

**STUDENT MANUAL
UNIVERSIDAD
INTERNACIONALIBEROAMERICANA
(UNINI)
(INTERNATIONAL IBEROAMERICAN
UNIVERSITY)**

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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. The student should also read the latter for 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 Address: 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
- Mrs. Carol Morales Miranda, Dean of Administration and Finance

Academic Departments

- Dr. Eduardo García, Director of Department of Environment and Sustainability

- Dr. Javier Morales, 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 Health Science
- Dr. Roberto Álvarez, Director of Projects Department

Other Departments

- Mr. Jorge Hernández, Technology Director
- Dr. Killian Tutusaus, Virtual Campus Officer
- Mrs. Nydia Hernández Reverón, Librarian
- Dr. Mayra González, Professional Counselor
- Mr. José Emil Valentín, Registrar
- Mrs. 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 AND OBJECTIVES

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 de las siguientes metas y competencias institucionales:

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.

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

In case the student requires help from Technical Support, the service can be accessed through the Virtual Campus in an icon of the same name. The solutions to the most common problems are presented here. If the student cannot resolve 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.

2.G. AVAILABILITY OF FACULTY

Though the faculty members are available through the Virtual Campus 24 hours 7 days a week, 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/>

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 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
- July 25th, Day of the Commonwealth Constitution
- First Monday of September, Labor Day
- October 12th, 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 THEIR OBJECTIVES

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 (**FPMTEFL**).
- 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	Offering 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	Offering 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	Train 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	Train 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	Train 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

Name	Code	Degree Granted	General Objective	Duration (months)	Credits	Hours
Master in Strategic Management with a specialty in Management	MDE	Master in Strategic Management with a specialty in Management	To train 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	To train 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	To train 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
Master in Environmental Management and Audits	MAMGA	Master in Environmental Management and Audits	Train 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	Providing knowledge on the structure and function of the human body as well as sports nutrition.	24	66 credits	990

3.C. STUDY MATERIALS

Each student, apart from being provided with didactic material in the Virtual Campus, will have several text books available where the subjects that comprise the program they have enrolled in, will be included.

The program material will be delivered periodically in a progressive manner. That way, the student will be receiving an updated documentation on the latest events.

3.D. PROGRAMS OUTCOMES

Master in Teaching Spanish as a Foreign Language (TSFL)

By completing the program, students will be able to:

- Think critically, analyze and synthesize information, solve problems and make informed decisions in relation to aspects relating to the applied linguistics to the teaching of Spanish as a foreign language (LE).
- Organize and plan adequately for the work derived from the completion of academic and professional tasks in the field of linguistics applied to the teaching of Spanish as a foreign language.
- Show concern and motivation to ensure the final quality of the academic and professional tasks that are carried out in the framework of the Master through the activities of review and control, and the self-regulating instruments that are proposed in it.
- Work individually and in group for the solution of academic and professional tasks in the field of linguistics applied to the teaching of Spanish as a foreign language.
- Adequately manage specialized information sources related to the field of applied linguistics to the teaching of Spanish as a foreign language.
- Use and apply the information and communication technologies in their performance as students in the masters.
- Understand at a B2 level of Marco Común Europeo Referencia Lenguas (MCERL), specialized written texts in English from the scope of the applied linguistics to the teaching of foreign languages.
- Analyze the function of the formal system and communication acts of Spanish, and provide an appropriate teaching treatment in the Spanish Lengua Extranjera (LE) classroom.
- Interpret and implement critical and reflexive linguistic, pragmatic and cultural rights knowledge gained in the use of the Spanish language in context with the planning of the teaching y culturales adquiridos sobre el uso de la lengua española en contexto en la planificación del proceso de enseñanza and learning process of Spanish as a foreign language.
- Properly incorporate and integrate development of the language skills in the Spanish as a foreign language classroom, framing the student's performance in a specific communicative situation that promotes a significant and credible use of the language.
- Describe the theories of second language acquisition and the methodological trends in the teaching of foreign languages and apply them in a critical manner in the context of the classroom.
- Identify the factors in individual learning.
- Select and design appropriate materials for the teaching Spanish language.

- Plan and evaluate the teaching-learning process of Spanish in the short and long term, taking into account the context of education, the methodological approach, lesson plans and the interests, needs and styles of the student's learning.
- 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.
- Introduce the specific training in learning strategies, wherever necessary and according to the needs of the students in the objectives and contents of the program and each unit, and the necessary tools for learning.
- 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.
- To 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.
- 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 continuous training.
- Understanding and knowing how to access the scientific documentation related to the applied linguistics to the teaching of foreign languages, in particular the Spanish.
- Describe and apply the methodology and procedures of scientific research in the field of applied linguistics to the teaching of foreign languages, in particular the Spanish.

Master in Teaching English as a Foreign Language (TEFL)

By completing this program, the student will be able to:

- Think critically, analyze and synthesize information, solve problems and make informed decisions in relation to aspects relating to the applied linguistics to the teaching of English as a foreign language (LE).
- Organize and plan adequately for the work derived from the completion of academic and professional tasks in the field of linguistics applied to the teaching of English as a foreign language.
- Show concern and motivation to ensure the final quality of the academic and professional tasks that are carried out in the framework of the Master through the activities of review and control, and the self-regulating instruments that are proposed in it.

- Work individually and in group for the solution of academic and professional tasks in the field of linguistics applied to the teaching of English as a foreign language.
- Adequately manage specialized information sources related to the field of applied linguistics to the teaching of English as a foreign language.
- Use and apply the information and communication technologies in their performance as students in the masters.
- Properly incorporate and integrate development of the language skills in the Spanish as a foreign language classroom, framing the student's performance in a specific communicative situation that promotes a significant and credible use of the language.
- Discover and describe the theories of second language acquisition and the methodological trends in the teaching of foreign languages and apply them in a critical manner in the context of classroom.
- Identify the factors in individual learning and distinguish between the various affects a learner has when learning a language.
- Select and design appropriate materials for the teaching of the English language.
- Interpret and implement critical and reflexive linguistic, pragmatic and cultural rights knowledge acquired on the use of the English language in context with the planning of the teaching and learning process of English as a foreign language.
- Analyze the implications that this role currently played by English as the language of global communication, may have for teaching English as foreign/second language.
- Integrate the knowledge acquired on the concept of inter-language and interaction in a foreign language classroom with the didactic proposals for the English class.
- Plan and evaluate the teaching-learning process of English in the short and long term, taking into account the context of education, the methodological approach (especially the approach by tasks and projects), the planning of a class and the student's interests, needs and styles of learning.
- 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.
- Introduce the specific training in learning strategies, wherever necessary and according to the needs of the students in the objectives and contents of the program and each unit, and the necessary tools for learning.
- Determine when translation teaching method is most useful to teach English and design activities of translation in the language communicative teaching framework as a complementary tool to improve the process of learning English as a foreign language.

- 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 continuous training.
- Understanding and knowing how to access the scientific documentation related to the applied linguistics to the teaching of foreign languages, in particular the English.
- Describe and apply the methodology and procedures of scientific research in the field of applied linguistics to the teaching of foreign languages, in particular the English.

Master in Project Design, Administration and Management

By completing this program, students will be able to:

- Identify the project's stage and formulate the objectives from the approach of the technical problem and all those human factors and other types that condition their solution.
- Relate the client's needs with what science and engineering contribute as a solution through the conditions of supply and administration.
- Use of "conceptual tools" such as the service function tree, the proposal of the project system and analysis of the value and quality during the design phase, to determine the technical functions and the services to meet by project.
- Analyze the role of people in their activities and the uses in the project solution as well as its interaction with other people and machines.
- Evaluate the aspects of safety and viability of a project solution under its life cycle at the system level and those of its components.
- Recognize the importance of incorporating the environmental variable in the project by means of the eco-design, considerations to environmental impact and the analysis of the life cycle.
- Analyze the definition of project and make inferences on its stages, from their description and objectives up to achieving the products and/or services, going through the necessary resources to carry them out.
- Evaluate the feasibility of a project based on the methodological design proposed in the draft.
- Develop the phases of a project, defining its procedures and supporting the activities in a methodology which takes into account the management scope, time and costs in harmony with the objectives.
- Discern the management software best suited for each project typology within the information and communication technologies framework.

- Use a methodology for monitoring and controlling the human, economic and technical resources of a project and issue the appropriate reports to assess the performance and correctly develop the established activities and tasks.
- Use recognized quality risk management tools that allow the control, communication and revision of risks that may affect the quality of a project.
- Develop and maintain an occupational risk management system based on the OHSAS 18001 standards that facilitates the creation and maintenance of a preventive culture that avoids accidents at work and occupational illnesses.
- Differentiate between information management and communication management, by addressing both concepts from the perspective of complementarity in the development and administration of a project.
- Develop, implement and evaluate communication plans for the implementation of processes that allow us to establish long term relationships between the project's promoter and the interested parties.
- Use public presentation tools and techniques of project management itself that inform, reinforce ideas, convince or call to action a product and/or service.
- Develop a balanced scorecard with indicators on human resource management and others that facilitate its implications in the business's strategic decision making.
- Put the skills and techniques into practice that allow mediating and resolving conflicts that take place in the project management and administration context.
- Demonstrate skills for the management and administration of teams that achieve synergies between its members, create commitments and fulfill the tasks assigned within the project context with efficiency.

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

By completing the program, the students will be able to:

- Define basic concepts in the field of projects in architecture and urban planning.
- Identify the different team management techniques.
- State the project specification.
- Estimate the security and reliability of the project.
- Locate the environment of the project.
- Describe key aspects in the field of business administration and management.
- Design project systems.

- Plan and manage projects.
- Analyze the services to be provided and the functional aspects of the project.
- Manage and plan projects strategically.
- Design the ergonomics of the project.
- Formulate the basics of a draft.

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

By completing this program, the students will be able to:

- Define basic concepts within the projects area specialties in innovation and product.
- State the project specifications.
- Estimate the project security and reliability.
- Locate the project's environment.
- Identify key aspects within the area of business management and administration.
- Design project systems.
- Analyze the services to be offered and the project's functional aspects.
- Manage and plan projects strategically.
- Design the ergonomics of a project.
- Organize by applying organizational knowledge and learning.
- Plan and manage projects.
- Formulate the basics of a draft.

Master in Strategic Management with a specialty in Management

By completing this program, students will be able to:

- Design a strategic process from the organizational diagnosis to the development of objectives and selections of strategies.
- Explain the normative, regulation and environmental framework that involves the organization, as well as the certifications and accreditation to improve the internal processes.
- Apply the administrative process in making decisions and problem solving.

- Create the marketing mix of a business and propose the design of Market investigation.
- Use Information Technologies and Communication in business management to make decisions.
- Analyze and explain the organizational environment.
- Select the appropriate techniques to attract, preserve and develop human resources.
- Select the most ethical option between different alternatives in the exercise of an honest and transparent administration.
- Use management accounting as method to make financial decisions to maximize the economic benefit.
- Formulate strategies of continual improvement in the operations that influence in the competitiveness and feasibility of the company.
- Transfer administration and leadership abilities to the consecution of objectives.
- Use conflict resolution and negotiation techniques for problematic situations in the work environment.
- Identify the roles, approaches and practices to manage different size and purpose businesses.

Master in Strategic Management with a specialty in Information Technology

By completing this program, the students will be able to:

- Analyze problems, identify and define the appropriate technology and information requirements for their solution.
- Design, implement and evaluate technological solutions, systems, process, component or programs that comply with the business requirements and needs.
- Implement and use strategic planning techniques in the area of information systems.
- Evaluate current and emergent technologies relevant to the operation field in the organization.
- Use current techniques, competences and marketing and e-commerce tools, as well as certification and security mechanisms.
- Acquire professional, ethical, legal and social responsibility.
- Value the need and acquire the commitment of continual professional development.
- Analyze problems, identify and define the appropriate technology and informatics requirements to solve them.
- Demonstrate advance knowledge in software engineering applications and services, design, development and administration of data bases and information systems.

- Evaluate the requirements and needs of clients and adapt solutions to these needs.
- Apply the Project Management principles and techniques to manage technology projects.
- Apply the Project Management principles and techniques to manage human resources and security.

Master in Strategic Management with a specialty in Telecommunications

By completing this program, students will be able to:

- Demonstrate advanced knowledge of telecommunication applications and services.
- Apply the Project Management principles and techniques to manage telecommunication projects.
- Apply the Project Management principles and techniques to manage human resources and security.
- Demonstrate advanced knowledge of the legal, regulation and environmental framework of telecommunication.
- Develop teamwork and communication abilities. o Acquire, professional, ethical, legal and social responsibility.
- Value the need to acquire the commitment of continual professional development.

Master in Environmental Management and Audits

By completing the program, the students will be able to:

- Define the concept of sustainable development within the social-political, economic and environmental conditions in a country in its transition toward a green economy and assess the potential difficulties in the term's application in public policies.
- Explain 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.
- Contrast the main physical, chemical and biological parameters of urban and industrial wastewater characterization, and make inferences about the causes and the kind of waste involved, valuing the quality indicators for the degree of pollution and the technology, and infrastructure design needed for its treatment in order to comply with the legislation in force.
- Plan a methodology for the recovery of all types of solid waste, from an integral model that meets a series of variables (social, environmental, economic, etc.) and define the necessary tools for their instrumentation in the legislation framework in force.

- Relate the emission and immission of particles and gases from combustion with its implications at the health, environment and infrastructure level, and to analyze the legal instruments (preventive, control, etc.) that the States declare to preserve the quality of the air and to protect human health and the environment in general.
- Identify the mechanisms of accumulation, degradation and transport that govern the evolution of different pollutants in the soil as a result of natural and/or anthropic activity, assess the risk of pollution generated in these circumstances and propose the best sanitation and/or recovery techniques of contaminated soils between different alternatives.
- Relate the natural factors with legal instruments such as land management and urban planning, in order to make decisions about the suitability and the distribution of uses and activities in the territory.
- Develop an environmental impact study based on the legal-administrative nature that involves this tool of prognosis for decision-making and in different scenarios (mining, wind park, roads...).
- Assess the impact of noise pollution on the physical and psychological health of people and plan remediation techniques to control the source of the noise and its correction by acoustic screens.
- Interpret the direct and indirect methods of monetary valuation for the environment and its relation with the internalization of externalities.
- Deploy, organize and maintain an environmental management system based on the ISO 14001 Standard and carry out internal audits according to ISO 19011 to check the goodness of the environmental management system.
- Identify what type of potential evidence may be submitted in each of the sub-audits and interpret its relationship with business activities.
- Relate the process of environmental auditing according to ISO 19011 with the diagnostic phase of the management system and use this instrument for the collection of objective evidence according to the audit manual.
- Analyze the pillars on which environmental law rests upon and the role of environmental regulations to achieve a sustainable use of natural resources.
- Relate the environmental factors and other variables with the relevant functional unit in the different stages of the life cycle analysis and use the calculation methodology described on the basis of the corresponding regulations and standards to determine the carbon footprint of a product and/or service in different scenarios.
- Reflect on the role that environmental education must meet so that, on the one hand, it becomes a tool for the reduction of individual and collective vulnerability compared to the dynamics of nature and society and, on the other hand, to improve the capacity of adaptation and response from the community with the dynamics of its natural environment.

- Compare the technologies that are currently applied to the production of heat and electricity from renewable energy sources (solar, wind, hydraulic...) and assess how the variability of the designs influences the climatic parameters and other types.
- Describe astronomical, geographical and meteorological factors that determine the characteristics of the various climates on Earth and interpret the mechanisms of climate change and its influence on the behavior patterns of air and ocean circulation, and rainfall indexes.
- Identify the variables (social, economic and environmental, among others) that are part of a climate assessment and relate them with government policies of adaptation and the technologies and existing models of mitigation carried out in indicators of implementation in different sectors.

Master in Sports Training and Management

By completing this program, students will be able to:

- 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.
- Plan, develop and adequately evaluate the completion of professional tasks related to the field of sports training.
- Implement strategies to ensure the final quality of the professional tasks from the scope of sports performance and assume the ethical commitments and responsibility required by the profession.
- Seek, obtain, process and communicate information, to transform it into knowledge and apply it in the solution of issues relating to the scope of the sports performance.
- Use and apply the information and communication technologies in the professional field for the solution of tasks in the field of sports performance.
- Apply so critical and reflexive knowledge acquired in the practical solution of the academic and professional tasks that are proposed in relation to the field of sports performance.
- Explain the legal and contextual framework of sport training, as well as the management processes that emerge.
- To train managers and qualified staff with human capabilities and business to manage companies and sports institutions and understand the marketplace of the sports sector.
- 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.
- To acquire and consolidate the initiative, the entrepreneurial spirit to launch projects related with sports management.

- Analyze and apply the biomechanical, physiological and 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 types of population.
- To quantify training load depending on the characteristics of the athlete and the competitive period.
- Explain in depth, the adaptations of the human body exposed to different loads of physical activity in subjects of different ages, levels of performance or that belong to groups of special populations.
- Identify the individual characteristics of the athlete that influence and determine their sports actions.
- Plan, program, implement, monitor and evaluate the training and competition processes in their different levels of performance, ages and population groups.
- Apply techniques and protocols for action to enable them to attend as first responders to sports accidents or emergency situations arising from the practice of sport.
- Detect the psychological factors involved in high-level athletes during the precompetitive, competition and post-competition periods.
- Identify the influence of nutrition and food as a tool in improving the performance of the elite athlete.
- Identify and explain the risks of inadequate physical practices in the context of the high performance.
- Use, analyze and interpret information reported by different technological instrumentations for the assessment, control and development of sports training.
- Describe and explain the management of infrastructures and technical areas of a sports institution or entity and the procedures for its optimization.
- Describe the different styles of leadership. The foundations of the management of competences, knowledge management and management of talent.
- Identify, design and implement the opportunities offered by the information systems and information technology
- Identify proposals for improvement in an organization that allows the designing and implementation of improvements in the sport organization.
- Understanding and know how to access the scientific documentation related to the areas of training and the sports management.
- Describe and apply the methodology and procedures of scientific research in the field of physical activity and sports and its application in the areas of training and sports management.
- Promote the development of skills and attitudes aimed to lead 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 addition 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. DOCUMENTS TO SUBMIT

In case of fulfilling the prerequisites, the candidate must request and hand in 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.

- One regular photocopy of an identification document, foreign identification, driver's license or passport.
- Students in any state wishing to start or resume an educational program must submit a letter of request stating their reasons to the Department Director, and attaching all the additional documentation deemed necessary. The Department Director will inform the outcome of the request 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.
- Provide proof of payment of the Registration Fee which can be made by bank deposit or credit card payment.

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

Notes:

- If the documents are in a language other than Spanish, English, or Portuguese, translation will be required.

4.C. ADMISSION'S REQUIREMENTS BY PROGRAM

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p>Masters in Teaching Spanish as a Foreign Language</p>	<ul style="list-style-type: none"> Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. <p>Language Requirements:</p> <ul style="list-style-type: none"> 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> 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. <p>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.</p> <ul style="list-style-type: none"> Present official credit transcripts or grade certificates. Those who have scholarships, should provide the relevant and supporting documentation. Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Masters in Teaching English as a Foreign Language</p>	<ul style="list-style-type: none"> • Graduated with a bachelor degree or its equivalent from an accredited or recognized college or university, of any country. <p>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.</p> <p>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.</p> <p>Linguistic requirements All candidates who are non-native speakers of English will have to provide evidence of having passed one of the following exams:</p> <p>Cambridge:</p> <ul style="list-style-type: none"> • 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. <p>TOEFL: There are 3 versions of this exam:</p> <ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p>Masters in Teaching English as a Foreign Language (continues)</p>	<p>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.</p> <p>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.</p>	
<p>Master in Project Design, Administration and Management</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Master in Project Design, Administration and Management with a specialty in Innovation and Product</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Master in Strategic Management with a specialty in Management</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p>Master in Strategic Management with a specialty in Information Technology</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p>Master in Strategic Management with a specialty in Telecommunications</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Masters in Environmental Management and Auditing</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

MASTERS	ADMISSION REQUIREMENTS	DOCUMENTS
<p style="text-align: center;">Masters Degree in Physical Activity: Training and Sports Management</p>	<ul style="list-style-type: none"> • 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. 	<p>Electronic Registration Request.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • Present official credit transcripts or grade certificates. • Those who have scholarships, should provide the relevant and supporting documentation. • Provide proof of payment for the registration fee which can be done by bank deposit or credit card payment. <p>In the case of documents coming from abroad, the documents will be evaluated and reviewed by the university and may require verifications and/ or relevant legalizations. In the case it is in a different language other than English, Spanish or Portuguese, a translation will be done.</p>

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 learning programs it is necessary for the student to 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 who meets the specified requirements for admission to a program will be admitted to the program. The Admissions Department will notify the candidate by digital or postal means within a period of three (3) to five (5) business days.

4.H. PROCESS REVIEW

The application process may require the review of the Departmental Coordination or the Dean of Students Affairs, who emit criteria to be considered for admission. These entities of the University may require or provide details of the applicant or university candidate.

For its 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 of interest to the candidate.

4.I. ENROLLMENT AGREEMENT

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

4.J. ACCEPTANCE AND CREDITS 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 or Department Directors.

Standards on Course Convalidation by Transference

- The student by transfer is that who has passed the courses with an A or B grade from an accredited institution in Puerto Rico or from a foreign one.
- Said student that wishes to apply for a transfer should comply with all of the admission requisites.
- Courses that were completed more than 10 years ago will not be convalidated. Courses that were taken 10 years or less may be convalidated if the course content has not changed significantly.
- The courses should have the same or greater number of credits, and which description is equivalent to the course description in UNINI. Those courses whose number of credits is less than UNINI's should be carefully evaluated while it is the academic dean's responsibility to accept the same.
- Courses graded with an S or a P will not be convalidated.
- Courses will not be convalidated by job experience.
- It is the student's responsibility to present the University catalog where they studied said subjects, in those cases where the former is not available on the Internet.

- The courses that are convalidated 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 convalidated.
- Only courses of the same level will be convalidated.
- The credits that are convalidated 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 for transfer of its academic credits is determined by the receiving institution.

5. FINANCIAL INFORMATION

5.A. COSTS AND POLICY COSTS

COST	
Description (The university considers Tuition Costs all those costs which are associated with the integration and development in the academic lifespan, whose 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 <i>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.</i>	<i>(Will be based on the scholarship granted by the third party)</i>
Total to be paid by the student for the program cost	
Admission fee (paid upon admission application)	\$50.00
One-time registration fee (paid once the Enrollment Agreement is signed).	\$200.00
Enrollment fee. This amount includes the registering costs when enrolling to the program, the virtual tutoring, and delivery of materials and access to the Virtual Campus (paid once the Enrollment Agreement is signed; the Virtual Campus cannot be accessed until this fee is paid).	\$250.00

- These costs do not include charges for credit transcripts, Tuition Certifications, the shipment of documents, payment certifications and the payment of the degree fees.

- The values quoted 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 a disruption of studies or advancement through the curriculum for any reason (partial withdraw) cannot continue using the virtual campus and virtual learning resources nor any infrastructure of the university during their partial withdraw for up to six months.
- Any other charge for specific or special purposes will be announced well 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 indicated dates. Before the entire cost, the University will provide information and documentation that authorizes the charge. Payments must be accompanied by supporting documentation which will be confirmed by the University.
- Given that the cost is for the entire program, there is no discount for convalidated subjects.
- University programs are designed for 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 by extension, to complete the program.

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)	Administrative Service Fee	Total cost of Program	Total cost (fees and monthly payments)
Admission Fee	\$ 50.00	Amount of Installments	25	\$5,250.00	\$725.00	\$5,975.00	\$6,475.00
Registration Fee (One time)	\$200.00						
Enrollment Fee	\$250.00						
Admission date	April 15, 2016	Program initial date	May 15, 2016				
		Expected ending date	June 15, 2018				

All charges will be made on the date stipulated in the Enrollment Agreement that has been chosen by the student in the payment order.

An Unpaid 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 wishes to make a complete 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, Enrollment Fee and the Registration 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 One-time Registration 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%	<ul style="list-style-type: none"> • The Admission Fee is none reimbursable. • 80% of the One-time Registration Fee is reimbursed.
11% - 25%	75%	
26% - 50%	50%	
51% - 100%	0%	<ul style="list-style-type: none"> • 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.

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.

When 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.
- Students provide all required documentation 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 attends the courses following the program of studies. He/she receives access to the Virtual Campus and will receive printed material as studies progress during the approval of their enrolled subjects.
- At all times, the student is considered an active student, except when other events occur that lead to "baja parcial", withdrawn, egressed student, graduated or thesis student status. The state of the student may vary according to the rules of the university.
- Students from other institutions or reinstated to the University have their own program of study if required. These students must complete with the required registration process.
- In the event that the educational program and/or Schedule of their studies is or are modified, the University will honor the Study Plan in use at the time of enrollment until two years after the nominal

date that corresponds to the term, calculated from the day the document is signed. The schedule of their studies can be altered as long as the student is the main beneficiary.

- La duración de los programas de la Universidad está proyectada de veinticuatro (24) a veinticinco (25) meses. El estudiante tiene un término de treinta y seis (36) a treinta y siete (37) meses a través de un máximo de dos prórrogas de seis (6) meses cada una, a un costo de \$500.00 dólares americanos por prórroga, para completar el programa, salvo situaciones extraordinarias.
- Every student entering the first term of a program must perform and successfully complete the required socialization activities for distance learning.
- The results of such assessments are made known in the following dos (2) weeks, and each student will be accompanied and evaluated by the specific tutor of those activities. This tutor will notify the student of his shortcomings if there are any to reinforce.
- All students will be given information about the professors involved in the program in which they are studying.

Regarding internships:

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

Regarding to 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 Directors of the University. The issue will be discussed in the Senate and will be resolved by this body. The Director will notify the student and the Rector will inform the agencies involved and/or affected by any kind of resolution. The student must apply no later than 60 days before the regulation affects them. The Senate will issue a resolution within 15 working days after receiving the notice. The resolution will be in the Student 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 involving the judgment of a tutor or professor, and it is particularly useful for assessing multiple aspects of the student such as self-expression, initiative, the ability to act with regard to a specific context or situation, the ability to face problems, demonstrate social skills and apply the proper use of the provided tools to solve activities.

Included are: the assignment of an academic task, practice activities, open-ended question exam, forum activities, oral report and portfolio.

b) Objective Assessment Techniques:

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

This evaluation technique is opposed to the subjective assessment where the professor makes no value judgment. This includes multiple-choice questions, true or false exercises, relation and identification exercises.

Program and subject evaluations

The evaluation of the subjects of all programs is carried out from 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 classroom evaluations at the university or supervised by a proctor.

The final grade of the academic programs is derived from the deliberation of the credits from each subject and the Master's thesis.

Relating 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 Proyecto Final (PF).

The student will carry out the oral defense in person in the installations of the Universidad Internacional Iberoamericana. Students from the United States and foreign countries may carry out their defense via Skype from the FUNIBER offices located in the different countries or in Universities with agreements, through a video conference with the guaranteed technical and academic means.

In relation to the presented 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 presented thesis before grave situations, such as plagiarism, and demand the student to begin a new thesis following the Thesis Standards in 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 be made following the appeal procedures stipulated, bearing in mind that this must take place no than 10 business days after receiving the grade for the Post Master's Thesis. La Universidad dirigirá una investigación que manejará la apelación. Este proceso no tomará más de un mes, y tiene dos resultados posibles: mantener o revisar la nota.

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 taken up by the Program Director leaving a written record 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 135 hours (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 horas 30 minutos y 33 horas 45 minutos weekly.

During this period, the student courses one subject.

6.C. INSTITUTION'S ACADEMIC GRADING POLICIES

UNINI's Grading Policy is based on the Grade Point Average Standard (GPA) used by most of Universities in the United States and Puerto Rico.

The moment the student is enrolled in an educational program, he/she is enrolled in the subjects of the study program. The credits enrolled are the total for the program and the student 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 with an scale from de GPA. Un curso es aprobado con una nota mínima de B en la escala GPA.

At the end of the studies, the student receives a final grading on the program that is calculated on the basis of a weighted average of the scores obtained in the subjects and in the Master Thesis. In some programs, the student must take a final classroom exam, which will be valued 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 classroom exam).

Every grade must be justified by the professor and the student can appeal in writing for a revision if he/she is not satisfied with the final grade obtained in the subject or some of the activities that makeup the evaluation. For it, the student has 10 business days 10 after the grade was published. The following is a description of the **Grade Revision Procedure**:

1. In the first place, the message must be directed at the professor of the subject and ask for the revision of the final grades obtained in the subject or in any of the evaluation activities that comprise it. In this same message, the student should explain the reasons for which the grade is not correct and justify his/her position in this regard.

The professor then has 10 business days, counting from the moment from when he/she receives the request from the student, to perform the review according to the arguments put forward by them and give an answer.

2. If the professor believes that the claim is not applicable, 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 dismisses the claim, the student, in a 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 there are modifications in this process about any changes made to the grade, the professor of the subject (with the approval of the program and area director) must inform the Registry Office to register the change in the student record.

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

The student can request a change of "hold" or "withdrawal" status or the University can change the student to one of these status.

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

6.D. GRADING SYSTEM

The student receives a detailed feedback on their performance in the evaluation tests carried out, and for the grading of said evaluations the university uses a system equivalent to the GPA method ("Grade Point Average") although more demanding. According to the system in UNINI, the grades are expressed in letters A, B, C, D or F; the minimum passing grade in UNINI for each activity/examination is B based on the GPA method.

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 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 has been mentioned above, (educational evaluation) and at the end (summative evaluation).

If the student has a value lower than 7/10 (B), in the first call, will have two opportunities to overcome the subjects through recovery activities 1 and 2.

The student enters the first recovery in the correspondent section in the campus to access the evaluation instruments.

If the student fails again, must perform 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 recovery-2, 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 initial established conditions, 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 for the purpose of this regulation.

Some students may receive a partial license. That license is granted only for the following cases:

- Illness (withdrawal from physical or mental disability).
- Maternity or paternity leave.
- Extraordinary professional Commission.
- Temporary stay abroad.
- Military Leave.
- Moving abroad.

All cases must be supported by the student's formal application and required documentation for each situation. The case will not be accepted if the submitted documents do not accurately support the application, or if the information was found to be false.

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

1. Evaluate the performance of students in the ordinary call of each subject through the implementation of three evaluation instruments among those listed below: assignment, practice activity, forum activity, oral report, portfolio and test (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 continuous assessment of the ordinary call; and the remaining 80%, must derive from the application of two evaluation instruments.
2. Select the instruments of evaluation in terms of the learning goals that have been established for each subject and its nature. In other words, for each subject, those instruments of assessment that better measure the extent to which the student has reached the learning objectives specified in each curso, should be the ones chosen. The types of exercises that the student must solve in these tests should 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 issues).

The evaluation system of each subject in the document titled "Subject Evaluation", which must be available in the section "Evaluation" of the subject's virtual classroom, is explained in a complete and clear way.

6.G. GRADUATION REQUIREMENTS

Each program has its own minimum requirements for graduation; however, the following is always expected and can be required by the University in case of omission:

- To comply with all administrative requirements of the University.
 - Up-to-date documentation, no economic debt- infrastructure or material damage, library debt, or assets - not to incur possession of material yielded in loan or non-legal possession of proprietary software-, and not be affected by administrative or internal procedures, such as misuse of computer resources received from the University.
- To comply with all the economic demands in the enrolled program and those of the University.
 - Absence of economic debts or assets, not being affected by fiscal reporting process or similar, and to have paid the rates of degree and other rights and be up-to-date in the payment of fees or program costs.
 - To have paid the University's graduation and diploma fees.
- To meet all academic curriculum requirements.
 - To have the entire educational program approved and the examinations required obtaining the degree or title and the favorable reports required of the respective committees if any, 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 in this regard.
 - Comply with the academic demands of academic life.
 - Having complied with the requirements of the duration of University Life.
 - Having complied with the requirements of the duration of Academic Life.

6.H. SUPERVISED EXAMS (PROCTORING)

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 account of access through 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.

Student Identity Verification Procedures

Controls using videoconference: asynchronous and synchronous

UNINI is implementing different controls of the systems identity of the students 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.

Supervised Test

This test will be supervised by the academic personnel to ensure that you are _____

Please follow the instructions below:

Have an identification document that has a photo.	<input type="button" value="Accept"/>
Activate your webcam by clicking "Start Camera" and make sure that you have audio.	<input type="button" value="Start Camera"/>
Show your ID in the webcam, pulse the button start recording and say your name loudly. Make sure that your ID can be seen.	<input type="button" value="Start recording"/>
When you finish pulse "Save".	<input type="button" value="Save"/>
Start the test	<input type="button" value="Start 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.

Supervised Test

This test will be supervised by the academic personnel to ensure that you are _____

Please follow the instructions below:

✔ Have an identification document that has a photo.	<input type="button" value="Accept"/>
✔ Activate your webcam by clicking "Start Camera" and make sure that you have audio.	<input type="button" value="Start Camera"/>
Show your ID in the webcam, pulse the button start recording and say your name loudly. Make sure that your ID can be seen.	<input type="button" value="Start recording"/>
When you finish pulse "Save".	<input type="button" value="Save"/>
Start the test	<input type="button" value="Start test"/>




Figure 1. Beginning of the system of video-monitoring.

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

Once the test is completed, the monitoring staff has access to the recordings and reviews them in order to verify the identity of the student and that it meets the standards required for the activity (e.g. individual activity without external help). The deadline for the monitoring is limited to a maximum of 5 working days.

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 qualification in the evaluation is conditional to the results of the monitoring.

In the current version of asynchronous monitoring system is established the performance of a minimum of three monitored reviews during the development of 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 enrolment.

7. INSTITUTIONAL REGULATIONS

7.A. SATISFACTORY ACADEMIC PROGRESS STANDARD

UNINI has several standards of academic progress for general application in its interest to guarantee academic excellence. The standard of academic progress contains the evaluation criteria to determine the student's academic progress. In addition, this is the upkeep policy to ensure 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.

The 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 (S.A.P.) 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. Students who, according to the established criteria, have not met the Standard of Satisfactory Academic Progress, and as a result have been withdrawn, and who have also exhausted the two extensions of six months each, may appeal the decision before a committee appointed by the

Rector and chaired by the Dean of Students Affairs. In addition, they will be part of this committee the Dean of Academic and Strategic Management, the Registrar and the Professional Counselor.

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 and Dean placed 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 Standard of Satisfactory Academic Progress will be under the charge of the Dean of Student Affairs, the Dean of Academic and Strategic Management, Academic Secretary and Professional Counselor.

7.B. STANDARD TO COMPLETE AN ACADEMIC DEGREE

All students should 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 that wishes to take advantage of this extra time may request a maximum of two extensions of six months each, through the Asuntos Estudiantiles and pay the corresponding costs to the Decanato de Administración y Finanzas.

7.C. PERFORMANCE STANDARDS

Regarding academic performance, a student of the University:

- Must strive to seek and express the truth while respecting differences.
- Must actively participate in the Virtual Campus and seek to participate in onsite classroom activities, if any.
- Must maintain qualifications that meet the requirements of the University.
- Must respond monitoring requests carried out by the tutor 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, a student of the University:

- 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 earned in a letter directed to the Department Director.
- Is 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 the evaluations stated in Subject Evaluation.
- 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 for 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 el Discipline Committee.

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

Types of violations:

1. Constituyen especialmente infracciones menos graves:

- 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. Constituyen especialmente infracciones graves:

- 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. Presentar documentos alterados o falsificados.
- Submit altered or false documents.
- Distribute in the Virtual Campus material that 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 in a less severe offense.
- When visiting the University, enter the University while having a sanction that prohibits his/her entrance, cause or participate in any way of disturbance, that obstructs the development of the university activities, and/or hide, damage or destroy goods, documents or University, 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 campuses (except for public order agents which due to the nature of their job are obligated to carry them) traffic, carry or store illegal substances or raw material that are used to obtain and take over goods, documents or propriety of the University, the students or any community member.
- 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 breaches will be sanctioned with one or more of the following sanctions:
 - Temporary suspension of participation in the Virtual Campus in all University activities (withdrawn student) from one day to a maximum of four months.
 - Prohibition of entry into the physical facilities and the University's computer service
- Very serious infringements will correspond to one or more of the following penalties:
 - Cancellation of the current registration and a temporary enrollment ban for the próximo año. El estudiante en esta situación se considerará como un estudiante en estatus "de baja".
 - Prohibition of entry into the physical facilities and the University's computer services during the sanctioned period (estudiante en baja parcial).
 - 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 an officer or teachers 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 officer 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 officers 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

A University student is considered a person responsible for ethics, moral and legal actions. Those 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 acts impacting the ethics, morals and/or the integrity of themselves, the University, or third parties.
- 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 teachings.

The University aims to train people who have a clear understanding and a precise control of the 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. This should be done without impeding upon the participation of the student in complementary or voluntary activities that the University may require.
- 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.
- Have respectful interactions with peers and each of the members of the community that makes up the University.
- 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.
- Es responsabilidad del prospecto informarse para cumplir con los estatutos requeridos de cada país para ejercer la profesión.
- 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 violates 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 authority and order agencies of Puerto Rico.

Students are informed, that if for any reason they do not agree with the measures adopted by the institution to solve the situation, they can contact or communicate with the Council of Education of Puerto Rico at 787-641-7100. The student must exhaust all efforts with the institution to solve the claim, before considering the possibility of presenting it to the CEPR.

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

I.1. Services (Books, Access to the PANAL and virtual campus, technical support)

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. Tuition (Tuition Costs, Payments, Tuition Cancellation, Reimbursement)

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 steps:

- 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. Technical 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 the following:

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

The appeal process:

In the event that the student does not agree with the decision taken, they can appeal the same within a period of 15 working days, once they have been notified of the decision. The steps to follow are the following:

1. Presenting a letter of appeal to the Deanship of Student Affairs indicating their reasons for not being in accordance with the resolution.
2. The Deanship of Student Affairs will evaluate the request for review and submit a report to the Rector and the Deanship of Academic and Strategic Management or the Deanship of Administration and Finance, as appropriate.
3. The Rector assesses and responds to the student's claim in 15 working days from receiving the claim.
4. If the student is still not in accordance with the aforementioned review, they can appeal the decision to the President.

8. POLICIES

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

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.

The University, through Student Identification, allows students to access their information that the University handles. El estudiante en caso de enmienda, solicitará el cambio a través del PANAL.

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

Documentation of students is safeguarded 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, as well as from the delivery of the same and to certify 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, from the student's admission to the institution until they are granted the degree they obtained.

The Registrar's Office records all of the student's academic elements, such as tuition, approved courses, withdrawals, their academic program, credit transcripts, honors, academic progress, among others. All of

the student's credit transcripts are kept in this database. The Registrar's Office digitalizes each academic record so as to preserve all of the 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 the anti-flooding, fireproof and anti-shock cabinets.

8.E. POLICY ON UNAUTHORIZED ACCESS TO SERVER

The university servers are considered assets and therefore their security is quite comprehensive including the control of access, manipulation of hardware and software, and monitoring the activities of the staff assigned to their management tasks, use and/or maintenance.

The university servers are located in restricted-access sites, and the access to its premises is allowed only to the Technology Director. This official 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 of the law.

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 FACILITATE ACCESS FOR STUDENTS WITH DISABILITIES TO THE FACILITY AND INSTITUTIONAL 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 ensure that the student is affected as least as possible.

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 GUARANTEE OF STUDIES CONTINUITY IN THE CASE OF INSTITUTIONAL CLOSURE (TEACH-OUT)

Policy on Maintaining an Academic Offering

The University guarantees that all offered programs have been the result from studies on the social needs and scientific-professional demands, by which the studies offer is pertinent and proper, and will be kept while those needs and/or demands exist, which are expected to be no less than cinco (5) years so as to generate a large number of graduates that may apply their knowledge.

This ensures that there will always be an interest from the students' part and their academic progress will be satisfactory.

The university guarantees all students the following:

- resolve 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.

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

Guarantee of Studies Continuity 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 (Student 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 Student 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 ON 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.

9. STUDENT SERVICES

The Universidad Internacional Iberoamericana is described as 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 of the same.
2. The **comfort** with which one will be able to study 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.

For reinstated students, the Student ID and the access he or she had at the time of removal is re-activated.

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

9.A. STUDENT AFFAIRS

The services of the Student Affairs are intended to participate in the student's guidance for the benefit of their comprehensive training in order to enhance their academic development. The primary interest of Students Affairs is the variables that can affect the 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.

The tutor supports and facilitates the student's university life. There is a student mentor assigned to support their Academic Life. For each subject there is at least one tutor supporting and facilitating the study of the contents, activities and experiences of the subject. When the tutor is in the country, he/she supports the student in person or by telephone. In all other cases, the mechanism of interaction is the Virtual Campus.

9.B. REGISTRAR SERVICE

The Registrar's Office is organized and operates under the management of the Dean of Students Affairs in the form of a computerized integrated management system 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.
- This Management System 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. ECONOMIC ASSISTANCE OFFICER

- Administers the economic 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 GUIDANCE COUNSELING PROGRAM

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. This seeks to offer 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

Reasonable Accommodation

The professional Counselor will address any claim of reasonable accommodation from any candidate that require special services. Those students with special needs should request reasonable accommodations to the Professional Counselor, who will evaluate and advise the student with respects to the steps to follow to be granted said accommodation.

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

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

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 love and sense of belonging of the past students toward their Alma Mater.
- Keep and strengthen the relationships between UNINI, its graduates and active students to achieve the institution's objectives.

9.G. TECHNICALSUPPORT

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.

In case the student requires help from Technical Support, the service can be accessed through the Virtual Campus in an icon of the same name. The solutions to the most common problems are presented here. If the student cannot resolve 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

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 possess technological, social, linguistic (English and Spanish) skills and multidisciplinary knowledge.

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.

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.

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.

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.

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, it offers 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.

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.

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. DEPARTAMENTAL DIRECTORS

ACADEMIC DEPARTMENT	PROFESSOR	ACADEMIC DEGREES	INSTITUTION	ASSOCIATED PROGRAMS
Department of Environment and Sustainability.	Eduardo García	Technical-Superior Industrial Engineering with specialization in Energetic Techniques.	Higher Technical School of Industrial Engineering, Polytechnic University of Catalonia. Spain, 1996.	<ul style="list-style-type: none"> Master in Environmental Management and Audits (code MAMGA).
		Master in engineering and environmental technology.	Polytechnic University of Catalonia Spain 2006.	
		Degree in Project Engineer: Environment, Quality, Security and communication.	Polytechnic University of Catalonia Spain 2011.	
Department of Innovation, Business and New Technology.	Javier Morales	Ph.D in Industrial/Organizational Psychology	Interamerican University of Puerto Rico (2012)	<ul style="list-style-type: none"> Master in Strategic Management with a Specialty in Management (code MDE). Master in Strategic Management with a Specialty in Information Technology (code MDETI) Master in Strategic Management with a Specialty in Telecommunications (code MDETEL)
		MA Criminal Justice	Interamerican University of Puerto Rico (1998)	
		BA in Psychology	Interamerican University of Puerto Rico (1993)	
Department of Language and Communication Science.	Silvia Pueyo	Doctorate in Sciences in Education	Universidad de Barcelona	<ul style="list-style-type: none"> Master in Teaching Spanish as a Foreign Language (code FPMELE). Master in Teaching English as a Foreign Language (code FPMTFL).
		Master in Linguistics Applied to Teaching Spanish as Foreign Language	Universidad de Jaén and Universidad Internacional Iberoamericana (2008-2009)	
Department of Health Science.	Maurizio Battino	Degree in Biology.	University of Boloña Italy 1984.	<ul style="list-style-type: none"> Master in Physical Activity: Sports Training and Management (code SNMAFEGD).
		Degree in Science.	University of Catania Italy 1990.	
		Post Doctorate (studies).	University of Granada Ministry of Science and Education Spain 1993-1994.	
Projects Department	Roberto Álvarez	Architect.	University of Buenos Aires - Argentina.	<ul style="list-style-type: none"> 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.	University of Buenos Aires - Argentina.	
		Graduate of Evaluation of Investment Projects for non-specialists.	University of Buenos Aires - Argentina.	
		Specialist in Strategic Management design. Project Management and Design.	University of Buenos Aires - Argentina, Politechnical University of Milan.	
		Degree in Project Engineering.	Polytechnic University of Catalonia	

10.B.FACULTY MEMBERS

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Adriana Mayorga	<ul style="list-style-type: none"> Colegio Nuestra Señora del Pilar (Primary Education). IFE (Secondary Education). Universidad Jorge Tadeo Lozano Industrial Design V semester 1998. Universidad Santo Tomas Psychology 2004. <p>CONTINUING EDUCATION SEMINARS</p> <ul style="list-style-type: none"> <i>XV Semana de la Psicología 2004</i> A psychology for a new Millennium, 2004. <i>Segundo Encuentro De Psicología y Violencia Violence as a challenge to Psychology, September 2001.</i> <i>Foro Internacional De las Ventas</i> 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. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> TR046 - Strategic management of human resources DD030 - Position analysis, description and value DD045 - Emotional intelligence DD046 - Personal marketing

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Alberto Vera	<ul style="list-style-type: none"> • Associates Degree in Advanced Studies, Universidad de León, Spain (2010) • Urban and Regional Planner, Postgrad, 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) 	<ul style="list-style-type: none"> • Doctorate in Economic and National Integration and Development, Universidad de León, Spain (2016) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • AU003- Impact of Technology on Urban Architectural Projects • AU005- City Marketing • AU014- Theory of the Object • AU007- Preservation of the Architectural Urban Heritage • AU013- Product and Environment • AU015- Innovation, Creativity, Productivity, and Competitiveness • AU016- Product Design and Innovation Technology • AU017- Profit and Strategic Design
Dr. Alina Celi	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Dr. in Environmental Law by the University of Alicante (Spain). • Dr. in Law and Social Sciences by the University of La República Oriental del Uruguay (UDELAR). 	<ul style="list-style-type: none"> • Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> • MA014-Environmental Law • Máster Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Alina Pascual	<ul style="list-style-type: none"> 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 Fariás 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 Fariás Avilés. Campeche, Mexico. (January 2009 -present) Doctorate Professor in Projects for the Universidad Internacional Iberoamericana (UNINI). (01 June (2014 to date) Complementary Preparation <ul style="list-style-type: none"> Course "Training for Professors"- FUNIBER (2015) Course "Training for Directors of Thesis" - FUNIBER (2015) 	<ul style="list-style-type: none"> Doctorates in Sciences of the Sea from the Polytechnic University of Catalonia (UPC), Barcelona, Spain. 	<ul style="list-style-type: none"> Master in Strategic Management with a Specialty in Management Master in Environmental Management and Audits 	<ul style="list-style-type: none"> IP053 - Atmospheric contamination treatment MA006 -Climatology and environment MA005- Atmospheric contamination MA103- Marine organisms MA081- Urban solid waste MA082- Industrial waste MA083- Rural waste MA084- Sanitary waste MA085- Environmental education and USW MA095- Treatment of gaseous effluents Master's Thesis
Dr. Ana Rodríguez Zubiaurre	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Dr. in Applied Economics from the University of Las Palmas de Gran Canaria 	<ul style="list-style-type: none"> Master in Strategic Management with a Specialty in Management Master in Environmental Management and Audits 	<ul style="list-style-type: none"> TR043- Tourism foundations MA194- Basic general concepts of environmental education MA195- Formal education in environmental education

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Andrea Corrales	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course: "Training of teachers" - FUNIBER (2015) - Course: "Training Directors of Thesis - FUNIBER (2015) - Course: "Teaching in Virtual Environment" "- FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctoral Degree in Physiology in the Department of Physiology and Pharmacology from the Faculty of Medicine in the University of Cantabria (2010-2015) 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN039-Structure and Function of the Human Body • SN050-Sport Psychology • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Ángel Torres	<ul style="list-style-type: none"> • Master in Business Administration Major: Management Business Plan General as a final presentation in May 2008 Universidad del Este Carolina, PR 2005-2008. • Bachelor of Science in Public Health Magna Cum Laude Major: Management of Health Services Universidad del Este Carolina, PR 2000-2004. • Associate Degree in the Technology of the Radiologist, Universidad Central Del Caribe, Escuela de Medicina, Cayey, PR 1984-1986. • More than 20 years of experience in Radiation technology: Hospital San Pablo, Bayamón PR 1986-1987, San Juan Health Center, San Juan PR 1987- 1988, Somascan, Hato Rey PR 1988-1989, Radiology Institute Imaging Center (Supervisor), Hato Rey PR 1989-2006, Hospital Wilma N. Vázquez (Director of the Image Center), Vega Baja PR 2006-2008. <p>Professor:</p> <ul style="list-style-type: none"> • Edic College, Caguas PR 2008-2009. • Universidad Interamericana PR, Barranquitas PR 2009-2010. • Universidad del Este, Carolina and Barceloneta PR 2008-2013. • Atenas College, Manati PR 2014-2016 (Director of programs for Image Diagnostics). • Universidad Interamericana PR, Aguadilla PR January-May 2016. 	<ul style="list-style-type: none"> • Doctorate in Education (Instruction of Technology and Distance Education) Nova Southeastern University, Miami Florida 2010-2014. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Máster Thesis
Dr. Antonio Bores	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Dr. Physical Activity and Sports Sciences: University of Vigo. 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN049-Sports Planning • DP004-Management Techniques for Sports Teams • SN228-Study and Case Resolution for management skills • SN229-Study and Case Resolution for sports training • SN048-Training Theory and Practice • DP002- Strategic management and planning of sports organizations • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Antonio Eduardo López Fuenzalida	<ul style="list-style-type: none"> • Master in Project Design, Administration and Management, Universidad Politécnica de Cataluña-Funiber, Spain (207-2009). • Coordinator of graduate programs and projects in different universities with experience in the work with multidisciplinary group works. • Abilities in conflict resolution and management in different work areas. 	<ul style="list-style-type: none"> • Dr. in Science of Exercise Universidad de Córdoba (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's Thesis
Dr. Armando Anaya	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Doctorate in Archeology Universidad de Calgary (1993 - 1999) 	<ul style="list-style-type: none"> • Master in Strategic Management with a Specialty in Management 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Electronic Engineer from the University of Barcelona (Spain). • Technical Telecommunications Engineer by the University of Ramon Lull, (Spain). 	<ul style="list-style-type: none"> • Dr. Electronic Engineer from the University of Barcelona (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TI011- Society of change and information • TI016- Business intelligence • TI035- Architectures, networks and distributive systems • DP007- Information society and sports • Máster Thesis
Dr. Asunción Galera	<ul style="list-style-type: none"> • Master in Audiovisual Production by the Polytechnic University of Catalonia (Spain). • Bachelor's in Biology by the University of Barcelona (Spain). 	<ul style="list-style-type: none"> • Dr. in the Multimedia Engineering Program by the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Benjamín Ortega	<ul style="list-style-type: none"> • Degree obtained: Marine Biologist, Faculty of Sciences Biological Chemical from the Universidad Autónoma de Campeche. Campeche, Campeche, México (1989-1995). • o Diploma of Advanced Studies (DEA). Biological Oceanography, University of Brest, IFREMER Department, Marin d'Environnement Profond, Brest, France (1995-1996). • o Associate A. Researcher and professor, Faculty of Chemical-Biological Sciences. Universidad Autónoma de Campeche (1995-1999). • oB. 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). • oC. B. Researcher and professor, Scientific Director of the Department of Environmental Microbiology and Biotechnology. Universidad Autónoma de Campeche (2003 to date). • oGeneral Director of Graduate Studies and Research. Universidad Autónoma de Campeche (2008 to date). 	<ul style="list-style-type: none"> • Doctor in Science. Biological Oceanography. Microbiology Orientation, University of Brest and IFREMER, France and the University of Hamburg, Germany (1996-1999). 	<ul style="list-style-type: none"> • Master in Environmental Management and Audits 	<ul style="list-style-type: none"> • MA136 -Technology in marine aquaculture: Toward a sustainable aquaculture • MA139 -Management of natural marine protected areas • MA031 - Toxicology • MA102 - Basic marine ecology • MA106 - Water circulation • MA107 - Sea water chemistry • MA109 - Marine cultures • MA028- Potentially • MA029- Environmental factors that affect pollutants • MA102- Basic marine ecology • MA108- Fishery exploitation • MA110- Marine navigation transportation • MA140- Fishery management • Máster Thesis
Dr. Carlos Uc Ríos	<ul style="list-style-type: none"> • Master in Center of Research and Advance Studies of IPN • Bachelor Engineering Universidad Autónoma de Campeche. Communication and Electronic Engineering. • Professor, Engineering UNACAR. <p>Lecturer</p> <ul style="list-style-type: none"> • Author of Publications and investigation or development products. 	<ul style="list-style-type: none"> • Doctorate Center of Research and Advance Studies of IPN 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD118- Basic statistics • DD026- Virtual environments of collaborative work • TI013- Reengineering, strategy and management of systems and ICT • TR049- Quantitative analysis of tourism • TI040- Database management and information resources • TI029- Telecommunication Services • Máster Thesis
Dr. Carmen Rita Román	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Dr. in Business Administration from the Pontifical Catholic University of Puerto Rico, Ponce Campus (2009). 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Information Technology 	<ul style="list-style-type: none"> • DD159- Introduction to the new marketing • DD161- Consumer-buyer behavior • DD170- Service marketing • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Cristian Abelarias	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Physical Activity and Sport Research University of Coruña. 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN156- Psychosocial aspects of physical activity for health • SN158- Physical activity for health with diverse diseases • SN159- Physical activity in children and adolescents • DP001- Administration and management of sport entities
Dr. Cristina Hidalgo	<ul style="list-style-type: none"> • Bachelor's in Economic and Business Sciences by the University of Leon (Spain). • Director of the Secretariat for Educational Cooperation and Business Practices for the University of León (Spain). 	<ul style="list-style-type: none"> • Dr. Business Sciences by the University of Leon (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's Thesis
Dr. Dalton Da Silva	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Dr. In Production Engineering: environmental management. Univ. Santa Catarina (2003) 	<ul style="list-style-type: none"> • Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> • MA021- Water and environmental education • MA011- Environmental audits • MA012- Evaluation of environmental impact • MA087- Evolution of the environment and sustainable development • MA088- Historical evolution of environmental education • MA091- Risk management and environmental education • MA073- Natural areas in the context of societies • MA316-La Dynamic Soil • MA282 / MA247- Climate change mitigation (I y II) • Máster Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. David Barrera	<ul style="list-style-type: none"> • Engineer in Industrial Organization at the Polytechnic University of Catalonia (Spain). • Master in Management and Organization of enterprises (MBA) at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • Dr. in Project Engineering at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 • 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 	<ul style="list-style-type: none"> • DD171-Control and marketing plan • DD159-Introduction to the new marketing • TI004/DD163-International Marketing • DP001-Administration and Management of Sport Entities • SN228-Study and Case Resolution for management skills • Master's Thesis
Dr. (c) Edgardo Colón	<ul style="list-style-type: none"> • Master in Business Administration, Concentration: Marketing and Finance, Universidad Interamericana de PR, 2000. • Bachelor in Business Administration, Concentration: Accounting, Universidad Interamericana de PR, 1985. • 16 years of experience as a professor. • More than 30 years of experience in business administration, accounting and finance. 	<ul style="list-style-type: none"> • Doctoral Candidate in Business Administration, adopted comprehensive review, thesis in progress, Universidad del Turabo of Puerto Rico. Major: Management (48 credits). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD002- Management and cost control • TR047- Financial management • DD090- Business ethics and corporate social responsibilities • DD162- Marketing strategy development • TI004/DD163- International marketing and commerce • DD164- Relational marketing • DD169- Communication management policies • DD171- Control and marketing plan
Dr. Eduardo García (Department Director)	<ul style="list-style-type: none"> • 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 Education Technical School of Industrial Engineers of Barcelona (ETSEIB-UPC, acronyms in Spanish) 	<ul style="list-style-type: none"> • Dr. in Engineering Projects: Environment, Safety, Quality and Communication at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • Master in Environmental Management and Auditing • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • MA009- Soil contamination • MA007- Noise pollution • MA004- Waste management • MA111- Energy and mineral resources • MA208- Mining and the environment • IP052- Basic waste management • IP054- Treatment of contaminated Soils

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Federico Fernández	<ul style="list-style-type: none"> Bachelor's in Education Science. Director of the Laboratory of visual image of the School of Industrial Engineers. 	<ul style="list-style-type: none"> Dr. in the Educational Sciences at the University of Barcelona (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD077-Project Communication Master's Thesis
Dr. Ferdinand Arce	<ul style="list-style-type: none"> Master of Arts in Organizational Psychology, Universidad Central de Bayamón. 1999-2001. Bachelor in Biology, Arecibo Campus, Inter American University (U.I.P.R.) 1984-1996. Associate Degree in Police Sciences, John Jay College of Criminal Justice, Gurabo, P.R. 1994-1995. Emergency Medical Technician, Escuela Superior Domingo Aponte Collazo Lares, PR 2003. Sergeant, Puerto Rico Police 1994-2008. Professor: Universidad del Este, Utuado and Barceloneta PR, 2008-present, Universidad de PR, Utuado PR, 2012, Police Academy, Gurabo PR, August-December 2014. Currently, he is a Private Psychologist and Psychologist at the Puerto Rico Police. He possess honors and certifications for his services in the community. 	<ul style="list-style-type: none"> Doctorate in Philosophy in Clinical Psychology, Pontificia Universidad Católica de Puerto Rico. 2004-2010. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD040- Conflict resolution and negotiation techniques DD044- Public Presentation Techniques IP060- Workplace security IP071- Applied social psychology IP002- Workplace security IP073- Ergonomics and applied Psychology
Dr. Fermín Ferriol	<ul style="list-style-type: none"> Master in Management from the University of Havana. 35 years as a professor and consultant. Bachelor's in Political Economy. 	<ul style="list-style-type: none"> Doctor in Education from the University of Havana (university management). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD004- Marketing DD1009- Health marketing DP003- Sport marketing. Applications. DP006Techniques for management and leadership in sports Máster Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Glorimar Rivera	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Business Administration (Administration), Pontificia Universidad de Puerto Rico, Ponce PR August 2004-May 2011. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD133- Occupational risk prevention: OHSAS 18001 • DD166- Product management and brand policies • DD167- Price management policies • DD168- Distribution management policies • TR023- Food and drinks management • DD143- Basic legal aspects of the family business • IP059- Fundamentals in labor risk prevention
Dr. Héctor Solano	<ul style="list-style-type: none"> • Industrial Engineer by the Autonomous University of Los Mochis (Mexico). • Master in Engineering from the University of Juarez (Mexico). • Diploma in project engineering at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • Dr. in Project Engineering at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Isabel Sánchez López	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Spanish Philology (University of Jaen, Spain). 	<ul style="list-style-type: none"> • Master in Teaching Spanish As a Foreign Language 	<ul style="list-style-type: none"> • FP021- Estrategias del aprendizaje
Dr. Isel Marez	<ul style="list-style-type: none"> • Mechanical Engineer Administrator for the University of Mazatlan (Mexico). • Masters in Management and Environmental Audits by the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • Dr. in Engineering Projects: Quality and Environment at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TR008- The territory as a tourist resource • AU001- Architecture and Urbanism Interrelations • AU002- The Urban Environment Project - Architectural • Máster Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Jaquelina Rodríguez	<ul style="list-style-type: none"> • Master in Management & (PAA)- Non-profit Organizations Management, New York University, NYC, New York Exchange Program, European Campuses of Netherlands, Paris and Germany, 1998. • Bachelor in Education (Fine Arts, Science, Drama), Universidad de Puerto Rico, Río Piedras PR, 1994. • Professor in related graduate studies, 2002- present. • She has experience in international and local conferences. • She has published several articles related to economy and businesses in Puerto Rico. 	<ul style="list-style-type: none"> • Ph.D. in Entrepreneurship, Negotiation and International- Interregional Business Development, (Minor: Human Resources) Universidad Interamericana, San Germán PR, 2008. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD160- Market research • DD165- Marketing audits • DD111- Professionalization of family business • DD115- Key factors for success in the family business • DD116- Creation and internationalization of family businesses
Dr. Javier González Gallego	<ul style="list-style-type: none"> • Bachelor's in Biology by the University of Granada (Spain). • Bachelor's in Medicine and Surgery from the University of Granada (Spain). • Director of the Institute of Biomedicine of the University of León (Spain). • Participates in I+D Projects financed in Public Calls. 	<ul style="list-style-type: none"> • Dr. in Biology from the University of Granada (Spain). • Professor at the University of Leon (Spain). 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN217-Nutrition and sports • SN229-Study and Case Resolution for sports training • Master's Thesis
Dr. Javier Morales (Department Director)	<ul style="list-style-type: none"> • 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, Río 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). 	<ul style="list-style-type: none"> • Doctorate of Philosophy In Industrial/ Organizational Psychology, Universidad Interamericana de Puerto Rico, 2012. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD042- Time management and conducting meetings • DD014- Strategic planning and management • DD154- Internal control • DD108- Family business concepts and characteristics • DD109- Succession and continuity in family business • DD110-The systematic focus applied to conflict in family businesses • DD022- Organizational structure and change • DD024- Organizational culture and climate • DD1021- Strategic management of human resources

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Jesús Arzamendi Sáez de Ibarra	<ul style="list-style-type: none"> • 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-) 	<ul style="list-style-type: none"> • Dr. in Philosophy and Literature - Section: Romance Philology from the University of Deusto (Spain). 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP022- La comunicación y la adecuación pragmalingüística • FP038- La gramática del español para profesores de ELE • FP023- Lengua, cultura y bilingüismo • FP026- La enseñanza del léxico
Dr. Jesús Sánchez	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Doctorate in Business Administration, Pontificia Universidad Católica de Puerto Rico, Ponce Campus, PR. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TI025- E-business and its integration with corporate management systems • TI017- Integration of business management systems • TI030- Network security and management • 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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Doctor in the management of engineering projects from the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> TI014-Electronic marketing and commerce TI015-Electronic security and legislation TI043-Management and Administration of IT Projects ICT TI026-Telecommunications marketing TI027-Technical-Business Structure of Telecommunications TI028-Telecommunication Networks TI031-Telecommunications marketing Regulations TI023-Study and case resolution TI020-Management of e-Business Projects Master's Thesis
Dr. Jorge Crespo	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> A doctorate in Civil Engineering from the University of Cantabria (Santander, Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> TR036- Strategy and tourism businesses on the internet DD076- Management without distances DD119- Statistical sampling TR037- IT in the tourism industry DD1014- Biostatistics TI036- Web technology and engineering TI041- Business software processes Máster Thesis
Dr. José Cintrón	<ul style="list-style-type: none"> Master in Administration in Health Services, Universidad de Puerto Rico, Recinto de Ciencias Médicas (1990). Author, co-author and developer of various books and articles on science, health and education. 	<ul style="list-style-type: none"> Doctorate in Education Management (Management of Higher Education), Universidad Interamericana de Puerto Rico (2004). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD1007 - Health planning DD1008- Health services management DD1010- Assistance quality and patient security DD1012- Health systems DD1013- Clinical epidemiology
Dr. José A. Medina	<ul style="list-style-type: none"> MScE, 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. 	<ul style="list-style-type: none"> EdD., Education, Concentration: Instructional Technology and Distance Education, NOVA Southeastern University, 2010-2013. 	<ul style="list-style-type: none"> Master in Project Design, Administration and Management 	<ul style="list-style-type: none"> DD072- Computing Tools for Project Management DD074- Project Evaluation

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. José Sirvent	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Doctor in Sciences from the University of Alicante (Spain). 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN042-Kinanthropometry • Master's Thesis
Dr. José Zavala	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Chemical Engineering Sciences Instituto Tecnológico de Celaya, Guanajuato, México. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • IP082- Quality management: ISO 9001 • DD125- Total quality costs • DD075- Trust Management: Risk and Quality • MA092- Fundamentals of environmental engineering • MA039- Industrial wastewater treatment • MA142- Recovery of contaminated soil • Master's Thesis
Dr. Juan Luis Martín	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctor in Psychological Treatment, Evaluation and Personality, University of the Basque Country, Spain. 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • DD138 - Conflict resolution/ transformation principles and processes • DD097/DD098- Mediation • DD101- Conflict resolution/ transformation in the family • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Julio Martínez	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Mechanical Engineering. Division of Graduate Studies in the Faculty of Engineering, Universidad Nacional Autónoma de México (2001-2005). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD012-Management and administration of operations • DD013-Logística • MA143- Energy recovery • MA093- Recovery engineering and solid residue treatment • 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. Killian Tutusaus	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctoral student in Engineering Projects: Environment, Safety, Quality and Communication by the Universidad Politécnica de Cataluña (2002-2003). 	<ul style="list-style-type: none"> • Master in Environmental Management and Audits 	<ul style="list-style-type: none"> • MA317- Coastline and marine erosion • MA 318- Marine sediments and glacial influence on the sea • MA109- Marine cultures • MA139- Management of natural marine protected areas • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Kim Griffin	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Doctorates in Foreign Language Education from the Ohio State University, Columbus, OH (USA), 1993. 	<ul style="list-style-type: none"> Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> FP006-Methodological Approaches FP003-Second Language Acquisition FP007-Classroom Management FP034-Practicum Master Thesis
Dr. Laura Pérez	<ul style="list-style-type: none"> Master in Cognitive Science and Language University of Barcelona (Spain). Psychologist, specialization in Clinical and Organizational Psychology, Pontifical Xavierian University, (Bogota). 	<ul style="list-style-type: none"> Doctorates in Cognitive Science and language by the University of Barcelona (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 científica Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Lilian Stevens	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Doctorate Pedagogical Sciences Cátedra Manuel. F.Grant.Universidad de Oriente.Santiago de Cuba (2007) 	<ul style="list-style-type: none"> Master in Project Design, Administration and Management 	<ul style="list-style-type: none"> DD100- Conflict resolution/ transformation in the school
Dr. Lucila María Pérez	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Course "Training for Professors"- FUNIBER (2015) Course "Training for Directors Thesis" - FUNIBER (2015) 	<ul style="list-style-type: none"> Dr. in Translation and Interpreting at the University of Malaga (2010) 	<ul style="list-style-type: none"> Master in Teaching Spanish as a Foreign Language Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> FP010-Computer Assisted Language Learning FP036-Teaching English through Translation FP014-Learning Strategies Thesis Master
Dr. Luis Dzul	<ul style="list-style-type: none"> 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 Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> Dr. in Project Engineering at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> PC012- International Collaboration System PC013- Logic Framework PC002- Collaboration and Development Theory Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Luis Fernández Estrada	<ul style="list-style-type: none"> 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, <i>Code of the Guardia Civil jurisprudence on the Guardia Civil, international issues and administrative purposes of the unlawful acts committed on board ships.</i> 	<ul style="list-style-type: none"> Doctorate in History, Written Culture and Thought, Universidad de La Rioja, 1998. o Doctorate in Law, Universidad de Navarra, 1992. 	<ul style="list-style-type: none"> Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Doctor in Education by the Atlantic University (USA). 	<ul style="list-style-type: none"> Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> FP008- Developing Language Skills FP001- Approaches to Language FP013-English in the Community FP005- Teaching Pronunciation Master Thesis
Dr. María Araceli Alonso	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> PhD in Applied Linguistics, IULA Universitat Pompeu Fabra (Barcelona) (June 2009) 	<ul style="list-style-type: none"> Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> FP018-Observación e investigación FP032-Evaluación del proceso de aprendizaje de lenguas FP031-Proyectos y tareas FP030-Tecnología educativa en el aprendizaje de lenguas

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. María Jesús Barros García	<ul style="list-style-type: none"> • Master in Higher Studies in Spanish Language: Investigation and Applications, Universidad de Granada, 2008. • Master in Teaching Spanish as a Foreign Language, Universidad de Granada 2008. • Bachelor in Hispanic Philology Universidad de Granada, 2007. • Professor (full time) Saint Xavier University, since 2013. • Professor (part time) Universidad de Granada, since 2012. • Numerous courses and seminars in perfection, innovation, and teaching improvement and new technology. • Participated in several teaching innovation projects and in congresses about teaching education 	<ul style="list-style-type: none"> • Doctorate in Higher studies in Spanish Language: Investigation and Applications, Universidad de Granada, 2011. 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • Máster Thesis
Dr. María Luisa Sámano	<ul style="list-style-type: none"> • 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 University of Cantabria (2010-2014). • Author and co-author of scientific articles and book chapters in the field of environmental study. 	<ul style="list-style-type: none"> • Doctorate in Environmental Hydraulics, University of Cantabria (Spain, 2011). 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management • Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> • IP051- Water management: basic principles • MA090- Environmental management and sustainable development • MA015- Integrated water management introduction • MA017- Water management • MA018- Water analysis and characterization • MA209- Facilities and water treatment • MA016- The water cycle • MA003- Water treatment • Master's Thesis
Dr. María Sol Quiroga	<ul style="list-style-type: none"> • Specialist in Critique of History and Architecture. • Architect. • Professor in several national universities in Argentina. • Thesis Director. • Professor of masters and doctorates programs. • A researcher for several universities in such topics as: urban space and cultural heritage construction and progress in processes to create public spaces. • Development of the Information Society in Argentina. • Presentation of urban, local and political policies and support in the study of the transformation of the city in the twentieth century, among others. • Consultant in SIG/Urban Planning Application, in the private and public sector. 	<ul style="list-style-type: none"> • Dr. in Engineering Projects: Environment, Safety, Quality and Communication at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • AU002-The Urban Environment Project - Architectural • AU003-Impact of Technology on Urban Architectural Projects • AU005-City Marketing • AU008-The Function of the State • AU010-Integral Management of Design and Product • AU013-Product and Environment • AU014-Theory of the Object • AU015-Innovation, Creativity, Productivity, and Competitiveness • AU017-Profit and Strategic Design • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Marian González	<ul style="list-style-type: none"> Masters in the practice of Neurolinguistic (PLN) AEPNL with specialization in PNLS courses, expert coach in mental well-being, and MBSR and MBCT program instructor. Bachelor's in Psychology from the University of Salamanca. Is dedicated to the investigation of Mind, Body, and Personal Growth Medicine. In recent years, has taught several courses on mental well-being, MBCT, MBSR for hospitals and personal areas. Specializes in psycho-neuro-immunology and has done extensive research on stress and its effect on the health and benefits of mental well-being, by posting some results in international scientific journals in the field of biomedicine. Has participated in the draft Neurolinguistic Therapy "Death & Dying" project, founded by the European Union and has collaborated with international Sociotherapists, specialists in PNL and coaches. She is the co-author of a professional training guide that works with the topic of death and sadness because from the death of a family member: "Manual to Support Professionals during their work with dying and bereaved persons", edited by Psmued-Verlag. 	<ul style="list-style-type: none"> Doctor in Psychological Health, and Psychology of Sport at the Autonomous University of Barcelona. 	<ul style="list-style-type: none"> Master in Strategic Management with a specialty in Management Master in Strategic Management with a specialty in Telecommunications 	<ul style="list-style-type: none"> Master's Thesis
Dr. Maurizio Battino (Department Director)	<ul style="list-style-type: none"> Bachelor's in Biological Sciences from the University of Bologna. More than 100 scientific articles indexed. 	<ul style="list-style-type: none"> Dr. in Research. Dr. in Biological Sciences. Dr. Honoris Causa by the University of Medicine and Pharmacy "Carol Davila" of Bucharest (Romania). 	<ul style="list-style-type: none"> Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> Master's Thesis
Dr. Mercedes Monserrat	<ul style="list-style-type: none"> 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 Zaragoz (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. 	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Masters in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> SN198- Basics aspects of nutrition SN047- Eating disorders in sports SN217- Nutrition and sports

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Miguel Mateo Ruiz	<ul style="list-style-type: none"> • Master in Language Teaching Investigation and Literature, Universidad de Barcelona, 2010. • Professor in Teaching Education, Universidad de Barcelona, since 2011. • Collaborator of Grup de Recerca en Entonació i Parla (GREP), Teaching (UB), since 2011. • Member of the consolidated group of teaching innovation teaching Dynamics of Innovation Teaching of Languages (DIDAL), since 2012. 	<ul style="list-style-type: none"> • Doctorate in Language Teaching Investigation and Literature Universidad de Barcelona, 2014. 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • Máster Thesis
Dr. Miguel Sánchez	<ul style="list-style-type: none"> • Masters in Development of Dictionaries and Quality Control of the Spanish Lexicon, National University of Distance Education. (Ongoing) • Diploma in Advanced Studies. Translation: Approaches and Methods, University of Salamanca (2010) • Contracted Professor, Atlantic European University (2015-2016) • Assistant Doctoral Professor, Catholic University of Murcia (2014-2015) • Complementary Preparation: <ul style="list-style-type: none"> - Course on "Training of Professors" FUNIBER, (2015) - Course on "Training for Directors Thesis" FUNIBER, (2015) 	<ul style="list-style-type: none"> • Doctor in Translation and Intercultural Mediation. International Mention. University of Salamanca (2013) 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP034-Practicum • Master's Thesis
Dr. Milena Gómez	<ul style="list-style-type: none"> • Specialization in Occupational Health, Management and Risk Control by the University Liber de Pereira, Cuba • Expert in Chemical-Particulate Material Risks 	<ul style="list-style-type: none"> • Dr. in Engineering Projects: Environment, Safety, Quality and Communication at the Polytechnic University of Catalonia, Spain 	<ul style="list-style-type: none"> • Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> • MA004 - Waste Management • MA093 - Engineering Recovery and Treatment of Waste • MA143 - Energy Recovery

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Mireia Oliva	<ul style="list-style-type: none"> • 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. • Neuropsicología: 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. 	<ul style="list-style-type: none"> • Doctorate in Clinical and Health Psychology, Universidad de Deusto (Bilbao) 2015. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD043- Stress and burnout • DD049- Neurolinguistic programming (NLP)
Dr. Mireia Peláez	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Physical Activity and Sport Sciences from the Polytechnic University of Madrid. 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN160-Physical activity in seniors • SN155- Contextualization of physical activity and exercise in the health framework • SN157- Control and prescription of physical activity
Dr. Mónica Gracia	<ul style="list-style-type: none"> • Bachelor's in Information Sciences. Autonomous University of Bellaterra. 1995. • Master in Strategic Direction. University of Leon. Spain, 2009 	<ul style="list-style-type: none"> • Dr. in Engineering Projects: Environment, Safety, Quality and Communication. Universidad Politécnica de Cataluña. Spain 2014. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TI018-Innovation, Culture and Work Management in the Communication Society • DD033-Compensations and incentives • DD036-Human resources audit • DD047-Intellectual capital • DD048-Quality as a management tool for human resources • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Narciso Miguel Contreras Izquierdo	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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 University of Jaen. 	<ul style="list-style-type: none"> • Doctor in Spanish Philology University of Jaen, (Spain). 	<ul style="list-style-type: none"> • Master in Teaching Spanish As a Foreign Language 	<ul style="list-style-type: none"> • FP025- Spanish and its varieties • Máster Thesis
Dr. Norma P. Muñoz	<ul style="list-style-type: none"> • Bachelor's in Biology by ENCB-IPN • Participation in several research projects related to climate change, pesticides and geo-environmental studies. 	<ul style="list-style-type: none"> • Post-Doctorates in Marine Biochemistry at the Ecole Pratique des Hautes Etudes, Paris, France • Doctorates in Biological Oceanography by the University d'Aix-Marseille II, France 	<ul style="list-style-type: none"> • Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> • MA001 - Introduction to Sustainable Development • MA028 - Potentially Contaminated Marine Ecosystems • MA317 - Coastline and marine erosion • MA318 - Marine Sediments and Glacial Influence of the Seas • 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 • Máster Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Oscar A. Arizpe	<ul style="list-style-type: none"> Bachelor's Degree in Engineering from the National Autonomous University, Mexico Master in Sciences with a Specialty in Fishery Sciences by the National Polytechnic Institute, Mexico 	<ul style="list-style-type: none"> Post-Doctoral in the Strategy for the Sustainable Development of the Gulf of California, United States Doctoral in Sciences with a Specialty in Marine Ecology by the National Polytechnic Institute, Mexico 	<ul style="list-style-type: none"> Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> MA074 - Biodiversity MA079 - Ecologic Restoration and Landscaping MA108 - Fishery Exploitation MA110 - Marine Navigation Transportation MA111 - Mineral and Energy Resources MA140 - Fisheries Management Master Thesis
Dr. Oscar Ulloa	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Doctorate in Education, Universidad Federal de Rio Grande do Sul, Brazil (2011-2015). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD102- Resolution Transformation of Conflict in the Community DD105- Conflict resolution/ transformation in the health Field
Dr. Pablo Agudo Toyos	<ul style="list-style-type: none"> Master in Entrepreneurship. CISE (Centro Internacional Santander Emprendimiento). University of Cantabria (2014-2015) Master Degree in Sciences. Environmental Management of Water Systems (2007-2009) Degree in Chemical Engineering, University of 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: <ul style="list-style-type: none"> Course on "Training of Professors" FUNIBER, (2015) Course on "Training for Directors Thesis" FUNIBER, (2015) Course: "Teaching in Virtual Environment" - FUNIBER (2015) 	<ul style="list-style-type: none"> Doctor in Science and Technology for the Environmental Management of Water Systems, University of Cantabria (2010-2013) 	<ul style="list-style-type: none"> Master in Environmental Management and Auditing 	<ul style="list-style-type: none"> MA030- Pollutants agents MA075- Natural spaces: Typology and processes MA076- Uses of natural spaces MA080- Case studies of management and conservation of natural spaces MA104- Marine communities MA105- Sea water MA065- Sea energy MA137- Biological pollution management MA243- Management of water pollutants

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Pamela Parada	<ul style="list-style-type: none"> • Master's Degree in Psychology from the health, Miguel Hernandez University of Elche, Specialty Neuropsychology (2011). • Graduate in Psychology, Silva Henrãquez 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. 	<ul style="list-style-type: none"> • Doctorate in Clinical and Health Psychology, CUM LAUDE. Universidad de Deusto, Bilbao (2015). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD093/DD094 - Emotion, communication and conflict
Dr. Pedro Barros García	<ul style="list-style-type: none"> • Master in Higher Studies in Spanish Language: Investigation and Applications, Universidad de Granada, 2008. • Master in Teaching Spanish as a Foreign Language, Universidad de Granada 2008. • Bachelor in Hispanic Philology Universidad de Granada, 2007. • Professor (full time) Saint Xavier University, since 2013. • Professor (part time) Universidad de Granada, since 2012. • Numerous courses and seminars in perfection, innovation, and teaching improvement and new technology. • Participated in several teaching innovation projects and in congresses about teaching education 	<ul style="list-style-type: none"> • Doctor in Philosophy (Roman Philology). Universidad de Granada, 1974. 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • Máster Thesis
Dr. Ramón Alzate	<ul style="list-style-type: none"> • Bachelor's in psychology from the University of the Basque Country (Spain). • International specialist in mediation. 	<ul style="list-style-type: none"> • Dr. in Philosophy and Educational Sciences at the University of the Basque Country (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD107-Online Dispute Resolution (ODR) • DD102-Resolution Transformation of Conflict in the Community • DD106-International Conflict Resolution/Transformation • DD103-Conflict Resolution/transformation in the organization • DD040-Conflict Resolution and Negotiation Techniques • DD091/DD092-Conflict Theory • Master's Thesis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Roberto Álvarez (Department Director)	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Dr. in Project Engineering at the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> AU004- Contextual Components of a Project: Economic, Social, Institutional and Cultural AU006- Architectural-urban Project Theory AU008- The Function of the State AU011- Areas of Design. Contextual Conditions and User AU012- Innovation as a Tool for Improvement and Product Value Contribution Master's Thesis
Dr. Rubén Calderón	<ul style="list-style-type: none"> Bachelor's in Economic Sciences from the University of Valladolid (Spain) Master in Occupational Risk Prevention by the University of Valladolid (Spain) 	<ul style="list-style-type: none"> Dr. in Economics by the Universidad Antonio de Nebrija (Spain). 	<ul style="list-style-type: none"> Master in Strategic Management with a specialty in Management Master in Strategic Management with a specialty in Telecommunications 	<ul style="list-style-type: none"> DD1004- Health economy DD112- Government structures and bodies DD113- The family protocol DD114- Property management in family businesses DD152- Economy DD121- International taxation and financing DD123- Financial statement analysis
Dra (c). Sandra Milena Camelo	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Dr. (c) in Cultural Studies Goldsmiths College, Londres (2012 - Actual) 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD1004- Health economy DD112- Government structures and bodies DD113- The family protocol DD114- Property management in family businesses DD152- Economy DD121- International taxation and financing DD123- Financial statement analysis

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Santos Gracia	<ul style="list-style-type: none"> Degree in Industrial Engineering from the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> Industrial Engineering Doctorates from the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> TR038- Project Planning and Management DD070 - Introduction to Project Management DD073 - Project Monitoring and Control Master's thesis
Dr. Sara Márquez	<ul style="list-style-type: none"> Degree in Psychology from the University of Granada (Spain) Research Lines in: Psychology of Physical Activity and Health, Psychodiagnostics, Physical Activity and Health, Anxiety and Motivation. Numerous publications of studies, documents and guides on doctoral theses. 	<ul style="list-style-type: none"> Dr. in Psychology from the University of Salamanca (Spain). 	<ul style="list-style-type: none"> Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> Master's Thesis
Dr. Silvia Aparicio	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Doctorates in Economics from the Faculty of Economics and Economic Development (Program for Economic Development and Integration) from the Autonomous University of Madrid. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> TR026-Business administration and management DD124- Management accounting DD153- Financial valuation for IAS DD122- International accounting standards DD128 - Administration and planning of audits DD155- Documentation, testing and auditing risks DD130- Auditing procedures by area DD131- Auditing reports DD126- Budget and public accounting

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Silvia Pueyo Villa (Department Director)	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course "Training for Directors Thesis - FUNIBER (2015) - Course of "Teaching in Virtual Environment" - FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctorate in the Educational Sciences, University of Barcelona 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP027- Methodological Bases • FP017- Driving modes the classroom • FP019- Second language acquisition • Master's Thesis
Dr. Susana Martínez	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Professor Training Course - FUNIBER (2015) - Training Course for Directors Thesis - FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctorate in Biology, University of Leon, (2004) 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • Master's Thesis
Dr. Tania Ballesteros	<ul style="list-style-type: none"> • University Master in biodiversity, University of Barcelona, Spain (2009-2011). • Laboratory technique at the University of Barcelona. Barcelona, Spain (2010-2011) • Research Assistant, EAWAG Aquatic Research (Swiss Federal Institute). Lucerne, Switzerland (August 2013-October 2013). 	<ul style="list-style-type: none"> • Doctorate in basic and Applied Ecology, University of Barcelona, Spain (2011-2016). 	<ul style="list-style-type: none"> • Master in Environmental Management and Audits 	<ul style="list-style-type: none"> • MA013- Economy and the environment • MA008- Natural resources • MA002- Ecology • MA001- Introduction to sustainable development • MA010- Business environmental management • MA074- Biodiversity • MA077- The conservation of species and natural areas • MA079- Ecologic restoration and landscaping • MA098- Business environmental management: ISO 14001

MAIN PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Teresa Gómez	<ul style="list-style-type: none"> • Degree in Environmental Sciences Faculty of Experimental Sciences, University of Huelva 2001-2004. • Certificate of Pedagogical Aptitude (C.P.A) University of Seville 2007-2008. • Agricultural Engineer. Specialty: Farming University School of Agricultural Engineering (U.S.I.T.A), University of Seville 1997-2001. • Study Director, Department of Aquatic Ecotoxicology and Biodegradation, Huntindong Life Science, United Kingdom, 2014. 	<ul style="list-style-type: none"> • Doctorate: Science and Environmental Technologies, University of Barcelona 2009-2015. 	<ul style="list-style-type: none"> • Master in Environmental Management and Audits 	<ul style="list-style-type: none"> • 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 • MA031- Toxicology • MA078- The management of natural spaces
Dr. Vanessa Anaya Moix	<ul style="list-style-type: none"> • Bachelor's in Translation and Interpretation from the University Pompeu Fabra (Spain) 	<ul style="list-style-type: none"> • Dr. in Language and Literature Didactics from the University of Barcelona (Spain) 	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> • FP011- Tasks & Projects • FP002- Observation & Research • FP015-Curriculum & Course Design • FP012-Assessment & Testing • Master Thesis
Dr. Víctor Jiménez	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. in Industrial Engineering at the Polytechnic University of Catalonia (Spain) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • IP062-Ergonomics • IP064-Training and Communication • IP076-Workplace Hygiene • IP003-Industrial Hygiene • IP004-Occupational Health • Master's Thesis
Dr. Yolanda Alarcón	<ul style="list-style-type: none"> • Master of Arts degree, Major: Curriculum development and supervision, Minor: Statistics and Mathematics, University of Phoenix, 1988. • Bachelor of Arts, Major: General Education and Mathematics, Minor: Early Childhood, Education and Primary School for the Disabled, 1986. • Consultant to the speaker of the curriculum, strategies and proposal for the Federal Education Department (August 2014- present). • Director of Doctoral Thesis Mentors, Universidad Internacional Iberoamericana of Puerto Rico Unini. Doctoral program, Research (2014-present). 	<ul style="list-style-type: none"> • Doctorate in Education, Educational Administration, Universidad Interamericana of Puerto Rico, 2007. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD120- Financial mathematics • DD032- Performance evaluation and management by competencies • TR024- Management techniques and organizational leadership • DD041- Management techniques for work teams • DD068- Knowledge management and organizational learning

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Amélia Stein	<ul style="list-style-type: none"> Bachelor's In Physical Education for the Lutheran University of Brazil ULBRA (Brazil). 	<ul style="list-style-type: none"> Dr. (c) in Sciences of the Physical Activity and Sport University of Leon (Spain). 	<ul style="list-style-type: none"> Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> 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 SN049-Sports Planning SN228-Study and Case Resolution for management skills SN229 - Study and Case Resolution for sports training SN048-Training theory and practice SN050-Sports psychology DP004-Management techniques for sports team FP092-Methodology of Scientific Research SN039- Structure and function of the human body
Dr. (c) Andrea Gutiérrez	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Dr (c) in Education, Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DD143-Basic Legal Aspects of the Family Business DD108-Family business concepts and characteristics DD116-Creation and internationalization of family businesses DD110-The systematic focus applied to conflict in family businesses DD113-The family protocol DD112-Government structures and bodies DD114-Property management in family businesses DD111-Professionalization of family business DD109-Succession and continuity in family business TI011- Society of change and information DD068-Knowledge management and organizational learning

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Ann Rodríguez	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Doctorate in Research Projects (ongoing 4th phase), Universidad Iberoamericana (UNINI) Mexico 	<ul style="list-style-type: none"> • Master in Environmental Management and Audits • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • MA003- Water treatment • MA004- Waste management • MA007- Noise pollution • MA009- Soil contamination • MA013- Economy and the environment • MA015- Integrated water management introduction • MA017- Water management • MA018- Water analysis and characterization • MA209- Facilities and water treatment • MA021- Water and environmental education • MA016- The water cycle • MA088- Historical evolution of environmental education • MA090- Environmental management and sustainable development • MA091- Risk management and environmental education • MA194- Basic general concepts of environmental education • MA195- Formal education in environmental education • IP051- Water management: basic principles • IP052- Basic waste management • IP054- Treatment of contaminated Soils • MA039- Industrial wastewater treatment • MA143- Energy recovery • MA142- Recovery of contaminated soil
Dr (c) Beatriz Suárez	<ul style="list-style-type: none"> • Bachelor's in Philology from the University of Vigo (Spain). • Master in Teaching Spanish as a SL by the University of Jaen (Spain) 	<ul style="list-style-type: none"> • Dr. in Philology by University of Vigo (Spain) 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP020- Individual factors in learning • FP028- Development of skills in the classroom • FP029- Creation, adaptation and evaluation of materials and resources • FP032- Evaluation of the language learning process

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Carlos Marcuello	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course in Teaching in Virtual Environments - FUNIBER (2015) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management • Master in Strategic Management with a specialty in Information Technology 	<ul style="list-style-type: none"> • DD046- Personal marketing • DD115- Key factors for success in the family business • TI018-Innovation, culture and work management in the communication society • DD160- Market research • DD164- Relational marketing • DD033-Compensations and incentives • DD036-Human resources audit • DD047-Intellectual capital • DD048Quality as a management tool for human resources
Dr (c) Carmen Rodríguez	<ul style="list-style-type: none"> • Master in Occupational and Organizational Psychology, Psychology Faculty, Havana University, Cuba (2010) • Bachelor in Psychology, University "Marta Abreu" of Las Villas, Cuba (2002) • Support the Director of the Department of Innovation, Businesses and New Technologies and Virtual Tutorials, Universidad Internacional Iberoamericana of Puerto Rico (2010) • Researcher/Consultant, Center for Psychological and Sociological Research (CPSR). Havana, Cuba (2002 - 2010) • Professor of Organizational Psychology (I and II), Psychology Faculty, UH. Cuba (2006 - 2010) • Research Methodology Professor, Psychology Faculty, UH. Cuba (2005 - 2007) • E-learning course "Training for Teachers" (FUNIBER). 2015 • E-learning course "Training for Thesis Directors" (FUNIBER) 2015 • E-learning course "Teaching in Virtual Learning Environments" (FUNIBER) 2014 	<ul style="list-style-type: none"> • Doctorates in Education (in process). Universidad Internacional Iberoamericana – Mexico (2012 - 2016) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD024- Organizational culture and climate • FP092-Methodology of Scientific Research • TR024-Management techniques and organizational leadership • DD103- Conflict resolution/ transformation in the Organization • DD041-Management techniques for work teams

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Claudia Álvarez	<ul style="list-style-type: none"> • Master in Linguistics Applied to Teaching English as Foreign Language Universidad de Jaén- Spain (2010). • Certification in Informatics: E-Learning for Teachers- Moodle. Extensión Universitaria de la UTN FRBA (2010). • Bachelor in Educational Technology Universidad Tecnológica Nacional - Unidad Regional Buenos Aires (2005) • Substitute Teacher of Education Universidad Tecnológica Nacional (2013- current). • Professor Theories of the Acquisitions of First and Second Languages of Reading and Writing , Universidad Tecnológica Nacional (2000-current). 	<ul style="list-style-type: none"> • Dr. (c) in Education Universidad Internacional Iberoamericana (México) 	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> • FP009-Materials & Resources • FP037-Content & Integrated Language Learning • FP004-Individual Factors
Dr. (c) Cristina Tavera	<ul style="list-style-type: none"> • Master in Education, Universidad Centro Panamericano de estudios Superiores (México) - Current • Master in Psychology of the Consumer, Universidad Konrad Lorenz, 2010. • Currently - business women and business consultant. • General Manager and proprietor of Jardín Infantil Wonderland. 	<ul style="list-style-type: none"> • Doctorate in Project, Universidad Internacional Iberoamericana, México (2012-current). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD090-Corporate Social Responsibilities and Ethics • DD004-Marketing • DD1009- Health marketing
Dr (c) Daniela Torrico	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Doctorates in Projects, Marketing Research, Universidad Internacional Iberoamericana (2012 - present) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD165-Marketing Audits • DD161-Consumer-buyer behavior • DD159-Introduction to the new marketing • DD170-Service Marketing • TI004/DD163-International Marketing • DD169-Communication management policies • DD168-Distribution management policies • DD167-Price Management Policy • DD166-Product Management and Brand Policy • DD004- Marketing • DD162- Marketing strategy development • DD171- Control and marketing plan • DD1009- Health Marketing

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr (c) Diana Cortés	<ul style="list-style-type: none"> • 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 Consultant, 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) 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD024- Organizational culture and climate • DD014- Strategic planning and management • DD031- Recruitment, selection and promotion
Dr (c) Diego Kurtz	<ul style="list-style-type: none"> • Expertise at International International Business Wiesbaden Business School (Winter Semester - 2011/ 2012) Hochschule Rheinmain - University of Applied Sciences - Wiesbaden, Germany • Graduate in Agronomy. Federal University of Santa Catarina, UFSC, Florianópolis, Brazil (2010) 	<ul style="list-style-type: none"> • Doctorates in Engineering and Knowledge Management. Federal University of Santa Catarina, UFSC, Florianópolis, Brazil. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD068-Knowledge management and organizational learning • TR026-Business administration and management • DD014-Strategic planning and management • DD026-Collaborative Work in Virtual Environments • DD076-Management Without Distances

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Elena Caixal	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015) 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP027- Methodological • FP017- Classroom Management • FP019- Second language acquisition
Dr (c) Elisangela Faustino	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD043-Stress and Burnout • DD039-Interpersonal communication technique • DD041-Management Techniques for Work Teams • DD044-Public Speaking Techniques • DD040-Conflict Resolution and Negotiation Techniques • DD024-Organizational culture and climate • DD022-Organizational Structure and Change • DD133-Occupational risk prevention: OHSAS 18001 • DD012-Management and administration of operations • DD013-Logistics • TI025- E-business and its integration with corporate management systems • TI017-Integration of business management systems • DD068-Knowledge management and organizational learning • TI011- Society of change and information

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Emmanuel Soriano	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Doctorate in Higher Education, Universidad Autónoma Chapingo, Mexico (currently coursing the fifth semester). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TR026 - Business Administration and Management

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Erik Simoes	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Doctoral student from the Universidad Internacional Iberoamericana in Mexico. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • MA028- Potentially contaminated marine ecosystems • MA030- Pollutants agents • MA074- Biodiversity • MA075- Natural spaces: Typology and processes • MA076- Uses of natural spaces • MA078- The management of natural spaces • MA136- Technology in marine aquaculture: Toward a sustainable aquaculture • MA139- Management of natural marine protected areas • IP053- Atmospheric contamination treatment • MA008-Natural resources • MA002-Ecology • MA005- Atmospheric contamination • MA001-Introduction to sustainable development • MA029- Environmental factors that affect pollutants • MA031-Toxicology • MA073-Natural areas in the context of societies • MA077-The conservation of species and natural areas • MA079-Ecologic restoration and landscaping • MA080-Case studies of management and conservation of natural spaces • MA316- Dynamic Soil • MA317- Coastline and marine erosion • MA318-Marine sediments and glacial influence on the sea • MA106-Water circulation • MA102-Basic marine ecology • MA103- Marine organisms • MA104-Marine communities • MA108-Fishery exploitation • MA109-Marine cultures • MA110-Marine navigation transportation • MA082-Industrial waste • MA083-Rural waste • MA084-Sanitary waste • MA085-Environmental education and USW • MA095-Treatment of gaseous effluents • MA137-Biological pollution management • MA140-Fishery management • MA243-Management of water pollutants

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Fabricio De Paula	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Project Design, Administration and Management with a specialty in Innovation and Product 	<ul style="list-style-type: none"> • AU014-Theory of the Object • AU015-Innovation, Creativity, Productivity, and Competitiveness
Dr. (c) Flavio Marques	<ul style="list-style-type: none"> • Masters in Health Services Management, Lisbon University Institute (2009-2011). • Graduate in Nutrition and Dietetics, Higher School of Health Technologies (2001-2006). • Tutor in the area of Health, FUNIBER, Portugal (2011-present) • Bachelor's and Master's Professor on Social and School Nutrition, Jean Piaget Institute (2005-2013). • Economic analysis of the full nutritional support at the Hospital Center Central Lisbon (CHLC) (2009-2011). • Nutrition monitoring of children placed in the service of pediatrics, Portuguese Institute of Oncology (1996-1998). • Complementary Preparation: <ul style="list-style-type: none"> - Pedagogical of distance professors, (2006) - Training for professors, (2015) - Training for Directors of thesis, (2015) - Teaching in Virtual Learning Environments, (2015) 	<ul style="list-style-type: none"> • Doctoral Candidate in Nutrition, Universidad Internacional Iberoamericana (2015-present). 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • DD1010-Assistance quality and patient security • DD1004-Health Economics • DD1013-Clinical Epidemiology • DD1012-Health Systems • SN042-Kinanthropometry • SN047-Eating disorders in sports • SN198-Basic aspects of nutrition • SN043- Ergogenic aids • SN217-Nutrition and sports
Dr. (c) Francisco Sagués	<ul style="list-style-type: none"> • Has a 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 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD124-Management accounting • DD154-Internal Control • TR047-Financial management • DD155-Documentation, testing and auditing risks • DD131-Auditing reports • DD128-Administration and planning of audits • DD130- Auditing procedures by area

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Gonzalo Prudencio	<ul style="list-style-type: none"> • Master in Project Design, Administration and Management, FUNIBER - University of Leon, Spain • Bachelor in Business Administration, Bolivian Catholic University - La Paz, Bolivia • Financial Assistant, State Department in the United States of America (2008-2011) • Co-Owner, Financial and Marketing Manager, The Hot Spot, Restaurant, La Paz (2013-present) Master in Project Design, Administration and Management, FUNIBER - University of Leon, Spain 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD050-Introduction to Projects • DD051-Project System Design • DD052-Analysis of Provision of Services • DD053-Functional Analysis of the Project • DD054-Project Ergonomics • DD055-Project Security and Reliability • DD056-Environment in a Project • DD057-Project Specifications • DD058-Project Draft Preparation
Dr. (c) Irma Dominguez	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Dr. (c) Nutrition Area by the University of Leon (Spain). 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN047-Eating disorders in sports • SN198-Basic aspects of nutrition • SN217-Nutrition and sports
Dr. (c) Javier Costas	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015) 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN157- Control and prescription of physical activity
Dr. (c) Jhonny Espinoza	<ul style="list-style-type: none"> • Master in Engineering of Industrial Management, EGIDE UBA • Master in Project Management, Universidad de León • Post-graduate in Strategic Management, Post-Graduate School from the University of Belgrano • Senior Consultant in Industrial Business Management, Industrial management consulting, management and evaluation control and evaluation of investment projects (2014 - present) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD050-Introduction to Projects • DD051-Project System Design • DD052-Analysis of Provision of Services • DD053-Functional Analysis of the Project • DD054-Project Ergonomics • DD055-Project Security and Reliability • DD056-Environment in a Project • DD057-Project Specifications • DD058-Project Draft Preparation

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Juan Carlos Alonso	<ul style="list-style-type: none"> • Master in International Law and Business Universidad Europea del Atlántico. • Bachelor in Law Universidad de Camagüey, Cuba, 2001. • Legal Consultant of Meat Business Production Provincia de Holguín 2001-2003. • Legal Consultant Business System Specialized in the Law Department Holguín 2003-2012. • Associate Professor Universidad Oscar Lucero Moya, Provincia Holguín, Cuba, 2006-2012. 	<ul style="list-style-type: none"> • Doctorate in Project, • Universidad Internacional Iberoamericana, México (2012-current). 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • DD099 -National and international legislation on mediation and other conflict resolution procedures
Dr. (c) Juan David Arboleda	<ul style="list-style-type: none"> • Master in Industrial Engineering/ Universidad de los Andes. • Bachelor in Industrial Engineering Politécnico Granacolombiano. • Professor and Virtual Tutor. 	<ul style="list-style-type: none"> • Doctorate in Project, Universidad Internacional Iberoamericana, México (2012-current). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD012-Management and administration of operations • DD013- Logistics • TI013-Reengineering, strategy and management of systems and ICT
Dr. (c) Juan Tortajada	<ul style="list-style-type: none"> • Technician Engineer of Telecommunications specialty in Telematics, Universita de Valencia Burjassot (2005-2011) • Top Technician of Telecommunications and Informatics Systems, High formation level cycle IES27 Misericordia, Valencia (2003-2005) • Programming Language Technician, SERVEF course, completed at Ausias March, Valencia (2004) • Systems and networks technician at "Quafys" in Valencia (2010-2013) • Systems and security at "S2 Grupo" in Valencia (2009) • Professor and Researcher at Universidad Europea del Atlántico, Santander (2014 –present) • Subject tutor in the technological area at Funiber, Santander (2014-present) • Professor in Internet Service Administration at San Román Consulting and training, Alcobendas, Madrid (2014-current) • Professor training (FUNIBER) • Thesis Director training (FUNIBER) • "Teaching in virtual environment" course (FUNIBER, 175 hours) 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TI025-e-Business and its Integration with Corporate Management Systems • TI017-Integration of business management systems • TI016-Business Intelligence

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Julián Brito	<ul style="list-style-type: none"> • Masters in Training Systems, Autonomous University of Barcelona (2011) • Master Degree in Human Resources, Management of Organizations, Autonomous University of Barcelona (2010-2011) • Masters in Organizational Psychology, Faculty of Psychology, University of Havana, Cuba (2007-2009) • Bachelor's in Psychology, Faculty of Psychology, University of Havana, Cuba (2000-2005) • Management in Recruitment and Training, Toyota Material Handling, Spain (2011-2012) • Specialist in Human Resources Management, University of Havana, Cuba (2008-2009) • Professor of business training programs, Department of Human Resources and Administrative Management, FUNIBER (2012) • Visiting Professor in "Foment del Treball". "Personal Growth" "Human Resource Management" and "Teaching of Professors" Courses. Barcelona (2011) • Complementary Preparation: <ul style="list-style-type: none"> - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctorates in Education, Universidad Internacional Iberoamericana, Mexico. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD032- Performance evaluation and management by competencies • DD033-Compensations and incentives • DD031-Recruitment, selection and promotion • TR046-Strategic management of human resources
Dr. (c) Karina Nossar	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 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 	<ul style="list-style-type: none"> • Doctorate Candidate in Education Universidad de la Empresa , Uruguay (2008) 	<ul style="list-style-type: none"> • Master in Teaching Spanish as a Foreign Language 	<ul style="list-style-type: none"> • FP018-Observación e investigación en el aula

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Liliana Valdés	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • TR049-Quantitative analysis of tourism • TR023-Food and Drinks Management • TR022-Hotel Business Management • TR043-Tourism Fundamentals • TR031-Alternative tourism and ecotourism • TR030-Rural tourism and sustainable development • TR027-Cultural heritage and tourism
Dr. (c) Lina Pulgarín	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - "Teaching in virtual environment" course (FUNIBER) (September 2014) 	<ul style="list-style-type: none"> • Dr. (C) in Projects by Universidad Internacional Iberoamericana (Mexico). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • IP059-Fundamentals in Occupational Risk • MA098-Business Environmental Management ISO 14001 • DD133-Occupational Risk Prevention: OHSAS 18001 • IP082- Quality Management: ISO 9001 • MA011- Environmental audits • MA012-Evaluation of environmental impact • MA001-Introduction to sustainable development • MA010-Business environmental management • 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/MA247- Climate change mitigation
Dr. (c) Manuel Masías	<ul style="list-style-type: none"> • Systems Engineer from the University of Piura (Peru). • Master in Strategic Direction in Information Technologies by the University of Leon (Spain). 	<ul style="list-style-type: none"> • Dr. (c) in Project Engineering by the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Telecommunications • Master in Strategic Management with a specialty in Information Technology 	<ul style="list-style-type: none"> • TI016-Business intelligence • TI038-Data model and database design • TI034- Languages and programming paradigms • TI036-Web technology and engineering • TI040-Database management and information resources • TI041-Business software processes

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Marcelino Diez	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • TR038-Project Planning and Management
Dr. (c) María E. Luna Borgaro	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environment - FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctorate in Education, Universidad Internacional Iberoamericana in Mexico, ongoing (2014-) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • TR024-Management Techniques and Organizational Leadership • DD043-Stress and Burnout • DD042-Time management and conducting meetings • DD049-Neurolinguistic programming (NLP) • DD039-Interpersonal communication technique • DD044-Public Speaking Techniques • TR046-Strategic Management of Human Resources • DD041-Management techniques for work teams • DD040-Conflict resolution and negotiation techniques • DD022- Organizational structure and change • DD045-Emotional intelligence
Dr. (c) María Eugenia Falabella	<ul style="list-style-type: none"> • Master of Arts Degree in Linguistics with a Specialty in Teaching English as a Foreign Language, University of Granada, Spain (2009). • <i>Degree in Teaching of English</i>, by the Catholic University of La Plata (2006). 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana in Mexico 	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • DD1021- Strategic management of human resources • FP006-Methodological Approaches • FP007-Classroom Management • FP003-Second Language Acquisition

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) María Fernanda Figueroa	<ul style="list-style-type: none"> • Master's in Strategic Sports Management, University of Barcelona (2011-2013) • Degree in Sports Management and Bachelor's of Science Degree in Business Administration, Iowa Wesleyan College (2010) • Complementary Preparation: <ul style="list-style-type: none"> - Professor's Training Course - FUNIBER (2015) - Training Course for Directors of Thesis - FUNIBER (2015) - Course of Teaching in Virtual Environments - FUNIBER (2015) 	<ul style="list-style-type: none"> • Doctorate in Sports Management Projects (2013-present) 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • 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
Dr. (c) Mariacarla Marti	<ul style="list-style-type: none"> • Master's Degree in Art Education, ISA Universidad de las Artes, Cuba (14/07/2009) • Bachelor's Degree in Psychology, Universidad de La Habana (08/07/2005) • Professor and Researcher, Universidad Europea del Atlántico (01/09/2015) • Professor and Researcher, ISA Universidad de las Artes, Cuba (04/09/2005) • Complementary Preparation: <ul style="list-style-type: none"> - Teaching on virtual environments of learning, Fundación Universitaria Iberoamericana (12/2015) 	<ul style="list-style-type: none"> • Doctorate Degree in Education (in progress) 	<ul style="list-style-type: none"> • Master in Physical Activity: Sports Training and Management 	<ul style="list-style-type: none"> • SN050-Sport Psychology
Dr. (c) Mariángeles Avendaño	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language, Del Mar University, University of Jaen (FUNIBER) (2009) • Graduate in Information Technology for Education with a Specialty in the Use and Development of Multimedia Material, Catholic University of Northern Chile (1998) • Degree in Early Childhood Education, Pontifical Catholic University of Chile (1984) • Virtual Tutor for the Postgraduate Training Program for Teachers of Spanish as a Foreign Language 3rd quarter (FUNIBER) (2009-present) • Virtual Tutor for the Masters in Education (FUNIBER) (2009-present) • Bilingual teacher of computers and coordinator for the implementation of information and communication technology in the first basic cycle, starting in grade K (2006-present) • Experience in the training of teachers and parents in the use of ICT. • ICT Consultant • Experience in the development of courses and educational projects for adults, children and adolescents in English and Spanish. 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana in Mexico 	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> • FP014-Learning Strategies • FP010-Computer Assisted Language Learning • FP036-Teaching English through Translation

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Mauricio Pulgarin	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD123-Financial Statements Analysis • DD126-Budget and public accounting • DD002-Management and Cost Control • DD152-Economy • DD121-International Taxation and Financing • DD120-Financial Mathematics • DD122-International Accounting Standards • DD153-Financial Valuation for IAS
Dr. (c) Nelson Yepes	<ul style="list-style-type: none"> • Master in Design, Administration and Project Management, Bogota D.C., Universidad Internacional Iberoamericana UNINI, University, Polytechnic of Catalonia, Universitaria Iberoamericana, (2008-2010) • Professor of the Industrial Engineering Program, University Uniagustiniana, Tagaste Headquarters, Bogota D.C. (2011 - present) • Research Professor CVIac (Colciencias), University of Antonio Nariño, UAN, (2004 - present) • Complementary Preparation: <ul style="list-style-type: none"> - Course "Training for Thesis Directors", FUNIBER, (December 2015) - Course "Training for Professors", FUNIBER, (December 2015) - Course "Teaching in Virtual Learning Environments", FUNIBER, (June 2015) 	<ul style="list-style-type: none"> • Doctorate in Projects, with emphasis on Industrial Technology, Bogotá D.C, 2014 Universidad Internacional Iberoamericana UNINI, Mexico (ongoing) 	<ul style="list-style-type: none"> • Master in Project Design, Administration and Management 	<ul style="list-style-type: none"> • DD072-Computing Tools for Project Management
Dr. (c) Pablo Urquiza	<ul style="list-style-type: none"> • 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 N° 1 Extraedad E.S.O.E. (2001-2006). • Drawing Professor - Liceo N° 1 Extraedad E.S.O.E. (1996). • Math Professor - Liceo N° 1 Extraedad E.S.O.E. (2001 - 2006). • Professor Project Design and Management, Universidad Internacional Iberoamericana (2010 - current). 	<ul style="list-style-type: none"> • Doctorate in Projects , Universidad Internacional Iberoamericana, México (in progress). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • PC013-Logic Framework • AU007-Preservation of the Architectural Urban Heritage • AU002-The Urban Environment Project - Architectural • AU008- The Function of the State • AU005-City Marketing • AU011- Areas of Design. Contextual Conditions and User Requirements • AU012-Innovation as a Tool for Improvement and Product Value Contribution • AU013-Product and Environment

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Roberto Fabiano Fernández	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course: "Training for Thesis Directors", FUNIBER, (2015) - Course: "Training for Professors", FUNIBER, (2015) 	<ul style="list-style-type: none"> • Dr. (c) in Engineering and Knowledge Management, Federal University of Santa Catarina (2014-present). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. (c) Rosana Oddone	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course: "Training for Thesis Directors", FUNIBER, (December, 2015) - Course: "Training for Professors", FUNIBER, (December, 2015) 	<ul style="list-style-type: none"> • Dr. (c) in Engineering and Knowledge Management, Federal University of Santa Catarina (2014-present). 	<ul style="list-style-type: none"> • Master in Project Design, Administration and Management with a specialty in Architecture and Urban Planning 	<ul style="list-style-type: none"> • AU003-Impact of Technology on Urban Architectural Projects

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Santiago Brie	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Training for Professors (FUNIBER) December 2015 - Training for Thesis Directors, FUNIBER, (December 2015) - Teaching in Virtual Learning Environments, FUNIBER, (July 2015) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. International University Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD050-Introduction to Projects • DD051-Project System Design • DD052-Analysis of Provision of Services • DD053-Functional Analysis of the Project • DD054-Project Ergonomics • DD055-Project Security and Reliability • DD056-Environment in a Project • DD057-Project Specifications • DD058-Project Draft Preparation
Dr. (c) Sara Moza	<ul style="list-style-type: none"> • Master Degree in Professor Training University of Seville (2014) • Masters in HR • Legal studies centers of Granada (2013) • HR Officer, GFI Informática (August-November 2015) • Complementary Preparation: <ul style="list-style-type: none"> - Training for Professors (FUNIBER) December 2015 - Training for Thesis Directors, FUNIBER, (December 2015) - Teaching in Virtual Learning Environments, FUNIBER, (July 2015) 	<ul style="list-style-type: none"> • Dr (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD032- Performance evaluation and management by competencies • DD030- Position analysis, description and value • DD034- Training and career plans • DD103- Conflict resolution/transformation in the Organization • DD093/DD094- Emotion, communication and conflict • DD138-Conflict resolution/transformation principles and processes • DD097/DD098- Mediation

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Silvana Marín Garat	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course "Training for Professors" FUNIBER, (December 2015) - Course "Training for Thesis Directors" FUNIBER, (December 2015) - Course "Teaching in Virtual Learning Environments" FUNIBER, (July 2015) 	<ul style="list-style-type: none"> • Doctoral Candidate in project developments, Universidad Internacional Iberoamericana (UNINI)- MEXICO (2014) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD050-Introduction to Projects • DD051-Project System Design • DD052-Analysis of Provision of Services • DD053-Functional Analysis of the Project • DD054-Project Ergonomics • DD055-Project Security and Reliability • DD056-Environment in a Project • DD057-Project Specifications • DD058-Project Draft Preparation
Dr. (c) Sonia Pérez	<ul style="list-style-type: none"> • 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 Politécnico Gran Colombiano, 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. 	<ul style="list-style-type: none"> • Dr. (c) in Education Universidad Internacional Iberoamericana, Mexico, since 2016. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD090- Corporate Social Responsibilities and Ethics • DD091/DD092- Conflict theory • DD101- Conflict resolution/ transformation in the family • FP092- Methodology of Scientific Research

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Stephen Bonilla	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Dr. (c) in Projects Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • IP052- Basic waste management • IP053- Atmospheric contamination treatment • MA003- Water treatment • MA007- Noise pollution • MA005- Atmospheric contamination • MA004-Waste management • MA107-Sea water chemistry • MA111-Energy and mineral resources • MA105-Sea water • MA081-Urban solid waste • MA095-Treatment of gaseous effluents
Dr. Tania Herrera	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - Course: "Teaching in the Virtual Environment" FUNIBER (September 2014) 	<ul style="list-style-type: none"> • Dr. (c) in Education. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD1013- Clinical epidemiology • DD1004- Health economy • DD1007- Health planning • MA013-Economy and the environment • MA008- Natural resources • MA002-Ecology • MA087-Evolution of the environment and sustainable development • MA074-Biodiversity • MA075-Natural spaces: Typology and processes • MA077-The conservation of species and natural areas • MA102-Basic marine ecology • MA104- Marine communities • MA137-Biological pollution management
Dr. (c) Vanessa Yélamos	<ul style="list-style-type: none"> • Master in Systemic Coaching/ Universidad Autónoma de Barcelona, Barcelona, Spain • Bachelor in Psychology/ Universidad de Barcelona, Barcelona, Spain • Professor, Business area 	<ul style="list-style-type: none"> • Dr. (c) in Education, Universidad Internacional Iberoamericana (Mexico) since February 2016. 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • DD107- Online dispute resolution (ODR)

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Verónica Cabañas	<ul style="list-style-type: none"> • Master in Linguistics Applied to Teaching English as Foreign • Bachelor in Social Sciences in Education Images and Media • Specialist in University Teaching/Philosophy Universidad Nacional de Cuyo. • English Professor, University Institute of Public Safety. 	<ul style="list-style-type: none"> • Dr. (c) in Projects. Universidad Internacional Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Teaching English as a Foreign Language 	<ul style="list-style-type: none"> • FP002-Observation & Research • FP015-Curriculum & Course Design • FP012-Assessment & Testing • FP011-Tasks & Projects
Dr. (c) Vivian Lipari	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - "Teaching in virtual environment" course FUNIBER, (September, 2014) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. International University Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • Master in Strategic Management with a specialty in Management 	<ul style="list-style-type: none"> • DD1010-Assistance quality and patient security • DD1008-Health Services Management • DD1012-Health Systems
Dr. (c) Wánderon Oliveira	<ul style="list-style-type: none"> • Master Degree in Information Sciences, Federal University of Santa Catarina, Brazil (2014). • Bachelor's in Library from the Federal University of Ceara (2011). 	<ul style="list-style-type: none"> • Dr. (c) in Projects. International University Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD090-Business ethics and corporate social responsibilities • DD032-Performance Evaluation and Management by Competencies • TR046-Strategic Management of Human Resources • DD046-Personal Marketing • FP092-Methodology of Scientific Research • TR038-Project planning and management • DD033-Compensations and incentives • TR024-Management Techniques and Organizational Leadership • TR026-Business Administration and Management • DD1021- Strategic management of human resources

TUTORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. (c) Yini Miró	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Dr. (c) in Projects. International University Iberoamericana (Mexico) 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • DD026-Collaborative Work in Virtual Environments • AU004- Contextual Components of a Project: Economic, Social, Institutional and Cultural • AU016-Product Design and Innovation Technology • AU017-Profit and Strategic Design • AU010- Integral Management of Design and Product

EXTRAORDINARY PROFESSORS				
PROFESSOR	CV SUMMARY	DOCTORATES	PROGRAM	COURSES HE/SHE TEACHES
Dr. Roberto Ruiz	<ul style="list-style-type: none"> • Bachelor of Arts (Geography and History), History Section at the University of 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. 	<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's thesis
Dr. Santiago Tejedor	<ul style="list-style-type: none"> • Bachelor's in Journalism by the Autonomous University of Barcelona (Spain). • Master in Communication and Education from the University of Barcelona (Spain). 	<ul style="list-style-type: none"> • Dr. in Journalism from the Autonomous University of Barcelona (Spain). • Dr. in Project Engineering from the Polytechnic University of Catalonia (Spain). 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Master's thesis

11. GLOSSARY

- **Academic Life.** The time during which a student has active status. The sum of the periods when they are in this status must not exceed the duration of the program of study taken. 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 delivery 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.
- **Academic Progress.** The measure that shows whether the student passes the percentage (50%) of the attempted versus the approved credits and the academic index equal to or higher than the established retention rate.
- **Active Student.** A Candidate 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.** That person who can establish a complete work as his/her own, thus receiving the protection of the copyright laws.
- **Candidate.** Person interested in pursuing 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.
- **Credits Approved.** Credits of the UNINI courses that were attempted in which they obtained an A or B.
- **Credits Attempted.** All of the credits that the student is enrolled in and that they do not obtain an A or B, or obtained an I (incomplete).
- **Curriculum.** 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 curriculum 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.
- **Egressed student.** 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 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.
- **Grade Point Average (GPA).** The score of each subject are multiplied by the number of credits or hours for that subject, they are added and divided by the total number of credits or hours.
- **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: Failure.
- T: Transferred.

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

- NP: Failure
- SS: Passed.
- PD: Deficiency.
- W: Withdraw.

- **I: Incomplete** - Consists of a provisional classification that the professor assigned to the student who has all the partial evaluations of the course, but who has not taken the final exam.

All qualifications must be submitted to the student and be known prior to the next evaluated activity.

- **Graduated student.** Thesis students who has successfully completed the educational program and received their diploma.
- **Learning experience.** Activity where the student conducts an experiential activity.
- **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 entered in a machine to be able 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 set the contents 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.
- **Stand-by Student.** Active student who has met admission requirements but is not taking classes. This designation can be requested whenever necessary, for a period not exceeding 25% of the duration of the program. In other words, the total number of times a student can request this designation is unlimited, while the sum of all stand-by periods does not exceed 50% of the duration of the program that it is taking.
- **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.
- **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.
- **Supervised Exams (Proctoring).** Exams supervised by the academic personnel using a web cam.
- **Synchronous.** Event that is done 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.** Active student or stand-by student that has been removed from the curriculum for academic, administrative or economic or by choice.