6.9-4.5	2.49 − 1.60	79-70	C
4.4-4.0	1.59 − 0.80	69-50	D
0	0.79 − 0.00	49-0	F

To ensure that the grades are awarded with the fairness and consistency, especially in the case of subjective assessment techniques, all programs have evaluation criteria that the professors must apply using rubrics. These evaluation criteria (rubric) vary depending on the program and the academic task that is being assessed.

6.E. SUBJECT RECOVERY

The student must carry out three evaluation activities throughout the educational process during the period that the student is pursuing a subject, as previously mentioned, (educational evaluation) and at the end (summative evaluation).

If the student obtains less than 7/10 (B), in the first evaluation, the student will have two opportunities to recover the subjects through retake activities 1 and 2.

The student must access the evaluation instruments in the section that corresponds to the first retake in the Virtual Campus.

If the student fails again, he must complete the second recovery and must obtain a maximum score of 8.5 points, which supposes an impact in the GPA. If the student fails the second retake, then the student must enroll again in the subject.

6.F. COURSE EXTENSION OR INCOMPLETE GRADES

In exceptional cases, the professor may grade the performance of a student as incomplete (I), a grade that will be temporary and must be used only when the student cannot be graded according to the conditions established initially, due to acceptable and well-founded reasons. The professor must establish the terms of completion and a date, which must not exceed two months once the academic period has ended, informing the Registrar. This will be an out of term qualification. As long as a subject is graded as incomplete it will be considered as not graded.

Some students may receive a partial absence license. This license is granted only in the following cases:

- Illness (withdrawal from physical or mental disability).
- Maternity or paternity leave.
- Extraordinary work tasks.
- Military Leave.
- Moving abroad.

The student must submit the required documentation for each situation. The application will not be approved if the submitted documents do not accurately support the request, or if the information is false.

The Assessment tools that apply to each one of the subjects of the program are:

1. The evaluation of the performance of students in the ordinary call of each subject through the implementation of three evaluation instruments among which we can list: assignment, practice activity, forum activity, oral report, portfolio and evaluation (development or test). In the two calls for retakes, 20% of the final qualification must correspond to the grade that the student has obtained in the assessment of the ordinary call; and the remaining 80%, must derive from the application of two evaluation instruments.
2. The selection of the instruments of evaluation based on the learning goals that have been established for each subject and its nature. In other words for each subject must be selected the evaluation instruments that better allow to measure the competencies that the student have reached in each course. The types of exercises that the student must solve in these evaluations must be similar to those worked in the training activities that are proposed in the framework of each subject (problem solving procedure, level of difficulty, academic requirements, among other topics).

The evaluation system of each subject is clearly and completely explained in the document titled "Subject Evaluation", which is available in the "Evaluation" section in the virtual classroom of the subject.

6.G. GRADUATION REQUIREMENTS

Each program has its own minimum requirements for graduation; however, the University expects that the student:

- Complies with all administrative requirements of the University.
  - Up-to-date documentation, no library debt, no pending administrative or internal actions, including misuse of computer resources received from the University.
- Complies with all economic commitments with the University.
  - No economic or asset debts, no financial or similar action pending and must be up-to-date with the program monthly payments or total cost payment.
  - Fulfill the graduation and diploma fees.

- Meets all academic curriculum requirements.
  – Fulfill the program requirements to obtain the degree and any report requested by the thesis board, not have been accused of plagiarism or questionable methods to obtain the degree or title and have the final work approved.
  – Comply with the specific regulations.
  – Comply with the requirements of the duration of University Life.
  – Comply with the requirements of the duration of Academic Life.

6.H. SUPERVISED EXAMS (PROCTORING)

6.H.1. On-line Evaluation Systems

For the on-line evaluation system basically there are three tools that minimize the risk of false identity when performing an activity:

- Access with user and password.
- Indicators of traceability
- Controls using videoconference: asynchronous and synchronous

Access with user and password

All student enrolled is assigned an access account to the PANAL system, which is the entry path to the Moodle platform for the program. The account includes a unique user name for each student and a password that the student must change as desired.

Indicators of traceability

Once the test is delivered there are a series of indicators that alert us of possible fraud, for example:

- Grades that do not correspond to the trajectory followed by the student throughout the Program.
- Changes in the drafting style compared to other submissions.
- Substantial variations in the response time.
- Variations in the IP of the computer that has delivered the test and its relation with the grades. (This is valid only for statistics IP, the dynamics will always be different for the same user).

These indicators do not validate cases of fraud, but they alert professors to require the student in videoconference or in a face to face meeting the answers given, in order to check the veracity.

6.H.2. Student Identity Verification Procedures

Videoconference controls: asynchronous and synchronous

UNINI has different student identity control systems through videoconferencing, in particular:

- **Asynchronous monitoring system**, where the student is recorded while performing the test and upon delivery the recordings are reviewed to verify the identity of the student and that the norms required for the activity were met.
- **Synchronous monitoring system** through which teachers can request the student to make a videoconference, at any moment during the test.

In the asynchronous monitoring system, the student is asked to conduct the evaluation in front of a webcam that records the completion of the test.

In this initial phase the identity of the student is verified and the technical devices needed to perform the recording that will be monitored are checked.
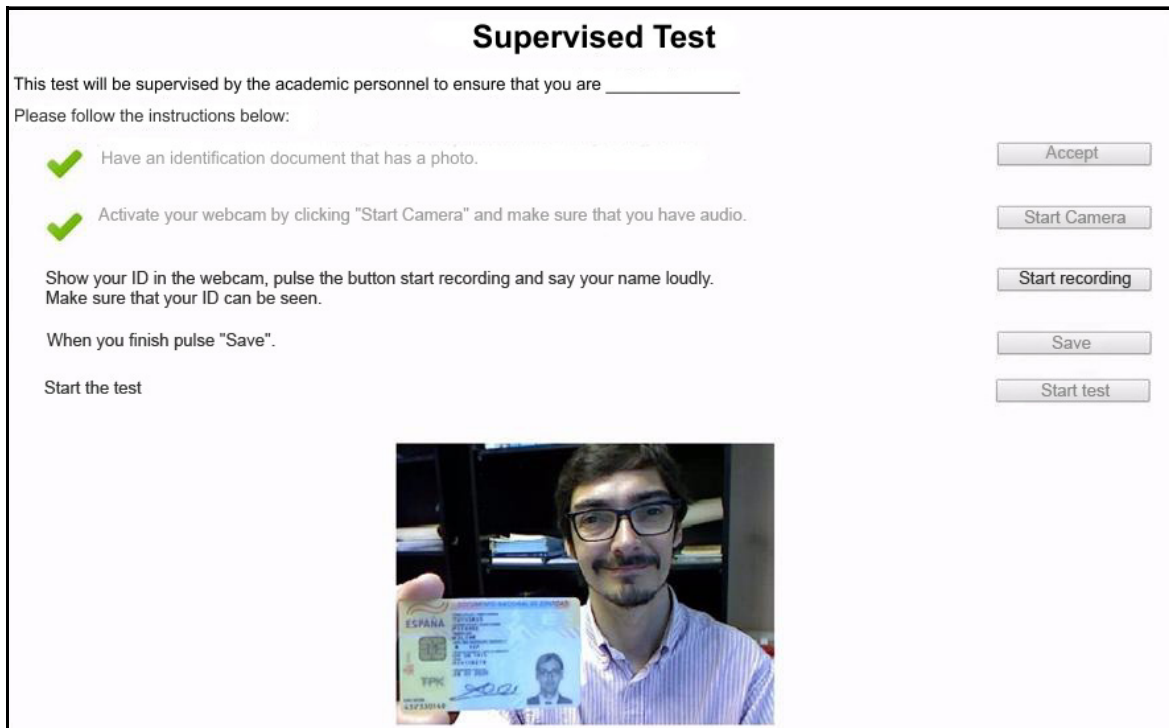
Figura 1: Starting video-monitoring.

After this first phase and after completing all the steps, the test begins.

The supervisor records the outcome of the monitoring in the corresponding section and adds any necessary comments depending on the result.

If any incident is found, an alert is issued to the Director of the Program and the main professor of the subject to review the case and take the appropriate corrective actions.

The validity of the grade obtained in the evaluation is conditioned to the results of the monitoring process.

The current version of asynchronous monitoring system establishes a minimum of three supervised exams during the program:

- The first one, when the student has exceeded 15% of the program credits. In order to provide a period of familiarization with the platform of the Virtual Campus.
- The second one, when the student has exceeded 45% of the program credits.
- The third one, when the student has exceeded 70% of the program credits.

In the case of the Synchronous Monitoring System, the student may be required while performing the test to initiate a not programmed supervision, by activating a channel of video-conference communication with the monitoring personnel of UNINI.

Both videoconference monitoring systems - asynchronous and synchronous - require: from the technical point of view, devices for audiovisual recording (video [webcam] and audio), and from the legal point of view, to ensure that the registration of the information meets the regulation of FERPA concerning the terms of privacy and data protection. The student is informed during his admission process and it is specified in the document that the student completes and signs in his/her enrollment.

7. INSTITUTIONAL REGULATIONS

7.A. SATISFACTORY ACADEMIC PROGRESS STANDARD

UNINI has general academic progress policies that guarantee academic excellence. The Satisfactory Academic Progress Standard has criteria to determine student's academic performance. In addition, this policy ensures that the student can complete the degree and the satisfactory academic progress.

The standard has three principal components:

- Number of credits approved each year.
- Accumulated academic index.
- Maximum time period to obtain the degree based on the program.

Student's performance is evaluated based on those criteria. To have academic progress, the student must:

- Have approved at least 50% of the credits attempted during the first academic year.
- Have reached the required academic index for the total number of accumulated completed credits (B=80%).
- Must have completed all of the credits for the subjects on or before the first 20 months.
- Complete the academic degree on or before the recommended maximum period of time for the program.
- The Satisfactory Academic Progress depends on all the components together, not each one in particular.

The validated credits are not taken into consideration when computing the grade point average. The student should have passed 50% of all credits tested.

Purpose

The purpose for the Standard of Academic Progress is to ensure that the student can complete the degree in the time specified by the institution.

Objectives

- Determine the number of attempted and approved credits by the student.
- That the general point average (GPA) be evaluated.
- To comply with the maximum time period to obtain the degree based on the program.
- Increase student retention.
- Increase graduation rate.

Appeal Process

1. The student has three calls (one ordinary and two retakes) to achieve the Satisfactory Academic Progress Standard. If the student fails, he/she can appeal the decision at a Committee named by the Rector and presided by the Dean of Students Affairs. Besides, the Dean of Academic and Strategic Management, the Registrar and the Professional Counselor are also part of this Committee.

2. Extraordinary circumstances which could affect the student's academic performance, such as family death, divorce, serious illness, change of academic purpose will be taken into account. The student will be responsible for submitting in writing all the necessary documentation to support their appeal.

3. The Committee is convened by the Dean of Students Affairs, if necessary, and will have ten (10) working days to resolve the situation once a meeting is called.

4. The Appeals Committee will evaluate each case and notify the student of the action taken.

5. It will also send a copy of the decision to the Dean of Students Affairs who will write the decision in the Management System.

The request for reconsideration shall be made by email to the Dean of Students Affairs.

Personnel Responsible for the Standard of Satisfactory Academic Progress

- The Dean of Students Affairs, the Dean of Academic and Strategic Management and the Professional Counselor are responsible for the Satisfactory Academic Progress Standard.

7.B. Standard to Complete an Academic Degree

All students must complete their academic degree on or before the maximum time period indicated in the program.

The Institutional Standard gives the Student a maximum of 12 additional months of the required time to complete the grade. The student can take advantage of this extra time, a maximum of two extensions of six months each, at the Student Affairs Deanship and must pay the corresponding fee at the Administration and Finances Deanship.

7.C. Performance Standards

Regarding academic performance, University students:

- Must seek and express the truth while respecting differences.
- Must participate actively in the Virtual Campus and seek to participate in onsite classroom activities, if any.
- Must comply with the University's Satisfactory Academic Progress Standard.
- Must respond to the professor/tutor follow ups to check progress.
- Must not exceed the academic time schedule indicated in these guidelines (or they may be asked to withdraw from the University).
- Must maintain, enhance, and disseminate the values of the University and the country.

7.D. Online Performance Standards

Regarding academic performance, students:

- Must pass all subjects and graded activities with honesty and integrity.
- Must maintain an appropriate relationship between passed credits in courses versus the maximum time to complete the program.
- Can appeal any grade following the Claim and Complaint Procedure described further in this manual, in Part IV. Academic Claims, specifically in item IV.1. Grade Claims.
- Are responsible for the content of each document he/she generates and/or puts his/her name on.

7.E. Attendance and Interaction in Class

Regarding attendance and interaction in class, a student of the University:

- Will participate and interact in the subject and/or Virtual Campus (forums and other activities); as stated in Subject Evaluation and in the evaluations that request interaction.
- The participation and interaction may be evaluated in different manners, for example, evaluation and accounting of messages sent in the forums, Virtual Campus activity, etc.
- This information is detailed in the rubrics of the subject.

7.F. Standard Related to Academic Honesty

- Must not incur in any copy, plagiarism or falsification of documents, information or data.
- Must not submit false information, change of identity or falsification of own or someone else's identity.

7.G. ACADEMIC AND NON-ACADEMIC DISMISSAL STANDARDS

Infringement means any conduct that violates the exercise of rights and duties of students. Violations are classified according to their level as less severe, severe and very severe. This level will be determined by the Discipline Committee.

- The student under investigation is not considered guilty under any circumstances until the final resolution by the Discipline Committee.

Types of violations:

1. **Specific less serious offenses:**
   - Alter the normal development of any academic activity through the Virtual Campus and/or visits to the university.
   - Be under the influence of alcohol or illegal substances when visiting the University.

2. **Specific severe offenses:**
   - Perform inadequate or unrespectable written expression in the Virtual Campus.
   - Violate provisions adopted by the University's authorities.
   - Perpetrate malicious acts intended to disrupt the legitimacy of any academic activity through the Virtual Campus.
   - Submit altered or false documents.
   - Distribute in the Virtual Campus material than can be offensive to the recipient.
   - Make written expressions in the Virtual Campus that attempt against the prestige of the University, the community or its members.
   - Intervene without authorization the computer systems of the University or use them to intervene without authorization in external systems.
   - Make a malicious false statement to the Discipline Committee.
   - Repeat a less severe offense.
   - To visit the University facilities with an entrance prohibition, to perpetrate or participate in any way of disturbance that obstructs the development of the university activities, and/or hide, damage or destroy University property or documents, and/or student, personnel or third party properties.

3. **Specific very severe offenses:**
   - Alter any University document.
   - Commit written violence through the Virtual Campus against the members of the University Community, for example, threats, false accusations, insults or interferences in the exercise of their rights.
   - Repeat a severe offense.
   - Use the content of the texts as own.
   - To carry a weapon on college facilities (except for public order agents which due to the nature of their job are obligated to carry them) traffic, carry or store illegal substances, obtain or steal University documents or property, or students or any community member property.

- Not attend to a meeting with the Discipline Committee on the day and time indicated.
- Use the name or logotype of the University, its entities and authorities without the corresponding authorization.

The Discipline Committee may extend or alter this list, without excluding or removing any infringement, according to the cases investigated and prosecuted.

Types of sanctions:

- Less serious offenses will correspond to one or more of the following sanctions:
  - Verbal warning
  - Written reprimand
- Serious infringements will be sanctioned with one or more of the following:
  - Temporary suspension of participating in the Virtual Campus in all University activities (withdrawn student) from one day to a maximum of four months.
  - Prohibition to enter into the physical facilities and the University's computer services for the sanctioned period. The student in this situation will be considered partial withdrawal.
- Very serious infringements will correspond to one or more of the following penalties:
  - Prohibition to enter into the physical facilities and the University's computer services during the sanctioned period (partial withdrawal). The time will be determined by the Discipline Committee.
  - Expulsion from the University, which means an indefinite admission prohibition (permanent withdrawn student).
- The sanctions will be recorded in the student's academic record.
- The imposition of disciplinary measures outlined above will be in accordance with the merit of mitigating circumstances or aggravating responsibility in each case. Having good academic background, prior good conduct, or remedying part or all of the damage done by the infraction can be considered as extenuating circumstances.
- The Discipline Committee may, in certain cases, lower the sanction degree in exchange for alternative sanctions which promote the rehabilitation of the student and the benefit of the University community.
- Disciplinary measures will be applied without affecting the exercise of appropriate legal actions according to the law of the country. Being a Distance Education University, legal action outside the country or application of international standards is not excluded.
- If a university official or professor contributes to false, erroneous or incomplete information, they will be sanctioned with temporary suspension without payment for a period of one academic year. If there is a recurrence, the official or teacher can be dismissed from the University. This investigation will be conducted by the Discipline Committee following the same operating procedure.
- In the event that a member of the Discipline Committee commits acts that affect the proper performance of the Discipline Committee the member shall be expelled from the Committee and the vacancy shall be filled by the Rector. In case of official or professors, they shall be punished with the temporary suspension of activities without payment for a period of one academic year. If

there is a recurrence, a dismissal procedure will be applied. This investigation will be conducted by the Committee following the same procedure.

7.H. STANDARDS OF BEHAVIOR

Student code of conduct

University students are considered responsible for their ethic, moral and legal actions. Who accept the University's Mission and all of its standards, regulations, and statutes and as such count with the rights to participate in its academic life.

Regarding conduct, a student at the university:

- Will make good use of the University's services.
- Will not participate in or involve the University or any third party in any illegal or unlawful act, as well as any act that impact their own, the University's or third parties ethics, morals and/or integrity.
- Will comply with the educational program responsibly.
- Will not give any false information to the University.
- Will not abuse their rights and obligations.
- Will not engage in copying, plagiarism or falsification of documents, information, or data.

7.I. MUTUAL RIGHTS AND OBLIGATIONS OF THE INSTITUTION AND STUDENTS

The University promotes the creation, discovery, organization, transmission and management of knowledge from its own teachings and from the reflection processes on the application of these same teaching processes.

The University aims to train people who have a clear understanding and specific comprehension of basic principles of science and technology, with a vision and perspective that integrates natural and social phenomena, and with study, work and research habits to act on their future activities with a strong and secure comprehensive preparation.

The University bases its course of action on the freedom and rights that each person enjoys which are granted by the constitution and laws of the country and the laws and regulations in the defense of people worldwide.

The University defines as a student, for the purpose of applying these statutory norms and application of the policies and University life, as a person that complies satisfactorily with the requirements of admission and has the qualities of a student in accordance with the active regulations regardless of sex, race, nationality, religion or political conviction.

Any person defined as a student of the University enjoys freedoms and assumes obligations and rights toward the University and the University towards him/her. In general, a college student must show a high and unrestricted respect for the rights of others, excluding all forms of violence or

incitement to it either physically or virtually. The University protects the individuality of opinion and behavior, but does not condone the exclusion of or aggression towards others arising out of individuality.

7.J. RIGHTS AND OBLIGATIONS OF THE INSTITUTION WITH STUDENTS

The student is entitled to, and it is the obligation of the University to:

- Provide a solid scientific, technical, professional, humane and supportive education guided by the philosophy of the University.
- Develop in each student a strong resourceful and innovative spirit to produce advances and contribute solutions of direct application in the society and community.
- Encourage expression of opinion as part of education with a solidarity and communal respect that arises from individual freedom of expression, opinion, and behavior.
- Inform, divulge, and diffuse all information affecting University life especially relating to rules, regulations, and University decisions.
- Inform each person of the personal data contained in their academic records at the University.
- Have appeal mechanisms that are public, informed, fair and equitable to express appeals and petitions.
- Provide mechanisms to be heard by the appropriate authority on any aspect of University life.
- Always support freedom and equal rights, regardless of sex, race, nationality, religion or ideology.
- Provide a process for judging academic violations, which shall be made public along with the sanctions to be imposed.
- Ensure privacy of student information and provide the means for amends.
- The student cannot be deprived of their right of expression while being aware of the consequences of their actions.
- Ensure freedom of assembly and association in the terms accepted by society and its regulations.
- Ensure that discussion with any teacher be in the appropriate terms for a University environment.
- Prevent use of subjects for research without informed consent.
- Provide academic counseling and monitoring in any University activity accepted or required.
- Ensure an academic load that does not affect physical, mental or cognitive conditions.

7.K. RIGHTS AND OBLIGATIONS OF STUDENTS TOWARDS THE INSTITUTION

The fundamental right of the student at the University is to be educated. This right is not limited to formal activities in the classroom, but extends to the set of interactions and experiences with other members of the University's community. The primary obligation of the student is to exercise this right to their maximum and show a conduct that allows the rest of the members of the University community the equal exercise of their rights and the fulfillment of their obligations.

As an obligation of each student and right of the University, each student must:

- Contribute to their own education and that of others in a cooperative, collaborative and supportive manner giving their best effort to individual or group study.
- Maintain a conduct and attitude in virtual and physical space that is an example of the advancement, excellence and prestige of the University.
- Refrain from participating in acts or situations that may harm or diminish the image of the University without endangering individual freedom for which the student is civilly, administratively and criminally responsible.
- Interact with respect with peers and each of the members of the university community.
- Always promote a culture of respect with the natural and social environment in an ethical and responsible manner.
- Accept and follow the rules, regulations and any existing provision of the University.
- It is the responsibility of the prospect to get information to meet the statutory requirements of each country where the profession will be practiced.
- Use University resources for strictly academic purposes and within the philosophy of the University.
- Not commit infringement of regulations, and comply with sanctions imposed in each case.
- Not provide false or misleading information or induce falsification of information.
- Not take part in activities that University regulations, national or international laws and regulations consider crimes or terrorist activities or of incitement to violence or denigration of any person or organization, or anything else that threatens people or society. Also students may not use the means and resources provided and / or used by the University for this purpose.

7.L. RIGHTS AND OBLIGATIONS OF THE FACULTY TOWARDS STUDENTS

It is the right of each student and obligation of the Faculty, that each student:

- Has a public, informed, fair and equitable space for appeal to any academic event in which the student seeks or requires resolution.
- Be informed of all evaluation mechanisms to which one will be submitted cinco 5 days before the start of each academic activity.
- Be treated equally.
- Should not be forced to incur any infraction consciously or unconsciously, or voluntarily.

7.M. COMPLAINT AND GRIEVANCE POLICIES

The claim and complaint process is a mechanism that allows that the student channels his/her claims when they understand that their rights have been affected, when he/she is not pleased with a decision made by the administration or the faculty or when they understand that their capacity to study or complete the program is affected.

The administrator personnel as well as the faculty will have the necessary time to propose the version of the facts. If necessary the claim will be refer to the Council of Education of Puerto Rico.

This process will be available at all time in UNINI's webpage, the Institutional Catalog, the Student's Manual and the Faculty Manual.

I.   Administrative Claims

This type of claims includes shipping services of materials, credit transcripts, certifications, diplomas, study plans and programs, as well as any other service offered by the Student's Affairs Deanship.

When UNINI receives a complaint or claim from a student related to administrative aspects, the procedure of the institution to handle the complaint consists of the following steps:

First: The student presents their complaint or claim to the Student Affairs, through the "Contact" tool available in the Panal.

Second: The Deanship of Student Affairs assesses and investigates the complaint or claim diligently, fairly and equitable and in a period of no more than ten (10) working days from receiving the claim.

Third: The receptor of the claim or complaint is contacted to discuss the measures and action to be taken.

Fourth: The planned measures are executed, based on the claim or complaint received.

Fifth: The receptor of the claim or complaint is contacted to discuss the measures and action to be taken.

II.   Financial Reimbursements

This type of claims includes errors committed when collecting tuition or monthly payments, as well as other services, it also includes claims related to reimbursements.

When UNINI receives a complaint or claim from a student related to economic aspects, the procedure of the institution to handle the complaint consists of the following:

First: The student presents their complaint or claim to the Administration and Finance Deanship, through the "Contact" tool available in the PANAL.

Second: The Administration and Finance Deanship evaluates and investigates the claim or complaint in a period not longer than (10) working days after receiving the complaint or claim.

Third: The receptor of the claim or complaints is notified about the measures and action to be taken.

Fourth: The planned measures are performed, based on the claim or complaint received.

Fifth: The student is told of the action carried out and the decision made.

III.   Technichal Claims

When UNINI receives a claim or complaint from a student related to technical aspects (Access to the PANAL, Access to the Virtual Campus, problems to load documents to the Virtual Campus) the procedure of the institutions to manage the claim consists in:

First: The student presents the claim or complaint to Technical Support, through "Contact" in the PANAL.

Second: Technical Support evaluates and investigates the claim or complaint in no more than 24 hours after receipt.

Third: The recipient of the complaints or claims is contacted about the measures and actions that must be taking.

Fourth: The measures are carried out, based on the claim or complaint received.

Fifth: The student is notified of the action carried out.

IV.   Academic Claims

When UNINI receives a complaint or claim from a student related to academic aspects, the procedure of the institution to handle the complaint consists of the following steps:

IV.1. Grades

First: The student presents the complaint or claim to the professor of the subject using the "Message" tool available on the Virtual Campus, where he/she specifies the reasons to appeal the grade obtained. The claim must be made within the first ten (10) working days after the publication of the grade.

Second: The professor evaluates and responds to the student's claim in ten (10) working days after receiving the claim, explaining the grade given or correcting it.

Third: The professor makes the necessary corrections in the Virtual Campus and/or the student's academic record, if applicable.

Fourth: The planned measures are executed, based on the claim or complaint received.

Fifth: In the event that the student is not satisfied with the professor's final decision, they can submit their complaint to the program director using the tool "Letters to the Director" available on the Virtual Campus. The claim must be made within the first ten (10) working days after the professor's final decision.

Sixth: The program director evaluates the appeal and responds to the student's claim in ten (10) working days after receiving the claim.

Seventh: If the student disagrees with the evaluation process applied by the professor and the Program director, they can request a review of their grade, appealing to the department director within the first ten working days of receiving the decision.

Eight: The department director answers the student in a maximum period of 20 working days from receiving the claim. The Deanship of Academic and Strategic Management will participate in the evaluation of the case. The resulting decision will be final and firm, by agreement between the parties involved or a simple majority.

IV.2. Faculty

First: The student presents his/her complaint or claim to the Students Affairs Deanship, through the "Contact" tool available in the PANAL.

Second: The Deanship of Student Affairs evaluates and investigates the complaint or claim in a period of no more than ten (10) working days after receiving the claim.

Third: The Deanship of Student Affairs submits the claim to the Deanship of Academic and Strategic Management.

Fourth: The Deanship of Academic and Strategic Management evaluates and investigates the complaint or claim diligently, fairly and equitable and in a period of no more than ten (10) working days after receiving the claim.

Fifth: The receptor of the claim or complaint is contacted to discuss the measures and action to be taken.

Sixth: The planned measures are executed, based on the claim or complaint received.

Seventh: The student is notified of the action carried out and the decision made. Every student will have the responsibility to maintain, preserve and project a respectful attitude toward the faculty, as well as to the university community in general. Any act of inappropriate misconduct affecting the good name and image of the Institution, may be grounds for disciplinary action.

IV.3. Program (program content, expectations on the program)

First: The student presents their complaint or claim to the professor of the subject, through the "Message" tool available in the Virtual Campus.

Second: The professor evaluates and investigates the complaint or claim in a period of no more than ten (10) working days after receiving the claim.

Third: The professor submits the claim to the Deanship of Academic and Strategic Management.

Fourth: The Deanship of Academic and Strategic Management evaluates the claim or complaint.

Fifth: The receptor of the claims or complaints is contacted to discuss the measures and action to be taken.

Sixth: The planned measures are executed, based on the claim or complaint received.

Seventh: The student is notified of the action carried out and the decisions made.

IV.4. Library

First: The student presents his complaint or claim to the Librarian.

Second: The Librarian evaluates and investigates the complaint or claim in a period of no more than ten (10) working days after receiving the claim.

Third: The Librarian notifies the student of the action carried out and the decision made.

Fourth: In the event that the student is not satisfied with the Librarian's final decision, he/she can submit the complaint to the Students Affairs Deanship using the "Contact" tool available on the PANAL.

Fifth: The Students Affairs Deanship evaluates and investigates the complaint or claim in a period of no more than ten (10) working days after receiving the claim.

Sixth: The receptor of the claims or complaints is notified about the measures and action to be taken.

Seventh: The planned measures are executed, based on the claim or complaint received.

Eight: The student is notified of the action carried out and the decision made.

Complaints or claims from students related to situations that affect the order, respect, or any type of discrimination, social status, among others; will be submitted to the Deanship of Student Affairs. The complaints or claims are handled in strict confidentiality.

The student has the right to appeal in accordance to the Appeal Process established by the institution.

Student Complaints or Claims to the Council of Education of Puerto Rico (CEPR):

The student is free to submit to the University a complaint or dispute about any situation that they understand affects their ability to study or complete their study program in the institution. Students will be informed, that if for some reason they do not agree with the action taken by the Institution to resolve the situation, they may contact the Puerto Rico Council of Education (CEPR). The student must exhaust all efforts with the institution to solve their complaint before submitting any complaint to the CEPR.

8. POLICIES

8.A. PRIVACY POLICY TO PROTECT THE INFORMATION CONTAINED IN ACADEMIC RECORDS (FERPA ACT)

The University comply with the provisions of the Buckley Amendment (*Family Educational Rights and Privacy Act of 1974, as Amended*). This federal law protects the privacy of student educational records and establishes their right to inspect and review those records. This provides further guidelines for correcting the accuracy of the information through informal and formal hearings. Students have the right to file complaints if they so wish, to "*The Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue, S.W. Washington, D. C.20201*", in relation to alleged breaches of the Act by the University.

Student's can have access to the information that the University has in their file, upon proper identification. For any change, the student must notify the change through the PANAL.

8.B. PROCEDURES AND MEASURES TO LIMIT ACCESS TO STUDENT RECORDS

Student documentation is protected in a computer system.

Student documentation is also physically preserved and stored in special units by the Dean of Students Affairs. This executive has an access key to these units which are accessible with digital lock and electronic key. The password will be changed every six (6) months by the Dean of Administration and Finance.

The physical space of the computing facilities and the physical documentation will be fireproof and kept at a safe temperature to preserve physical and digital documents.

8.C. PROTECTION MEASURES AND CONFIDENTIALITY OF CREDIT TRANSCRIPTS

The Registrar's Office is responsible for the custody and maintenance of all official Academic Records or Credit Transcripts of the student. The Registrar also sends the Credit Transcripts to the student and certifies that the student has satisfied the requirements for graduation.

The data related to the student record, such as the enrollment data, approved courses, withdrawals, and credit transcripts are retained in the database, since the student's admission to the institution until they are granted the degree they obtained.

The Registrar's Office records all student's tuition, approved courses, withdrawals, the academic program, credit transcripts and academic progress, among others. The Registrar's Office digitalizes each academic record to keep student's information.

8.D. PROCEDURES AND MEASURES TO PROTECT ACADEMIC RECORDS FROM FIRE, FLOOD AND OTHER DISASTERS

The academic and digital "Backup" records are saved in anti-flooding, fireproof and anti-shock file cabinets.

8.E. POLICY ON UNAUTHORIZED ACCESS TO SERVER

The university servers are considered assets and therefore they are completely secured including control of access to hardware and software and monitoring of activities, use and maintenance.

The university servers are located in restricted-access sites, and the access to its premises is allowed only to the Technology Director, who has the access key to the facilities which are accessed through digital locks and electronic key. The password will be changed every six (6) months by the Administration and Finances Dean.

If a student accesses the servers without authorization, this is considered a serious offense and the action taken may lead to expulsion and / or a lawsuit by the University against the student.

If a person outside the University accesses servers without authorization, the University may sue them.

Any member of the University community, employee, customer or user who, without authorization, accesses, uses, destroys, alters, dismantles or misconfigures the information technologies of the University, its properties; or third persons, threaten the access and information and jeopardizes the security to create intellectual products, resulting in damage to the institutional order will be punished with a disciplinary action based on the University regulations, as well as other actions that apply.

The University classifies as unacceptable, not ethical and cause for disciplinary action the no reallocation, expulsion, dismissal, or any other legal action, any activity that violates the copyright or patent protection and authorizations, as well as agreements and other contracts registered at the University or third parties. The institution will punish any person who interferes with the use of the resources, or that attempts to get or obtain unauthorized access to these resources, or who, without authorization destroys, alters, dismantles, misconfigures, or prevents the right to access or otherwise interferes with the integrity of computerized information or the information resources.

All users must read this institutional policy regarding the information system in order to be granted access. The implementation of this policy will be in charge of each academic unit or administrative direction in coordination with the Dean of Administration and Finance.

8.F. USE AND DIVULGENCE OF THE SOCIAL SECURITY NUMBER

UNINI fully complies with the laws that protect the privacy of the social security number, and any employee who reveals this number, of other employees, students or any person that has any contractual relation with the institution, will be subject to immediate dismissal and the institution can take legal action against the employee. In UNINI we comply with Law Num. 186 of September 1, 2006, that prohibits the use of the Social Security Number as routine identification in public and private educational institutions from primary level to graduate level, under penalty of receiving administrative penalties by the Puerto Rico Council of Education (CEPR).

In compliance with Law Num. 111 of September 7, 2005, "Citizen Information on Data Banks Security Act", if there is a violation in security and non-authorized access to the documents that contain the social security number, the person affected will be notified immediately through mail, e-mail or public service so that they can obtain more information. The Department of Consumers Affairs (DACO in Spanish) will also be notified in a period not longer than 10 days.

In accordance to Law Num. 207 of September 27, 2006, Law that forbids all employers of private companies and public corporation to use the Social Security Number of the employees as identification mean, UNINI does not use the Social Security Number to identify its employees, nor the students.

8.G. EQUAL OPPORTUNITY AND NON DISCRIMINATION POLICIES

The Universidad Internacional Iberoamericana (UNINI) meeting the standards and dispositions established by the Constitution of the Commonwealth of Puerto Rico, establishes the Policy against Anti- Discrimination, and therefore enacts Equal Opportunity.

The Bill of Rights, Article II, Section 1 states that the dignity and equality of each human being is inviolable. All men are equal before the law. No discrimination shall be made on the basis of race, color, sex, origin of birth, social status or religious or political ideas. Both the laws and the system of public education shall embody these principles of essential human equality.

The students with special needs must apply for reasonable accommodation to the Professional Counselor, who will evaluate and advise the steps that must be follow in order to receive this accommodation. If the reasonable accommodation application is received by the Student Affairs, it will be referred to the Professional Counselor.

That is why the Universidad Internacional Iberoamericana excludes any discrimination in education, employment and services for reasons of race, color, sex, birth, age, origin or social status, ancestry, marital status, religious or political beliefs, gender, sexual preference, nationality, ethnic origin, veteran status of the armed forces or physical disability.

This policy of nondiscrimination extends to all functions and activities of the Universidad Internacional Iberoamericana and all its systems, such as employment and selection of jobs, educational programs, services, admissions and financial aid, among others.

This policy is effective immediately and supersedes any other certification, policies or regulations of any kind.

The establishment and enforcement of this policy, as well as its publishing complies with federal regulations of Title IX, Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, the Veteran's Act 1974, section 402, as amended, and the ADA Act (*Americans with Disabilities Act*) of 1990.

8.H. PLAN TO ASSIST ACESS FOR STUDENTS WITH DISABILITIES TO THE INSTITUTIONAL FACILITIES AND ACTIVITIES (ADA)

Although the University will offer all its courses as distance learning, the physical facilities have the minimum requirements necessary to facilitate access for students with disabilities. In addition, deaf students may use the services of an *American Sign Language* translator through www.globalvrs.com, where they can receive services in Spanish or English, thereby complying with the rules of the Americans With Disabilities Act. Thus fulfilling the norms of the *American Disability Act.*, of July 26, 1990 and then amended with changes and put into effect on January 1, 2009.

Students with special needs may address the Dean of Students Affairs, who will refer the case to the Professional Counselor as necessary.

8.I. RIGHTS OF MILITARY STUDENTS

In UNINI we comply with Law Num. 109 of April 11, 2003, which regulates the contractual relations between the military students of postsecondary education in the Commonwealth of Puerto Rico and higher education institutions. We recognize and respect the basic civil rights recognized in this law.

Any student that has been enabled by the United States Armed Forces or the National Guard of Puerto Rico shall notify and submit evidence to UNINI of their activation and will be immediately granted a deferment until the student informs that the activation has ended. UNINI will notify the professors of the active classes at the time and they will be put in hold until the student comes back. Whenever

possible, UNINI will attempt to ensure that the same professor offers the course to the student, but if not possible, we will take the necessary measures to minimize any possible effect.

8.J. POLICY ON THE INTELLECTUAL PROPERTY

The creative work of the Faculty, staff and students is subject to legal protection under the Copyright Act, for their benefit, and that of the institution and the community. Institutional policy on Copyrights, consistent with the mission of the University, tries to protect, recognize and publicize the rights and responsibilities of the University's community on intellectual or industrial work, including the right to receive income and other tangible benefits from their work.

Copyrights apply to non-teaching staff of the University, both full-time and part-time professionals, contractors and students. The policy has the following objectives:

1. Serve the public interest by providing a procedure to give access to protected intellectual work as a result of the University's activities.
2. Promote TH research and development of ideas and the publication of research and other forms of intellectual expression through proper guidance and advice how to protect and register the copyright and the economic benefit that can generate such protection and registration.
3. Define the institution's interpretation of the applicability of jurisprudence and existing regulations within the jurisdiction of the United States and the Commonwealth of Puerto Rico on the intellectual product subject to protection under copyright.
4. Protect the interests of the University and guide its employees and students on how to protect their copyrights.

8.K. POLICY FOR MAINTAINING THE ACADEMIC OFFERING AND COMMITTMENT TO CONTINUE STUDIES IN THE CASE OF INSTITUTIONAL CLOSURE (TEACH-OUT)

Policy on Maintaining an Academic Offering

The University certifies that the academic offer is pertinent and proper, and that it is a result of studies on social needs and scientific-professional demands, and will be kept while those needs and/or demands exist, which are expected to be no less than 5 years, so as, to generate a large number of graduates that may apply their knowledge.

The university commits to the following:

- solve each incidence to the extent possible.
- actualize the contents every two years or at any required time;
- update (if required) the studies programming sequence every year;
- update (if required) the studies program; and,
- update the methodologies at its discretion according to the students' level of success.

Changes will not affect students who are active at the time of the changes and will be regulated by the norms of their academic life, maintaining their studies program for two years.

Committment to Continue Studies in Case of Institutional Closure

In the event of closure, the University guarantees the completion of all of its active students' studies under the terms of their contracts (Enrollment Agreement).

The University:

- Will keep an office to address the student for a lapse of one year.
- Will keep a list of active students by program, which will have the following information: name, ID, (passport number or driver's license), Login, estimated date of completion, and the students' academic and financial status.
- Will continue to offer the programs through the Virtual Campus until the student completes their studies, without any additional cost.
- The cancellation and reimbursement policies in the Enrollment Agreement will apply in case the student decides not to continue with their studies.
- Following the standards established in Article 48, Regulations for the Licensing of Higher Education Institutions in Puerto Rico of October 9, 2012, the Puerto Rico Education Council (CEPR).
  - Will request the CEPR to take custody of the academic records from active and graduate students, through the delivery of their digital copies since the beginning of operations.
  - Will notify active and graduate students and the CEPR about these measures through digital and physical means.

8.L. Policy of Student Participation on Institutional Committees

The students will be able to participate in the institutional committees and in extracurricular activities, as long as they are recommended by the program directors.

8.M. Bullying and Cyberbullying Policy

A. Objective

In compliance with Act 104 of 2016, Harassment and Intimidation or Bullying Act, also known as Alexander Act, and Cyberbullying, UNINI establishes the following prevention and action methods against this practice. Universidad Internacional Iberoamericana (UNINI) supports the purpose of the legislations that have emerged to protect the academic environment, free of emotional and physical violence.

B. Justification

This policy emerges considering, as interpreted in the act, which establishes that students need a secure environment, free of violence to reach knowledge and outstanding academic standards. Harassment, intimidation and bullying or cyberbullying are behaviors that interfere with the ability to learn in the state's public and private education system.

C. Definition and Description of Cyber and School Bullying

The law defines the following types of harassment and intimidation:

- Harassment and intimidations and/or bullying; any behavior pattern done intentionally, through psychological, physical, cyber or social abuse, that has the effect of terrifying a student or a group of students, and that interferes in his academic opportunities and performance, in the class room and immediate social environment. Harassment and intimidation and/or bullying must be a harassment pattern taken into effect more than once and usually for weeks, months and even years.
- Harassment and intimidation by any electronic mean or through the use of Internet and/or cyberbullying; is the use of any oral, written, visual or electronic communication done to harass, degrade, intimidate and afflict a student or a group of students; and that tends to harm the physical, mental or emotional integrity of the student affected, and/or his property; besides the non-desired interference with the opportunities, performance and benefit of the affected student. Although the actions are not originated in school or the immediate academic environment, cyberbullying has severe repercussions and adverse consequences in the academic environment.

D. Expectations and Institutional Policy

UNINI has the objective of offering high quality programs to all students. We firmly believe that our students deserve a secure, friendly and respectful environment. The university promotes a positive culture of zero tolerance to bullying or cyberbullying, accordingly the entire university community has the right to be respected, to learn or teach, and the right to feel secure in its environment. This policy emerges to prevent school harassment and to give advice about the policies established. For this the university seeks a culture that:

- Allows the student to progress free of discrimination and any way of harassment.
- Does not tolerate, approve or minimize harassment behavior.
- Is conscious of what harassment behavior constitutes.
- Provides support to harassment victims.
- Manages harassment situations in a determine way.

E. Responsibilities of the University Community Members

Rectory is responsible for:

- Providing an annual written version of this policy and its processes to student and the university community.
- Guiding all the personnel about the bullying or cyberbullying policy.
- Publishing and circulating this policy and process to the university community through the web page, and institutional catalog and manuals.
- Looking after the implementation and accomplishment of this policy and processes.
- Keeping statistics of the harassment and intimidation cases in the University and submitting these to the Council of Education of Puerto Rico (CEPR) before July 1, each year.

The Deanship of Students Affairs is responsible for:

- Offering orientation to the student about the bullying and cyberbullying policy.
- Guaranteeing the application of the policy considering the processes and consequences established, and with this ensure:
  - The prohibition and no tolerance of any bullying and cyberbullying among members of the University Community.
  - That any member of the University Community that carries out bullying or cyberbullying has limited or restricted access to the physical and digital facilities of the University, until otherwise decided.
  - That all bullying and cyberbullying cases will be addressed within the next 72 hours after receiving the complaint.

The Faculty and staff is responsible for:

- Notifying any bullying or cyberbullying situation immediately to the Students Affairs Deanship.

The Professional Counselor is responsible for:

- Keeping written documentation of the harassment behavior claim.
- Notifying both parties involved that an investigation will be done of the claim received.
- Once the investigation ends, the Professional Counselor will notify the results to the Rector, and if necessary to the Discipline Committee.
- Notifying both parties involved about the outcomes of the investigation and the case resolution and disciplinary measures, if applicable.

F. Prevention Strategies

- The university will publish the school harassment policy during the academic year to advise the university community about the topic and how to manage the situations that emerge in the educational scenario.

- This policy includes the definition of school harassment; how to prevent and how to act if school harassment is observed or a person is subject of school harassment. In addition, it establishes: the intervention procedure; who can offer assistance, and the applicable disciplinary measures.
- The University opens the communication via for recommendation of activities that enforce and prevent risk situations. If viable, the University will coordinate campaigns with external agencies or entities.
- Will offer the following advice to the students:
  – Never offer the username or access code.
  – Do not offer your information or details of your private life to unknown people.
  – Remember that the use of networks for illegal activities such as scam, fraud and pornography, among other, is frequent.
  – If you think you are victim of bullying or cyberbullying:
- Keep evidence in a file, or take photos or screenshots and notify the situation immediately to the Professor, Program Director, Department Director or Students Affairs Deanship.
- Do not respond to the harassment.

G. Procedure to Publish the Protocol

The bullying and cyberbullying policy will be published during the year through the webpage, Institutional Catalog and Student Manual.

H. Procedure to Document the Cases, File Confidentiality and Maintenance

Case documentation

The harassment claim must be informed in written to the Students Affairs Deanship. The case will be analyzed by the Students Affairs Deanship, who if necessary, will refer the case to the Professional Counselor for proper management.

In the written report the student must offer details about the harassment. In cases of cyberbullying, must be capable of evidencing the harassment through print screens, photos or any other format.

The case will be documented following the complaint procedure established in *Point I: Complaint Procedure*, in this policy.

File Confidentiality and Maintenance

The documentation of students who are victim of "bullying or cyberbullying" is protected in a digital system and physically preserved in special facilities in the Students Affairs Deanship.

This division has the key to access these facilities, which counts with digital lock and electronic key. The password will be changed every six (6) months by the Administration and Finance Dean. Only the Professional Counselor will have access to these file and to the information contained in them. The claims that the Students Affairs Dean, after careful evaluation, does not consider bullying or cyberbullying will be field in the student's file.

I. Complaint Procedure

Actions:

- The student must notify the "bullying" o "cyberbullying" incident to the Students Affairs Deanship through email or letter.
- The Students Affairs Dean, if necessary, will refer the case to the Professional Counselor.
- The Professional Counselor will manage the case with the parties involved.
- The Professional Counselor will notify the concerning personnel of UNINI (Rector, Faculty) about the participation of the students in a situation that is being taking care of, if the situation affects the ordinary development of the students in the daily academic course.
- The Professional Counselor will manage the case, considering the regulations and rights of the students and will make recommendations, to the Rector and the Discipline Committee to solve the case, based on the information collected. The solution of the case, can include recommendation for guidance or any other sanction to the bully.

The student can file a complaint to the Puerto Rico Authorities if he understands that the law has been violated.

Authorities in charge of assisting the complaint or event:

- Students Affairs Dean.
- Professional Counselor.
- Discipline Committee.

Claim Forms

When a message is received, in the email of Students Affairs, about an alleged "bullying or cyberbullying" behavior, the *Claim and Complaint Form* is sent to the student. Once the student submits the completed and signed form, Students Affairs will send it to the Students Affairs Dean who will evaluate the case, and if necessary, will refer the claim or complaint to the Professional Counselor.

The details of the investigation will be collected in the *Narrative File Form*.

J. Strategies to Investigate the Complaint

The University will manage the claims or complaints regarding Bullying or Cyberbullying in the following way:

- The student will complete the Claim and Complaint Form and the Students Affairs Dean will refer the case to the Professional Counselor.
- The Professional Counselor will interview the parties involved and will evaluate the evidences, with the necessary confidentiality.
- The Professional Counselor has 15 day to carry out the investigation with the parties involved.

- If the student files a claim with any state authority, the University will abide to the determination of the Court or the concerning authority. Meanwhile, the parties will undergo a guidance process.
- The Professional Counselor will write a preliminary report, with the details of the situation that will be presented to the Student Affairs Dean.
- If the Professional Counselor understands that there was a violation to the policy, the case will be referred to the Rector and the Discipline Committee.
- The disciplinary measures will be applied according to the offense.
- The file of the case will be preserved indefinitely.

K. Case Intervention and Sanction Strategies

Intervention strategies

- Interviews with the bullied and bully.
- Professional counselling for both parties.
- Solve any possible bullying or cyberbullying incident that can include to refer the victim and the bully to any other service understood appropriate.

Infractions

- **Minor offense**
  - Alter the normal development of any academic activity through the Virtual Campus and/or in visits to the University.
- **Serious Offense**
  - Make written expressions through the Virtual Campus that are not appropriate or that are unfit to the members of the university community.
  - Distribute through the Virtual Campus material that can be offensive to the recipient.
  - Make written expressions through the Virtual Campus against the reputation of the student.
  - Make a false malicious claim to the Discipline Committee.
  - Repeat a minor offense.
- **Severe offense**
  - Commit written violence through the Virtual Campus against the student, for example, threat, defamation, insult or interference in his/her rights.
  - Repeat a serious offense.
  - Not attending to an appearance in the day and time indicated with the Discipline Committee. This appearance can be face-to-face or through an electronic mean that allows to validate the student's identity.
  - The Discipline Committee can extend or alter the list of offense, without excluding or eliminating any type of infraction, based on the case investigated and judged.

Possible Sanctions

- The Professional Counselor will make the recommendation of activating the Discipline Committee.
- This Committee will evaluate the case and will apply the disciplinary actions that can include, but not limit to:
  – Verbal warning.
  – Written warning.
  – Temporary suspension of all university activity in the Virtual Campus.
  – Prohibition to enter the facilities of the University during the period in sanction.
  – Expulsion of the University, which implies the indefinite prohibition to enter the University (student permanent withdrawal).

All sanctions will be recorded in the file prepared and protected by the Professional Counselor. The imposition of the disciplinary measures, previously indicated, will be carried out according to the merit of the extenuating or aggravating circumstances in each case. Extenuating can be understood as a previous irreproachable behavior, or to repair all or part of the damage produced.

The Discipline Committee can, in specific and fundamental cases, lower the sanction in one level to apply alternative sanctions that privilege the rehabilitation of the student and to benefit the university community.

The disciplinary measures will be applied in spite of the legal actions that correspond by the state law in force. As this is a distance University, legal actions out of the national territory or the application of international regulations may apply.

Students will be notified of their right to appeal the decision of the Rector and the Discipline Committee in terms of the disciplinary actions included in this policy. The student has the right to appeal in the next 10 days.

L. Follow Up Strategies

The Professional Counselor will determine the need of professional assistance for both parties according to the results of the investigation. If the intervention of a mental health professional is necessary, the Professional Counselor will refer the student/s to the corresponding agency, described in Point M, in this policy, *Guide to Refer to a Health Professional*. The follow up and treatment will be part of the Action Plan. The Action Plan has the objective of establishing main actions that contemplate the socio-educational formation and that guarantee the security of the parties involved. Besides, must consider actions that contribute to the integral development and the continuity of the student's educational goals.

The Professional Counselor will complete the investigation report with all the details and evidences that delimit the damage caused, if any, and will establish the Action Plan for both parties. The sanctions to the bully will be imposed by the Discipline Committee.

The University is responsible for:

- Implementing the actions to stop the bullying or cyberbullying situation.
- Making sure that these situations do not repeat and acting diligently if repeated.
- Seeking the support of other institutions and agencies when necessary.
- Guaranteeing the immediate security and protection of the student's integrity, without pointing an accusation or stigmatizing the alleged bully.
- Keeping the confidentiality of each person involved.

The mechanisms to protect and keep confidentiality of the information and the file will be carried out as established in Point H of the policy, *File Confidentiality and Management*. The bullying or cyberbullying claim files will be available for the Law and Order authorities and the Council of Education of Puerto Rico, upon written request.

M. Guides to Professional Health Referrals

If the students that live in Puerto Rico require professional assistance, and under their prerogative, they can be referred to:

- Procuraduría de la Mujer - (787) 722-2977.
- Administración de Servicios de Salud Mental y Contra la Adicción (AMSCA) (787) 763-7575.
- Asociación de Servicios Psicológicos (787) 764-7594.
- Private professionals/hospitals.

The international students will be referred by International Students Affairs to the health professional available in their state. These students will follow the process established in this policy, and once the Professional Counselor determines the need for assistance by a health professional, will contact the Students Affairs Dean, who in turn will contact International Students Affairs for the appropriate process.

9. STUDENT SERVICES

The Universidad Internacional Iberoamericana offers an environment that accommodates critical, creative, and innovative thinking towards training, learning, scientific, technological and social progress that allows the University to provide training for people, organizations and countries to evolve and reconfigure world relations through new social and technological channels of interaction within a society that values information, favors knowledge and co-exists through communication.

Among the advantages for a student of the Universidad Internacional Iberoamericana are:

1. The **speed** with which one can be admitted to a University program and contact the staff.
2. The **comfort** of from home or anywhere with Internet access, without being limited to traditional anxieties.

3. **Safety**- in physical, emotional and social terms- not being exposed to the risks of studying late at night and return home, both on the road and on campus.
4. The **clarity and attractiveness** of studying in a virtual environment where everything is written and a true re-learning can take place, if necessary.
5. The **amount of additional information** that the student will have, which is difficult to access in a traditional University.
6. The **financial** savings which are so necessary for the student to be able to spend on other needs for their human and professional growth.

Once admitted to the University, the active student will then receive their student ID and log in codes to the Virtual Campus and to the online resources needed to complete their studies. At the same time, the student will receive the Study Plan and Volume texts with the first subjects to be taken.

Readmitted students will have access with the student ID and password before the withdrawal, once the access is reactivated.

The student will receive the Study Plan and Volume texts with the first subjects to be taken as well.

9.A. STUDENT AFFAIRS

Student Affairs services guide students in their academic development. The primary interest of Students Affairs is centered in the variables that can affect student's performance and satisfaction.

During the guidance process, Students Affairs will provide follow-ups to the student's record, from tuition fees, changes, readmissions and collaboration in the retention of students.

Every student has a constant academic advising service in the tutor. This academic advising ensures a constant support service to the student.

Each subject counts with a professor and at least one tutor supporting and facilitating the learning process, activities and experiences of the subject.

9.B. REGISTRAR SERVICE

The Registrar's Office is manage by the Dean of Students Affairs using a computerized integrated management system (AGORA) of UNINI.

Description of services to be offered at a distance by the Registrar's Office:

- The services of the Registrar will work on a model of integrated management, which will serve to provide better student services and improve customer satisfaction with personal access to academic and administrative information in real time from the Internet.
- The Management System (AGORA) collects all student information for the administration, as well as control of the tuition, study program and student follow up from the time that they enter the University until they graduate with a degree from UNINI or are withdrawn for any other reason.

To complement the Registrar's function, distance services are listed related to Academic Follow-up.

9.C. FINANCIAL ASSITANCE OFFICER

- Administers the financial aid programs for students.
- This officer is responsible for providing the student with the necessary guidance to cover the study costs and the available payment options.

9.D. DELIVERY AND LOGISTICS OFFICER

- This officer is responsible for maintaining the personal delivery information of every student.

9.E. DESCRIPTION OF THE COUNSELING PROGRAM

9.E.1. Counseling Service

The guidance and counseling services are offered to our students virtually and onsite by a Professional Counselor with academic background and extensive experience in the field. With the purpose of offering academic and individual support to students. Through this service the development and welfare of the student is encouraged, while working in the educational and professional planning. Our aim is centered on the integral training of the individual so as to promote the development of intellectual and socially emotional capacities.

- **Academic Counseling**: the academic counseling assesses the interests, abilities, and limitations that may be displayed by the student. This is in order to establish a support plan and corresponding action. Through the educational planning, what we are looking for is that the student can successfully achieve their goals.
- **Individual counseling**: There are situations that may affect the student, this is why we offer the student the opportunity to express the concerns that may interfere with their performance. By using this service, the student's needs are assessed and provided with alternatives for action. Confidentiality is maintained at all times in the process. If an emergency action is required, the necessary protocol will be provided.

Those students who need professional counseling service may request it through the PANAL or by contacting us via email: consejería@unini.org. Similarly, the student can communicate to the University via telephone and request an appointment. The counseling services will not be limited to emails but also include -if it is necessary- the use of various technological tools for virtual communication and support to contact person. The individual counseling services are confidential, to care for the counselor and student privilege.

> **Hours**: Through consejería@unini.org 24-7

9.E.2. Reasonable Accommodation

The professional Counselor will address any claim of reasonable accommodation from any candidate that requires special services. Students with special needs must request reasonable accomodation to the Professional Counselor, who will evaluate and guide the student through the steps.

9.F. PLAN FOR THE ESTABLISHMENT AND PROMOTION OF STUDENT ORGANIZATIONS

The University will provide, give resources, promote and assign an operating budget from the second year of operation for a student association and an alumni center.

9.F.1. Alumni Association from the Universidad Internacional Iberoamericana (AEAUNINI)

The AEAUNINI is duly incorporated in the Puerto Rico State Department with registration number 345872 of December 9, 2014 and complies with the requirements set forth in the law by the Puerto Rico Council of Education (CEPR).

More so than completing the masters degrees, the alumni from the Universidad Internacional Iberoamericana of Puerto Rico are an active part of the virtual academic community and also receive benefits, contributing to the development of their alma mater for the benefit of future generations.

Objectives:

- The Universidad Internacional Iberoamericana of Puerto Rico wants to have an alumni program that favors virtual communication with its graduates and fosters the feeling and sense of belonging of the alumni toward their Alma Mater.
- Keep and strengthen the relationships between UNINI, its graduates and active students to achieve the institution's objectives.

9.G. TECHNICAL SUPPORT

All of the students from the programs of the Universidad Internacional Iberoamericana receive the necessary instructions to study their courses at the beginning of the program, covering both the acquisition of skills in the use and management of information resources as well as the integration of other students and the university community.

If the student needs Technical Support, the service can be accessed through the Virtual Campus using the "Technical Support" icon. This icon presents solutions to the most common problems. If the student cannot solve their problem, they may contact Technical Support through the contact form and they will be contacted in a short period of time.

The student may also go to the UNINI facilities on **Monday to Fridays from 8:00 a.m. to 5:00 p.m.**, where a technician may help the student with their problems.

9.H. LIBRARY SERVICE

9.H.1. About the Library

Location/Access/Population

UNINI's Virtual Campus. The access is through the Internet for exclusive use by the Academic Community and is designed with the philosophy to offer services 24/7.

The Library relies on a professional staff with a great deal of experience in teaching, knowledge, skills and abilities in information management and technology to train students and professors as curricular and scientific support. They also possesses technological, social, linguistic (English and Spanish) skills and multidisciplinary knowledge.

9.H.2. Philosophy of the UNINI Library

The working philosophy of the UNINI library is to support, promote and contribute through its services of information and knowledge to the Open Access movement. Therefore, we unite and use the infinity of existing projects on the web accessible in complete texts without restrictions and of free dissemination. We believe that for scientific knowledge to reach its maximum development, it must be communicated through the tools and traditional and non-traditional formats that allow access that is universal, free and in benefit of humanity.

With the purpose of extending the offer of search and management of information, **UNINI has also subscribed to the consultation service to data bases of bibliographical information of complete texts, e- books and discovery service of EBSCO Information Services.**

> *"The Internet has fundamentally changed the practical and economic realities of distributing scientific knowledge and cultural heritage. For the first time ever, the Internet now offers the chance to constitute a global and interactive representation of human knowledge, including cultural heritage and the guarantee of world wide access.*
>
> *Our mission of disseminating knowledge is only half complete if the information is not made widely and readily available to society. New possibilities of knowledge dissemination not only through the classical form but also and increasingly through the open access paradigm via the Internet have to be supported. We define open access as a comprehensive source of human knowledge and cultural heritage that has been approved by the scientific community.*
>
> *In order to realize the vision of a global and accessible representation of knowledge, the future Web has to be sustainable, interactive, and transparent. Content and software tools must be openly accessible and compatible."*

Extract from the Berlin Declaration, 2003.

9.H.3. Mission

The Virtual Library of the Universidad Internacional Iberoamericana is an academic portal whose mission is to:

- Offer excellent information services through the Internet or diverse electronic means to the academic community it serves, without limitations of time or space.
- Promote, stimulate and communicate learning, teaching and academic research.
- Facilitate the access to sources of updated, scientific, multi-sector, free and pay access, to satisfy the needs of our students and support the Faculty.
- Preserve, organize and transmit knowledge for future generations.
- Train users in the effective skills of search, management and usage of information.

9.H.4. Vision

Become the best virtual space for information and academic investigation services that promote international academic learning and teaching, contributing to the institutional and academic objectives of UNINI.

9.H.5. Goals

1. Offer excellence and quality in all library services.
2. Provide, maintain and develop updated electronic collections pertinent to the academic programs.
3. Create a community of learning, teaching, research and academic and scientific innovation.
4. Promote the free access of scientific information through the Internet and ICT.
5. Train, teach and develop in the academic community information management skills for an integrated education.

9.H.6. Objectives

UNINI's Virtual Library stores the scientific-academic information suitable for the teaching and learning of its programs and employs diverse resources to support curricular offerings. Also, it aspires to become a place for counseling, training, investigation and essential decision-making. For that, if offer its users different options: Internet links, documents, books, theses and dissertations, scientific magazines, among other options of open and/or of pay-access content depending on the need. The librarian and /or Faculty analyze the quality of the resources before including them in the library.

General Objectives

- Develop an articulated model for a bibliographic service and digital classroom that can be applied and used in various programs of study related to the on-line teaching of the Virtual Campus.

Specific Objectives

- Develop a tutorial module on the use and handling of the entire bibliographic service.
- Design an online library with the current means of virtual support and with a real exploration of its potential to support student learning and part of the learning itself.
- Analyze the digital development of the basic bibliography of each subject and contribute to their digital equivalents.
- Search for sources of free "generic" information to replace the paying sites.
- Provide useful and evaluated information on the sites where they can access the digital acquisition of books and magazines.
- Establish agreements with classroom libraries.
- Generate a librarian catalog and documentary fund that allows autonomy of access based on an articulated structuring of the information.

9.H.7. Librarian

- Is the person responsible for the monitoring the Virtual Library's information management.
- Will work in the information that is the vital resource, a raw material which is the support source in the student's knowledge management.
- 24-7 availability via the Virtual Campus.
- Must adapt to the new technologies to meet the requirements of the modern society.

9.H.8. Basic Library Areas and Services

1. Librarian Consultation

   This area offers the services known by virtual reference where you interact with the librarian synchronically or asynchronously for consultation. For this, web forms, frequently asked questions, e-mail, chat or videoconference are used when necessary and by mutual agreement.

2. Electronic Catalog

   The virtual library is an electronic platform that attempts to reproduce and improve the behavior of a geographic studies center, with all the relevant services of administration, a lecture room, meeting places, offices and the library itself. It is not intended to replace these with an onsite system of teaching-learning for a complete online system, but various phases and models can be given, from a full on-site classroom, to a mixed system where each component has a different and specific importance to it (onsite/online) including the completely online offer.

   What UNINI attempts is that, in this new situation of a virtual campus, all the interactions required to successfully obtain a teaching-learning process be reproduced. This provides an excellent opportunity to not limit learning to slavishly imitating the objectives and results of the teaching-learning classroom but to qualify for more efficient goals and fruitful educational innovations.

   The University, through its online services from a Virtual Campus, will provide access to an online library and will have free access to its documentary resources for any student.

The benefits of the computer medium are in direct relation to the number of users that it serves, supporting a population of 8,000 students in this case. The online library provides its documentary resources in several types of classified access in multiple sites to facilitate its availability, such as:

- Notes by subject;
- News and highlights of the Campus;
- Supplementary material by subject; and,
- Transversal material in a program.

The type of documentation it contains is:

- Commented news;
- Defended thesis;
- Links to places of interest;
- Links to documents of interest; and,
- Discussion forums.

All the online material is free to use and disclose, and may be accessed and downloaded computationally by active students.

The Virtual Campus offers a system to search for information that, in addition to searching for information on sites and documents, searches the entire Virtual Campus, including forums, chats, and message.

3. **Assigned readings**

In this area, different types of pertinent readings for each program are collected and stored, having been selected by the Faculty and the librarian.

4. **Scientific Magazines**

This is a collection of links and services (of paid or open access) of professional multidisciplinary or thematic magazines.

5. **Portals and library search engines**

Area where you will find links to Internet search services and web portals for recognized libraries.

6. **Thesis and dissertations**

This is a collection of links and services where theses, dissertations, and documents of multidisciplinary or thematic research are stored.

7. **Electronic Consultation**

Collection of documents, internet links, electronic books and general or thematic audiovisual materials are used by the community as reference.

8. **User training**

Services organized to train users in the services of database search for scientific magazines, documents, theses, style manuals, among other resources like research backup tools. In addition, it provides training in the skills of information management (search, selection, analysis, organization of information). Various forms of training (fact sheets, presentations and audiovisual resources) are used.

9. **EBSCO Database**

Description of the resources offered.

Academic Search Complete

Academic Search Complete is the most complete and useful database for complete multidisciplinary books of its kind. It includes more than 9,100 magazine titles and complete text books and around 7,900 arbitrary publications while offering more indexes and resumes of more than 13,690 periodic and diverse publications, which include monographies, reports and conferences. The data base presents PDF content that dates back to 1887. It includes information in the areas of: Basic Sciences, Engineering, Architecture and Technology, Agro and Sea Sciences, Education, Social Science, Humanities and more.

Business Source Complete

Business Source Complete contains the main collection of complete texts and bibliographic registries of the most prestigious and used academic publications in the administrative and economic areas.

This data base includes complete texts for more than 3,850 magazines of which 2,006 are arbitrary. This data base also includes complete texts for 917 books, 2,530 market research reports, and 1,446 reports on the economic performance of countries, amongst others.

Education Source

A great research for the study of education, this bibliographic and complete text data base covers scientific research and the information to satisfy the education needs of students, professionals and political officials. *Education Source* was developed based on a fusion of data bases from EBSCO and H.W. Wilson, and includes many unique sources that were not available previously. This source of information offers the biggest and most complete collection in the world of educational publications for complete books, and covers an ample international range of magazines, monographies, annuals and much more. Offers bibliographic registers for thousands of publications and complete texts for more than 1,800 magazine titles, more than 50 books, monographies and hundreds of conference reports.

Fuente Academica Premier

It is a multidisciplinary database with information from prestigious periodicals produced in the Spanish language. This is a collection of high academic relevance that provides information in all areas of knowledge, namely, the social sciences, humanities, education, computer science, engineering, linguistics, art and literature, medical sciences, ethnic studies and law. The more than 850 periodicals and 30 books in full text, included in the Fuente Académica, are produced by the publishers of the most prestigious universities and research centers of the Hispanic world and represent the most important results of the region's research efforts. Amongst other prestigious periodical publications there appears: *Annual of International Law* (University of Navarra), *APORTES: Mexican Magazine about the Studies of the Pacific Basin* (University of Colima), *CEMLA Bulletin* (Latin American Monetary Studies Center), *Veterinary Sciences* (University of Pampa), *Communication and Society* (University of Guadalajara), *Literature Workbooks* (Pontifical University Javeriana-Colombia), *Social Sciences Journal* (FLACSO), *Perspectives on Policy, the Economy and Management* (University of Chile), *Development Problems: Latin American Magazine of Economy* (Autonomous University of Mexico), *Psykhe* (Catholic Pontifical University of Chile), *Accounting and Finance Magazine* (University of Sao Paulo), *International Journal of Social Security* (Blackwell Publishing), *CEPAL Magazine* (United Nations Publications), amongst others.

GreenFile

GreenFILE offers information from reliable research on all of the aspects of human impact in the environment. Counts upon a collection of titles from such sources as academic, governmental, and general interests on global warming, ecological construction, sustainable agriculture pollution, renewable energy, recycling, and many more. This database provides indexing and resumes of more than 384,000 records, in addition to open access to full text for more than 4,700 records.

Library Information Science & Technology Abstracts

(LISTA) indexes more than 560 fundamental publications, approximately 50 primary publications and around 125 selected publications, apart from books, research paper and reports. The topic coverage includes librarianship, classifications, cataloging, bibliometrics, collection of online information, information management, etc. The database coverage goes back to the mid-1960s.

10. FACULTY

10.A. DEPARTMENT DIRECTORS

Academic Department	Professor	Academic Degrees	Institution	Associated Programs
Department of Environment and Sustainability.	Dr. Eduardo García	Technical-Superior Industrial Engineering with Specialization in Energetic Techniques.	Higher Technical School of Industrial Engineering, Universidad Politécnica de Cataluña, Spain 1996.	• Master in Environmental Management and Audits (**code MAMGA**).
		Master in Engineering and environmental technology.	Universidad Politécnica de Cataluña, Spain, 2006.	
		Degree in Project Engineer: Environment, Quality, Security and Communication.	Universidad Politécnica de Cataluña, Spain, 2011.	
Innovation, Business and New Technologies Department Director	Dr. (c) Carlos Bosques	Dr. (c) Business Administration Advertising	Pontificia Universidad Católica de Puerto Rico, Ponce Campus.	• Master in Strategic Management with a Specialty in Management (**code MDE**).
		Master in Marketing and Digital Advertising	Universidad Antonio Nebrija, Madrid Spain 2017.	• Master in Strategic Management with a Specialty in Information Technology (**code MDETI**)
		Master in Planning	Universidad de Puerto Rico, Rio Piedras Campus, 2015.	• Master in Strategic Management with a Specialty in Telecommunications (**code MDETEL**)
		Master in Business Administration	Universidad Interamericana de Puerto Rico, Aguadilla Campus 2007.	
		Baccalaureate in Business Administration Sciences	Universidad de Puerto Rico,Mayaguez Campus, 2005.	
Department of Language, Sciences, Education and Communication	Dr. Silvia Pueyo	Doctorate in Sciences in Education	Universidad de Barcelona	• Master in Teaching Spanish as a Foreign Language (**code FPMELE**).
		Master in Linguistics Applied to Teaching Spanish as Foreign Language	Universidad de Jaén and Universidad Internacional Iberoamericana, 2008-2009.	• Master in Teaching English as a Foreign Language (**code FPMTFL**).
Department of Health Science.	Dr. Maurizio Battino	Degree in Biology.	Universidad de Bologna, Italy, 1984.	• Master in Physical Activity: Sports Training and Management (**code SNMAFEGD**).
		Degree in Science.	Universidad de Catania, Italy ,1990.	
		Post Doctorate (studies).	Universidad de Granada - Ministry of Science and Education Spain ,1993-1994.	

Academic Department	Professor	Academic Degrees	Institution	Associated Programs
Projects Department	Dr. Roberto Álvarez	Architect.	Universidad de Buenos Aires - Argentina.	• Master in Project Design, Administration and Management (**code MDGDP**). • Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning (**code MPAU**) • Master in Project Design, Administration and Management with a Specialty in Innovation and Product (**code MDPIP**)
		Graduate of Strategic Planning.	Universidad de Buenos Aires - Argentina.	
		Graduate of Evaluation of Investment Projects for non-specialists.	Universidad de Buenos Aires - Argentina.	
		Specialist in Strategic Management design. Project Management and Design.	Universidad de Buenos Aires - Argentina, Politechnical University of Milan.	
		Degree in Project Engineering.	Universidad Politécnica de Cataluña, Spain.	
Doctorate Program Director assigned to the Academic and Strategic Management Deanship	Dr. Javier Morales	Doctorate (Ph.D.) in Industrial/ Organizational Psychology	Interamerican University of Puerto Rico (2012).	• Doctorate in Education with a Specialty in Investigation • Doctorate in Projects with a Specialty in Investigation
		Master in Criminal Justice	Interamerican University of Puerto Rico (1998).	
		BA in Psychology	Interamerican University of Puerto Rico (1993).	

10.B. FACULTY MEMBERS

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Abel Ponce	• Master in Communication Sciences, Social Communication Faculty, University of La Habana, Cuba (2003-2007) • Bachelor in Psychology, University of La Habana, Cuba (1997-2002) • TFM Director in the official Master of Psychopedagogy in the UNIR. Professional and employment counseling to the student. 2016 (April-September). • Management and Coordination of the project Psicrea.www.abelponce.wordpress.com Project based on stimulating the creative potential from three fundamental areas: clinical, the community and education (training). It also covers consulting and assessment activities for projects. Autonomous University of Madrid. (2012 - Present) • Collaborating Professor. TFM Director, Master in Psychopedagogy, International University of La Rioja (April - October 2016) • Collaborating Professor. Expert in Applied Creativity. Autonomous University of Madrid. (2014-Present) • Teaching and project management within the teacher training framework to develop the Ibero-American Master in Applied Creativity. Project financed by the AECID. San Carlos University of Guatemala. (2012-2013) • Two books and diverse teaching materials approved and in revision phase for the development of two subjects associated with the Master in Psychological Intervention in Development and Education by the FUNIBER Foundation. The books have the name of said subjects: "Estrategias de intervención educativa en las dificultades de aprendizaje" (Educational Intervention Strategies in Learning Difficulties) and "Informes psicológicos en contextos educativos" (Psychological Reports in the Educational Context). Said subject matters should be published this year by the foundation's publishing house.	• Doctorate in Psychology, Faculty of Psychology / Autonomous University of Madrid (2010 - 2014)	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Information Technology • Master in Strategic Management with a Specialty in Telecommunications	• DD024 - Organizational Culture and Climate

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Adriana Mayorga	• Colegio Nuestra Señora del Pilar (Primary Education). • IFE (Secondary Education). • Universidad Jorge Tadeo Lozano Industrial Design V semester 1998. • Universidad Santo Tomas Psychology 2004. CONTINUING EDUCATION SEMINARS • *XV Semana de la Psicología 2004* A psychology for a new Millennium, 2004. • Segundo Encuentro De Psicología y Violencia Violence as a challenge to Psychology, September 2001. • *Foro Internacional De las Ventas* October, 2008. • Psychologist with a background in, diagnosis, analysis, planning, intervention and evaluation of human behaviors. • Practicing Psychologist, Psychology Clinic, Universidad Santo Tomas, Corporación Opción Vida Justicia y Paz, June- December 2001. • Community Psychologist in Commissioner of the municipality of Madrid-Colombia, May-December 2002. • Researcher, Book Marketing, January 2004-December 2004. • Professor, Fundación Politécnica Sonría, January-April 2005. • Head of Human Resources in Lubri Holland Amsteloil Cía Ltda, January- September 2005. • International Admissions in Fundación Universitaria Iberoamericana, November 2005-present.	• Universidad Politécnica de Cataluña Currently: Doctorate in Project Engineering: Environment, Quality, Safety and Communication, with the teaching phase completed and currently a doctoral thesis in progress.	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD030 - Position Analysis, Description and Value • DD045 - Emotional Intelligence • DD046 - Personal Marketing • DD1021 - Strategic Management of Human Resources • TR046 - Strategic Management of Human Resources
Dr. Alberto Vera	• Associates Degree in Advanced Studies, Universidad de León, Spain (2010) • Urban and Regional Planner, Postgrade, Faculty of Architecture and Urban Planning, Universidad de Buenos Aires (1994) • Adviser of the Inspectorate, Municipality of Río Grande, Providence Tierra del Fuego. Urban, Traffic and Transportation Planning, (2012) • General Coordinator, BID – UNPRE Ministry of National Economy, Sub- secretary of Urban and Housing Planning from the Providence of Buenos Aires (2009) • Head Professor, Strategic Planning and Social Programming, Masters in Social Policies from the Universidad de Buenos Aires (2010) • Academic Coordinator of Design, Master in Project Design, Management and Administration, Universidad Internacional Iberoamericana, Universidad de León, Spain, Universidad Internacional Iberoamericana, Mexico (from 2005) • Head Professor and Researcher, Specialization in Integral Approach to Social Problems at the Community Level, Universidad Nacional de Lanús – Ministry of National Social Development (2006-2009)	• Doctorate in Economic and National Integration and Development, Universidad de León, Spain (2016)	• Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a Specialty in Innovation and Product	• AU003 - Impact of Technology on Urban Architectural Projects • AU005 - City Marketing • AU007 - Preservation of the Architectural Urban Heritage • AU013 - Product and Environment • AU014 - Theory of the Object • AU015 - Innovation, Creativity, Productivity, and Competitiveness • AU016 - Product Design and Innovation Technology • AU017 - Profit and Strategic Design
Dr. Alina Celi	• Master in Economic Administrative Law by the University of Montevideo (Uruguay). • Postgraduate in Environmental Law by the Faculty of Law from the University of Austral of Buenos Aires (Argentina) • Bachelor's in Law by the University of La República Oriental del Uruguay.	• Dr. in Environmental Law by the Universidad de Alicante (Spain). • Dr. in Law and Social Sciences by la Universidad de La República Oriental del Uruguay (UDELAR).	• Master in Environmental Management and Auditing	• MA014 - Environmental Law • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**

Dr. Alina Pascual	• Bachelor's, Faculty of Biological Chemical Sciences, Autonomous University of Campeche. Specialty: Pharmaceutical-Biological Chemistry (1992-1997)
	• Masters Degree in Marine Sciences with a Specialty in Marine Biology. Center for Research and Advanced Studies of IPN (CINVESTAV); Merida Unit. (2000-2002)
	• Diploma of Advanced Studies in the Area of Environmental Technologies, Polytechnic University of Catalonia. Barcelona, Spain 2005- 2006.
	• Full-time professor imparting the subjects of Ecology I, II, Research Methods and Documentary Research. Incorporated Preparatory School Luz Fidel Farías Avilés. Campeche, Mexico. (January 2009 to date)
	• Academic Coordinator of the Competencies Program for middle, basic and higher levels. High School and Incorporated Preparatory School Luz Fidel Farías Avilés. Campeche, Mexico. (January 2009 -present)
	• Doctorate Professor in Projects for the Universidad Internacional Iberoamericana (UNINI). (01 June (2014 to date)
	• Complementary Preparation
	  - Course "Training for Professors"- FUNIBER (2015)
	  - Course "Training for Directors of Thesis" - FUNIBER (2015)
		• Doctorates in Sciences of the Sea from the Polytechnic University of Catalonia (UPC), Barcelona, Spain.	• Master in Strategic Management with a Specialty in Management
			• Master in Environmental Management and Audits
				• MA006 -Climatology and Environment
				• MA102 - Basic Marine Ecology
				• MA104 - Marine Communities
				• Master's Thesis

Dr. Ana Rodríguez Zubiaurre	• Diploma of Advanced Studies Applications to the Finance and Insurance Sector, Economy, Environment, Infrastructure and Transport by the University of Las Palmas de Gran Canaria (Spain) • Degree in Science of the Sea. Specialization in Coastline Management from the University of Las Palmas de Gran Canaria (Spain).	• Dr. in Applied Economics from the Universidad de Las Palmas de Gran Canaria	• Master in Strategic Management with a Specialty in Management • Master in Environmental Management and Audits	• MA194 - Basic General Concepts of Environmental Education • TR028 - Environmental Impacts on Tourism Activities • TR043 - Tourism Foundations

Dr. Andrea Corrales	• Degree in Psychology, UNED (2010-2015)
	• "Interuniversity Master in Molecular Biology and Biomedicine" , University of Cantabria and the University of the Basque Country (2009-2010)
	• Professor of Physiology of the Human Body in the Atlantic European University (2014-present)
	• Tutor in online subjects belonging to the Master's: "Masters in Physical Activity and Health", "Sport and Healthy Living", "Sports Trainer", "International Master Course in Nutrition and Dietetics" and "Clinical Nutrition" offered by the Funiber (2014-present)
	• Project Director for Master's offered by Funiber (2014-present)
	• Participation in R&D Projects financed in public calls.
	• Complementary Preparation:
	  - Course: "Training of teachers" - FUNIBER (2015)
	  - Course: "Training Directors of Thesis - FUNIBER (2015)
	  - Course: "Teaching in Virtual Environment" "- FUNIBER (2015)
		• Doctoral Degree in Physiology in the Department of Physiology and Pharmacology from the Faculty of Medicine in the Universidad de Cantabria (2010-2015)	• Master in Physical Activity: Sports Training and Management	• SN039 - Structure and Function of the Human Body
				• Master's Thesis

Dr. Adrián Rodríguez	• Master in Secondary Education, BA Professional and Language Teaching, Universidad Internacional de la Rioja, (UNIR) (2017) • Master in Environmental Energy and Engineering, Malardalens University (Sweden) (2011) • BA in Environmental Sciences, Universidad de Salamanca, Spain (2007) • Teacher assistant in different subjects of the Environmental Engineering Program, (Mälardalens University) • Assistant in supervision of undergraduate and master thesis, Mälardalens University, Universitat de Girona and Instituto Catalán de Investigación del Agua (2015).	• Doctorate in Water and Technology Sciences, Universitat de Girona, Spain (2015)	• Master in Environmental Management and Auditing • Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• MA039 - Industrial Wastewater Treatment • MA092 - Fundamentals of Environmental Engineering • MA093 - Engineering Recovery and Treatment of Waste • MA098 - Business Environmental Management: ISO 14001 • MA143 - Energy Recovery

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MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Antonio Bores	• Master in High Sports Performance in Team Sports. Byomedic System, FC Foundation Barcelona y INEFC Barcelona. • Master in High Sports performance Spanish Olympic Committee. • Bachelor's Degree in Physical Education. University of Vitoria. • Professor in Atlantic European University Numerous papers in specialized sport events. • 3rd National Research Prize in Sports Medicine 2012 • Reviewer for magazines: Digital Magazine of Physical Education and Journal of Sport and Health Research	• Dr. Physical Activity and Sports Sciences: Universidad de Vigo.	• Master in Physical Activity: Sports Training and Management	• DP004 - Management Techniques for Sports Teams • SN048 - Training Theory and Practice • SN049 - Sports Planning • Master's Thesis
Dr. Armando Anaya	• Bachelor in Archeology, Escuela Nacional de Antropología e Historia Ciudad de México (1980 - 1986) • Associate Professor, Archeology Department Calgary University, Canada (2010 - 2013) • Associate Professor, Archeology Department Calgary University, Canada (2014 - 2017) • Faculty-part-time, Universidad Internacional Iberoamericana 2016 • Professor/Investigator, Universidad Autónoma de Campeche, CIHS (2006 - Actual) • Anthropology Sciences Faculty-UADY 2006 - 2008	• Doctorate in Archeology Universidad de Calgary (1993 - 1999)	• Master in Strategic Management with a Specialty in Management	• TR022 - Hotel Business Management • TR027 - Cultural Heritage and Tourism • TR028 - The territory as a Tourist Resource • TR030 - Rural Tourism and Sustainable Development • TR031 - Alternative Tourism and Ecotourism
Dr. Arturo Ortega	• Electronic Engineer from the University of Barcelona (Spain). • Technical Telecommunications Engineer by the University of Ramon Llull, (Spain).	• Dr. Electronic Engineer from the Universidad de Barcelona (Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Masters in Physical Activity: Sports Training and Management	• DP007 - Information Society and Sports • TI011 - Society of Change and Information • TI016 - Business Intelligence • TI035 - Architectures, Networks and Distributive Systems • Master's Thesis
Dr. Benjamín Otto Ortega	• Degree obtained: Marine Biologist, Faculty of Sciences Biological Chemical from the Universidad Autónoma de Campeche. Campeche, Campeche, México (1989-1995). • Diploma of Advanced Studies (DEA). Biological Oceanography, University of Brest, IFREMER Department, Marin d'Environnement Profond, Brest, France (1995-1996). • Associate A. Researcher and professor, Faculty of Chemical-Biological Sciences. Universidad Autónoma de Campeche (1995-1999). • B. Researcher and professor. Founder and head of the Department of Environmental Microbiology and Biotechnology. Program of corrosion of the Gulf of Mexico. Universidad Autónoma de Campeche (2000- 2003). • C. B. Researcher and professor, Scientific Director of the Department of Environmental Microbiology and Biotechnology. Universidad Autónoma de Campeche (2003 to date). • General Director of Graduate Studies and Research. Universidad Autónoma de Campeche (2008 to date).	• Doctor in Science. Biological Oceanography. Microbiology Orientation, University of Brest and IFREMER, France and the University of Hamburg, Germany (1996-1999).	• Master in Environmental Management and Audits	• MA028 - Potentially Contaminated Marine Ecosystems • MA029 - Environmental Factors that Affect Pollutants • MA102 - Basic Marine Ecology • MA106 - Water Circulation • MA107 - Sea Water Chemistry • MA108 - Fishery Exploitation • MA110 - Marine Navigation Transportation • MA136 - Technology iN Marine Aquaculture: Toward a Sustainable Aquaculture • MA140 - Fishery Management • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Carlos Bosques (Department Director)	• Master in Marketing and Digital Publicity (online), University of Antonio Nebrija, Madrid, Spain (2017) • Master in Planning, University of Puerto Rico, Río Piedras Campus (2015) • Master in Business Management, Interamerican University of Puerto Rico, Aguadilla Campus (2007) • Bachelor in Business Administration, University of Puerto Rico, Mayagüez Campus (2005) Graduate Courses: • Analysis and Design of Information Systems • Specialist in Digital Marketing and Social Media • Supervision of Human Resources, Leadership and Employment Legislature • Radio producer and speaker at WIPR 940 AM (2017) • Digital Marketing and Social Media Collaborator at WAPA TV (2017) • Part-time professor, University of Puerto Rico, Aguadilla Campus, P.R. (2016) • Business and Technology Instructor, National University College, Bayamón, P.R. (2015) • Professor at the Pontifical Catholic University of Puerto Rico, Arecibo Campus, Arecibo, P.R. (2011)	• Doctoral candidate in Business Administration, Pontifical Catholic University of Puerto Rico, Ponce Campus	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD014 - Strategic Management and Planning • DD032 - Performance Evaluation and Management by Competencies • DD041 - Management Techniques for Work Teams • DD068 - Knowledge Management and Organizational Learning • TR024 - Management Techniques and Organizational Leadership • TR026 - Business Administration and Management
Dr. Carlos Uc Ríos	• Master in Center of Research and Advance Studies of IPN • Bachelor Engineering Universidad Autónoma de Campeche. Communication and Electronic Engineering. • Professor, Engineering UNACAR. Lecturer • Author of Publications and investigation or development products.	• Doctorate Center of Research and Advance Studies of IPN	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD026 - Virtual Environments of Collaborative Work • DD118 - Basic Statistics • TI013 - Reengineering, Strategy and Management of Systems and ICT • TI029 - Telecommunication Services • TI030 - Network Security and Management • Master's Thesis
Dr. Carmen Rita Román	• Master's in Business Administration , Specialization in Information and Marketing from the Pontifical Catholic University of Puerto Rico, Mayagüez Campus. • Bachelor's in Business Administration, Major in Marketing from the University of Puerto Rico, Rio Piedras Campus. • 15 years as professor of Business Administration.	• Dr. in Business Administration from the Pontifical Catholic University of Puerto Rico, Ponce Campus (2009).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Information Technology	• DD159 - Introduction to the New Marketing • DD161 - Consumer-Buyer Behavior • DD170 - Service Marketing • Master's Thesis
Dr. Christian Abelairas	• Master Degree in Physical Activity, Sport and Health Research University of Vigo • Master in the Faculty of Secondary Education • Compulsory and teaching of languages • Numerous studies publications • Several mentions, awards and recognitions obtained in the development of the professional practice. • Teaching undergraduate courses in physical activity and sport sciences for the European Atlantic University.	• Doctorate in Physical Activity and Sport Research University of Coruña.	• Master in Physical Activity: Sports Training and Management	• DP001 - Administration and Management of Sport Entities • SN156 - Psychosocial Aspects of Physical Activity for Health • SN158 - Physical Activity for Health with Diverse Diseases • SN159 - Physical Activity in Children and Adolescents
Dr. Dalton Da Silva	• Degree in Civil Engineering (1981) Univ. Santa Catarina • Bachelor's In Professorship Degrees CEFT. Paraná (1991) • Master degree in Geography: regional and urban development. Univ. Santa Catarina (1989) • Civil Engineer of the Florianópolis Municipality	• Dr. In Production Engineering: environmental management. Univ. Santa Catarina (2003)	• Master in Environmental Management and Auditing	• MA001 - Introduction to Sustainable Development • MA010 - Business Environmental Management • MA011 - Environmental Audits • MA012 - Evaluation of Environmental Impact • MA021 - Water and Environmental Education • MA091 - Risk Management and Environmental Education • MA282 - Climate Change Mitigation • MA316 - La Dynamic Soil • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. David Didier Bermúdez	• Advanced Studies Diploma. Geological Sciences Department of the Universidad Complutense of Madrid (2004) • Baccalaureate (Thesis). Sciences Department of the Universidad Complutense of Madrid (2003) • Baccalaureate in Geology. Specialty in Paleontology, Geological Sciences Department of the Universidad Complutense of Madrid (2002) • Instructor and Researcher. Universidad de Cantabria (2009-2015) • Teaching Researcher, Instituto Geológico y Minero de España (2007-2008) • Teaching Innovation Diploma, Universidad de Cantabria • Virtual Teaching Diploma, Universidad de Cantabria	• Doctorate in Geological Sciences (Paleontology). Geological Sciences Department of the Universidad Complutense of Madrid (2016)	• Master in Environmental Management and Audits	• MA008 - Natural Resources • MA073 - Natural Areas in the Context of Societies • MA074 - Biodiversity • MA075 - Natural Spaces: Typology and Processes • MA076 - Uses of Natural Spaces • MA087 - Evolution of the Environment and Sustainable Development • MA088 - Historical Evolution of Environmental Education • MA195 - Formal Education in Environmental Education
Dr. Eduardo García (Department Director)	• Master in Environmental Technology and Engineering from the University of Leon (Spain). • Master in Management and Environmental Audits by the University of Leon (Spain). • Industrial Engineer from the Higher Educationa Technical School of Industrial Engineers of Barcelona (ETSEIB-UPC, acronyms in Spanish)	• Dr. in Engineering Projects: Environment, Safety, Quality and Communication at the Universidad Politécnica de Cataluña (Spain).	• Master in Environmental Management and Auditing • Master in Strategic Management with a specialty in Management	• IP052 - Basic Waste Management • IP054 - Treatment of Contaminated Soils • MA004 - Waste Management • MA007 - Noise Pollution • MA009 - Soil Contamination • MA111 - Energy and Mineral Resources • MA208 - Mining and the Environment
Dr. Elena Sánchez	• Bachelor in Oenology- Universidad Politécnica de Valencia (2005). • Agriculture Engineering Technician, specialty in Agrarian and Food Industries, Universidad Pública de Navarra, Spain.	• Doctorate in Plant Biology, Universitat de Barcelona, Spain (2016)	• "Master in Environmental Management and Audits	• MA057 - Introduction to Renewable Energies • MA059 - Solar Thermal Energy • MA060 - Photovoltaic Solar Energy • MA061 - Hydraulic Energy • MA062 - Wind Energy • MA063 - Geothermal Energy • MA064 - Biomass Energy • MA065 - Sea Energy
Dr. Elisabet Llopart	• Master in Theoretical and Applied Linguistic, Universitat Pompeu Fabra (UPF) Specialty in Lexical (2010-2011) • Baccaulaureate in Translation and Interpretation, Universitat Pompeu Fabra (UPF), Specialty in English, French, Spanish Catalan, and in legal-economic translation • Investigation Assistant, Center for Education and Research in Humanitarian Action (CERAH) Appointed to the Graduate Institute (IHEID) and the Université de Genève, Ginebra (February 2017 - currently) • Investigation and teaching assistant, Instituto de Lingüística Aplicada; Translation and Language Sciences Department Universitat Pompeu Fabra, Barcelona (October 2012 - October 2016) • Translator and Linguistic Consultant, Self-employed (2010-currently) • English Professor, The Maple Leaf Language Services, Vilafranca del Penedès (September 2010 - June 2012)	• Doctorate in Linguistic Communication and Multilingual Mediation, Universitat Pompeu Fabra (UPF) (2011-2016)	• Master in Teaching Spanish as a Foreign Language • Master in Teaching English as a Foreign Language	• FP022 - Communication and Pragmalinguistic Proficiency • FP026 - Teaching Vocabulary • FP036 - Teaching English Through Translation

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Ester Torres	• Course (Trainer) "MOOC sobre MOOCs eu outras tecnologías" (MOOC over MOOC and other technologies); Polytechnic Institute of Bragança (2015- 16) Course: "Moodle II: Trabajo colaborativo y en equipo" (Moodle II: Collaborative work an in teams), 20h. URV (2016-17) • Course: "Feedback formativo en entornos virtuales" (Training feedback within virtual environments), 8h UOC (2015-16) • Inter-university Post-degree in University Teaching (semi virtual), 120h. Ice, URV (2014-15) • Course: "Bricosoftware: Herramientas para la creación de entornos de aprendizaje. Exe-learning in JCLIC" (Bricosoftware: Tools for creating learning environments. Exe-learning in JCLIC), URV 8 h. • Course: "MOOC: University Teaching 101, John Hopkins University / Coursera", 24h (2015) • Hired doctor professor, Atlantic European University (2017 - Present) • Associate professor, Universitat Rovira i Virgili (2017-Present) • Teaching Collaborator, Universitat Oberta de Catalunya (2017-Present) • Bachelor in Translation (English, German, Japanese) • Dr. in Translation and Inter-Cultural Studies, trained as a teacher in Spanish as a Second Language and added her three years of experience in Korea within this field to her extensive experience as a professor of Spanish as a Foreign Language. • Regular Collaborator for the UOC (distance university) and the blended learning Master in Translation of the URV, has extensive experience in classroom and virtual teaching. Her research centers on translation's sociology and in the methodologies of the new technologies	• Doctorate in Translation and Inter-Cultural Studies, Universitat Rovira i Virgili	• Master in Teaching English as a Foreign Language	• FP006 - Methodological Approaches • FP007 Classroom Management - Techniques and Reflections on Practice
Dr. Federico Fernández	• Bachelor's in Education Science. • Director of the Laboratory of visual image of the School of Industrial Engineers.	• Dr. in the Educational Sciences at the Universidad de Barcelona (Spain).	• Master in Teaching Spanish as a Foreign Language • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• DD077 - Project Communication • Master's Thesis
Dr. Fermín Ferriol	• Master in Management from the University of Havana. • 35 years as a professor and consultant. • Bachelor's in Political Economy.	• Doctor in Education from the University of Havana (university management).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Physical Activity: Sports Training and Management	• DD004 - Marketing • DP003 - Sport Marketing. Applications. • DP006 - Techniques for Management and Leadership in Sports • DD1009 - Health Marketing • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Glorimar Rivera	• Master in Business Administration (Human Resources), Universidad de Phoenix, Guaynabo PR, August 2001- May 2003. • Bachelor in Business Administration (Marketing), Universidad de Puerto Rico, Río Piedras PR, August 1996- May 2001. • Professor in Universidad del Este, Utuado PR, January-May 2011 • Currently Rivera works in the Department of Human Resources and Administration at World Vision Optical & Laboratory since 2001.	• Doctorate in Business Administration (Administration), Pontificia Universidad de Puerto Rico, Ponce PR August 2004- May 2011.	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• IP059 - Fundamentals in Labor Risk Prevention • DD133 - Occupational Risk Prevention: OHSAS 18001 • DD143 - Basic Legal Aspects of the Family Business • DD166 - Product Management and Brand Policies • DD167 - Price Management Policies • DD168 - Distribution Management Policies • TR023 - Food and Drinks Management
Dr. Isabel Sánchez López	• Master in Teaching Spanish as a Foreign Language Santander, Menéndez Pelayo International University (Spain), 2005-2007. • University expert in teaching Spanish as a Foreign Language. Santander, Menéndez Pelayo International University (Spain), 2004. • Bachelor Degree in Hispanic Philology. Faculty of Philosophy and Literature, the University of Granada (Spain). • Her lines of work and research are in applied linguistics to the teaching / learning of Spanish and the • Lexicography Has published works of various disciplines but mainly in Lexicography teaching or pedagogical. • Has participated and coordinated programs for the training of trainers in Spain and outside of it. • Has issued public conferences in Spain and outside of it. • Her educational work has been carried out in Spanish and foreign universities and at the Cervantes Institute. • She currently works as a professor of Spanish at the University of Jaen and as coordinator of Spanish in this same center.	• Doctorate in Spanish Philology, Universidad de Jaén, Spain.	• Master in Teaching Spanish As a Foreign Language	• FP021 - Estrategias del Aprendizaje
Dr. Isel Marez	• Mechanical Engineer Administrator for the University of Mazatlan (Mexico). • Masters in Management and Environmental Audits by the Polytechnic University of Catalonia (Spain).	• Dr. in Engineering Projects: Quality and Environment at Universidad Politécnica de Cataluña (Spain).	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a Specialty in Innovation and Product	• AU001 - Architecture and Urbanism Interrelations • AU002 - The Urban Environment Project - Architectural • TR008 - The Territory as a Tourist Resource • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Javier Morales	• Master in Criminal Justice, Universidad Interamericana de Puerto Rico, 1998. • Bachelor in Psychology, Universidad Interamericana de Puerto Rico, 1993. • Since 2002 Morales is a professor in the University of Puerto Rico, Río Piedras Campus, Eastern University (UNE), Center for Financial Training (CFT). • He offers consulting services in Puerto Rico since 1999 in PSYCHE-LEGALIS, Competitive Consulting Group (CCG), State Insurance Fund (CFSE), United Laboratories (UL) London, England Brand Protection Consultant (Caribbean- Puerto Rico/ Santo Domingo/Virgin Island/Jamaica/Cuba) 2015, University of Puerto Rico, Rio Piedras Campus, Divas Software Dubai, India (2007-2009), Association of Executives of Credit Unions (2006-2009), Natural Resources and Environment Department, Home Land Security (ICE/FBI/Secret Service), Police Department of Puerto Rico (Criminal Investigations Division), Department of Justice (NIE).	• Doctorate of Philosophy In Industrial/ Organizational Psychology, Universidad Interamericana de Puerto Rico, 2012.	• Master in Project Design, Administration and Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology • Masters in Physical Activity: Sports Training and Management	• DD014 - Strategic Planning and Management • DD022 - Organizational Structure and Change • DD042 - Time Management and Conducting Meetings • DD108 - Family Business Concepts and Characteristics • DD109 - Succession and Continuity in Family Business • DD110 -The Systematic Focus Applied to Conflict in Family Businesses • DD154 - Internal Control
Dr. Jesús Arzamendi Sáez de Ibarra	• Bachelor's in Romance Philology from the University of Deusto (Spain). • Professor of General Linguistics, Semiology and Semantics from the University of Deusto (1973-1983). • Professor of Language Pedagogy, Linguistics, Evaluation of Bilingual Education and Semiotic Programs from the University of the Basque Country (1981-2005). • Director of the Education Sciences Institute (I.C.E. Spanish acronym, Instituto de Ciencias de la Educación) from the University of the Basque Country (1988-1996). • Director of the Master in "Teaching Spanish as a Foreign Language" (1992-1996) • Director of the Master in "English Teachers Training in a Virtual Campus" (1998-2001). • Director of the Area in Professorship Formation in FUNIBER (2003-) • Coordinator of the Doctoral Programs managed by FUNIBER (2007-)	• Dr. in Philosophy and Literature - Section: Romance Philology from the University of Deusto (Spain).	• Master in Teaching Spanish as a Foreign Language	• FP023 - Lengua, cultura y bilingüismo
Dr. Jesús Sánchez	• Master in Informatics, Systems of Information, Universidad Pace de Nueva York, Nueva York. • Master in Education, The City University of New York (CUNY), New York City. • Microsoft Certified Professional (MCP). • Coordinator, Faculty of Technology, professor of Informatics, Universidad Católica de Puerto Rico, Mayagüez (2011-present). • Director of Activities Title V, Project, PUCPR Mayagüez PR (2007-2010). • Coordinator of Faculty Title V, Project PUCPR Mayagüez PR (2005-2007). • Director of the Faculty of Business Administration, Universidad Católica de PR, Mayagüez (1998-2000).	• Doctorate in Business Administration, Pontificia Universidad Católica de Puerto Rico, Ponce Campus, PR.	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• TI017 - Integration of Business Management Systems • TI025 - e-Business and its Integration with Corporate Management Systems • TI034 - Languages and Programming Paradigms • TI037 - Integral Design and Analysis of Systems and Requirements • TI038 - Data Model and Database Design

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Jon Arambarri	• MBA, Institute of Applied Economics of UPV-EHU. • Senior Engineer in Telecommunications Engineering School of Bilbao. • Director of R&D in www.virtualware.es; multimedia, 3D, animation and Virtual Interactive Environments. • He has worked as R&D director to www.gowex.com: Telecommunications services for www.gowex.com: Telecommunication Services for companies. • Has made numerous publications on his specialty such as: information systems, telecommunications, collaborative virtual work, environment, management of knowledge	• Doctor in the management of engineering projects from the Universidad Politécnica de Cataluña (Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Teaching Spanish as a Foreign Language	• TI004/DD163 - International Marketing and Commerce • TI014 - Electronic Marketing and Commerce • TI015 - Electronic Security and Legislation • TI020 - Management of e-Business Projects • TI023 - Study and Case Resolution • TI026 - Telecommunications Marketing • TI027 - Technical-Business Structure of Telecommunications • TI028 - Telecommunication Networks • TI031 - Telecommunications Marketing Regulations • TI043 - Management and Administration of IT Projects ICT • Master's Thesis
Dr. Jorge Crespo	• Bachelor at the Ministry of Education and Social and Sports Policy (Spain). • Civil Engineering from the Instituto Superior Politécnico Jose Antonio Echeverria (Cuba). • 13 years of experience teaching Civil and Industrial Engineering and Architecture. • Participated in R&D, competitive and non-competitive, directed to administrations and public and private entities in Spain. • Author and co-author of books and scientific articles.	• A doctorate in Civil Engineering from the Universidad de Cantabria (Santander, Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD076 - Management without Distances • DD118 - Basic Statistics • DD119 - Statistical Sampling • DD1014 - Biostatistics • TI036 - Web Technology and Engineering • TI041 - Business Software Processes • TR036 - Strategy and Tourism Businesses on the Internet • TR037 - IT in the Tourism Industry • Master's Thesis
Dr. José A. Medina	• MSChE, Chemical Engineering, concentration: Electrochemical Engineering, Universidad de Puerto Rico, Mayagüez PR, 1975-1977. • Team Leader, Certified Consultant TSR- IMB Puerto Rico, 1997-2010. • Adviser, Sales Representative Advisory, IBM Puerto Rico, 1993-1996 • Specialist in the Pharmaceutical Industry / Consultant, IBM Puerto Rico 1989-1992. • Systems Engineer Level Advisor, IBM Puerto Rico, 1985-1989. • A Research and Development Engineer (R&D), IBM Vermont, U.S. 1979-1985.	• EdD., Education, Concentration: Instructional Technology and Distance Education, NOVA Southeastern University, 2010-2013.	• Master in Project Design, Administration and Management	• DD072 - Computing Tools for Project Management • DD074 - Project Evaluation
Dr. José Sirvent	• International Master in Nutrition and Dietetics from the Universities of Santiago de Compostela, Leon and Rovira i Virgili (Spain). • Postgraduate course in nutrition from the University of Granada (Spain). • Bachelor in Pharmacy from the University of Valencia (Spain). • Bachelor in Chemical Sciences from the University of Valencia (Spain).	• Doctor in Sciences from the University of Alicante (Spain).	• Master in Physical Activity: Sports Training and Management	• SN042 - Kinanthropometry • Master's Thesis

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. José Zavala	• Master Math Education Universidad Autónoma del Estado de Morelos. • Master in Education Sciences/ Instituto de Estudios Universitarios, Asociación Civil, Chiapas, México. • Specialty in Teaching Mast and Educational Computation/Universidad Autónoma del Estado de Morelos, México. • Bachelor/Engineer in Chemical Processes, Specialty Petrochemical Processes,/ Universidad Autónoma del Carmen/Chemic Faculty, Campeche, México.	• Doctorate in Chemical Engineering Sciences Instituto Tecnológico de Celaya, Guanajuato, México.	• Master in Project Design, Administration and Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a Specialty in Innovation and Product • Master in Environmental Management and Audits	• IP082 - Management: ISO 9001 Quality • DD075 - Trust Management: Risk and Quality • DD125 - Total Quality Costs • MA031 - Toxicology • Master's Thesis
Dr. Juan Luis Martín	• Specialist in Family Mediation from the College of Psychologists in Vizcaya (Spain). • Masters in Mental Health and psychotherapy techniques from the University of Deusto. Degree in Psychology from the University of the Basque Country (Spain). • Bachelor in Psychology from the University of the Basque Country (Spain). • Professor since 2005 in education, special education, psychology. • Has collaborated in several topics such as psychology, and psychological development in families. • Author and co-author of articles and chapters on family psychology, relationships (harassment), bullying and drug use.	• Doctor in Psychological Treatment, Evaluation and Personality, University of the Basque Country, Spain.	• Master in Strategic Management with a specialty in Management	• DD097/DD098 - Mediation • DD101 - Conflict Resolution/ Transformation in the Family • DD138 - Conflict Resolution/ Transformation Principles and Processes • Master's Thesis
Dr. Julio Martínez	• Bachelor's in Electrical Mechanical Engineering, Faculty of Engineering, Universidad Nacional Autónoma de México (1992-1996). • Master's degree in Mechanical Engineering. Division of Graduate Studies in the Faculty of Engineering, Universidad Nacional Autónoma de México (1996-2001). • Professor and Researcher at the Faculty of Engineering, Universidad Autónoma de Campeche, Campeche Camp. & Universidad Mundo Maya Campus Campeche, Campeche Camp (2001-presente). • Creator of projects and publications related to Energy and Technology. • Has collaborated in lectures and presentations on engineering, Energy, Sustainable Development, among other since 2006.	• Doctorate in Mechanical Engineering. Division of Graduate Studies in the Faculty of Engineering, Universidad Nacional Autónoma de México (2001-2005).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology • Master in Environmental Management and Audits	• DD013 - Logistics • MA245 - Agreements, Negotiations and Instruments for Climate change • MA246 - Vulnerability and Adaptation to Climate Change • MA248 - Science and Politics of Climate Change • MA249 - Analysis of Product Lifecycle and Carbon Footprint • Master's Thesis

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Kilian Tutusaus	• Bachelor in Marine Sciences by the University of Las Palmas de Gran Canaria (1999-2000). • Master in Environmental Engineering of the company by the Chemical Institute of Sarriá (2000-2001). • Management of subsidies of the continuing training in companies (2008). • Professor for the training program for university professors: Promotion of the experiences of teaching innovation supported by information and communication technologies Bolivia (2004- 2005). • Lecturer at the international congress Internet Global Congress: an example of recycling of educational virtual tools, Barcelona 2004. • Lecturer on the environmental work Sant Boi: The information service of waste, Barcelona 2003. • Rapporteur on the II Forum of Chemical Engineering of the University of Huelva: Experiences of a program interuniversitario Iberoamericano, Huelva 2003. • Lecturer on the International work on Tele-training: Use of ICT's for inter-university programs and companies in an international context, Barcelona 2004. • Lecturer at the Cycle of Conferences II-2004 of FUNIBER - Bolivia: Use of TIC's in educational projects, Cochabamba 2004. • Account with publications such as: Marine Pollution, Management of Natural Spaces, Oceanography and Marine Resources, Natural Resources, experience of teaching at distances in Iberoamérica.	• Doctorate in Engineering Projects: Environment, Safety, Quality and Communication by the Universidad Politécnica de Cataluña (2002-2003).	• Master in Environmental Management and Audits	• MA109 - Marine Cultures • MA139 - Management of Natural Marine Protected Areas • MA317 - Coastline and Marine Erosion • MA 318 - Marine Sediments and Glacial Influence on the Sea • Master's Thesis
Dr. Kim Griffin	• MA in Spanish Philology, Middlebury College (USA), 1981. • BA in Secondary Education, State University College (NY, USA), 1977. • Director of several Hispanic institutions of the educational programs of Spain, Quotes Foundation, University of Cantabria, CVS Tarr-Middlebury College, Spanish Schools in Spain, European University of Madrid. • CEES (Department of Philology in Spanish, English, German and French and Translation and Interpretation) European Center for Advanced Studies (affiliated to the Complutense University of Madrid). • Currently Professor in the European University of the Atlantic (Santander, Spain). • Professor at Middlebury College School of Spanish in Spain from 1981 to 2010. Subjects: Theories of Second Language Acquisition, methodology and teaching languages in the Hispanic culture. • Professor in the Department of Education of the Community of Madrid: implementation of training courses for teachers in bilingual schools from 2008 to 2010. • Professor at the Universidad Internacional Menendez Pelayo (Santander), in 2005. • Professor at the University of La Rioja (Spain), from 2003 to 2005. • Professor at the University of Salamanca (Spain), from 1997 to 2009. • Professor at the University of Seville (Spain), 1999. • Professor at the Universidad Antonio Nebrija (Spain) from 1992 to 1995. Subjects: Theories and Methodologies of Second Language Acquisition.	• Doctorates in Foreign Language Education from the Ohio State University, Columbus, OH (USA), 1993.	• Master in Teaching English as a Foreign Language	• FP003 - Second Language Acquisition • Master's Thesis

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Laura Pérez	• Master in Cognitive Science and Language Universitat de Barcelona (Spain). • Psychologist, specialization in Clinical and Organizational Psychology, Pontificia Universidad Javeriana University, (Bogota).	• Doctorates in Cognitive Science and language by the Universitat de Barcelona (Spain)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Physical Activity: Sports Training and Management	• DD031 - Recruitment, Selection and Promotion • DD034 - Training and Career Plans • DD039 - Interpersonal Communication Technique • DD091/DD092 - Conflict Theory • DD103 - Conflict Resolution/ Transformation in the Organization • DD107 - Online Dispute Resolution (ODR) • FP092 - Methodology of Scientific Research • Master's Thesis
Dr. Leonardo Ribeiro	• Graduate of Agronomy, Universidade Federal de Viçosa, UFV, Brazil (2000) • Environment Analyst of the Instituto Brasileiro do Meio Ambiente e dos Recursos Naturais Renováveis • Experience in Enviromental Management and Environemtal Psociology, acting mainly in proceses of environmental authorization of large compaines, evlauation of environment impacts, evaluation of accumulative impacts, and the Theory of Ecological Modernation	• Doctorate in Environment and Society, Universidade Estadual de Campinas, UNICAMP, Brazil (2013).	• Master in Environmental Management and Auditing	• MA002 - Ecology • MA006 - Climatology and Environment • MA008 - Natural Resources • MA011 - Environmental Audit • MA012 - Environmental Impact Assessment • MA013 - Economy and the Environment • MA073 - Natural Areas in the Context of Societies • MA074 - Biodiversity • MA075 - Natural Spaces: Typology and Processes • MA076 - Uses of Natural Spaces • MA077 - The Conservation of Species and Natural Areas • MA078 - Management of Natural Spaces • MA079 - Ecologic Restoration and Landscaping • MA080 - Case Studies of Management and Conservation of Natural Spaces • MA087 - Evolution of the Environment and Sustainable Development • MA139 - Management of Natural Marine Protected Areas • MA142 - Recovery of Contaminated Soil
Dr. Lilian Stevens	• Bachelor in General Psychology Universidad de Oriente. Santiago de Cuba. Cuba (1996) • Consulting and professional teaching education, Universidad Gregório Semedo. Luanda. Angola (2014 - 2016) • Coordinator of Investigation Project and Pedagogical Director Universidad Gregório Semedo, Luanda, Angola (2011 - 2013) • Teaching Vice-Dean in Social Sciences Faculty, Universidad de Oriente, Cuba (2005 - 2006)	• Doctorate Pedagogical Sciences Cátedra Manuel. F.Grant. Universidad de Oriente.Santiago de Cuba (2007)	• Master in Project Design, Administration and Management	• DD100 - Conflict Resolution/ Transformation in the School

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches

Dr. Lucila María Pérez	• Postgraduate studies, Certificate in Education, University of Bedfordshire (United Kingdom),specialty in the Teaching Foreign Languages (2013)
	• Interuniversity Master's Degree in Diplomacy and International Relations, Diplomatic School in Spain (2012)
	• Professor at the Atlantic European University, Santander (2015-present)
	• Author of teaching materials, Atlantic European University (2015)
	• Various works in the private sphere as a translator (tourist texts, academic certificates, texts for the educational field, press releases) (2006-present)
	• Complementary Preparation:
	  - Course "Training for Professors"- FUNIBER (2015)
	  - Course "Training for Directors Thesis" - FUNIBER (2015)
		• Dr. in Translation and Interpreting at the University of Malaga (2010)	• Master in Teaching Spanish as a Foreign Language
			• Master in Teaching English as a Foreign Language
				• FP002 - Observation & Research in the Language Classroom
				• FP010 - Computer Assisted Language Learning
				• FP011 - Tasks and Projects
				• FP014 - Learning Strategies
				• FP015 - Curriculum & Course Design
				• Master's Thesis

Dr. Luis Dzul	• Industrial Engineer by the Autonomous University of Los Campeche (Mexico). • Master's degree in Engineering from the National Autonomous University of Mexico (Mexico). • Diploma in Project Engineering at the Universidad Politécnica de Cataluña (Spain).	• Dr. in Project Engineering at the Universidad Politécnica de Cataluña (Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• PC002 - Collaboration and Development Theory • PC012 - International Collaboration System • PC013 - Logic Framework • Master's Thesis
Dr. Luis Fernández Estrada	• Graduate in Law Branch General, University of Navarra, 1977. • Professor in: University Master access to lawyers and law degree, Antonio de Nebrija University (2010-2014), Diploma in Law, University of La Rioja (1994-1999). • Author of books and publications such as: Act 2000: biographies, *Code of the Guardia Civil jurisprudence on the Guardia Civil, international issues and administrative purposes of the unlawful acts committed on board ships.*	• Doctorate in History, Written Culture and Thought, Universidad de La Rioja, 1998. • Doctorate in Law, Universidad de Navarra, 1992.	• Master in Strategic Management with a specialty in Management	• DD099 - National and International Legislation on Mediation and Other Conflict Resolution Procedures • DD104 - Conflict Resolution/ Transformation in Corrections • DD106 - International Conflict Resolution/ Transformation • Master's Thesis
Dr. Majid Safadaran	• Master in TESOL / ESL by the University of New York (USA). • Master in Education from the University of Piura (Peru). • Master in TEFL by the University of Piura (Peru). • Master in Accounting by the University of Kerela (India). • Bachelor In Accounting by the University of Poona (India).	• Doctor in Education by the Atlantic University (USA).	• Master in Teaching English as a Foreign Language	• FP001- Approaches to Language • FP005 - Teaching Pronunciation • FP008 - Developing Language Skills • FP013 - English in the Community • Master's Thesis

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Marco Rojo	• Bachelor in Economy by the Autonomous Metropolitan University (UAM, Mexico). Professor and Doctor in Social Studies (Soc. Economy). Winner of the University Merit Medal. Winner of the Small Research Grand Program (UCLA, USA). Winner of the Public State Management Award (Campeche, Mexico). Specialist in innovation systems, technological change, efficiency and competitiveness. Is currently a researcher for UNINI, Mexico.	• Doctorate in Social Studies (Soc. Studies, Post-graduate in Social Studies. Autonomous Metropolitan University (*Universidad Autónoma Metropolitana*, UAM)	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD012 - Management and Administration of Operations • DD120 - Financial Mathematics • DD152 - Economy • DD160 - Market Research
Dr. María Araceli Alonso	• Advanced Studies Diploma, IULA - Universitat Pompeu Fabra (Barcelona). (September 2003) • Master's Degree in Applied Linguistics, IULA - Universitat Pompeu Fabra (Barcelona). (September 2003) • A.T.E.R (Attaché Temporaire d'Enseignement et de Recherche), Département de langues appliquées, Faculté de Lettres, Langues, Sciences Humaines et Sociales, Université de Bretagne-Sud (France). (2014 - 2016) • A.T.E.R (Attaché Temporaire d'Enseignement et de Recherche), Département d'espagnol et d'études ibéro-américaines, Faculté de Lettres, Langues, Sciences Humaines et Sociales, Université de Bretagne-Sud (France). (2012 - 2014) • Associate Professor, Universidad Nacional de Educación a Distancia - UNED (Madrid). (2009 - 2013) • Associate Professor, Facultat de Formació del Professorat, Departament de Didàctica de la Llengua i la Literatura at the Universitat de Barcelona (Barcelona). (2009 - 2010) • Associate Professor, Facultat de Traducció e Interpretació, Departament de Traducció i Ciències del Llenguatge at the Universitat Pompeu Fabra (Barcelona). (2006 - 2010)	• PhD in Applied Linguistics, IULA Universitat Pompeu Fabra (Barcelona) (June 2009)	• Master in Teaching Spanish as a Foreign Language	• FP032 - Evaluación del proceso de aprendizaje de lenguas
Dr. María Luisa Sámano	• Master in Sciences: Specialization in Chemical Engineering, University of the Americas, Puebla (Mexico, 2005). • Degree in Chemical Engineering, University of the Americas, Puebla (Mexico, 2001). • Professor of Laboratory, University of the Americas - Puebla. San Andres, Cholula (Mexico 2002-2005). • Coordinator of projects and research of water quality, numerical systems, etc. • Full-time researcher at the Institute of Environmental Hydraulics of Cantabria. Universidad de Cantabria (2010-2014). • Author and co-author of scientific articles and book chapters in the field of environmental study.	• Doctorate in Environmental Hydraulics, Universidad de Cantabria (Spain, 2011).	• Master in Strategic Management with a specialty in Management • Master in Environmental Management and Auditing	• IP051 - Water Management: Basic Principles • MA003 - Water Treatment • MA015 - Introduction to Integral Water Management • MA016 - The Water Cycle • MA017 - Water Management • MA018 - Water Analysis and Characterization • MA090 - Environmental Management and Sustainable Development • MA209 - Facilities and Water Treatment • Master's Thesis
Dr. Maritza Caraballo	• Master in Business Administration with a Specialty in Management, Business Administration Graduate School of the Pontificia Universidad Católica de Puerto Rico, Ponce Branch (2006) • CPA Review Test, Colegio Evangélico Capitán Correa, Hatillo, PR (2006) • Income Tax Specialist, License number 18329, (2005) • Federal Income Tax Specialist, license number P01605200 • BA in Public Accounting, Universidad Católica de Puerto Rico, Ponce Branch (2003) • Management and Accounting Professor in Universidad del Este, Santa Isabel, PR Branch and Universidad del Turabo, Ponce, PR Branch (2007-2017) • Consultoría Administrativa y Servicio de Contabilidad (2005-2017)	• Doctorate in Business Administration with a Specialty in Management, Business and Entrepreneurship School of Universidad del Turabo, Gurabo, PR (2015)	• Master in Strategic Management with Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD122 - International Accounting Standards • DD123 - Financial Statement Analysis • DD124 - Management Accounting • DD128 - Administration and Planning of Audits • DD131 - Audit Reports • DD155 - Documentation, Tests and Risks

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Mayra González	• Master in Counseling and Guidance, Interamerican University of Puerto Rico, Arecibo Campus (2003) • Bachelor in Social Sciences with a major in Political Sciences, University of Puerto Rico, Río Piedras Campus (1996) • Licensed Professional Counseling, part-time, Universidad Internacional Iberoamericana (2014 - Present) • Licensed Professional Counseling and Director of the Prevention and Violence Against Women Program, University of Puerto Rico, Utuado Campus (2012)	• Doctorate in Education with a specialty in Counseling and Guidance, Interamerican University of Puerto Rico, Metropolitan Campus, Cupey, P.R.	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD040 - Negotiation and Conflict Resolution Techniques • DD043 - Stress and Burnout • DD044 - Public Presentation Techniques • DD097/DD098 - Mediation • DD103 - Conflict Resolution/ Transformation in the Organization • DD138 - Conflict Resolution/ Transformation Principles and Processes
Dr. Mercedes Monserrat	• Master in initiation to research in Food Science and Technology, Universidad de Zaragoza (2010). • Master in Nutrigenomics and personalized Nutrition, University of the Balearic Islands, Mallorca (2009). • She has a degree in Human Nutrition and Dietetics, University of Ramon Llull, Blanquerna (2008). • Teaching and Research Staff Hired in the University of Zaragoza, University of Zaragoza (2013-2015). • Member since 2011 to 2015 of the consolidated group of Applied Research "Biochemistry of milk protein (REFERENCE TO18)" recognized by the Government of Aragon.	• Doctorate from the University of Zaragoza mention Cum Laude, Thesis title: Development of analytical techniques for the study of allergenic proteins Ara h1 and Ara h2 in peanuts (Arachis hypogaea) and for its detection in food (2015).	• Masters in Physical Activity: Sports Training and Management	• SN047 - Eating Disorders in Sports • SN198 - Basics Aspects of Nutrition • SN217 - Nutrition and Sports
Dr. Mireia Oliva	• Master in Mental Health and Psychological Therapy. Itinerary of Neuropsychology. Universidad de Deusto (Bilbao). 2011 • Bachelor of Arts in Psychology with Degree. Universidad de Deusto (Bilbao). 2009 • CAP (Certificado de Adaptación Pedagógica, Certification of Pedagogical Adaptation). Universidad de Deusto (Bilbao). Ability to teach: Philosophy, Ethics, Alternative, Religion, Psychology. 2009 • Accredited Health Psychology: 2014, Eragintza Foundation, day center for people with mental disorder (Basauri) 2009, Logos, Psychological and Speech Therapy Center (Bilbao) 2009. • Neuropsicology: Hospital Aita-Menni (Arrasate-Mondragón) 2010, CENER, neuropsychological rehabilitation center for brain damage. Center Of Día Aita-Menni (Bilbao) 2011. • Professor: Course 0 of Biology at the University of Deusto (Bilbao) 2011, course of "Seller in Commercial Establishment". IES Bidebieta Basauri. Psychological Cabinet Laia (Bilbao) 2012, Master General Health Psychologist. Universidad de Deusto (Bilbao) 2015, Psychology degree. Universidad Europea del Atlántico (Santander) 2016. • Research Assistant: Universidad de Deusto (Bilbao) 2012-2015, Universidad de Deusto (Bilbao) 2010.	• Doctorate in Clinical and Health Psychology, Universidad de Deusto (Bilbao) 2015.	• Master in Project Design, Administration and Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information	• DD043 - Stress and burnout • DD049 - Neurolinguistic Programming (NLP)
Dr. Mireia Peláez	• Bachelor's Degree in Physical Activity and Sport Sciences Polytechnic University of Madrid. • Director of the "Blooming" Exercises Projects program for special populations. • Coordinator of the Physical and Sport Activity Research Faculty in the Polytechnic University of Madrid. • Teaching undergraduate courses in Physical Activity and Sport Sciences for the Critical Atlantic University Union of scientific articles in the Journal of Neurology and Urodynamics.	• Doctorate in Physical Activity and Sport Sciences from the Universidad Politécnica de Madrid.	• Master in Physical Activity: Sports Training and Management	• SN155 - Contextualization of Physical Activity and Exercise in the Health Framework • SN157 - Control and Prescription of Physical Activity • SN160 - Physical Activity in Seniors

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Mónica Gracia	• Bachelor's in Information Sciences. Autonomous University of Bellaterra. 1995. • Master in Strategic Direction. Universidad de Leon. Spain, 2009	• Dr. in Engineering Projects: Environment, Safety, Quality and Communication. Universidad Politécnica de Cataluña. Spain 2014.	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD033 - Compensations and Incentives • DD036 - Human Resources Audit • DD047 - Intellectual Capital • DD048 - Quality as a Management Tool for Human Resources • TI018 - Innovation, Culture and Work Management in the Communication Society • Master's Thesis

Dr. Narciso Miguel Contreras Izquierdo	• University expert in Teaching Spanish as a Foreign Language by the Menéndez Pelayo International University (Spain).
	• Bachelor degree in Philosophy and Literature (Hispanic Philology) by the University of Jaen (Spain).
	• Universidad Internacional Iberoamericana:
	  - Doctoral Assistant Professor in the Dept. of Spanish Philology at the University of Jaen (Spain).
	  - Director of the Secretarial Studies at the International Mobility Programs at the University of Jaen (Spain).
	  - Master's Professor in Applied Linguistics to the teaching of Spanish as a Foreign Language from the University of Jaen.
	  - Speaker in various congresses and conferences related to the methodology, the lexicon and the varieties of Spanish in the didactics of SL.
	  - Professor of the Dept. of Hispanics at the Attila Jozsef
	  - University in Szeged (Hungary) during 3 years.
	  - Professor at the Cervantes Institute of Romania and of the University of Bucharest. President the DELE evaluation board in Hungary and Romania, and President of the evaluation board for these tests at the Universidad de Jaén.
		• Doctor in Spanish Philology Universidad de Jaén, (Spain).	• Master in Teaching Spanish As a Foreign Language	• FP025 - Spanish and its Varieties
				• Master's Thesis

Dr. Oscar Ulloa	• Masters in Social Community-Psychology Development. Universidad Central de Las Villas, Cuba (2006-2008). • Diploma in Training of Social Workers, Universidad de La Habana, Cuba (2002-2003). • Bachelor's in Psychology. Universidad de Oriente, Cuba (1997-2002). • Collaborating professor, Master's Program in Sexology and Society (2015-present). • Fellow (doctorates), Universidad Federal de Rio Grande do Sul, Brasil, • Education Faculty, Doctorate in Faculty (2011-2015). • Participated in research projects from 2005 on Social Sciences, Masculinity and Fatherhood and Psychology. • Author of several scientific books and articles in magazines.	• Doctorate in Education, Universidad Federal de Rio Grande do Sul, Brazil (2011-2015).	• Master in Project Design, Administration and Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD102 - Resolution/ Transformation of Conflict in the Community • DD105 - Conflict Resolution/ Transformation in the Health Field

Dr. Pablo Agudo Toyos	• Master in Entrepreneurship. CISE (Centro Internacional Santander Emprendimiento). Universidad de Cantabria (2014-2015)
	• Master Degree in Sciences. Environmental Management of Water Systems (2007-2009)
	• Degree in Chemical Engineering, Universidad de Cantabria (2000-2007)
	• Pre-doctoral Researcher, Environmental Hydraulics Institute. IH Cantabria, University of Cantabria (2009-2013)
	• Professor for the Atlantic European University (2015)
	• Complementary Preparation:
	  - Course on "Training of Professors" FUNIBER, (2015)
	  - Course on "Training for Directors Thesis" FUNIBER, (2015)
	  - Course: "Teaching in Virtual Environment" - FUNIBER (2015)
		• Doctor in Science and Technology for the Environmental Management of Water Systems, Universidad de Cantabria (2010-2013)	• Master in Environmental Management and Auditing	• MA030 - Pollutants Agents
				• MA078 - The Management of Natural Spaces
				• MA080 - Case Studies of Management and Conservation of Natural Spaces
				• MA104 - Marine Communities
				• MA105 - Sea Water
				• MA137 - Biological Pollution Management
				• MA243 - Management of Water Pollutants

MAIN PROFESSORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. Pamela Parada	• Master's Degree in Psychology from the health, Miguel Hernandez University of Elche, Specialty Neuropsychology (2011). • Graduate in Psychology, Silva Henrã quez Catholic University. Santiago de Chile (2006-2010). • Professor at the Universidad Europea del Atlántico, 2016- present. • Neuropsychologist of the Provincial Council of Alava, residences for the elderly Laudio and Amurrio, (2011-present). • Researcher for Universidad de Deusto, Bilbao (2011-present). • Has participated in didactic conferences since 2007.	• Doctorate in Clinical and Health Psychology, CUM LAUDE. Universidad de Deusto, Bilbao (2015).	• Master in Project Design, Administration and Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD093/DD094 - Emotion, Communication and Conflict
Dra. Priscilla Almeida de Souza	• Bachelor in Human and Dietetic Nutrition, Centro Universitario Belo Horizonte (UNIBH), Brazil. (2002-2006). • Graduate in Sport Nutrition, Centro Universitario Belo Horizonte (UNIBH), Brazil. (2006-2008). • Philology Advanced Studies (2009-2012)	• Doctorate in Biomedicine. Universidad de Zaragoza (2012-2016)	• Master in Strategic Management with a specialty in Management • Master in Physical Activity: Sports Training and Management	• SN042 - Kinanthropometry • SN043 - Ergogenic Aids • SN047 - Eating Disorders in Sports • SN198 - Basic Aspects of Nutrition • SN217 - Nutrition and Sports
Dr. Roberto Álvarez (Department Director)	• Architect (FADU-UBA, Argentina) • Graduate in Strategic Planning (FADU-UBA, Argentina). • Graduate in Investment Projects Evaluation for non-specialists (FADU-UBA, Argentina). • Specialist in Strategic Management Design. Project Management and Design (UBA-Polit- of Milan, Argentina).	• Dr. in Project Engineering at the Universidad Politécnica de Cataluña (Spain).	• Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• AU004 - Contextual Components of a Project: Economic, Social, Institutional and Cultural • AU006 - Architectural-Urban Project Theory • AU008 - The Function of the State • AU010 - Integral Management of Design and Product • AU011 - Areas of Design. Contextual Conditions and User • AU012 - Innovation as a Tool for Improvement and Product Value Contribution • Master's Thesis
Dr. Roberto Fabiano Fernández	• Master in Engineering and Knowledge Management, Federal University of Santa Catarina (2012). • Especialization in Software Project Engineering, South University of Santa Catarina (2009) • Graduate in Computer Science, Regional University Foundation of Blumenau (2001). • He has experience in the field of Engineering Production, with emphasis on innovation management, acting on the following topics: innovation, project management, identifying opportunities, design and management of knowledge • Complementary Preparation: - Course: "Training for Thesis Directors", FUNIBER, (2015) - Course: "Training for Professors", FUNIBER, (2015)	• Dr. in Engineering and Knowledge Management, Federal University of Santa Catarina (2014-present).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• TI030 - Network Security and Management • TI034 - Languages and Programming Paradigms • TI035 - Architectures, Networks and Distributive Systems • TI036 - Web Technology and Engineering • TI037 - Integral Design and Analysis of Systems and Requirements • TI038 - Data Model and Database Design • TI040 - Database Management and Information Resources • TI041 - Business Software Processes
Dr. Rubén Calderón	• Bachelor's in Economic Sciences from the University of Valladolid (Spain) • Master in Occupational Risk Prevention by the University of Valladolid (Spain)	• Dr. in Economics by the Universidad Antonio de Nebrija (Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications	• DD112 - Government Structures and Bodies • DD113 - The Family Protocol • DD114 - Property Management in Family Businesses • DD121 - International Taxation and Financing • DD123 - Financial Statement Analysis • DD1004 - Health Economy

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Sandra Milena Camelo	• Master in Cultural Studies Pontificia Universidad Javeriana (2012) • Master in Linguistic Applies in Spanish as Foreign Language. • Universidad Jaén, España. (2011) • Bachelor in Modern Languages Pontificia Universidad Javeriana (2008)	• Dr. in Cultural Studies Goldsmiths College, Londres (2012 - 2017)	• Master in Teaching Spanish as a Foreign Language • Master in Teaching English as a Foreign Language	• FP004 - Individual Factors • FP009 - Materials & Resources • FP020 - Factores individuales en el aprendizaje • FP023 - Lengua, cultura y bilingüismo • FP028 - Desarrollo de las destrezas en el aula • FP029 - Creación, adaptación y evaluación de materiales y recursos • FP037 - Content & Integrated Language Learning • FP038 - La gramática del español para profesores de ELE
Dr. Santos Gracia	• Degree in Industrial Engineering from the Polytechnic University of Catalonia (Spain).	• Industrial Engineering Doctorates from the Polytechnic University of Catalonia (Spain).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• DD070 - Introduction to Project Management • DD073 - Project Monitoring and Control • TR038 - Project Planning and Management • Master's Thesis
Dr. Silvia Aparicio	• Postgraduate studies, Bachelors of Erasmus program (Denmark). • Bachelor in Business Administration from the University of Cambria (Spain). • Has served in positions of management and coordination in different educational institutions. • Has experience in administrative positions in private companies. • Has made presentations on topics such as entrepreneurship, scientific research, taxation system, finance, marketing, distribution, and the environment, new technology for the Ministry of Agriculture from the Autonomous University of Madrid, Cantabria, Valladolid and Copenhagen. • Author and co-author of several impact newspaper articles and Media (Newspaper El Mundo).	• Doctorates in Economics from the Faculty of Economics and Economic Development (Program for Economic Development and Integration) from the Autonomous University of Madrid.	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD122 - International Accounting Standards • DD124 - Management Accounting • DD126 - Budget and Public Accounting • DD128 - Administration and Planning of Audits • DD130 - Auditing Procedures by Area • DD131- Auditing Reports • DD153 - Financial Valuation for IAS • DD155 - Documentation, Testing and Auditing Risks • TR026 - Business Administration and Management

MAIN PROFESSORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Silvia Pueyo Villa (Department Director)	• Master's Degree in Linguistics Applied to the Teaching Spanish as a Foreign Language, University of Jaen and the Universidad Internacional Iberoamericana (2008-2009) • Master of Teaching Spanish as a Foreign Language, the University of Barcelona (1999-2001) • Degree in Translation and Interpretation, Autonomous University of Barcelona (1997) • Academic Coordinator in the Professorship training area for the Fundación Universitaria Iberoamericana -Funiber (September 2007 - present) • Academic Director of Translation and Interpretation and Applied Languages Degrees, Atlantic European University, Santander (2014-2015) • Complementary Preparation: - Course "Training for Directors Thesis - FUNIBER (2015) - Course of "Teaching in Virtual Environment" - FUNIBER (2015)	• Doctorate in Educational Sciences, University of Barcelona	• Master in Teaching Spanish as a Foreign Language	• FP017 - Driving Modes the Classroom • FP019 - Second Language Acquisition • FP027 - Methodological Bases • Master's Thesis
Dr. Silvia Quer Palomas	• Master in Clinical and Health Psychology specialty in Clinical Neuropsychology (2012) • Master in Neurosciences - Universitat Autónoma de Barcelona (2009)	• Doctor in Clinical and Health Psychology - Universitat Autónoma de Barcelona (2013)	• Master in Physical Activity: Sports Training and Management	• SN050 - Sport Psychology
Dr. Susana Martínez	• Master in Occupational Risk Prevention, Board of Castile and Leon, (2009) • Degree in Food Science and Technology Intensification, Food Technology, University of Leon (2004) • Higher Degree Technical Researcher, Institute of Biomedicine in León (2013) • Complementary Preparation: - Professor Training Course - FUNIBER (2015) - Training Course for Directors Thesis - FUNIBER (2015)	• Doctorate in Biology, University of Leon, (2004)	• Master in Physical Activity: Sports Training and Management	• FP092 - Methodology of Scientific Research • SN043 - Ergogenic Aids • Master's Thesis
Dr. Vanessa Anaya Moix	• Bachelor's in Translation and Interpretation from the Universitat Pompeu Fabra (Spain)	• Dr. in Language and Literature Didactics from the University of Barcelona (Spain)	• Master in Teaching Spanish as a Foreign Language • Master in Teaching English as a Foreign Language	• FP012 - Assessment & Testing • FP018 - Observación e investigación en el aula • FP030 - Tecnología educativa en el aprendizaje de lenguas • FP031 - Proyectos y tareas • FP033 - Diseño curricular y programación - Theory and Practice • Master's Thesis
Dr. Víctor Jiménez	• Bachelor's in Civil Engineering by the Metropolitan Autonomous University of Mexico (Mexico) • Master degree in Construction Engineering by the National Autonomous University of Mexico (Mexico)	• Dr. in Industrial Engineering at the Polytechnic University of Catalonia (Spain)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• IP062 - Ergonomics • IP064 - Training and Communication • IP076 - Workplace Hygiene • IP003 - Industrial Hygiene • IP004 - Occupational Health • Master's Thesis

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Alba Hernández	• Master in Social Psychology. Faculty of Psychology. University of La Habana. (2003) • Bachelor in Psychology, University of La Habana (1996) • Professor - Director of Final Projects linked to the areas of Business and Psychology. FUNIBER (2016-2017) • Researcher, Business Consultant and Project Chief. Psychological and Sociological Research Center. La Habana. Cuba (1998-2015) • Collaborator. Design of the Postgraduate-Specialization Course Appreciative Inquiry. Psychological and Sociological Research Center. La Habana. Cuba. (2014-2015) • Professor. Intergroup Cooperation in Business Seminar. Polytechnic Institute of Mérida Mexico. (36 h.) Professor. Learning Communities Course. Kanankil Institute. Mérida. Mexico. 16 h. • Participation in Sessions of the Scientific Board. CIPS. (2008-2015) • Collaboration with academic institutions by writing and reviewing teaching material (Tlaxcala College; FUNIBER) (2013-2015) • Translation of scientific papers from English to Spanish. Chapter translations from the book "El poder de la Indagación Apreciativa" *(The Power of Appreciative Inquiry)*. Acuario Editions. (2011)	• Dr. (c) in Education Universidad Internacional Iberoamericana (México) (2016-)	• Master in Strategic Management with a Specialty in Management	• DD091/DD092 - Conflict Theory
Dr. (c) Amélia Stein	• Bachelor's In Physical Education for the Lutheran University of Brazil ULBRA (Brazil).	• Dr. (c) in Sciences of the Physical Activity and Sport Universidad de Leon (Spain).	• Master in Physical Activity: Sports Training and Management	• DP004 - Management Techniques for Sports Team • FP092 - Methodology of Scientific Research • SN039 - Structure and Function of the Human Body • SN048 - Training Theory and Practice • SN049 - Sports Planning • SN050 - Sports Psychology • SN155 - Contextualization of Physical Activity and Exercise in the Health Framework • SN156 - Psychosocial Aspects of Physical Activity for Health • SN157 - Control and Prescription of Physical Activity • SN158 - Physical Activity for Health with Diverse Diseases • SN159 - Physical Activity in Children and Adolescents • SN160 - Physical Activity in Seniors • SN228 - Study and Case Resolution for Management Skills • SN229 - Study and Case Resolution for Sports Training
Dr. (c) Andrea Gutiérrez	• Master in Human Resources and Knowledge Management, Universidad Internacional Iberoamericana in agreement with the University of Leon, Barcelona, Spain (2010) • Psychologist, Pontifical Xavierian University, Cali, Colombia (1998) • Organizational Psychology Coordinator, Integrated Massive Transportation Group Git Masivo S.A. (July 2009 - December 2010) • Consultant for the Project "Evaluation of Human Development", Ingacon Ltd. (April - July 2008)	• Dr (c) in Education, Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD068 - Knowledge Management and Organizational Learning • DD111 - Professionalization of Family Business • DD112 - Government Structures and Bodies • DD113 - The Family Protocol • DD114 - Property Management in Family Businesses • DD116 - Creation and Internationalization of Family Businesses • DD143 - Basic Legal Aspects of the Family Business

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Ann Rodríguez	• Master in Human Resources and Knowledge Management, University of Leon, Spain (2011) • Specialization in Waste Energy Recovery, University of Leon, Spain (2009) • Masters in Environmental Management and Auditing, University of Las Palmas, Gran Canaria, Spain (2005) • Tutor for thesis student's Thesis in the Polytechnic University of Catalonia UPC (2008 - present). • Teaching. Director Thesis at the global level, Universidad Internacional Iberoamericana (2010 - present).	• Doctorate in Research Projects (ongoing 4th phase), Universidad Iberoaméricana (UNINI) Mexico	• Master in Environmental Management and Audits • Master in Strategic Management with a specialty in Management	• IP051 - Water Management: Basic Principles • IP052 - Basic Waste Management • IP054 - Treatment of Contaminated Soils • MA003 - Water Treatment • MA007 - Noise Pollution • MA015 - Introduction to Integral Water Management • MA018 - Water Analysis and Characterization • MA021 - Water and Environmental Education • MA039 - Industrial Wastewater Treatment • MA088 - Historical Evolution of Environmental Education • MA090 - Environmental Management and Sustainable Development • MA091 - Risk Management and Environmental Education • MA107 - Sea Water Chemistry • MA142 - Recovery of Contaminated Soil • MA143 - Energy Recovery • MA194 - Basic General Concepts of Environmental Education • MA195 - Formal Education in Environmental Education • MA209 - Facilities and Water Treatment
Dr. (c) Beatriz Suárez	• Bachelor's in Philology from the University of Vigo (Spain). • Master in Teaching Spanish as a SL by the University of Jaen (Spain)	• Dr. in Philology by Universidad de Vigo (Spain)	• Master in Teaching Spanish as a Foreign Language	• FP020 - Factores individuales en el aprendizaje • FP028 - Desarrollo de las destrezas en el aula • FP029 - Creación, adaptación y evaluación de materiales y recursos • FP032 - Evaluación del proceso de aprendizaje
Dr. (c) Carlos Lago Fuentes	• Master in Researching Physical Activity, Sports and Health Universidad de Vigo. • Bachelor in Physical Activity Sciences Universidad de Vigo.	• Doctorate in process in Sports, Physical Education and Healthy Physical Activity Universidad de Vigo.	• Master in Physical Activity: Training and Sports Management	• SN155 - Contextualization of Physical Activity and Exercise in the Health Framework • SN156 - Psychosocial Aspects of Physical Activity for Health • SN158 - Physical Activity for Health with Diverse Diseases • SN160 - Physical Activity in Seniors

Dr. (c) Carlos Marcuello	• Official Inter-university Master in Economic History, Universities of Barcelona, Autónoma de Barcelona and Zaragoza (ongoing)
	• Masters in International Relations, Catholic University of Avila
	• Postgraduate degree in Organization of Events, International Protocol School
	• Bachelor's in Human Resources, University of Murcia
	• Diploma in Labor Relations from the University of Zaragoza
	• Teaching and Academic Counseling in academic institutions (2011-2015)
	• Complementary Preparation:
	  - Professor's Training Course - FUNIBER (2015)
	  - Training Course for Directors of Thesis - FUNIBER (2015)
	  - Course in Teaching in Virtual Environments - FUNIBER (2015
		• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management
			• Master in Strategic Management with a specialty in Information Technology
				• DD036 - Human Resources Audit
				• DD046 - Personal Marketing
				• DD047 - Intellectual Capital
				• DD048 - Quality as a Management Tool for Human Resources
				• TI018 - Innovation, Culture and Work Management in the Communication Society

	TUTORS			
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Cristina Tavera	• Master in Education, Universidad Centro Panamericano de estudios Superiores (México) - Current • Master in Pyschology of the Consumer, Universidad Konrad Lorenz, 2010. • Currently - business women and business consultant. • General Manager and proprietor of Jardín Infantil Wonderland.	• Doctorate in Project, Universidad Internacional Iberoamericana, México (2012-current).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD115 - Key Factors for Success in the Family Business • DD160 - Market Research • DD162 - Marketing Strategy Development • DD164 - Relational Marketing • DD169 - Communication Management Policies • DD171 - Control and Marketing Plan • TI004/DD163 - International Marketing and Commerce
Dr. (c) Daniela Torrico	• Master in Marketing and Commercial Distribution, Polytechnic University of Catalonia, Barcelona, Spain (2008 - 2009) • Master in Business Administration (International MBA), La Salle Business Engineering School, Barcelona, Spain (2007 - 2008) • Assistant for the Department of Finance and Expansion, HOTUSA, Barcelona, Spain (2008 - 2009) • Accounts Executive, ENTEL S.A., La Paz, Bolivia (2006 - 2007) • Coordinator and Tutor of the Master in Strategic Management specializing in Marketing, FUNIBER, Barcelona, Spain (2009	• Doctorates in Projects, Marketing Research, Universidad Internacional Iberoamericana (2012 - present)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD004 - Marketing • DD159 - Introduction to the New Marketing • DD161 - Consumer-Buyer Behavior • DD165 - Marketing Audits • DD166 - Product Management and Brand Policy • DD167 - Price Management Policy • DD168 - Distribution Management Policies • DD170 - Service Marketing • DD1009 - Health Marketing • TI014 - Electronic Marketing and Commerce
Dr. (c) Diana Cortés	• Specialization in Labor Rights and Social Security, Universidad Sergio Arboleda, Bogota D.C. (2000) • Master in Knowledge Management and Human Resources, FUNIBER, Universidad de León, Spain (2010) • Specialized Consulting Associates Degree, Chamber of Commerce of Bogota (2010) • External Consulter, Environmental Organization Instrument Design, National Military of Uruguay (2013-present) • Capacitation Conferences in Behavior and ICT Change Management, Corpoica (2012-present) • Chief of Human Management, C.I. El Calafate S.A. (2005-2007) • Program Director Master in Strategic Management, Universidad Internacional Iberoamericana, Universidad de León, Spain (2010-present) • Area Coordinator for Business in Latin America and Professor, Universidad de León, Spain (2010-2011) • Professor of the following subjects: Business Administration and Management, Strategic Planning and Management, Culture and Organizational Climate, Recruitment and Selection of Personnel, Compensation & Incentives (2009-present)	• Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD014 - Strategic Planning and Management • DD024 - Organizational Culture and Climate • DD031 - Recruitment, Selection and Promotion • DD033 - Compensations and Incentives

TUTORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches

Dr. (c) Elena Caixal	• Masters Degree in Linguistics Applied to the Teaching of English as a Foreign Language, University of Jaen (2011)
	• Masters Degree in Linguistics Applied to the Teaching of Spanish as a Foreign Language, University of Jaen (2010)
	• Coordinator of the Area of Languages, Funiber (2009)
	• Professor of the Professorship training programs, Funiber (2009)
	• Tutor of the Master's completion memories for the Professorship training programs, Funiber (2010)
	• Complementary Preparation:
	  - Training Course for Directors of Thesis - FUNIBER (2015)
	  - Course of Teaching in Virtual Environments - FUNIBER (2015)
		• Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico)	• Master in Teaching Spanish as a Foreign Language	• FP017 - Modos de conducir el aula
				• FP019 - Adquisición de segundas lenguas
				• FP027 - Bases metodológicas

Dr. (c) Elisangela Faustino	• Master Degree in Information Sciences, Federal University of Santa Catarina, Brazil (2012). • Bachelor's Degree in German Literature, Federal University of Santa Catarina, Brazil (2009). • BA in History, Federal University of Santa Catarina, Brazil (2006).	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD012 - Management and Administration of Operations • DD013 - Logistics • DD022 - Organizational Structure and Change • DD040 - Conflict Resolution and Negociation Techniques • DD041 - Management Techniques for Work Teams • DD043 - Stress and Burnout • DD044 - Public Presentation Techniques • DD068 - Knowledge Management and Organizational Learning • DD133 - Occupational Risk Prevention: OHSAS 18001 • TI011 - Society of Change and Information • TI017 - Integration of Business Management Systems • TI025 - e-Business and its Integration with Corporate Management Systems
Dr. (c) Emmanuel Soriano	• Master in Educational Innovation, Liceo Universidad Pedro de Gante, 2012-2014. • Master in Administration (with focus to international business), Faculty of Accounting and Administration from the Universidad Nacional Autónoma de México, 2010-2012. • Degree in Administration, Faculty of Accounting and Administration from the Universidad Nacional Autónoma de México (Degree with Honor Mentions) 2004-2008. • Mexican professor of bachelor and master degrees, with experience in Human Resources and Banking, founding partner of Business and Education Consultants.	• Doctorate in Higher Education, Universidad Autonoma Chapingo, Mexico (currently coursing the fifth semester).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD152 - Economy • TR026 - Business Administration and Management

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Erik Simões	• Masters in Aquaculture by the Postgraduate Program in Aquaculture from the Federal University of Santa Catarina (2011). • Degree in Aquaculture Engineering, Federal University of Santa Catarina , UFSC , Brazil (2009).	• Doctoral student from the Universidad Internacional Iberoamericana in Mexico.	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a Specialty in Innovation and Product	• IP053 - Atmospheric Contamination Treatment • MA001 - Introduction to Sustainable Development • MA005 - Atmospheric Contamination • MA028 - Potentially Contaminated Marine Ecosystems • MA029 - Environmental Factors that Affect Pollutants • MA030 - Pollutants Agents • MA031 - Toxicology • MA073 - Natural Areas in the Context of Societies • MA078 - The Management of Natural Spaces • MA079 - Ecologic Restoration and Landscaping • MA080 - Case Studies Of Management And Conservation of Natural Spaces • MA081 - Urban Solid Waste • MA082 - Industrial Waste • MA083 - Rural Waste • MA084 - Sanitary Waste • MA085 - Environmental Education and USW • MA095 - Treatment of Gaseous Effluents • MA102 - Basic Marine Ecology • MA103 - Marine Organisms • MA104 - Marine Communities • MA106 - Water Circulation • MA108 - Fishery Exploitation • MA109 - Marine Cultures • MA110 - Marine Navigation Transportation • MA136 - Technology in Marine Aquaculture: Toward a Sustainable Aquaculture • MA137 - Biological Pollution Management • MA140 - Fishery Management • MA243 - Management of water pollutants • MA316 - Dynamic Soil • MA317- Coastline and Marine Erosion
Dr. (c) Fabricio De Paula	• Master in Project Design, Administration and Management, Universidad de León, Spain (2013) • Architecture, Faculty of Architecture, Universidad de la República, mvd (2006) • Professor training, internal training, Fundación Universitaria Iberoamericana (December, 2015) • Teaching in virtual environment - course - 175h, Fundación Universitaria Iberoamericana (June, 2015) • Professional work practice teaching, Faculty of Architecture, Universidad de la República mvd (2009-2012)	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Project Design, Administration and Management with a specialty in Innovation and Product	• AU014 - Theory of the Object • AU015 - Innovation, Creativity, Productivity, and Competitiveness
Dr. (c) Francisco Sagués	• Degree in Economic Sciences • Degree in Business Sciences • Chartered Accountant • Entrepreneurship training courses, European Management Center (Brussels) • Administrative Financial Director of the Iberian Peninsula in known multinational consumption sector at the global level • Development of activities in university centers for business training • Consultant in different companies • Free professional in audits, organization and the management of companies	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD124 - Management Accounting • DD128 - Administration and Planning of Audits • DD130 - Auditing Procedures by Area • DD131 - Auditing Reports • DD155 - Documentation, Testing and Auditing Risks

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Irma Domínguez	• International and Interuniversity Master in Nutrition and Applied Dietetics Specialized in Eating Disorders, Nutrition and Aging by the University of Leon (Spain). • Diploma in Human Nutrition and Dietetics by the University of Navarra (Spain).	• Dr. (c) Nutrition Area by the Universidad de Leon (Spain).	• Master in Physical Activity: Sports Training and Management	• SN047 - Eating Disorders in Sports • SN198 - Basic Aspects of Nutrition • SN217 - Nutrition and sports
Dr. (c) Javier Costas	• Master in Urgent and Emergency Integral Assistance, 2014-2015 • Member of the VII Organizing Committee for the International Conference on Pre-hospital Lifesaving and Life Support in the Aquatic Environments, Fundación Universidad da Coruña (2015) • Complementary Preparation: - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015)	• Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico)	• Master in Physical Activity: Sports Training and Management	• SN157- Control and Prescription of Physical Activity
Dr. (c) Jorge Molina	• Master degree in Management and Environmental Audits on Environmental Engineering and Technology, University of Las Palmas de Gran Canarias (2003) • Post Graduate Diploma "Environmental Consulting" from the Santiago de Chile University, Polytechnic University of Catalonia (Spain) and Institute for Environmental Studies (IEM) of Spain (2001) • Course "Preparation and Evaluation of Investment Projects" of 45 hours performed by Les Halles. (2008) • Professor of the Master of the Integrated Management of Prevention, Environment and Quality. Polytechnic University of Catalonia-Chilean Safety Association. (2006) • Business and Project Engineer for Kiasa Urbaser Group (2006)	• Student of the Doctoral Program "Project Engineering: Safety, Quality, Environment and Communication", teaching phase in period of preparation of the thesis in the Department of Engineering Projects of the Universidad Politécnica de Cataluña (2005)	• "Master in Environmental Management and Auditing	• MA081 - Urban Solid Waste • MA082 - Industrial Waste • MA083 - Rural Waste • MA084 - Sanitary Waste • MA085 - Environment Education and the MSW • MA208 - Mining and the Environment
Dr. (c) Juan David Arboleda	• Master in Industrial Engineering/ Universidad de los Andes. • Bachelor in Industrial Engineering Politécnico Grancolombiano. • Professor and Virtual Tutor.	• Doctorate in Project, Universidad Internacional Iberoamericana, México (2012-current).	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD012 - Management and Administration of Operations • DD013 - Logistics • TI013 - Reengineering, Strategy and Management of Systems and ICT • TI016 - Business Intelligence • TI017 - Integration of Business Management Systems • TI025 - E-business and its Integration with Corporate Management Systems
Dr. (c) Karina Nossar	• Master in Teaching Spanish as a Foreign Universidad Internacional Iberoamericana (2012-2014). • Master in Education with emphasis in learning and teaching investigation Universidad ORT Uruguay. (2005) • Bachelor in Spanish Instituto de Profesores Artigas, Uruguay (1991) • Bachelor in Literature Instituto de Profesores Artigas Uruguay (1985) • Interim Subdirector, Instituto de Profesores Artigas, Uruguay. 2009 - Current • Director CERP del Norte, Uruguay. 2002 - Current	• Doctorate Candidate in Education Universidad de la Empresa, Uruguay (2008)	• Master in Teaching Spanish as a Foreign Language	• FP018 - Observación e investigación en el aula

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Lázaro Hernández	• Computer Engineer. Higher Polytechnic Institute of La Habana. (2009-2015) • Chinese Language Translator Institute of Foreign Languages. La Habana. (2000-2004) • Participation with the academic team in the UNINI-DEAC accreditation process: • Software Development for Syllabus automated management • IT Tutoring • Participation alongside the academic team in the development of subjects in the Master degree in Strategic Management in Information Technology and Telecommunications: Preparation of case studies for Master degree subjects of Strategic Management in Information Technology and Telecommunications. Bibliographic Management. Design and Development of Collaborative Exercises • Integral Development of the Software Revenue Management for the hotel industry in Barcelona. Emexs Business Marketing (2015-2016) • Subject Reviews. Writing and updating online content. Collaborator. FUNIBER (2016) • Professor of the course *Theories of Complexity and Social Sciences. Chair of Complexity*. Institute of Philosophy. La Habana, (2010)	• Dr. (c) in Projects Universidad Internacional Iberoamericana (México) since 2016.	• Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• TI029 - Telecommunications Services • TI034 - Languages and Programming Paradigms • TI035 - Architectures, Networks and Distributive Systems • TI036 - Web Technology and Engineering • TI037 - Integral Design and Analysis of Systems and Requirements • TI038 - Data Model and Database Design • TI040 - Management of Databases and Information Resources • TI041 - Business Software Process
Dr. (c) Liliana Valdés	• Master's Degree in Marketing and Digital Communication. Grupo IMF Formación (present) • Master's Degree in Business Administration (MBA), Faculty of Economics, Universidad de la Habana (2009-2011) • University Career: Bachelor's Degree in Tourism, Universidad de la Habana (2003-2008) • Collaborator of Travel Agency Enjoycuba, specialist on trips to Cuba (2012 – present)	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management	• TR022 - Hotel Business Management • TR023 - Food and Drinks Management • TR027 - Cultural Heritage and Tourism • TR030 - Rural Tourism and Sustainable Development • TR031 - Alternative Tourism and Ecotourism • TR043 - Tourism Fundamentals
Dr. (c) Lina Pulgarín	• Master in Integrated Management of Environment, Quality and Prevention, Universidad Politécnica de Cataluña, Barcelona – Spain (2007-2009) • Environmental Management, Universidad Tecnológica de Pereira, Pereira – Colombia (1993-1999) • Academic Bachelor, Colegio Diocesano, Pereira (1993) • Environment, Social and IP004- Occupational Health Coordinator of Building Projects for Infrastructure, INGETEC S.A. (February, 2001-June, 2003) • Contractor of Environment Projects, Corporación Autónoma Regional de Caldas –Corpocaldas (September – October 2000) • Professor in post-graduate programs in Environmental Management and Occupational Health, Fundación Universitaria del Área Andina-Seccional Pereira (January 2011 - present) • Complementary Preparation: - "Teaching in virtual environment" course (FUNIBER) (September 2014)	• Dr. (C) in Projects by Universidad Internacional Iberoamericana (Mexico).	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Environmental Management and Auditing	• IP059 - Fundamentals in Occupational Risk • IP082 - Quality Management: ISO 9001 • DD125 - Total Quality Costs • DD133 - Occupational Risk Prevention: OHSAS 18001 • MA010 - Business Environmental Management • MA011 - Environmental Audits • MA012 - Evaluation of Environmental Impact • MA092 - Fundamentals of Environmental Engineering • MA093 - Recovery Engineering and Solid Residue Treatment • MA098 - Business Environmental Management. ISO 14001 • MA245 - Agreements, Negotiations and Instruments for Climate Change • MA246 - Vulnerability and Adaptation to Climate Change • MA248 - Science and Politics of Climate Change • MA249 - Analysis of Product Lifecycle and Carbon Footprint • MA282 - Climate Change Mitigation

TUTORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. (c) Marcelino Diez	• Master in Project Management, Universidad Católica Andrés Bello, Puerto Ordaz (2007) • Project Management Professional, Project Management Institute, USA (2001) • Expertise in Project Management, Universidad Católica Andrés Bello, Puerto Ordaz (2001) • Consultant on Project Management, Banco Interamericano de Desarrollo (May 2012- present) • Director of Education, Vice-president for the Board of Directors and Member of Advisory Board, President of Advisory Board of Venezuela Chapter of the Project Management Institute, (2001-present) • Post-graduate Professor, Universidad Católica Andrés Bello, UCAB (2004-present)	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• TR038 - Project Planning and Management • DD070 - Introduction to Project Management • DD073 - Project Monitoring and Control • DD074 - Project Evaluation. • DD075 - Trust Management: Risk and Quality • DD077 - Project Communication
Dr. (c) María Andrea Yon	• Master in International Business and Law, Atlantic European University (Present) • Licentiate in Law and Social Sciences, Lawyer and Notary, University of San Carlos in Guatemala • Bachelor in sciences and literature, Liceo La Salle (2003-2004) • Online Mediation Course, ODR Latin America with ODR Costa Rica and Consultants for Integral Training, (2016) • Technical Specializations in International Mediation, (2015) • Mediator Certificate, International Mediation Center and Mexican Chamber of Commerce. • Mediation and Conflict Resolution Graduate, International Mediation Center, (2015) • Protocol, Etiquette and Pubic Relations Graduate, issued by the Rafael Landívar University, (2015) • Diploma in Specialization in Public Law, Institute of Science and Advance Studies ICEA, (2013) • Legal Manager, Business Area, Central Law Firm 15ª. Avenue 18-28 Zone 13, Guatemala Tel. 2383-6000 Present • Executive Coordinator, International Mediation Center CIM, affiliated to the Chamber of Commerce and 6th Guatemalan Mexican Industry. (May 2014 to March 2017) • Organization of business and executive events. Independent (October 2008 - December 2013) • Professor of the English Language course, Basic Education, Integral Education Center, Casa del Alfarero (CEICA) (October 2013) • Member of the Organizing Committee, Global Pound Conference Miami, USA (April 2017)	• Dr. (c) in Legal and Business Economy, Universidad Internacional Iberoamericana (México) since 2017.	• Master in Strategic Management with a Specialty in Management	• DD097/DD098 - Mediation • DD099 - National and International Legislation about Mediation and Other Conflict Resolution Procedures • DD104 - Conflict Resolution/ Transformation in Corrections • DD106 - International Conflict Resolution/Transformation

TUTORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches
Dr. (c) María E. Luna Borgaro	• Master Degree in Human Resources Management and Knowledge Management, University of Leon, Spain (2007-2009) • Bachelor of Arts in Psychology, University of Guadalajara, (1982 - 1987) • Professor-Tutor in the business area, Mexico Headquarters, Universidad Internacional Iberoamericana (2008-present) • Master's Professor in Managerial Skills, UNIVER University (2001-2010) • Complementary Preparation: - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environment - FUNIBER (2015)	• Doctorate in Education, Universidad Internacional Iberoamericana in Mexico, ongoing (2014-)	• Master in Physical Activity: Sports Training and Management • Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• DD022 - Organizational Structure and Change • DD039 - Interpersonal Communication Technique • DD040 - Conflict Resolution and Negotiation Techniques • DD041 - Management Techniques for Work Teams • DD042 - Time Management and Conducting Meetings • DD044 - Public Presentation Techniques • DD1021 - Strategic Management of Human Resources • TR024 - Management Techniques and Organizational Leadership • TR046 - Strategic Management of Human Resources
Dr. (c) María Fernanda Figueroa	• Master's in Strategic Sports Management, Universidad de Barcelona (2011-2013) • Degree in Sports Management and Bachelor's of Science Degree in Business Administration, Iowa Wesleyan College (2010) • Complementary Preparation: - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015)	• Doctorate in Sports Management Projects (2013-present)	• Master in Physical Activity: Sports Training and Management	• DP001 - Administration and Management of Sport Entities • DP002 - Strategic Management and Planning of Sport Organizations • DP003 - Sports Marketing. Applications • DP006 - Techniques for Management and Leadership in Sports • DP007 - Society of Change and Information • SN228 - Study and Case Resolution for Management Skills • TI011 - Society of Change and Information
Dr. (c) María M. Peña Rodríguez	• Professional International Certification Level D, Project Manager, International Project Management Association (IPMA) • Master in Project Design, Administration and Management of International Cooperation, Universidad Europea Miguel de Cervantes, Spain. • Master in Cultural Management, Universidad Carlos III, Madrid, Spain. • Architect, Universidad de la República	• Doctorate in Projects (in process) Universidad Internacional Iberoamericana de Mexico	• Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning	• AU001 - Architecture and Urbanism Interrelations
Dr. (c) Mariela Rodríguez	• Master in Projects in Architecture and Urbanism, Universidad Europea Miguel de Cervantes (2014). • Baccalaureate in Architecture. Universidad Católia de Santa Fe (2010). • Practice at the Instituto Provincial de Desarrollo Habitacional. (IPRODHA). - Building Director. Inspection Auxiliary. Auto-construction housing, Housing and School. (2008-2009). • Architecture and Urbanism History 3 Teaching Assistant, Universidad Católica de Santa Fe, sede Posadas. Cátedra: Arq. Rubén Osvaldo Chiappero, Arq. Vargas Vanessa (2009). • Project Administration Technician, Level D. IPMA. International Project Management Association. (2016).	• Dr. (c) in Projects, Universidad Internacional Iberoamericana (México) since 2017.	• Master in Project Design, Administration and Management with a Specialty in Architecture and Urban Planning	• AU006 - Architectural-Urban Project Theory

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Mauricio Pulgarín	• Master's Degree in Economic and Financial Management, Universidad Tecnológica de Pereira (2008 – present) • Public Accounting, Universidad Libre (2004) • Bachelor's, Colegio Diocesano Pereira (1996) • Accounting and Financial Advisor, Comdinamica LTDA, (February 2010 – present) • Treasurer-Accountant, Asociación Ecociudad (June 2008 – present) • Fiscal Reviewer, Sociedad de San Vicente de Paúl (January 2007 – present) • Universidad Santo Tomas – Open and Distant Education (January-December 2008) • Politécnico Metropolitano (January 2008-December 2008)	• Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology	• DD002 - Management and Cost Control • DD120 - Financial Mathematics • DD121 - International Taxation and Financing • DD122 - International Accounting Standards • DD123 - Financial Statements Analysis • DD126 - Budget and Public Accounting • DD153 - Financial Valuation for IAS • TR047 - Financial Management

Dr. (c) Mirtha Silvana Marín Garat	• Masters in Sustainable Development, University of Lanus - Latin American Forum of Environmental Sciences (FLACAM)- UNESCO Chair in Sustainable Development (2004)
	• Advisor for the development of business projects, domestic or foreign (especially Brazil) in the Free Trade Zone of Rivera (April 1995 - March 2000)
	• Consultancy in local development projects and social and environmental responsibility (design, administration and management). (March 2000)
	• Workshop coordinator with professors from the Institute of Higher Education Alberto Chipande (2014) Mozambique
	• Conference in Beira - Mozambique on the occasion for the trip in representation of Funiber to Africa. Conference Topic: "The importance of projects for local development" conference center of the Methodist University of Beira (March 2014)
	• Complementary Preparation:
	  - Course "Training for Professors" FUNIBER, (December 2015)
	  - Course "Training for Thesis Directors" FUNIBER, (December 2015)
	  - Course "Teaching in Virtual Learning Environments" FUNIBER, (July 2015)
		• Doctoral Candidate in project developments, Universidad Internacional Iberoamericana in México (2014)	• Master in Project Design, Administration and Management
			• Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning
			• Master in Project Design, Administration and Management with a specialty in Innovation and Product
				• DD070 - Introduction to Project Management
				• DD073 - Project Monitoring and Control

Dr. (c) Nelson Yepes	• Master in Design, Administration and Project Management, Bogota D.C., Universidad Internacional Iberoamericana UNINI, Universidad Politécnica de Cataluña, Universitaria Iberoamericana, (2008-2010)
	• Professor of the Industrial Engineering Program, University Uniagustiniana, Tagaste Headquarters, Bogota D.C. (2011 - present)
	• Research Professor CVlac (Colciencias), University of Antonio Nariño, UAN, (2004 - present)
	• Complementary Preparation:
	  - Course "Training for Thesis Directors", FUNIBER, (December 2015)
	  - Course "Training for Professors", FUNIBER, (December 2015)
	  - Course "Teaching in Virtual Learning Environments", FUNIBER, (June 2015)
		• Doctorate in Projects, with emphasis on Industrial Technology, Bogotá D.C, 2014 Universidad Internacional Iberoamericana, Mexico (ongoing)	• Master in Project Design, Administration and Management	• DD072 - Computing Tools for Project Management

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Pablo Urquizo	• Master in Strategic Management in ITC's Universidad de León (España). • Master in Training Major State Chiefs General Command (Uruguay). • Professor in Escuela de Operaciones de Paz del Ejército (1998-2006). • Informatics Professor - I.M.A.E. (2001-2006). • Informatics Professor - Liceo Nº 1 Extraedad E.S.O.E. (2001-2006). • Drawing Professor - Liceo Nº 1 Extraedad E.S.O.E. (1996). • Math Professor - Liceo Nº 1 Extraedad E.S.O.E. (2001 - 2006). • Professor Project Design and Management, Universidad Internacional Iberoamericana (2010 - currrent).	• Doctorate in Projects, Universidad Internacional Iberoamericana, México (in progress).	• Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• AU002 - The Urban Environment Project - Architectural • AU008- The Function of the State • AU011- Areas of Design. Contextual Conditions and User Requirements • AU012 - Innovation as a Tool for Improvement and Product Value Contribution • AU013 - Product and Environment • DD102 - Strategic Management of Human Resources • DD105 - Conflict Resolution/ Transformation in the Health Field • PC013 - Logic Framework

Dr. (c) Rosana Oddone	• Master in Project Design, Administration and Management (2008-2010)
	• Architect, University of the Republic, Faculty of Architecture (2006)
	• Construction Manager, Stiler S.A. Construction Company (August, 2015 - present)
	• Construction Manager, Stiler S.A. Construction Company (February - July 2015)
	• Complementary Preparation:
	  - Course: "Training for Thesis Directors", FUNIBER, (December, 2015)
	  - Course: "Training for Professors", FUNIBER, (December, 2015)
		• Dr. (c) in Engineering and Knowledge Management, Federal University of Santa Catarina (2014-present).	• Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning	• AU003 - Impact of Technology on Urban Architectural Projects

Dr. (c) Santiago Brie	• Master in Design, Administration and Project Management, Universidad Internacional Iberoamericana, University of Leon, Spain (June 2008-June 2011)
	• Bachelor's in Urban Environmental Management, Department of Productive and Technological Development, National University of Lanus UNLA) Argentina (March 2002-December 2007).
	• Design Project and putting into operation the Geographic Information Systems Laboratory, for a degree in Urban Environmental Management, Department of Productive and Technological Development (July 2011 - December 2011)
	• Thesis Tutor (Master's Final Project) for the Masters in Architecture and Urban Planning Projects, FUNIBER - European University Miguel de Cervantes (2010 - present)
	• Virtual Tutoring in practice subjects for the Master in Design, Administration and Project Management FUNIBER - UNINI Universidad Internacional Iberoamericana, Puerto Rico (2009-present)
	• Complementary Preparation:
	  - Training for Professors (FUNIBER) December 2015
	  - Training for Thesis Directors, FUNIBER, (December 2015)
	  - Teaching in Virtual Learning Environments, FUNIBER, (July 2015)
		• Dr. (c) in Projects. International University Iberoamericana (Mexico)	• Master in Project Design, Administration and Management
			• Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning
			• Master in Project Design, Administration and Management with a specialty in Innovation and Product
				• AU005 - City Marketing
				• AU007 - Preservation of Architecture Urban Heritage

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Sara Moza	• Master Degree in Professor Training • Universidad de Sevilla (2014) • Masters in HR • Legal studies centers of Granada (2013) • HR Officer, GFI Informática (August-November 2015) • Complementary Preparation: - Training for Professors (FUNIBER) December 2015 - Training for Thesis Directors, FUNIBER, (December 2015) - Teaching in Virtual Learning Environments, FUNIBER, (July 2015)	• Dr (c) in Education. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD030 - Position Analysis, Description and Value • DD032 - Performance Evaluation and Management by Competencies • DD034 - Training and Career Plans • DD093/DD094 - Emotion, Communication and Conflict • DD103 - Conflict Resolution/ Transformation in the Organization • DD138 - Conflict Resolution/ Transformation Principles and Processes
Dr. (c) Sonia Pérez	• Master in Music Therapy, National University of Colombia, Bogotá 2010. • Psychologist, National University Open and Distance Learning, Bogotá 2015. • An anthropologist, University of The Andes, Bogotá 2007. • Professor of Business Ethics, University Politecnico Grancolombiano, Bogotá 2016- present. • Professor of Professional Ethics and Research Methodology for all programs Professional Technicians. Methodological adviser of works of degree, University Workshop 5, Design Center 2014- present. • High competition for the development of educational processes, social and therapeutic on the basis of the capacity of understanding, analysis and proactive vision, from a look that combines the strategic with operational-functional.	• Dr. (c) in Education Universidad Internacional Iberoamericana, Mexico, since 2016.	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• DD090 - Business Ethics and Corporate Social Responsibilities • DD101 - Conflict resolution/ transformation in the family • FP092 - Methodology of Scientific Research
Dr. (c) Stephen Bonilla	• Master in Engineering and Science of Non- Conventional Materials of Universidad de São Paulo (2015). • Environmental Engineer Universidad Nacional (2008) • Quality and Project Manager - Proteins and Energetics of Colombia (PROTEICOL), (2010 - 2013). • Environment Consultor (2009 - 2010). • Thesis investigator Universidad Nacional de Colombia (2007 - 2008).	• Dr. (c) in Projects Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Environmental Management and Audits	• IP052 - Basic Waste Management • IP053 - Atmospheric Contamination Treatment • MA003 - Water Treatment • MA004 - Waste Management • MA005 - Atmospheric Contamination • MA007 - Noise Pollution • MA009 - Soil Contamination • MA013 - Economy and Environment • MA015 - Introduction to Integral Water Management • MA016 - The Water Cycle • MA017 -Water Management • MA018 - Water Analysis and Characterization • MA021 - Water and Environment Education • MA039 -Industrial Water Residual Treatment • MA074 -Biodiversity • MA075 - Natural Spaces: type and processes • MA077 - The Conservation of Species and Natural Spaces • MA087 - Evolution of the Environment and Sustainable Development • MA092 - Fundamentals of Environmental Engineering • MA095 - Treatment of Gaseous Effluents • MA105 - Sea Water • MA107 - Sea Water Chemistry • MA111 - Energy and Mineral Resources • MA209 - Facilities and Water Treatment

TUTORS				
Professor	Cv Summary	Doctorates	Program	Courses He/she Teaches

Dr. Tania Herrera	• Physician and Surgeon, University of Chile, Faculty of Medicine, Santiago de Chile (1996-2002)
	• Specialist in Public Health, University of Chile, Faculty of Medicine, Public Health School (April, 2007-September, 2011)
	• Global MBA, University of Chile, Department of Industrial Engineering, Faculty of Physics, Science and Mathematics, Santiago de Chile (2008-2009)
	• Director of the National Program for the control and eradication of tuberculosis, Department of Health, Chile (2012-present)
	• Director of clinic based in hospital, Saint Francis Hospital of Llay, Health Services Aconcagua (2004-2007)
	• General practitioner in SAPU Juan Antonio Ríos, Independencia, Santiago (2007-2013)
	• Professor of Public Health II and III. Faculty of Medicine, University of Chile (2008-2011)
	• Coordinator and Professor of Pathophysiology II. School of Nutrition and Dietetics. Santo Tomas University, Santiago (2007-2008)
	• Assistant and responsible for the boarding school of medicine at the San Francisco de Llay Hospital, Faculty of Medicine, University of Chile (2003-2007)
	• Complementary Preparation:
	  - Course: "Teaching in the
	  - Virtual Environment" FUNIBER (September 2014)
		• Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management
			• Master in Strategic Management with a specialty in Telecommunications
			• Master in Strategic Management with a specialty in Information Technology
			• Master in Environmental Management and Audits
				• DD1013 - Clinical Epidemiology
				• DD1004 - Health Economy
				• DD1007 - Health Planning

Dr. (c) Vanessa Yélamos	• Master in Systemic Coaching/ Universidad Autónoma de Barcelona, Barcelona, Spain • Bachelor in Psychology/ Universidad de Barcelona, Barcelona, Spain • Professor, Business area	• Dr. (c) in Education, Universidad Internacional Iberoamericana (Mexico) since February 2016.	• Master in Strategic Management with a Specialty in Management	• DD043 - Stress and Burnout • DD045 - Emotional Intelligence • DD049 - Neurolinguistic Programming (NLP) • DD107- Online Dispute Resolution (ODR) • IP002 - Workplace Security • IP060 - Job Security • IP071 - Applied Social Psychology • IP073 - Ergonomics & Applied Psychology • TR008 - The Territory as Touristic Resource
Dr. (c) Vivian Lipari	• Master in Public Health – Chile, Universidad de Chile (March, 2009-January, 2012) • Master (c) in Administration of Health Services – Perú, Universidad Nacional Federico Villarreal (March, 2006-March, 2008) • Dental Surgeon, Universidad Particular San Martín de Porres – Odontology Faculty (2005) • Professor in the Odontology Department, Health Humanization Program, Universidad Finis Terrae (July 2012 – present) • Complementary Preparation: - "Teaching in virtual environment" course FUNIBER, (September, 2014)	• Dr. (c) in Projects. International University Iberoamericana (Mexico)	• Master in Strategic Management with a Specialty in Management	• DD1004 - Health Economy • DD1008 - Health Services Management • DD1010 - Assistance Quality and Patient Security • DD1012 - Health Systems • DD1013 - Clinical Epidemiology

TUTORS				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. (c) Wánderson Oliveira	• Master Degree in Information Sciences, Federal University of Santa Catarina, Brazil (2014). • Bachelor's in Library from the Federal University of Ceara (2011).	• Dr. (c) in Projects. International University Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Physical Activity: Sports Training and Management	• DD014 - Strategic Planning and Management • DD032 - Performance Evaluation and Management by Competencies • DD033 - Compensations and Incentives • DD039 - Interpersonal Communication Techniques • DD046 - Personal Marketing • DD090 - Business Ethics and Corporate Social Responsibilities • DD1021- Strategic Management of Human Resources • FP092 - Methodology of Scientific Research • TR024 - Management Techniques and Organizational Leadership • TR026 - Business Administration and Management • TR038 - Project Planning and Management • TR046 - Strategic Management of Human Resources
Dr. (c) Yini Miró	• Master in Project Design, Administration and Management of Architecture and Urban Planning, UNINI Puerto Rico - FUNIBER (2014) • Architect, University of The Andes, Mérida- Venezuela (2009) • Architect, Project Preparation for Interior Design, Baobab Diseño y Manufactura C.A - Merida Venezuela (2014-present)	• Dr. (c) in Projects. International University Iberoamericana (Mexico)	• Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology • Master in Project Design, Administration and Management • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning • Master in Project Design, Administration and Management with a specialty in Innovation and Product	• AU004 - Contextual Components of a Project: Economic, Social, Institutional and Cultural • AU010- Integral Management of Design and Product • AU016 - Product Design and Innovation Technology • AU017 - Profit and Strategic Design • MA001 - Introduction to Sustainable Development

Extraordinary Professors				
Professor	**Cv Summary**	**Doctorates**	**Program**	**Courses He/she Teaches**
Dr. Roberto Ruiz	• Bachelor of Arts (Geography and History), History Section at the Universidad de Cantabria, Spain, 1988. • Has taught and had administrative positions at universities in Latin America, Spain, and the United States. • Rector, Vice Rector, Chief Academic Secretary of the University, Dean, and Academic Director. • Has been professor and associate professor of several universities where he taught courses in History, Anthropology, Archeology and Cultural Heritage.	• Doctor in Education from the University of Newport, USA (Doctor in Philosophy of Education, Ph.D.) 2001. • IE Doctor from the University of Spain, approved by the Minister of Education (national record of Doctor's title 2010 / H05334 in 2010).	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• Master's Thesis
Dr. Santiago Tejedor	• Bachelor's in Journalism by the Autonomous University of Barcelona (Spain). • Master in Communication and Education from the Universidad de Barcelona (Spain).	• Dr. in Journalism from the Autonomous Universidad de Barcelona (Spain). • Dr. in Project Engineering from the Universidad Politécnica de Cataluña (Spain).	• Master in Strategic Management with a Specialty in Management • Master in Strategic Management with a Specialty in Telecommunications • Master in Strategic Management with a Specialty in Information Technology	• Master's Thesis

11. GLOSSARY

- **Academic Life**. The time during which a student is active in the program. The sum of the periods when they are in this status must not exceed the duration of the program. The minimum academic life (as an active student) may be of 6 months and the maximum Academic Life is stipulated for the duration of the program. Academic life is counted from the official date of enrollment at the University until the date of submission of the final work required for graduation.

- **Academic Period**. Time during which a student must start and finish one or more subjects. For example, semester, trimester, etc.

- **Active Student**. A student who has met admission requirements, is current on its academic, administrative and economic obligations, and is pursuing an educational program.

- **Asynchronous**. None simultaneous or mismatched event.

- **Author:** The owner of part or a complete work, thus receiving the protection of the copyright laws.

- **Candidate**. Person interested in completing an educational program offered by the University.

- **Content**. Study materials of a subject.

- **Course Load**. Relative measurement of the effort that the professor considers to be performed by a student to study and pass the subject.

- **Credit**. The quantitative measurement of the academic work done by the students. One credit equals 15 hours of contact and 30 hours of autonomous work.

- **Degree Candidate**. Active students who have completed all their subjects and have not registered for Thesis work.

- **Evaluated Activity (educational)**. Graded activity of a determined type, which can recognize the proper use and/or mastering of a set of topics.

- **Evaluation Techniques**. Any activity that measures what the student has learned so as to give them a grade or offer them information on their academic achievements.

- **Faculty**. The University officials in any academic role.

- **Grading**. Quantitative values obtained after carrying out an evaluated activity. Grading can be any of the following qualitative values with its quantitative values:

Quantitative Values			
0-10	**Grade Point Average (GPA)**	**%**	**Grade**
10-8.6	4.00 – 3.50	100-90	A
8.5-7.0	3.49 – 2.50	89-80	B
6.9-4.5	2.49 – 1.60	79-70	C
4.4-4.0	1.59 – 0.80	69-50	D
0	0.79 – 0.00	49-0	F

The narratives equivalences of qualitative values are:

- A: Excellent.
- B: Good.
- C: Average.
- D: Deficient.
- F: Insufficient.
- T: Transfered.

For additional complimentary special activities to the curriculum, the following grading system should be used:

- NP: Non pass.
- PS: Satisfactory pass.
- PD: Deficient.
- W: Withdrawal.
- I: Incomplete - Consists of a provisional classification that the professor assigns to the student who has all the partial evaluations of the course, but who has not taken the final exam.

All grades must be submitted to the student prior to the next activity.

- **Graduated student.** Thesis students who has successfully completed the educational program and received their diploma.
- **Module.** One or more printed subjects grouped into a single body of knowledge.
- **Official.** Person hired by the University that meets and responds to the description of a position.
- **Password.** Secret code that is used to operate a mechanism or to access certain information functions.
- **Plagiarism.** Use of another's work, ideas or words as if your own without explicitly giving credit where the information came from.
- **Printed Subject.** Chapters of a subject that define a body of knowledge for specific training. It consists of chapters and evaluated activities.
- **Schedule of studies.** Sequence of evaluated subjects and activities. Each active student at the moment he/she indicates his/her studies or retakes them receives his/her own schedule of studies.
- **Subject.** Set of content, graded activities and learning experiences which objective is to ensure that students acquire knowledge, skills, behaviors and attitudes in certain specific areas of knowledge from other previously acquired. The subject demands an effort from the student to achieve the objective, expressed in terms of credits.
- **Subject Descriptions.** Defines the set of subjects, graded work, and learning experiences through which students must acquire knowledge and the development of skills, attitudes and values expressed in the graduating profile, which enables them to receive the professional title or

corresponding academic degree. The Subject Description should contain at least the list of compulsory subjects, their prerequisites and their organization into a net of progress or schedule of studies, and, at a minimum, the credit value of each subject and the amount of credits for each term or educational module.

- **Supervised Exams (Proctoring)**. Exams supervised by the academic personnel using a web cam.
- **Student**. Generic name associated with a person who enrolls in a study program.
- **Student ID (DNI)**. Each active student will have a unique identification code. This code will allow access to his/her confidential information.
- **Synchronous**. Event that is carried out at the same time.
- **Thesis student**. Egressed students who have enrolled in and have been approved for thesis work.
- **University Community**. Group of professors, students and staff.
- **University Life**. Period of time during which a student remains linked to the University as part of a program by changing their status. The minimum University Life (in any program) may be of one month, with a maximum of 12 additional months after the stipulated time to complete the degree. Academic life is contained within University Life, but does not imply graduation of the student. University life is counted from the official date of enrollment at the university until the date of delivery of the final work required for graduation or total withdrawal for exceeding time limits, imposed penalties or other situation.
- **User**. Person that commonly uses a service for a specific function.
- **Volume**. The folder that physically stores one or more printed subjects and sent to active students as they move through their curriculum. It is a unit of physical storage.
- **Withdrawn Student**. Student that is no longer active or who is partial withdrawal has been removed from the curriculum due to academic, administrative or economic reasons or by choice.