

## **Social Service Rules and Regulations 07**

### **Chapter I. General requirements; definition and objectives of Social Service.**

Art. 1. Every CETYS University student or graduate that aspires on getting a bachelor's degree should offer his/her social service in programs that promote the development of the sectors in society that have the most urgent needs.

Art. 2. The general objectives of social service at CETYS are:

- I. To develop in the lender a conscience of solidarity and commitment with the society where he/she belongs.
- II. To offer services that help solve the population's problems through the plans and programs of the public and social sector.
- III. To contribute to the comprehensive education of the social service lender.

Art. 3. To be able to start his/her social service, the student must comply with one of the following requirements:

- A) To have approved 70% of his academic credits, and be enrolled in the subject of the human being, history, and society.
- B) To have approved studies abroad that equal to the subject of the human being, history, and society, and to have 70% of his/her academic credits covered.
- C) For the bachelor's degree in psychology, to be enrolled in the course Psychology Practice IV.

Art. 4. Before the student or graduate starts his/her social service he/she should give to the Student Life Coordination the social service application properly filled and sealed; you can find it in the following web page:

<http://www.mx1.cetys.mx/servsocial/>

Art. 5 The partial or total lack of knowledge of these rules and regulations do not exempt the parties involved on complying with these rules and regulations.

### **Chapter II. The type of activity and the period to carry it out.**

Art. 6. Every CETYS University student could credit the social service once he/she has a minimum of 500 hours in a period not lower than six months, or greater than two years. The students whose academic program is the one from 2004 or later should be enrolled on the subject of the Human Being, History, and Society to be able to start his/her social service. If the academic program from the student or graduate is before this period, he/she should have finished 70% of the academic credits.

Art. 7. The student could offer his/her social service in government agencies, in non-government agencies, or in institutional projects that promote the development of micro – regions of the community. In case the student offers his/her service in an academic type institution, he/she will be credited with a maximum of 350 hours, and the remaining hours he/she should participate in some community project.

Art. 8. The hours credited as social service are different than internships, and by no means will they be credited one in place of the other.

### **Chapter III. The receiving Units and the Program Registration.**

Art. 9. A receiving unit is an entity of the public, social, or institutional sector where the lender carries out the social service.

Art. 10. There are three ways to enroll in a Social Service Receiving Unit:

- I. On you own. The student could use his/her personal and/or academic contacts to get in touch with some organization or institution that needs a social service lender.
- II. Through the programs already registered in the responsible Department of coordinating the social service programs.
- III. By an academic proposal endorsed by the professor that gives the subject of the human being, history, and society.

Art. 11. A social service program is the activity plan that requires for its execution one or more social service lenders, and that he/she is proposed by CETYS University, by government agencies, or by non-government agencies.

Art. 12. The obligations of the receiving units are:

- I. To comply with the agreed conditions at the moment the program is registered, and the ones that come out of the present rules and regulations.
- II. To provide the social service lender the needed elements to comply with the activities of his/her working program.
- III. To notify in writing to the responsible Department of coordinating the social service programs, the modifications carried out to the registered programs.
- IV. To provide to the responsible Department of coordinating the social service programs, when they require it, information about the lenders' performance.
- V. Evaluate the activities carried out by the lenders.
- VI. To show the description of the lender's social service activities and the release letter with the institution's letterhead and its corresponding seal.

Art. 13. The criteria for a social service program to be accepted are the following:

- I. All the social service programs should be directed to the communities that have the most urgent needs; service by which they will contribute to the improvement of the quality of life of that city.
- II. They should contribute to the comprehensive education of the social service leader by promoting a conscience of solidarity and commitment with the society where he/she belongs.

#### **Chapter IV. The rights and obligations of the Social Service Leaders.**

Art. 14. The Social Service leader has the following rights:

- I. To choose the receiving unit and program for carrying out his/her social service as long as he/she is accepted by the unit and by CETYS University.
- II. To get from the receiving unit the proper and timely information, training, and consultation for the development of the programs, when it is requested.
- III. To receive the social service induction on behalf of CETYS University.
- IV. To request, if need be, the enrollment program change when the receiving unit does not comply with what is stipulated in the program's registration.
- V. Once the objectives of the program are met, to receive the accreditation or the release, whatever the case may be.

Art. 15. The Social Service leader has the following obligations:

- I. To respect the features and provisions of the present rules and regulations.
- II. To respect the features and provisions agreed by the receiving unit.
- III. To make proper use of the resources of the receiving unit.

#### **Chapter V. The procedures for Social Service accreditation.**

Art. 16. To accredit social service, the student should fill and deliver the following documents to the Department in charge of coordinating social service:

- I. Social service application; you can find it in the web page: <http://www.mx1.cetys.mx/servsocial/>, and he/she should fill it and deliver it at the start of the social service.

- II. Reports every two months; they are found in the following web page:  
<http://www.mx1.cetys.mx/servsocial/>
- III. Release letter from the social service. Once the activity period has ended, he/she should present the record issued by the receiving unit where his/her social service was carried out; it should be prepared on a letter with letterhead and sealed. Look up at the following web page:  
<http://www.mx1.cetys.mx/servsocial/>
- IV. Social service release. Once all the preceding procedures have been carried out, the Educative Services Department will issue the social service certificate release, and will accredit him/her before the corresponding educational authorities.

## **Chapter VI. Sanctions.**

Art. 17. The Department in charge of coordinating the social service programs will sanction the social service lender when he/she abandons his/her activities without any justifiable reason, or when he/she violates the present rules and regulations. The applicable sanctions are one or more of the following:

- A) Verbal warning
- B) Written warning with a copy to the student's file.
- C) No accreditation of the hours worked up to the moment the program was abandoned.

The applied sanction will be subject to the Social Service Committee decision. The members of the Committee are the Director of Academic Operation, the Social Service Coordinator, and the Social Sciences Department Coordinator.

Art. 18. The present rules and regulations take effect on September 2007.