

Academic Regulations

Inter-American Center for Social Security Studies

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FIRST TITLE

General Provisions

SINGLE CHAPTER

Purpose and Scope of Application

Article 1. These Regulations establishes the governing educational relationship of students in the Training Programmes of the Inter-American Center for Social Security Studies (CIESS). The CIESS is the teaching, training, and research body of the Inter-American Conference on Social Security (CISS).

Article 2. The continuing Training Programmes offered by CIESS aim to train and educate students for academic development and specialized professional performance.

Article 3. The purpose of the Training Programmes shall be developed and met in accordance with the academic, technical, and administrative requirements, based on the CIESS' academic policies, provisions and regulations.

Article 4. These regulations are mandatory for students, lecturers, administrative staff of the Training Programmes, in their different modalities, and for the member institutions.

SECOND TITLE

Students Rights and Obligations

CHAPTER ONE

Students Rights

Article 5. Student's rights in the Training Programmes are as follows:

- a) Prior knowledge of class content and the evaluation system of the Programme in which they participate.
- b) Freely express their opinions during the development of the Training Programme and its academic activities.
- c) Participate in the academic activities of the corresponding Training Programme.
- d) Make use of the pedagogical tools and resources available, as well as receive technical support for the academic activities development.
- e) Receive counselling from the Academic Coordination regarding academic activities and administrative procedures.
- f) Receive timely response to their academic and evaluation concerns, as well as appropriate feedback on their performance.
- g) Request and obtain reasonable amendment in cases where a disability or temporary incapacity that affects their academic participation is proven.
- h) Personal data protection and confidentiality of their academic information, under current regulations.

CHAPTER TWO

Student's Obligations

Article 6. Student's obligations in the Training Programmes are as follows:

- a) Show courtesy and respect during their participation.
- b) Engage personally in the academic activities. Such participation may not be delegated to third parties, nor allow any other person to participate on their behalf.
- c) Complete assigned academic activities.
- d) Use teaching and technological resources accordingly.
- e) Meet the minimum attendance required for each programme, registering their participation with the mechanisms established by the CIESS.
- f) Respect the intellectual property rights of academic content.
- g) Document forgery, plagiarism, or engage in acts which are contrary to the academic honesty and ethics are forbidden.
- h) Use only official institutional communication means established by CIESS for any interaction with the institution.

THIRD TITLE

Application and Participation Process

CHAPTER ONE

Enrolment

Article 7. Enrolment means the process by which a student express interest in participating in any CIESS academic programme. Students must comply with the established requirements, complete the corresponding administrative procedures, submit documentation and accept the provisions of the Academic Regulations.

Article 8. Those interested in participating in the Training Programmes may apply individually or through the member institutions. Institutional application may include scholarship request in accordance with the regulations of the institution.

Upon reception of the application, the Academic Coordination shall verify compliance with the requirements and eligibility shall be determined. Scholarship granting, where appropriate, shall be formally communicated to both the person accepted and the applicant institution.

Article 9. Enrolment in the Training Programmes conducted by the CIESS is free of charge and shall comply with the provisions of these Regulations. For training programmes conducted in partnership with other institutions, enrolment shall be subject to specific conditions under the agreements established with such institutions within the period prescribed.

CHAPTER TWO

Admission

Article 10. Enrolment must be completed by the interested party, who shall be responsible for the accuracy of the documentation and data provided.

Article 11. The CIESS shall notify in writing to the interested person the resolution on the admission to the Programme, as well as to the applicant institution, if applicable. The notification will be limited to the terms of participation in the Programme.

CHAPTER THREE

Tuition and payment

Article 12. Applicants or the institution must cover tuition and technological resources cost within the required time based on the terms of the application letter. Payment is non-refundable, unless the training programme does not take place.

Once payment is made, the applicant shall be formally enrolled in the corresponding academic programme.

TITLE FOUR

Development of Training Programmes

CHAPTER ONE

Attendance

Article 13. Attendance at scheduled activities is mandatory.

Article 14. To complete the chosen virtual training programme either virtually or on-site, the student must attend at least 80% of the synchronous sessions.

In blended raining Programmes, attendance on the on-site phase is mandatory to all students.

Article 15. People enrolled should review the attendance requirements provided for in this Regulations. The Academic Coordination may grant exceptions on duly justified and documented reasons, provided that academic purposes are not undermined.

CHAPTER TWO

Assessment

Article 16. Final grading shall be obtained by averaging the evaluations covered in all modules in the academic activity, using a scale from 0 to 10. Whole numbers and one decimal shall be considered in the grading. The minimum passing grade is 7.0 for courses and seminars, and 8.0 for diploma courses. Assessment criteria and percentages corresponding to each assessment shall be communicated through the virtual platform and may not be amended once the Programme has started.

Article 17. Students have the right to access their grades through the CIESS virtual platform and have the right to request a review within three (3) business days of its publication.

CHAPTER THREE

Assessment Review

Article 18. The student may submit a written request for review of the assessment addressed to the CIESS Academic Coordination within the next three (3) business days following the release of final results, accurately indicating the reason for the request.

Article 19. Upon receipt of the request for review and its origin verified, the Academic Coordination shall notify the student of acceptance and shall send it to the lecturer responsible for evaluation within a maximum period of eight (8) business days.

Article 20. The result of the review shall be notified within ten (10) business days following notification of application acceptance. The result shall be final and, in case of change in grading, it will be recorded as final grade in the academic report, which replaces the previous one.

Article 21. If deemed necessary, the CIESS Directorate may appoint an Experienced Evaluation Committee of Lecturers to address and decide on the request.

CHAPTER FOUR

Issuance of Certificates

Article 22. Issuance of programme accreditation certificate shall only be extended if the student meets the attendance, participation, and minimum grade requirements provided for in prior provisions.

Article 23. Accreditation certificate for training programme completion shall be issued in digital format and sent by email to students within thirty (30) days following Programme completion.

Article 24. The CIESS shall communicate the institutions on the results obtained by the students. Communication of students results shall be provided to applicant institutions within thirty (30) days after the Programme conclusion.

TITLE FIVE

Disciplinary Measures

CHAPTER ONE

Disciplinary Referrals

Article 25. Students who engage in the following acts will be reprimanded:

- a) Misuse of Virtual Campus resources or compromise the confidentiality of academic information.
- b) Disrespect CIESS lecturers, students, or staff by any means.

Article 26. The Academic Coordination shall notify the student in writing about the misconduct and shall grant a period of three (3) business days to present written arguments.

The Academic Coordination shall evaluate the situation and shall notify the student on of the decision within a maximum period of five (5) business days.

Article 27. The student may lodge a complaint for review against the resolution issued by the Academic Coordination under the terms of article 25. Said complaint must be submitted in writing to the same Academic Coordination within a period of three (3) business days from the notification of the resolution.

The Directorate shall analyse the arguments presented and issue a final decision within a maximum period of five (5) business days. The decision shall be communicated in writing to the student and the institution.

CAPÍTULO SEGUNDO

Tuition Cancellation

Article 28. Tuition cancellation shall apply in the following cases:

- a) Academic immoral acts, such as plagiarism, document forgery, identity theft, or other that may undermine the academic integrity.
- b) Recurring in behaviours that have previously been punished with reprimands.

Article 29. The Academic Coordination shall notify the student in writing about the misconduct and the initiation of the enrolment cancellation process.

A period of five (5) business days shall be granted for the student to present arguments and evidence in their defence.

CIESS Directorate shall analyse the case and issue a resolution within a maximum of ten (10) business days.

Should the cancellation of enrolment be determined, both the student and the institution shall be notified of this decision.

Article 30. Cancellation of enrolment implies the loss of student status, which entails the immediate cessation of all academic rights and benefits linked to the Training Programme.

This shall be set out in the academic records of sanctioned person.

TITLE SIX

Transitory Provisions

First. These Academic Regulations shall come into force on the date determined by the CIESS Board of Directors.

Second. Any provisions that conflict with the provisions of these Academic Regulations is hereby repealed.

Third. The CIESS Directorate shall implement actions for the dissemination and application of these Academic Regulations.

These Academic Regulations of the Inter-American Center for Social Security Studies were approved in the regular session of the Board of Directors held on September 9th, 2025