

ACADEMIC RULES EXCHANGE STUDENTS



UNIVERSIDAD
AUSTRAL

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1. Enrolment

Students enroll by confirming to the Exchange Coordinator that they will take the course after the first week of class, and by handing in all the documents required. The sending institution will have approved the course previously in the Learning Agreement.

- a) **Drop Period (five business days):** Students can try all the classes they submitted in the learning agreement during the first week of class. During this period, they can drop out of a course with no consequences.
- b) **Audit:** Students may request to attend a class without being examined or graded. An "A" (audit) will appear on the transcript provided the student meets the attendance requirement. Students can request the Audit condition within the first week of classes.
- c) **Withdrawal:** Within the first 30 days of class, the student may sign off a course. A "W" (withdrawal) will appear on the transcript.

2. Health Insurance

To enroll students must have read, signed, and submitted to the Exchange Coordinator the following forms: 1) Emergency Information; 2) Local Health Insurance certificate; 3) Health Responsibility

The insurance must be valid from the first to the last day of the semester. Students studying at the Pilar campus must have insurance that includes the Austral University Hospital.

Students with an international health insurance, must read, sign and submit the following forms:

- 1) Emergency Information
- 2) Health Insurance
- 3) Health Responsibility

The international health insurance certificate must prove that it covers medical diagnosis and treatment, preventive medicine, hospitalization, surgery and transplants, dental care, first aid and transportation to a hospital or clinic, medical equipment and appliances, treatment of chronic diseases, paramedical services and repatriation of mortal remains.

3. Visa

Students staying for more than 90 days must get their visa at the Argentine Consulate in their country of origin. **Universidad Austral** provides students with the certificates they need to get their visa, and guidance throughout the process.

Students staying for less than 90 days may remain in the country with their tourist visa.

4. Dress Code

The dress code at the university is casual. Student appearance must show respect for the educational process. Please bear in mind that the following are too informal: halter-tops, bare midriff, see through clothes, visible undergarments, sleeveless T-shirts, flip-flops, hats, shorts and bathing trunks. Students dressing inappropriately may be required to leave the classroom.

5. Electronic Devices, Cellphones, Tablets, Laptops

The use of electronic devices, cellphones, tablets, or laptops during the session is only part of the class when the professor requires. Students using electronic devices for other purposes may be required to leave the classroom.

6. Attendance

Classes run once a week for 3-hour sessions from the Orientation day to the last day of the semester, including the exam sessions.

Regardless of the excuse for being absent, more than one absence affects the grade by 1 (one) point each absence, up to the fourth absence that results in automatic failure.

There is no penalty for 1 (one) absence during the course, and no documentation is required to justify it. However, if a student is absent twice, a point is taken off the final grade. If a student is absent three times, the grade will have two points less. If a student is absent four times, he/she automatically fails the course. Points are taken considering the Argentina grading system from 1 to 10.

Absence impact on grading- one session per week				
N° of absences	1	2	3	4
Impact on grade	No penalty	-1	-2	Automatic failure
Sample grade	A+	A	A-	F
	10	9	8	0

Professors may call the roll at the beginning or at the end of the session. Students are absent when:

- i. They are not in the class.
- ii. They arrive late or leave early
- iii. They must leave the classroom because of poor behavior or lack of attention.

Students must inform the Exchange Coordinator if/when cancelling their studies and/or returning to their country.

In courses where there are two sessions per week:

Absence impact on grading- two sessions per week				
N° of absences	2	4	5	6
Impact on grade	No penalty	-1	-2	Automatic failure
Sample grade	A+	A	A-	F
	10	9	8	0

7. Exams

The exam dates may not be rescheduled upon request. Missing examinations will result in the corresponding grade: 1 (one).

8. Course assessment

Passing a course entails: passing the exams and assignments throughout the coursework, meeting the attendance requirement, and passing the final exam.

Students who are caught committing any of the below you will receive an automatic failure- 1 (one).

Students commit plagiarism when they:

- i. Fail to acknowledge the sources of any information in the paper, which is not either common knowledge or personal knowledge.
- ii. Fail to acknowledge direct quotation either by using quotation marks or (for longer passages) indentation.
- iii. Merely paraphrase the original words of the source.
- iv. Borrow the ideas, examples, or structure of the source without acknowledging it.
- v. Take, buy, or receive a paper written by someone else and present it as his or her own.
- vi. Use one paper for two different courses, or re-use a paper previously submitted for credit, without the prior approval of the professor and professors.

Students commit collusion when they:

- i. Allow someone else to write their paper
- ii. Allow someone else to edit his or her papers without the professor's knowledge or permission.

The following table summarizes the minimum requirements to pass a course:

Midterms & assignments	(Make-up exam)	Attendance		Final		Course Result
✓		✓	⇒	✓	⇒	Pass
x	✓	✓	⇒	✓	⇒	Pass
✓		✓	⇒	x	⇒	Fail
x	✓	✓	⇒	x	⇒	Fail
x	x	✓			⇒	Fail
✓		x			⇒	Fail
x	✓	x			⇒	Fail
x	x	x			⇒	Fail

9. Grading Scale

	PERCENTAGE / POINTS	ARGENTINA	EQUIVALENT
PASS	100-95	10	A
	94-89	9	A-
	88-83	8	B+
	82-77	7	B
	76-71	6	B-
	70-65	5	C+
	64-60	4	C
FAIL	50-59	3	F
	0-49	2	F
	<i>Disciplinary Fail</i>	1	F

I have read and understood all of the above.

Name:

Passport n°:

Signature or I complete my name in this document and send an email confirming I read it.

Date: