

Activity 1. Institutional and Financial Assistance Information for Students

Responsible Office: Finance Division

Area where the Information is located: Satisfactory Academic Progress Regulation, Procedure of Management of the Federal Student Loan Program, Federal Loan Policies and Procedures, Financial Assistance Aid Brochure

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: April 2010, December 20th 2011, May 10 2017, March 12 2018, September 30, 2019

All active, inactive or candidate students must be informed of the availability of financial assistance. The university handles three types of financial assistance for its students:

1. Dominican Students:

- Educative credit
- Federal Loans (US citizen or residents)
- PIES Scholarships

Currently, the financial assistance information is available on the INTEC website for Dominican students and foreign students. Also physically in the Finance Department.

2. International Financial Assistance

INTEC provides the student with a brochure "international financial assistance brochure" that contains the following information:

- The procedures and forms by which students request assistance;
- The criterion to select recipients of the group of eligible applicants;
- The criteria for determining the amount of a student's award

The general terms under which foreign students receive federal loans, and which are mentioned in our international financial assistance brochure, are:

- Have a high school diploma or GED certificate
- Be a US citizen or foreigner with right
- Be enrolled in one grade, at least half time
- Have a valid social security number
- Not be in default on a federal student loan
- Be enrolled in the Selective Service, if applicable
- Sign a statement on the Free Application for Federal Student Aid
- Certify that you will use federal student aid for educational purposes

The procedures and forms by which students request assistance:

1. Complete the Free Application for Federal Student Aid (Free Application for Federal Student Aid, FAFSA) this is a form you can get online at www.fafsa.ed.gov. When filling it you need a PIN which represents your electronic signature. On the same

page you will find information on how to obtain a PIN. (If you are a dependent student of your parents, one of your parents must sign the FAFSA as well). The school code is G12811.

2. Income Counseling, This will help you understand your responsibilities regarding your loan. All students who attend INTEC must complete the admission counseling. Admission counseling can be completed at the following address: <http://studentloans.gov>
3. You will receive a report (Student Aid Report, SAR). This confirms the information provided in your application and must be submitted to the Financial Assistance Office. The university will receive an electronic copy of this document. The SAR is reviewed and if everything is correct the third step is carried out.
4. You must fill in a Master Promissory Note at www.studentloans.gov, this is the loan note that must be completed each time you renew your loan (every three quarters). The university originates your loan if your condition is in order. For this process you must be officially registered in the INTEC.
5. New students will receive their first disbursement after 30 days of regular attendance.

It should be noted that, regardless of all the steps that the student must take to apply for a loan and admission to the INTEC, it is crucial that the student obtain a minimum score in the admission tests to be admitted.

Students applying for federal loans are classified according to the number of approved credits they have at the time of requesting the loan, according to their dependency status and academic level.

Level of Approved Credits	Dependent Students	
	Subsidized	Not Subsidized
Level 1 (from 0 to 35 credits)	US \$3,500	US \$2,000
Level 2 (from 36 to 71 credits)	US \$4,500	US \$2,000
Level 3 (from 72 to 112 credits)	US \$5,500	US \$2,000

Loan limits:

Total Limits on Federal Loans	
Dependent Students	\$31,000 (Max. Subsidie US\$23,000)
Independent Students	\$57,500 (Max. Subsidie US\$23,000)
Professional Students and Graduate Level	\$138,500 (Max. Subsidie US\$65,500)

Level of Approved Credits	Independent Students	
	Subsidized	Not Subsidized
Level 1 (from 0 to 35 credits)	US \$3,500	US \$ 6,000
Level 2 (from 36 to 71 credits)	US \$4,500	US \$ 6,000
Level 3 (from 72 to 112 credits)	US \$5,500	US \$ 7,000
Graduate Level (113 and above)	US \$0.00	US \$20,500

The dependency status is determined under the following:

You are an independent student if you meet at least one of the following conditions, otherwise you are dependent:

- Are you over 24 years old?
- Are you married? (Answer "Yes" if you are separated, but not divorced.)
- At the beginning of the school year, will you be pursuing a master's or doctoral program?
- Are you currently in active service in the United States armed forces for non-training purposes? (If you are a National Guard or Reserves recruit, are you on active duty for non-training purposes?)
- Are you a veteran of the armed forces of the United States? *
- Do you have children who receive more than half of your support from you between July 1, 2012, and June 30, 2013?
- Do you have dependents (other than your children or spouse) who reside with you and who will provide more than half of your support between now and June 30, 2013?
- At any time since you turned 13, were your parents deceased, were you in foster care, or were you under the guardianship of the Courts?
- Has it been determined by a court in your state of legal residence that you are an emancipated minor or that you are in legal guardianship?
- At any time on or after July 1, 2011, it is determined that an unaccompanied minor who was homeless, as determined by (a) a coordinator of their homeless high school or district or (b) the principal of an emergency shelter or transitional housing program funded by the US Department of Housing and Urban Development?
- At any time on or after July 1, 2011, did the director of a center for homeless or out-of-control youth determine, or did a transition program, determine that you

were an unaccompanied minor who was homeless or self-sufficient and risk of becoming homeless? **(English Translation. INTEC-Financial Assistance Aid Brochure, pp. 1-3)**

Evaluation of the satisfactory academic progress

The standards that the student must maintain in order to be considered to be progressing satisfactorily in their student course for receiving financial assistance are described under the "satisfactory academic progress policy". The satisfactory academic progress policy of an institution must contain the following components:

- The assessment to determine the satisfactory academic progress of the student loan Federal consists of two criteria: one qualitative and the other quantitative.
- The General Index (CGPA cumulative GPA) determines the qualitative criterion.

To have Satisfactory academic progress for purposes of receiving economic assistance within the framework of the federal assistance program is required that the student has a General Index (accumulated academic index, GPA) according to the show table of **chapter III, Evaluation of the satisfactory academic progress of Satisfactory Academic Progress Rules.**

Premed	
Study Period	Minimum score (GPA)
End of 1st trimestre	2.00 or more
End of 2nd trimestre	2.25 or more
End of 3rd trimestre	2.50 or more
End of 4th trimestre	2.50 or more
End of 5th trimestre	2.50 or more
End of 6th trimestre	2.50 or more

School of Medicine	
Study Period	Minimum score (GPA)
End of 1st trimestre	2.00 or more
End of 2nd trimestre	2.10 or more
End of 3rd trimestre	2.20 or more
End of 4th trimestre	2.25 or more
End of 5th trimestre	2.30 or more
End of 6th trimestre	2.35 or more
End of 7th trimestre	2.40 or more
End of 8th trimestre	2.50 or more

End of 9th trimestre	2.50 or more
End of 10th trimestre	2.50 or more
End of 11th trimestre	2.50 or more
End of 12th trimestre	2.50 or more
End of 13th trimestre	2.50 or more
End of 14th trimestre	2.50 or more
End of 15th trimestre	2.50 or more
End of 16th trimestre	2.50 or more

Others GE Programs	
Study Period	Minimum score (GPA)
End of 1st trimestre	2.00 or more
End of last trimestre	2.00 or more

Postgraduate	
Study Period	Minimum score (GPA)
End of 1st trimestre	2.80 or more
End of 2nd trimestre	2.85 or more
End of 3rd trimestre	3.00 or more
End of Remaining Trimestre	3.00 or more

The quantitative criterion consists of two aspects: maximum time that will be granted economic assistance federal, as defined in article 18, and the approval of a minimum percentage of the credits attempted, as set in Article 20. **(English Translation. INTEC-Satisfactory Academic Progress Regulation. Art 18, pp. 3-4)**

The maximum length of time that federal economic assistance will be awarded to the student corresponds to 150% of the time set forth in its plan of studies calculated in terms of the number of credits for the academic program. Any course attempted by the student, regardless whether or not part of the credits required for their degree, will count against the maximum of 150%. An example of this: career or study of 252 credits plan has to support up to 378 credits. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art 18, p. 4)**

Warning status

Participating student of the program of federal loans that does not meet at least one of the two criteria (qualitative and quantitative) in Chapter III, Articles 16 to 20, will be deemed non-satisfactory academic progress and it will be placed on warning for the following term. While the student is in the status of warning, you can continue to receive federal financial assistance. The Office of Financial Assistance shall notify the student his

status. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 25, p. 5)**

At the end of the quarter in a status of Warning, the student will be evaluated again, failure to comply with any of the criteria then it will be considered without satisfactory academic progress and status of SUSPENSION and therefore, not you can receive financial assistance. If on the other hand, the student complies with all the criteria mentioned, then the student shall be deemed with satisfactory academic progress once again and you can continue to participate in the program of federal financial assistance. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 25, p. 5)**

A student has the right to request a review or may appeal the decision of Suspension or lack of satisfactory academic progress if you understand that there is an error in its assessment or if it has suffered any critical situation that has influenced your academic evolution. These causes include, but you are not limited to, student or illness of a close relative, the death of one close relative, among others. The student must submit documents that support their situation. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 27, p. 6)**

The application for review or appeal must be delivered to the Services Division students. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 28, p. 6)**

Review Requests and appeals will be known and sanctioned by the Supervision and Appeal Committee. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 29, p. 6)**

Probation

A student participant in the federal loan program that falls into the status of Suspension not you may receive financial assistance. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 30, p. 7)**

That a student on Suspension status may receive, federal aid must submit an appeal. If the appeal is favorably received, the student is classified in probation status and receives federal funds during a quarter in which must comply with the standard of satisfactory academic progress. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 31, p. 7)**

In the case that a student in Probation does not meet, the standard of satisfactory academic progress will fall again in a condition of Suspension. In this condition, the student does not qualify for federal funds, and they have no right to appeal their status. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 32, p. 7)**

The student you may be eligible to receive funds from Federal, State and institutional aid, once meet the satisfactory academic progress standard. **(English Translation. INTEC- Satisfactory Academic Progress Regulation. Art. 33, p. 7)**

Student Disbursements

The method by which disbursements of financial assistance to students will be made is established in the **"Procedure of Management of the Federal Student Loan Program"** specifically in **activity 7.4**, where the process of disbursement of Federal Loans is detailed.

Federal Loan Policies and Procedures

The INTEC international financial assistance unit provides new students who apply to Federal Loans with a physical document of the cost of attendance (COA) of the areas of engineering, business and social sciences. This document includes the cost of attending school, including tuition and fees charged to full-time and part-time students, estimates of the costs of necessary books and supplies, typical charges for room and board, transportation costs for students.

When a student finishes his academic program at INTEC or stops taking loans, the Exit Interview is completed and his personal data and references are updated.

When a student with loans leaves the university, it is necessary to verify if he / she has any balance in favor in the Department of Treasury. If you have it, you proceed to make a "return of funds" to the guarantor and if your loan is still in force you proceed to cancel it and inform the inactive status of the student. This information is contemplated in **section B** of the document **"Federal Loan Policies and Procedures"**.

The government agencies that certify the school and its programs, and the procedures by which a student can receive a degree or postgraduate degree

The Instituto Tecnológico de Santo Domingo is accredited by the Ministry of Higher Education, Science and Technology (MESCyT), which is the executive branch National System of Higher Education, Science and Technology.

Activity 2. Drug & Alcohol Prevention Program Certification

Responsible Office: Student Services, Academic Vice-Rector, Human Resources

Area where the Information is located: Procedures for Preparing Workshops and Meetings, Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students; INTEC-PCA-006 Procedure for the Management of Emotional Situations.

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: November 2017, March 21 2017, August 2008, January 27 2017, August 2020, September 16 2019, December 12 2018.

The university, as responsible for reporting on the prevention of drug and alcohol use, develops workshops on various topics, established as follows: "**Procedures for Preparing Workshops and Meetings**".

The objective is to define and establish steps to support the process of student retention in order to achieve greater academic and personal performance.

Applies to all students interested in participating in the creation and production of workshops. Starts with the promotion of the workshop and ends with the final workshop evaluation.

Roles and Responsibilities:

Counselor: In charge of organizing and carrying out the activity.

Administrative Assistant: Support process of preparation and logistics for the activity.

Invited Speaker: Expert and professional in the academic area hosting the activity.

Within the special academic rules of coexistence and disciplinary regulations of INTEC, specifically in article 9, the following is described:

The sale, distribution and consumption of drugs and alcoholic beverages or being under the effects of these within the facilities of INTEC or in activities sponsored by the university outside its premises is prohibited. (*INTEC- Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 9*)

FAULTS, DISCIPLINARY MEASURES AND RESPONSIBLE FOR THE SANCTION

DISCIPLINARY FAULTS

For the purposes of this Regulation, a disciplinary offense is understood as an action that violates the duties delimited in Art. 7 and its literals annotated in this Regulation and of those which, even if they do not appear registered or noted are contrary to the

principles and rules of the Institution or any other adopted regulation. (Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 31, p. 8)

Disciplinary cases for which students may be punished they are referred to within four (4) large blocks:

- a. Those that attempt against the academic order.
- b. Those that attempt against INTEC's patrimony.
- c. Those that attempt against the prestige and image of INTEC.
- d. Those that attempt against coexistence and respect for people.

Second Degree faults are all behaviors that go against the ethical principles and values that the University promotes, and which affects negatively the person at fault and third-party members or the institution. It may be considered as second-degree faults. Two of those are:

- a. Assist or partake any academic activity under the effects of drugs or alcohol.
- b.** Other major transgressions, that judged by a competent organism, are considered major faults. (Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 21, p. 11)

The progressive disciplinary scheme applied to the transgressions pointed to Art.7 and other established norms can be:

- a. Written warning with a copy of its file.
- b. Cancellation (0 grade) of the corresponding evaluation.
- c. Cancellation of the corresponding evaluation, with no possibility of withdrawing subject
- d. Suspension of the trimester in course.
- e. Forbidden to inscribe for one (1) or more trimesters.
- f. Forbidden to inscribe for one (1) year.
- g. Definitive separation from the Institute

COMPOSITION OF THE DISCIPLINE COMMITTEE

To monitor compliance with this Regulation, the Disciplinary Committee is established as follows:

- a. The Dean or the Dean of the Student Services Division, who chairs it. In its absence, the Coordinator of the Student Assistance Unit
- b. The Counselor, who serves as secretary
- c. The Coordinator or the Academic Program Coordinator or, failing that, the Dean or Dean of the Area to which the student belongs.

One teacher and one student coming from the academic areas and who will be chosen each year on a rotating basis by the corresponding Area Committee. ***(Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 31, p. 13)***

APPEAL

Any student who has been subject to corrective measures or sanctions may appeal in writing, stating the reasons for the disagreement within a period not exceeding three (3) working days to the:

- a) Dean (a) of the corresponding Academic Area when the sanction has been imposed by the teacher.
- b) Disciplinary Committee when sanctions have been imposed by said body, through its Dean.
- c) For extreme cases of permanent separation or for one year, the appeal will be elucidated by a special Commission formed by the Academic Vice-Rector and two Deans, who do not have to do with the case. The resolution issued by this Commission is unappealable. ***(Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 21, p. 11)***

It is important to emphasize that this appeal will be elucidated by a special commission, formed by the Academic Vice-Rector, who will designate two Deans who have no connection with the student or students involved in the event. While in cases of DEFINITIVE SEPARATION OF THE INSTITUTION, the appeal will be elucidated by the Academic Council: made up of deans and Academic Vice-Rector.

After the meeting that is held for these purposes, a final resolution will be issued, with the decision of changes in the sanction imposed or with the RATIFICATION of the same. In all cases, the competent body may adopt the additional measures necessary to ensure faithful compliance with the measure applied in accordance with the purpose of the process:

“Corrective disciplinary actions constitute actions that serve to correct and extinguish attitudes or behaviors that attack the norms and principles of INTEC, and discourage other students to execute similar behaviors or actions.” ***(Special Academic Regulations, Rules of Coexistence and Disciplinary Regulations for the Students, Art. 21, p. 11)***

These may include emotional monitoring by the Academic Counseling and Guidance Unit, referrals to an external institution when the case merits it.

Activity 3. Consumer Information for Student Athletes

Responsible Office: Student Services Unit

Area where the Information is located: University Catalog

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: September 23, 2020

The Instituto Tecnológico de Santo Domingo does not have any formal intercollegiate athletic program, but our Student Services unit encourages and supports privileged spaces to maintain, build and develop the individual, culture and society. In this sense, the university, in addition to thoroughly enhancing spaces for the professional training of its students, through "Student Services Unit" has created a balance by diversifying the tools that allow students to develop competencies with training, transformative and innovative actions and experiences. Parallel to the curriculum. In this matter our school offers different sports activities that are listed below. It should be noted that these Sport activities are voluntarily. They do not represent any athletic program or offer any aid or athletic scholarships to any of the participants, this sports activities are co-curricular to our student curricular program.

They are thought out of our campus, in designated places which our school has collaboration agreements. *For more information, please see our School Catalog.*

The statistics of each group are taken quarterly, in the following modality:

Co-Curricular Sports offer at INTEC	
Sport	Amount of students in role as for May- July 2020
Futsal	15
Chess	20
Volleyball	15
Tennis	8
Baseball	22
Basketball	14
Judo	1
Karate	6
Ping Pong	15
Swimming	15
Total	131

For each activity, there is a person in charge of the team, either male or female. In the following table, the person in charge and the activity is mentioned:

Sport	Responsable
Chess	Juan Peralta
Basketball	Carlos Bank Jerjes Hernandez
Volleyball	Yhonastan Fabian
Ping Pong	Ching Hsien Hang Liu
Tennis	Julián Taveras
Futsal	Ecker Sánchez Darling Mancebo
Swimming	Victor Garcia
Baseball	Basilio Rivas
Karate	Santo De Jesús

INTEC Sport Participation Report in the 2019 National University Games

In the recently ended quarter, the Intec sports area was immersed in the participation of the National University Games, this being the most outstanding thing in the whole quarter, in that sense we had a total of 100 students and 9 coaches immersed in this activity in 10 sports.

The games were developed from September 19 to 29. In these National University Games they have been the games in which we have had the greatest participation as an institution, a total of 100 student athletes gathered in the different stages of said games, in a total of 9 sports disciplines both in the elimination phases to reach 76 classified students participated in the games, as well as in the development of this great event, **obtaining a total of 7 Medals; of which 2 were silver and 5 bronze.**

Chess: 9 students, plus a student assistant coach

3x3 Basketball: 4 students, plus an assistant coach student

Baseball: 24 students

Men's Futsal: 12 students

Women's Futsal

Table tennis: 9 students

Field tennis: 5 students

Volleyball: 12 students

Beach Volleyball: 4 students

Bowling: 5 students

Judo: 2 students

Karate: 2 students

Medalists:

1 Silver Medal, Men's Futsal team.

1 Silver Medal, Alejandro Guillen in Kata.

1 Alejandro Guillen Bronze Medal in Kumite -84kg.

1 Bronze Medal Joan Ortiz in Judo 73kg.

1 Iván Medos Bronze Medal in Judo -100kg.

1 Omar Abel Andújar Bronze Medal in Table Tennis men's individual mode

1 Bronze Medal for table tennis team, team mode.

Our participation in the previous version of the National University Games:

Chess: 7 students, plus a student assistant coach

Basketball: 18 students, plus an assistant coach student

Baseball: 24 students

Futsal: 16 students

Table tennis: 9 students

Field tennis: 9 students

Volleyball: 16 students

Medal Total: 0

Elimination process in the current version:

A total of 3 disciplines organized elimination processes, of which we participated both in the male and female branch, in number of disciplines, classifying in the following disciplines.

Men's Futsal: Classified

Women's Futsal: Classified

Basketball: Not classified

Women's Volleyball: Not classified

Beach Volleyball: Classified

How do we get to these games?

To make it possible to obtain these results, it was necessary to establish a strategic plan and manage compliance with it as closely as possible, taking into account our limitations and that was possible thanks to the support of various departments and units of the institution, especially the Directorate of Student Services. and University Life we depend on such structures.

For the formulation of this plan, and as a result of the diagnosis that we elaborated upon our arrival at the institution, we highlight --- lines of intervention to get INTEC within the Medal of the University Games, these lines are:

Identification of new Sports talents

Use and optimization of available resources

Hiring of higher level teacher-trainers

Management of ideal conditions for sports practice

Gender equality

Opening of new sports disciplines: Karate, Judo

Management of participation in official and unofficial events

Improvement of communication and dissemination channels

General Medal of the previous version of the games, where we can see the final position in which we are in that version, compared to the position in which we are in this most recent version, number 16 of the total of the universities.

General Medal

	National University Games 2017	Medals			To Oct 7th
Position	University	Gold	Silver	Bronze	Total
1	UNEV	33	11	17	61
2	UASD	10	14	21	45
3	UTESA	9	6	4	19
4	PUCMM	8	8	8	24
5	OYM	5	9	13	27
6	UNAPEC	5	9	12	26
7	UNPHU	4	10	8	22
8	ISFODOSU	2	1	11	14
9	UCE	1	3	13	17
10	UNICARIBE	1	3	1	5
11	UNAD	1			1
12	UCNE		3	4	7
13	UCATEBA		1	1	2
14	UNIBE		1		1
15	UCATECI			2	2
15	ITLA			2	2

JUEGOS NACIONALES 2019 UNIVERSITARIOS

MEDALLERO GENERAL					
RANK	UNIVERSIDAD	ORO	PLATA	BRONCE	TOTAL
1	UNEV	27	10	22	59
2	O&M	11	12	16	39
3	PUCMM	10	6	7	23
4	UTESA	9	6	8	23
5	UNAPEC	9	4	8	21
6	UASD	7	26	14	47
7	ISFODOSU	5	8	9	22
8	UNICARIBE	5	4	4	13
9	UNPHU	2	7	19	28
10	UCE	2	2	5	9
11	UCNE	2	2	5	9
12	UCATEBA	1	1	0	2
13	UFHEC	1	0	1	2
14	INCE	1	0	0	1
15	ITLA	0	2	8	10
16	INTEC	0	2	5	7
17	IEESL	0	0	1	1
18	ISA	0	0	1	1
19	UCATECI	0	0	1	1
20	ITSC	0	0	0	0
21	UAPA	0	0	0	0
22	UCSD	0	0	0	0
23	UNAD	0	0	0	0
24	UNIBE	0	0	0	0
25	UNICA	0	0	0	0
26	UNIRHEMOS	0	0	0	0
27	UPID	0	0	0	0
28	UTECO	0	0	0	0
29	UTESUR	0	0	0	0
TOTAL		92	92	134	318

Last but not least, I would like to share the report produced just after the previous version of the games, where we had no accolades to show, but rather concern about what was going to happen in the future.

Report presented in 2017 on Intec's participation in the National University Games.

The games were developed from September 16 to October 8.

It should be noted that the Banco Popular de Futsal Cup was scored for the National Games.

The participation of the Technological Institute of Santo Domingo in the past National University Games could be described with good words that could refer to the values, discipline and tenacity shown by our students during their performance in each contest, however our positioning calls attention In the final results of these Games in comparison with other participating Universities, once again the need to rethink our institutional philosophy in relation to university sport comes to light.

It is worth noting that our student-athletes faced with dedication and dedication to student-athletes who represented their home study. It should be noted that the clarification of the terms students-athletes and athletes-students, the first, which corresponds to the profile of our students, seems to be university students who dedicate some part of their free time to playing sports, the second, which corresponds with our opponents in the Games are athletes who dedicate their lives to sports training with qualified personnel, possessors of special talents, belonging to national teams and who at the same time study at the University.

It is interesting to understand that these Universities provide full scholarships (100%) to these students at the same time that they offer certain collateral facilities to their enrollment.

It is worth noting that some Universities have outstanding athletes who have obtained important international results in Central American and Caribbean Games, in Pan American Games and even in Olympic Games, such as the athlete-student Luisito Pie, outstanding Taekwondoka winner of the Bronze medal in the past Olympic Games in Rio (https://es.wikipedia.org/wiki/Luisito_Pie) to understand it, it would be enough to click this link, and that at the same time it represented the University Champion of the Tae Kwon do Tournament belonging to the recently completed Games National University.

It is valid to clarify that in the condition that beginning athletes, like ours, competing against professional and experienced athletes, the results would be predictable.

It is appropriate to point out the active participation of the authorities of the Universities committed to the practice of university sports, in that sense we were able to appreciate the presence of deans, vice-rectors and other authorities, and in the particular case of the University that wins these Games, its Rector was permanently on the pitch accompanying his students and motivated to continue supporting sport as a comprehensive training activity.

For the aforementioned reasons, we reiterate what we have proposed on so many occasions and that we explain below, for the purposes of place;

Rethinking our vision of the Intec sports area.

Rethink the quality of the service offered, directly about the practice of sport.

Create a system of scholarships (100%) destined to be offered to outstanding athletes who represent us in national and international jousts.

Rethinking the quality of those responsible for disciplines (coaches) who would serve those outstanding athletes who took advantage of the new scholarship system, positions that we would need to raise the technical-scientific level to be able to satisfy the inherent need for development, typical of the activity.

Rethinking institutional support and commitment, at all levels, for this new vision of university sports.

New proposal:

Once the games are over, we enter into a process of reflection and consultation about our performance and what should be our north to follow for the coming days, as a result of that process we dare to propose the following:

Eliminate the 25% scholarship for quarterly enrollment for two students per discipline (divided between individual sports and team sports) that the sports area currently has and merge it into 100% in order to obtain full scholarships that could be offered to outstanding athletes, at the same time that the total number of places that could be offered is increased. We understand that with 15 full scholarships and collateral facilities for these scholarship recipients, we could place ourselves in second position in the overall medal table of the games (see annexes) since, knowingly, we would need at least 65 full scholarships to obtain first place in a few Games of this nature, understanding that team sports, which for their part would contribute a single medal, would need at least 18 scholarships.

Due to the above, we propose to allocate 100% scholarships to individual sports, which would possibly return in a medal for a scholarship.

Hire high-profile coaches to serve those high-performance athletes who would pursue university degrees at our institution.

Create the logistics conditions (clothing, supplies, transportation, facilities, among other items) that are necessary for successful performance in new contests that arise.

All this would entail a considerable financial investment, of efforts and wills, of commitments and time, even of a change of vision in other departments on which in some moments we could depend to be able to manage what we want to achieve, but it is precisely what some Universities They are already doing, we know of the case of a University that, with a view to preparing for the past games, offered nearly 600 full scholarships to outstanding athletes, which resulted in being placed in the first place of the general medal table.

We are aware that on our part it would also represent a great challenge to assume the great commitment that we declare here, I take this opportunity to reiterate my total willingness to assume, for which we would be eternally grateful.

In the spirit of concluding, we would like to leave the same first questions we asked upon our arrival at this institution.

What do we want our college sport to be?

The free-time occupation of students who come to learn a sport?

The activity where the student can recreate?

The competitive sport that could place us in the public arena?

The sport that would sell us as a comprehensive University?

The sport where the student's attendance is the most important thing before the result of those who commit to attend?

The sporting offer for the entire student population?

The sport that focuses on working with high-performance sports talents?

We can have all of the above in the same institution and coexist in a harmonious way, as long as we have the vision and commitment that must accompany that vision.

Activity 4. Student-Right-to-Know

Responsible Office: Academic Vice-Rectory, Department of Planning and Quality

Area where the Information is located: Student Right-To-Know Report

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: September 23, 2020

As part of the commitment of our School to the Student Right-To-Know Act, which Amends the Higher Education Act of 1965 (HEA) to require all institutions of higher education participating in any program under HEA title IV (Student Assistance) to disclose the completion or graduation rate of certificate- or degree-seeking, full-time students entering those institutions.

In this matter the results display in the following table correspond to the year 2019.

Indicator	Result	
	Female	Male
INTEC retention indicator	80.23%	77.53%
Graduation indicator (% graduates in relation to admitted by cohort)	39.81%	
Indicators of students transferred out	88	
Indicators of student employability by program	95%	
Statistics of criminal incidents on campus or nearby	N/D	
% of students who graduate by cohort who study for the first time	38.88%	
Number of graduate students	645	549
List of active students of INTEC by sex	3396	3365
Statistic of low by death or exits for the army	N/A	

Those indicators results with the letters N/D are the indicators for which we do not have information, but we have being include them for a next year new report. Those indicated as N/A are indicators that, due to the nature of the institution, are not measured.

The indicators below are directly related to the employability of the students graduated from INTEC in 2019 year. Since 2015 we have started a Monitoring report of our Alumni employability, which has the purpose of show the position of our alumnis in the job market. This monitoring is develop by our Alumni Follow-Up Department.

INDICATOR	VARIABLES	STATISTICS
Time that the graduates take to get a job, after graduating from INTEC	I already had a job at the time of graduation	63.90%
	1 to 3 months	16.60%
	D 3 to 6 months	8.20%
	6 to 12 months	5.80%
	More than a year	5.50%
The current work situation of INTEC graduates	Otro	2.11%
	Incapacitado/a para trabajar actualmente	0.21%
	Desempleado/a y no buscando empleo	1.89%
	Estudios	2.53%
	Trabajador/a por cuenta propia	2.74%
	Desempleado/a y buscando empleo	5.05%
	Empleado/a del sector público	13.47%
	Empleado/a del sector privado	72.00%
Comparison of the percentage of graduates with employment	Unemployed	10.74%
	With employment	89.26%
Size of the company of graduates as employers	De 1 a 15 empleados/as	13.50%
	De 16 a 60 empleados/as	12.59%
	De 61 a 200 empleados/as	15.56%
	Más de 200	58.35%
Distribution of monthly income of self-employed graduates	Menos de RD \$50,000.00	46.7%
	Entre RD\$50,001.00 y RD\$100,000.00	6.7%
	Entre RD\$100,001.00 y RD\$300,000.00	33.3%
	Entre RD\$500,001.00 y RD\$700,000.00	6.7%
	Entre RD\$700,001.00 y RD\$1,000,000.00	6.7%
Distribution of the monthly income of graduates who work as an employee	Menos de RD \$50,000.00	8.33%
	Entre RD\$50,001.00 y RD\$100,000.00	50.00%

	Entre RD\$100,001.00 y RD\$300,000.00	33.33%
	Más de RD\$1,000,000.00	8.33%
Distribution of the monthly income of graduates who work as an employer	Menos de RD \$50,000.00	8.33%
	Entre RD\$50,001.00 y RD\$100,000.00	50.00%
	Entre RD\$100,001.00 y RD\$300,000.00	33.33%
	Más de RD\$1,000,000.00	8.33%
Related percentage of graduates, according to their consideration that being graduates of INTEC influenced the process of obtaining employment.	Yes	47.02%
	Partially	22.02%
	No	30.95%
Percentage comparison of graduates employed by level of command	High command level	10.17%
	Middle command level	64.16%
	Low command level	25.66%
Relation percentage of graduates in condition of employees by type of employment	N/D	N/D
The work you are currently doing is directly related to the career you studied at INTEC?	Yes	73.00%
	Partially	7.00%
	No	20.00%

Those indicators results with the letters N/D are the indicators for which we do not have information

Activity 5. Clery/Campus Security Act

Responsible Office: Rectory, Risks and Services Management, Directors and/or Deans.

Area where the Information is located: Safety and Health Policies in the Workplace Policy, INTEC Emergency Plan, Procedures for Access Control Management, Procedures for Management and Control of Surveillance Video, Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students.

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: August 20 2017, November 2013, November 13, 2016, November 25 2016, August 2008, August 2020, June 03 2019, November 2013.

Safety and Health Policies in the Workplace Policy

The safety and health management in the workplace of employees and students must be integrally visualized from a total perspective; therefore, it cannot be conceived isolated from the rest of the institution's management and its context. Because of this, identifying the risks of preventing incidents and accidents at the workplace must be integrated with the general objectives of the institution, involving everyone from all levels.

The institution has realized the influence that possible incidents and/or accidents affect the efficiency and motivation of the workforce, hence the importance to develop and improve the safety and health of the workplace.

To reach these objectives it is necessary, in one way, the fulfillment of all existing regulations and the policies it partakes, and, in defining indicators that warn of possible occurrences of incidents in the workplace or academic duties, resulting in applying progressive improvements throughout the processes.

Purpose:

Establishing guidelines and regulations that will manage the conditions in which work-related activities must be developed, this is to prevent accidents or harm consequent of work.

INTEC has decided to formally enunciate a series of principles and fundamental compromises, which constitute the policies of the Institution and serve as the basic pillar from where the Safety and Health at the Workplace Plan is pretended to be implemented.

- Prevent accidents and work sicknesses, through the diffusion of workplace safety practices in all of the institution's spaces.

- Comply with the legal norms validated in the Safety and Health at the Workplace statutes.
- Establish proceedings that search for the continual improvement through actions oriented at incrementing quality of life of its employees and students.
- Develop and implement safety and health plans at the workplace that allow a better management and its continued improvement.
- Maintain a safe campus for all employees, students and the community that surrounds it.
- Promote a culture of work risk prevention that guarantees better working conditions.
- Promote and develop programs that research better safety and health at the workplace methods and techniques.

Emergency Plan

The purpose of the INTEC Emergency Plan is to mitigate the effects and damages caused by expected and unexpected events, caused by humans or by nature; prepare the necessary measures to save lives; avoid or minimize potential damages or loss of property; respond during and after the emergency and establish a system that will allow the Campus to recover to return to normal in a minimum period of reasonable time.

This plan is designed to develop and establish the appropriate procedures to prepare the institution staff in the handling of emergencies so that it is possible to respond quickly and effectively to any emergency situation.

This INTEC Emergency Plan assigns the responsibilities of officials and employees of the institution and establishes measures and actions to be followed before, during and after an emergency event.

Procedures for Access Control Management

Under the code INTEC-PRS-001, the university has drawn up a “Procedures for Access Control Management”. The objective is to establish procedures for the assignment or elimination of access controls to collaborators of Instituto Tecnológico de Santo Domingo, INTEC, in the faculties and departments that require special security access.

The responsible:

Risks and Services Management: Its responsibilities are receiving the access requests for the different faculties and branches and send them to Information of Technology for the corresponding configurations.

Directors and/or Deans: Are responsible for requesting the Risks and Services Unit for access cards for the corresponding collaborators according to their functions.

Director of Technology: Is responsible for giving assistance to the Risk and Services unit when presented with an inconvenience with the Access Control system and create new access configurations.

Collaborators: Responsible for the correct use of the access card and report any difficulties, loss or theft of the given access card.

Human Resources: Responsible for requesting access cards for all newly hired collaborators through the Risk and Services unit and retrieve all access cards of collaborators that no longer are in the institution or their role no longer requires access cards.

Procedures for Management and Control of Surveillance Video

Under the code INTEC-PRS-002 the university has drawn up a "Procedures for Management and Control of Surveillance Video" has the objective of establish execution and validation procedures for the video surveillance system of the Instituto Tecnológico de Santo Domingo, INTEC, to guarantee the protection and safety of its students, collaborators, visitors, buildings, material goods, and information.

The present procedure reaches from the use of the surveillance video system up to the guarantee of protecting personal data, and other fundamental rights and legitimate interests of the persons filmed by the cameras.

The responsible:

Risk and Services Management: Monitors and provides scheduled physical maintenance to the installed cameras all around campus grounds. Furthermore, responds to the queries made by internal students and collaborators of INTEC, in search and extraction of stored content.

Information Technology Management: Guarantee the proper functioning of all video surveillance infrastructure, as well as installing new cameras as solicited.

Subcontracted Security Company: Verify and monitor continuously the surveillance camera feeds to act accordingly if any incident may occur and pry over the correct functioning of the equipment used.

DUTIES OF THE STUDENTS

Regarding the school's programs to prevent violence between couples, domestic violence, sexual assault and stalking, it is described in the "**Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students**", it is described literally in article 7, that:

The INTEC student body, in addition to the duties established in the current regulations that are applicable to it, will have the following duties referred to, respect to the members of the Intecian community and society in general, to preserve the prestige and image of the INTEC and take care of the institution's assets. Non-compliance constitutes a transgression and is subject to corrective measures. Among these duties are:

- a. Respect the values and fundamental principles of INTEC and comply with Academic regulations and other regulations in force in order to conserve and make Use of your rights.
- b. Adopt appropriate behavior and attitudes that facilitate compliance with their responsibilities and duties and those of others within the premises or outside of it during the development of academic activities sponsored by INTEC.
- c. Show at all times due respect and consideration towards their comrades and other members of the Intecian community and citizenship in general, in order to foster an environment of understanding, tolerance and harmony.
- d. Ensure the preservation of values, integrity and institutional image, taking care at all times to preserve the prestige of INTEC and his/her own through his/her behavior and attitudes in the development of his/her work as a student and in your personal life.
- e. Attend classes promptly, comply with the schedules established in all subjects enrolled, and submit to the evaluations that are applied as established in the Academic Regulations.
- f. Dispense with the use of electronic devices that cause a distraction in the classroom or other spaces in which silence is required.
- g. Observe correct behavior during classes and especially during evaluations or exams, avoiding the organization and participation in frauds academics, such as subtraction or alteration of exams, the alteration of academic documents, impersonating a student or being supplanted, copying or let copy in the exams, either from colleagues or making use of some physical or electronic writing prepared for such purposes or by any other medium.
- h. Channeling orderly, through the established instances, the requests for the solution of their problems.
- i. Respect intellectual property in investigations, practical work and projects, avoiding the appropriation of ideas and concepts from others without recognizing the authorship.
- j. Avoid complicity with behaviors that are incompatible with standards defined disciplines.
- k. Adopt behaviors that facilitate and do not disturb the teaching activity inside and outside the classroom.
- l. Avoid and not promote entry into the physical facilities of INTEC of outsiders, when this produces an alteration of the normal coexistence in the institution.

- m. Reject the promotion of collective activities that attempt against the institutional activity, its principles and values.
- n. Preserve the physical and moral integrity of his person and of others, denouncing or avoiding committing inappropriate behaviors that entail verbal or physical aggression, sexual harassment, psychological intimidation, among others.
- o. Cooperate with the cleanliness and good presentation of the campus in general, depositing papers and other waste in the containers destined for such purpose. Do not scratch, or dirty, or destroy furniture, walls and bathrooms. Keep the gardens or green areas.
- p. Respect the property of INTEC and the members of the Intecian community.
- q. To care for and protect the assets and resources of INTEC's heritage, respect their facilities, equipment, bibliographic collection and materials in general.
- r. Avoid any conduct or action where gifts, rights or gifts are offered concessions to the teacher, to some authority or to a member of the community-university to obtain a benefit. ***(Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students, Art. 7, pp. 6-7)***

PROHIBITIONS

The prohibitions specified below enclose the commitment of the INTEC with training in values and with fostering a healthy environment and security that preserves all its members harmonically for the development of their academic activity.

The sale, distribution and consumption of drugs and alcoholic beverages or being under the effects of these within the facilities of INTEC or in activities sponsored by the university outside its premises is prohibited. ***(Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students, Art. 9 , p. 8)***

It is forbidden to participate in games of chance within their university facilities, except in cases where they are for the collection of funds for social activities and coordinated by the institution itself. ***(Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students, Art. 10, p. 8)***

Smoking is not allowed inside the classrooms, in the corridors and in the facilities where it is prohibited. ***(Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students, Art. 11, p. 8)***

It is forbidden to enter the campus with knives and firearms, and with dangerous substances that threaten physical integrity. ***(Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Students, Art. 12, p. 8)***

Activity 6. FERPA (Family Educational Rights and Privacy Act)

Responsible Office: Registry Department

Area where the Information is located: Academic Grade Regulations, Procedure of Service Request, Special Academic Regulations Rules of Coexistence and Disciplinary Regulations for the Student Body.

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: May 16 2017, August 2008, November 26, 2019, August 12 2019, February 12 2020.

1. Rights of the Students:

- a. Know the rules and regulations that regulate student life at INTEC, the curriculum, subject programs and the educational model that will be developed during the course of your career or program, as well as a calendar of academic activities scheduled in each period established.
- b. Receive a solid basic training and mastery of tools that make up the body of knowledge required for the exercise professional in your area of study.
- c. Register every quarter, once the requirements required and adhered to what is established in the current curricula and academic regulations have been met.
- d. To be assisted and oriented individually or in a group in the process of learning by the staff assigned to it.
- e. Know previously and in writing the criteria on the basis of which it will be evaluated, to be qualified according to them and to receive the timely feedback.
- f. Request revision of the final grade of a course taken, if he/she presumes some error in it.
- g. Receive the corresponding academic degree at the time of concluding the studies and comply with the requirements established by the institutional regulations.
- h. Obtain the certifications and other documentation that accredits you as INTEC student
- i. Make use of the benefits and institutional services that derive from your INTEC student status, such as: the library, the laboratories, the dependencies, the educational media and others, according to the regulations and defined usage rules.

- j. Receive a respectful and dignified treatment from the members of the Intecian community.
 - k. To be attended by the corresponding authorities, always respecting the established communication channels.
 - l. Exercise the right to free expression and the exchange of ideas and opinions with teachers, colleagues and university staff, within a framework of respect and tolerance.
 - m. Receive and obtain information from the administration instances of the university in relation to the academic, administrative and economic conditions that affect you directly.
 - n. Organize diverse activities to improve their academic training and to establish student committees for academic, cultural, recreational and sports, always within the fulfillment of the established requirements and of current regulatory standards.
 - o. Receive written notification, when required, that he/she has been sanctioned or subjected to a disciplinary process, to be notified of the nature of the alleged committed, be shown the evidence that is intended to be enforced and that you are given the opportunity to present your version of the facts.
 - p. Report and be supported if you have been coerced, intimidation or harassment by members of the community.
 - q. Enjoy other rights established by this or other regulations. **(Especial Academic Regulation, 2008, p. 6)**
2. Any information or official document concerning a person admitted, registered and registered as a student in INTEC has a personal and confidential nature. A document may only be issued if required in writing by the admitted person, student or former student. **(Art. 146- Academic Regulation , 2017, p. 73)**
3. For the hand out of titles to third parties, INTEC reserves the right to request a power of attorney, whose data will be validated by the Registration Department. **(Art. 146- Academic Regulation , 2017, p. 73)**
4. All original documents that have been hand out at the time of admission to the INTEC can only be returned to the interested party, if he/she has enrolled, but has not taken any course for four (4) consecutive quarters, or request the return of the same before that period has elapsed. In this case, the registration will be canceled. The institution will keep faithful copies of these documents in physical or electronic format. **(Art. 54- Academic Regulation, p. 54)**
5. The student can authorize third parties to have access to their academic record through a power of attorney. Which will be added to your file and attached to the document, which was given access to verify.

6. The Instituto Tecnológico de Santo Domingo is committed to notify annually to students under the Federal Loan program their rights under FERPA (Family Educational Rights and Privacy Act).
7. For written notification of permission to disclose information to third parties the student must establish:
 - i. The type of information that will be provided
 - ii. The reason why it will be presented to a third party
 - iii. Determine to whom or whom the information will be provided
 - iv. INTEC is committed to delivering to the student a copy of the document that was submitted to the third party.
 - v. An electronic and physical copy of the consent signed by the student must be included in the file. **(INTEC Procedure for Require Academic Services , 2017)**
8. The student's approval to provide information about his/her academic record will not be needed for the following stays:
 - a. To the academic and administrative staff of INTEC.
 - b. US Department of Education
 - c. Parents of Students Registered as Dependents in the United States Department of Internal Revenue Service (IRS)
 - d. National Education Authorities. Ministry of Higher Education, Science and Technology (MESCYT).
 - e. Accrediting Agencies.
 - f. Local and international authorities.
 - g. Parents of students under 18 years of age not emancipated. **(INTEC Procedure for Require Academic Services , 2017)**
9. All medical information of the admitted student is strictly confidential, and will only be provided in emergency conditions to the corresponding parties or by means of a written authorization from the student specifying to which person or entity that information will be provided.

Activity 7. Safeguarding Customer Information

Responsible Office: Registry Department and Information of Technology Department

Area where the Information is located: User Life Cycle Procedure, Change Control Procedure, Information Support Procedure, Acceptable Use of Information Technology Resources.

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: February 02 2016, October 04 2018.

The usually accepted academic principle that information "must be shared" is based on the fact that information is a valuable resource that increases rather than depletes when it is shared. In any case, this principle must be based on the fact that access to university information entails the responsibility of protecting aspects of privacy, confidentiality and integrity of the same.

Unauthorized access to university information, or to University applications, should be identified as a major security risk, and as such should be handled proactively.

Unauthorized access to information or applications of the university, may carry:

- a) That sensitive information (personal information of employees or students, financial information, research information or others of equal impact) can be compromised.
- b) That information protection commitments on the part of the university could be violated.
- c) That the institutional image could be impacted.

It can be argued that less strict rules that can be regularly adopted in systems that do not store "sensitive information" of the university are appropriate. In any case, it is important to keep in mind that, if these systems are connected to university networks, they could potentially provide the "sensation of being able to access sensitive information" to residents in other areas of the organization. In this matter, controlled access to any information or institutional spaces that are at stake of confidential information should be the norm, under this statement is our commitment to mitigate this risks.

Management of user accounts:

The following are roles that support the User's Life Cycle process:

- Collaborators.
- Temporary
- Contractor.
- Consultant or supplier.

Isolated users to consider:

- Visitor of INTEC

Account for single use of the receiver:

Each account provided to the user is unique and exclusive use for him. To validate this intention of single-use, you can audit the use of them, and share accounts at any level can be subject to sanction for inappropriate use.

Types of Accounts:

Four types of accounts will be created in the INTEC systems:

a) Domain Account (Network)

Users will have access to University networks through this method. The fundamental concept of having a single account is that the actions that are executed while your account is connected in the network of the university with the user are the exclusive responsibility of the same and can be attributed to him. Each user is ultimately responsible for the actions taken with their accounts. Each user is responsible for ensuring that they adhere to the conditions of use of the accounts.

b) Application Account

It is a user account in which access to applications is granted through permissions required by their profile. These accounts have permissions and privileges that are configured in the applications. A user may have (or may not have) the same name as the Network user account. Examples of application users are those created for applications such as Jenzabar / Eikon / Delphos / etc.

c) Third party account

A third party is a person who requires access to one or more platforms for particular reasons, and for a limited period, these will be requested through the User Creation Form from IT.

These accounts that are provided will have characteristics of:

- Be used for a predetermined period of time.
- Has an internal owner (counterpart), responsible for controlling their levels of permits and access.
- Has reduced access based on a specific profile.

d) Generic accounts

Generic accounts should be avoided as much as possible. These are accounts used at the departmental level or group management that merit manage processes. They are assigned to a single responsible person who is departmentally accountable for where it is assigned.

Centralized management accounts

INTEC will be moving as much as possible to a model where all accounts are centralized and managed in a single platform consisting of authentication between spaces that require authentication. While this occurs, there may be more than one account management platform that will tend to centralize as much as possible. The management of these accounts will reside in a centralized role (Infrastructure) that will manage them even when there is more than one platform.

The centralization should allow:

- More consistent implementation of policies (Security / network / stations) and standards.
- Automated processes of creation / location / elimination of user accounts.
- Enabling easier access
- The creation of accounts without documentary support that endorses them, will not be allowed.

Unique account:

All users must have a single account with their associated access key.

- Each account and access codes are paired by the systems, for an individual use, which guarantees access to the INTEC systems and platforms.

Users' access codes must be treated confidentially and NEVER be shared or disclosed to others (this includes levels of supervision, peers, or colleagues who substitute for vacation periods or licenses, or people who give support in moments of high workload).

A new user should NEVER (under any circumstances) inherit the user code of the person who replaces. Arrangements must be made to transfer information (document this item in the creation forms) so that it is defined from the moment of creation if it will inherit information from the person it replaces.

Activation of accounts:

User accounts may NOT be activated until the authorization, and key activation process is followed.

- For collaborators and third parties, requests for user accounts must be completed correctly and authorized by the Human Resources Department or by the owner of the business process that is supported by the third party (through a service contract).

User creation:

A new user is required at the following times:

- New entrance of an INTEC collaborator.
- Change of role of a collaborator, who previously occupied a profile that did not require a user and now merits a user in the INTEC systems.
- A visitor that may require temporary credentials and has previously been identified by their department.

We will proceed with the creation of the user using the indication of the Human Resources Department, through a request via the automated service system, which will contain the details that are required for the creation of the user.

Modification of the User Profile:

When a change of position or transfer of collaborator is presented, the Human Resources Department must proceed to request a modification of the profile through an application to the IT Direction Center.

Partner unlinking:

The Human Resource Department must previously notify all programmed output to deactivate access and collection of resources assigned to the employee.

Enabling temporary accounts in special cases (WIFI / Others):

The following are guidelines that manage the authorization of accounts to make use of the WIFI network:

It will be necessary to request account authorization in WIFI in the following cases:

- Visitors to the campus.
- Students of different centers.
- Students of permanent education.

The corresponding manager of the center or unit, detailing the following, must make said requests:

- Full name
- Identification number (ID, Passport).
- Period of the module or visit.

In cases of students of different centers or permanent education, it is necessary that the request for reactivation of the WIFI account be sent to each new module. Submitting the same, information described above.

Inactive users account for applications:

To ensure that the permits granted are used, an every six months review of user accounts will be carried out in the applications. **(English Traduction- INTEC Procedure of User Life Cycle, 2016, pp. 2-6)**

Elimination and Destruction of information and means of storage of the INTEC.

Regulation of elimination and destruction of media:

The IT Department will logically eliminate the information contained in the storage devices, in the cases that apply, before proceeding with the destruction of the same.

The security officer of information will be responsible for:

- Ensure the elimination and disposal of the storage devices to be destroyed.
- Verify that the necessary control mechanisms for the non-recovery of the information contained in the storage devices to be destroyed have been implemented.
- To guarantee the non-recovery of the data contained in tapes and hard disks to be eliminated, a process of will be applied:

- Hard disk / USB / CD:
- Data deletion (low-level formatting).
- Respectful disposal to the environment.
- Tapes:
- Demagnetization of the device.
- Crushed.
- Erased.

Elimination and destruction of equipment:

All data and software with license stored on (CD, DVD, USB drives, memory cards, etc., and also on paper) and on all computers that have a storage unit (computers, cell phones, tablets, etc.) must be erased before being reused. (Exception with controlled delivery licensing).

The person responsible for deleting the data or destroying the support must inform the custodian of the asset in question about the deletion of data.

Custody of equipment:

Storage devices and all equipment that has a storage unit (computers, tablets, etc.) to be downloaded, will be under the custody of the IT Department, until the final destination of them is determined and stored in the area designated for these purposes. **(English Traduction. INTEC- Procedure of Elimination and Destruction of Means, 2016, pp. 1-2)**

Recovery of backup of the INTEC systems to protect the loss of data and ensure the business continuity of presenting an event or disaster

Backup of security:

- A. To backup copies must be created for all the systems identified in the Business Continuity Strategy and with the frequency specified in said document. In any case, accounts, data cases, user information, codes and configurations.
- B. The system administrator is responsible for creating backup copies of information, software and images of the system.
- C. A daily differential backup will be made to the following services:
 - The files of the servers.
 - Applications.
 - Databases.
- D. A total weekly support will be made to the following services:
 - The files of the servers.
 - Applications.
 - Databases.
- E. A total support will be made on a monthly basis to the following services:
 - The files of the servers.
 - Applications.
 - Databases.
- F. A total annual support will be made to the following services:
 - The files of the servers.
 - Applications.
 - Databases.

Rotation of the Media:

- Daily tapes will have a rotation of two weeks.
- Weekly tapes will have a rotation of four weeks.
- Monthly tapes will have a rotation of one year weeks.
- Annual ribbons are not rotated.

Storage and transfer of tapes:

Backup tapes should be stored accordingly:

- a) The storage of the tapes corresponding to the daily backups will be stored in the IT Department.
- b) We will proceed with the transfer of tapes corresponding to the weekly, monthly and annual backups, to the vault of the DFIN to store.

Backup record:

Each deposit and withdrawal of backup tapes must be registered by means of the corresponding form through the systems administrator:

- a) Keep the record of the backups carried out as established.

- b) Record the withdrawals corresponding to backup tapes from the external location.
- c) Register the deposits of backup tapes to the External location. (DFIN)

Information backup for end users in workstations:

a) The level of management, department and department are responsible for ensuring that endorsements of institutional information that is managed in the area under their responsibility are maintained.

b) It is the responsibility of the collaborators to make their own backups of institutional information, in the space assigned in the file server.

Backup restoration:

- A. Any request for restoration of support must be authorized by the director of the applicant for such restoration and approved by the IT Department.
- B. The system administrator is responsible for carrying out the restoration of corresponding information.
- C. The records produced by said restoration will be archived in the general files of IT Department.

Backup recovery test:

- a. The backup copies and the restoration process must be tested at least once every three months by implementing the process of total data recovery on a test server destined according to the data.
- b. All data must be verified and satisfactorily recovered at the date corresponding to the restored backup.
- c. The Information and Communication Security Officer is responsible for requesting, validating and documenting the backup recovery test.
- d. The system administrator is responsible for performing the corresponding backup restoration tests.
- e. The Information and Communication Security Officer is responsible for requesting, validating and documenting the backup recovery test.
- f. The system administrator is responsible for performing the corresponding backup restoration tests. **(English Traduction- INTEC- Procedure for Backing up information., 2016, pp. 2-4)**

Acceptable Use of Information Technology Resources.

Information Assets:

Information assets can only be used to meet business needs to perform tasks related to the organization.

Liability for assets:

Each information asset has a designated custodian in the Asset Inventory. The custodian of the asset is responsible for the confidentiality, integrity, and availability of the information in the asset in question.

Activities not allowed:

It is prohibited to use information assets in a way that unnecessarily occupies capacity, that diminishes the performance of the information system or that presents a security threat. It is also prohibited:

- Download files of any kind (images, videos, audios, games, etc.) that have no institutional or academic purposes.
- Send chains of emails not related to work.
- Make use of games on the computers of the institution.
- Install software on the local computer without the explicit permission of the Directorate of Information and Communication Technologies.
- Use Java-like applications, Active X controls and other mobile codes, except when debugged/authorized by the Information and Communication Technologies Department.
- Use cryptographic tools (encryption) on local computers and/or storage devices of the institution, except in the cases specified in the Information Classification Policy.
- Download codes or program keys from external supports.
- Install or use hotspot devices without the coordination or approval of the IT Department.

Procedure for backup copies:

The user must endorse all the sensitive institutional information stored on his or her computer in the designated space of network directories or common storage spaces, with a minimum frequency of once a week.

Virus protection:

An antivirus system approved by the institution with automatic update activated must be installed on each computer. It is the responsibility of the IT Department to guarantee that this service is operative in the stations and its update.

Empowered for the use of information systems:

- The users of the information systems can only access the assets of information systems for which they have been explicitly authorized by the organization or the custodian of the asset.

- Users can use the information systems only for the activities for which they have been authorized; that is, for which they have been granted access rights.
- Users should not participate in activities that can be used to circumvent security controls of information systems.

Responsibilities on the user account:

The user must not, directly or indirectly, allow another person to use their access rights; that is, their credentials; and you must not use another person's username and / or password. The use of group user names is prohibited. The custodian of the user account is the user, who is responsible for its use and for all transactions carried out with said user account. Under no circumstances should user passwords be shared. ***(English Traduction. INTEC- Procedure of Acceptable Use of Information Technology Resources, 2016, pp. 2-6)***

Activity 8. Fire Safety Reports on Student Housing

Responsible Office: Administrative Vice-rectory

Area where the Information is located: Emergency Plan

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: November 2013

Even though the Instituto Tecnológico de Santo Domingo (INTEC) does not offer dormitories or housing to its students, it understands the vulnerability to the unpredictability of the environmental and accidental risks to which it may be exposed. Due to this, within its General Emergency Plan, includes a whole section only for this.

Emergency Plan in Case of Fire

The fires are, perhaps, the situations of emergencies of higher incidence. Its magnitude can vary from a simple conatus or small fire, easily controllable, to large fires that can cause loss of life and property. This plan contemplates that the INTEC employees will only try to control incipient fires that can be controlled with portable fire extinguishers or other means in which they have been trained, the Fire Department will manage the major fires.

This plan contemplates the closure and evacuation of the facilities to ensure the health and safety of people during fire emergencies. Each building or area must have a specific Emergency Plan, which includes the emergency response procedures to be followed in case of fire, and describes the characteristics and risk conditions to be considered if a fire emergency situation should arise.

Risk analysis

In most workplaces the risks are common, and it would be sufficient to maintain primary fire prevention measures. These measures include having an Evacuation Plan, inspected extinguishers, emergency lights in operation, diagrams of the exit routes adequately located and visible, smoke detectors, alarm systems, keeping the areas clean and organized and the trained personnel, among others measurements.

In the INTEC there are several places where the risk of fire may be higher, so in these cases, it has to take more stringent preventive measures and establish a more strict Security and Emergency Plan. This includes a superior training of people working in those areas.

For example, buildings where flammable chemicals are stored and used; places that use propane gas and cylinders or tanks of different sizes are stored; accumulation of flammable materials (documents, papers, boxes, plastics); cylinders of compressed gases (hydrogen, oxygen, methane); and quantities of energized equipment.

Taking these situations into account, it must be ensured that all the necessary measures are taken in the places with the greatest probability and fire risk potential to maintain and provide safe work areas. Therefore, the emergency plans in case of fire to be implemented in each building should include the routine inspection and maintenance of fire prevention equipment, training of all employees, evacuation drill activities and exercises and compliance with the Firemen's Fire Code.

Concept of Operations

During fire emergencies, the highest priority will be to protect the health and safety of all people on the premises. Evacuation of affected areas is the only practical means of protecting people during fire emergencies. As soon as any of the facilities receive the alert, the warning or the fire alarm, it will be evacuated according to the Evacuation Operations Plan

Before a fire happens

- The Rector or his representative will ensure that the Coordinator of the COE-INTEC and the COE-INTEC are duly designated.
- The COE-INTEC will ensure that the Campus complies with the regulations of the Fire Code of the Fire Department of the Dominican Republic.
- The Coordinator of the COE-INTEC will establish a training program for employees on fire prevention, use, and management of fire extinguishers and emergency evacuation operations.
- The Directors, Supervisors or the assigned personnel, will request an annual inspection to the Fire Department of the Dominican Republic, and they will make sure that the

violations are corrected to obtain the corresponding inspection certificate for each building.

- The Directors, Supervisors or the assigned personnel will ensure that all the prevention and extinction equipment, as well as the fire alarm system, is inspected annually by qualified staff.
- All employees are responsible for keeping their workplaces neat, clean and safe. In addition, they will inform their supervisors of any dangerous situation that may cause a fire.

Considering these situations, it must be ensured that all the necessary measures are taken in the places with the greatest probability and fire risk potential to maintain and provide safe work areas. Therefore, the emergency plans in case of fire to be implemented in each building should include the routine inspection and maintenance of fire prevention equipment, training of all employees, evacuation drill activities and exercises and compliance with the Firemen's Fire Code.

Concept of Operations

During fire emergencies, the highest priority will be to protect the health and safety of all people on the premises. Evacuation of affected areas is the only practical means of protecting people during fire emergencies. As soon as any of the facilities receive the alert, the warning or the fire alarm, it will be evacuated according to the Evacuation Operations Plan

Before a fire happens

- The Rector or his representative will ensure that the Coordinator of the COE-INTEC and the COE-INTEC are duly designated.
- The COE-INTEC will ensure that the Campus complies with the regulations of the Fire Code of the Fire Department of the Dominican Republic.
- The Coordinator of the COE-INTEC will establish a training program for employees on fire prevention, use, and management of fire extinguishers and emergency evacuation operations.
- The Directors, Supervisors or the assigned personnel, will request an annual inspection to the Fire Department of the Dominican Republic, and they will make sure that the violations are corrected to obtain the corresponding inspection certificate for each building.
- The Directors, Supervisors or the assigned personnel will ensure that all the prevention and extinction equipment, as well as the fire alarm system, is inspected annually by qualified staff.

- All employees are responsible for keeping their workplaces neat, clean and safe. Also, they will inform their supervisors of any dangerous situation that may cause a fire. **(INTEC- Emergency Plan, 2013, pp. 9-11)**

Information for Students. WHAT TO DO IN A FIRE.

- Keep calm and try to go to the nearest emergency exit.
- Call the emergency phone number of the university. 809-567-9271 ext. 711
- If the smoke surprises you, breathe through your nose and crawl out of the room.
- Always use the stairs.
- If you are trapped in a place full of smoke, stay close to the ground, where the air is more breathable.
- Try all the doors with your hand. If they are hot, they should not be opened; there is fire on the other side.
- Open the windows and get under them.
- If you do not have the equipment to extinguish, do not try to fight the fire.
- If there is panic near the exits, do not approach the tumult, try to familiarize yourself with the emergency exit or follow the instructions.
- Once outside do not try to enter, remember that the fire can spread very fast. **(INTEC- 711 Emergency Guide, 2017)**

Activity 9. Misrepresentation

Responsible Office: Institutional Communication

Area where the Information is located: Communication Policy

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: 04/02/2016

INTEC promotes communication guided by the values that inspire the organization. In this manner, any strategy and communication action is supported by the following principles:

1. We favor a proactive, timely and capable communication for linking the university to its environment, inviting society to scientific, technological, political, and social dialogue and issuing messages and reliable communication and information of interest.
2. We are committed to always communicate with truthfulness, objectivity, transparency, and relevance.
3. We assure professional management of our media and content because they depend on the image of the institution.

4. We prioritize strategies and mechanisms for the dissemination of knowledge produced by our academic community for their collective use.
5. We base our actions on channels that encourage feedback from our stakeholders.
6. We defend the right of every member of the community to express their views, provided they are supported and rigorously respect the institutional rules and the right of others to disagree with them.
7. We strive to maintain at all times an atmosphere of academic freedom based on scientific rigor, as well as the dynamics of learning and training that are characteristic of our academic nature.

The Institutional Communication Department is the empowered entity for the development of spaces, strategies, and actions that promote a truthful, transparent, fluid, open and timely communication with the different publics of interest in each of these areas. These functions will be supported, according to each public of interest, in units or instances that will assume the responsibility of serving as facilitators or spokespersons.

It is an institutional desire that students integrate into the national and international reality and develop the ability to creatively apply their knowledge to the solution of current problems in different social, economic, cultural and global contexts. This is why INTEC has as primary objective to offer its graduate's job offers that fit their profile, as well as the companies that provide this service to create strategic alliances that benefit our graduates for vacant positions. This objective has been achieved after the creation of the online platform INTEC seeks employment, where it is responsible for linking its graduates with allied companies based on the vacancies requested by them. **(English Translation. INTEC- Communication Policy, 2016, pp. 2-6)**

Activity 10. Loan Disclosure

Responsible Office: Finance Division

Area where the Information is located: Financial Assistance Aid Brochure, Procedure for Management of Federal Student Loan Program.

Date on which the Document was last update: November 10, 2017

Date on which the policy and procedure was last update: May 10 2017, September 30, 2019.

The Instituto Tecnológico de Santo Domingo (INTEC) participates in the Federal Loan Program of the United States Department of Education, thus making subsidized and unsubsidized Stafford loans available. This financial aid is intended for students of citizenship or US residence enrolled at least half time (8 credits) which helps cover educational expenses including tuition and accommodation fees, books, supplies and transportation according to their needs. In the INTEC Financial Assistance Office you can obtain all information, regulations and advice to participate in the Federal Family Education Loan Program, FFEL.

Types of Loans

DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS FOR UNDERGRADUATE STUDENT	DIRECT UNSUBSIDIZED LOANS FOR GRADUATE STUDENT	DIRECT PLUS LOANS FOR PARENTS OF DEPENDENT UNDERGRADUATE AND FOR GRADUATE STUDENTS
You must reimburse after a grace period of 6 months after finishing your studies, when you unsubscribe or stop attending at least half time.	You must be reimbursed after a grace period of 6 months after the end of studies, when you unsubscribe or stop attending at least half time.	Interest accrues from the first disbursement and the borrower is the one who must pay them.
The Federal Government pays the interest generated while the student attends the university and during the period	The student is responsible for paying the interest generated during the years of study, grace	Available to parents of dependent students not yet

Level of Approved Credits	Dependent Students	
	Subsidized	Not Subsidized
Level 1 (from 0 to 35 credits)	US \$3,500	US \$2,000
Level 2 (from 36 to 71 credits)	US \$4,500	US \$2,000
Level 3 (from 72 to 112 credits)	US \$5,500	US \$2,000

of grace and deferment. The Department of Education is the Lender and the payment of the debt is directed to him.	period and postponement of payment.	graduated and graduate students.
Available for dependent and independent students, who have a financial need	Available for students, graduates and students with dependent and independent professional titles. Where financial help is not required	Limit: Cost of attendance less any other financial aid.
For the loans disbursed in the period July 1 2020 to July 2021, the interest rate is 2.75%	For the loans disbursed in the period July 1 2020 to July 2021, the interest rate is 4.30% for loans granted to students.	For the loans disbursed in the period July 1 2020 to July 2021 the interest rate is 5.30% for loans granted to students.

Loan Limits

Based on your dependency status and your level you can choose different loan amounts per academic year (every three quarters)

Notes:

1. The granting of the Federal aid, that is, Federal Loans, is annual, one academic year is equal to three quarters.
2. Every student who enters the Federal Loan Program will be charged as a foreigner,

Level of Approved Credits	Independent Students	
	Subsidized	Not Subsidized
Level 1 (from 0 to 35 credits)	US \$3,500	US \$ 6,000
Level 2 (from 36 to 71 credits)	US \$4,500	US \$ 6,000
Level 3 (from 72 to 112 credits)	US \$5,500	US \$ 7,000
Graduate Level (113 and above)	US \$0.00	US \$20,500

Total Limits on Federal Loans	
Dependent Students	\$31,000 (Max. Subsidie US\$23,000)
Independent Students	\$57,500 (Max. Subsidie US\$23,000)
Professional Students and Graduate Level	\$138,500 (Max. Subsidie US\$65,500)

regardless of having Dominican nationality.

3. The Department of Education of the United States offers different types of Financial Assistance, but in countries outside of the American territory only Federal Loans offer such assistance.
4. Students enrolled in degree programs with a Bachelor's degree or equivalent may only reach level 3. At these levels, PLUS Loans do not apply. (***INTEC- Financial Aid Brochure, 2013***)

Requirements that make you eligible to receive Financial Aid

- Have a high school diploma or GED certificate
- Be a US citizen or foreigner with right
- Be enrolled in one grade, at least half time

- Have a valid social security number
- Not be in default on a federal student loan
- Be enrolled in the Selective Service, if applicable
- Sign a statement on the Free Application for Federal Student Aid
- Certify that you will use federal student aid for educational purposes

Procedure to Apply to the Federal Loan Program

1. Complete the Free Application for Federal Student Aid (Free Application for Federal Student Aid, FAFSA) you can get this form online at www.fafsa.ed.gov. When filling it you need a PIN, which represents your electronic signature. On the same page, you will find information on how to obtain a PIN. (If you are a dependent student of your parents, one of your parents must sign the FAFSA as well). The school code is G12811.
2. Income Counseling, This will help you understand your responsibilities regarding your loan. All students who attend INTEC must complete the admission counseling. Admission counseling can be completed at the following address: <http://studentloans.gov>
3. You will receive a report (Student Aid Report, SAR). This confirms the information provided in your application and must be submitted to the Financial Assistance Office. The university will receive an electronic copy of this document. The SAR is reviewed and if everything is correct the third step is carried out.
4. You must fill in a Master Promissory Note at www.studentloans.gov, this is the loan note that must be completed each time you renew your loan (every three quarters). The university originates your loan if your condition is in order. For this process, you must be officially registered in the INTEC.
5. New students will receive their first disbursement after 30 days of regular attendance. **(INTEC- Financial Aid Brochure, 2013)**

Code of Conduct for the Department of Financial Assistance

As part of the responsibilities of a covered institution, that participates in the Federal Loan Programs. The Instituto Tecnológico de Santo Domingo and his entire employee that are directly involve with the program must comply into the Code of Conduct Stated in the **Federal Regulation, Part §601.21 of the INSTITUTION AND LENDER REQUIREMENTS RELATING TO EDUCATION LOANS**. Which specify:

1) The institution must not enter into any revenue-sharing arrangement with any lender. For purposes of this paragraph, the term *revenue-sharing arrangement* means an arrangement between a covered institution and a lender under which:

- a. A lender provides or issues a FFEL Program loan or private education loan to students attending the institution or to the families of such students; and
- b. The institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an agent.

2) Agents who are employed in the financial aid office of the institution or who otherwise have responsibilities with respect to FFEL Program loans or private education loans, must not solicit or accept any gift from a lender, guarantor, or servicer of FFEL Program loans or private education loans;

- a. For purposes of paragraph (c) of this section, the term *gift* means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred;

3) An agent who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to FFEL Program loans or private education loans must not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to FFEL Program loans or private education loans.

4) The institution must not:

- a. For any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
- b. Refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

5) The institution must not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender with:

- a. A specified number of FFEL Program loans or private education loans;
- b. A specified loan volume of such loans; or
- c. A preferred lender arrangement for such loans.

- i. For purposes of paragraph (c) of this section, the term *opportunity pool loan* means a private education loan made by a lender to a student attending the institution or the family member of such a student that involves a payment, directly or indirectly, by such institution of points, premiums, additional interest, or financial support to such lender for the purpose of such lender extending credit to the student or the family;

6) The institution must not request or accept from any lender any assistance with call center staffing or financial aid office staffing, except that nothing in this paragraph will be construed to prohibit the institution from requesting or accepting assistance from a lender related to:

- a. Professional development training for financial aid administrators;
- b. Providing educational counseling materials, financial literacy materials, or debt management materials to borrowers, provided that such materials disclose to borrowers the identification of any lender that assisted in preparing or providing such materials; or
- c. Staffing services on a short-term, nonrecurring basis to assist the institution with financial aid-related functions during emergencies, including State-declared or Federally declared natural disasters, Federally declared national disasters, and other localized disasters and emergencies identified by the Secretary; and

7) Any employee who is employed in the financial aid office of the institution, or who otherwise has responsibilities with respect to FFEL Program loans or private education loans or other student financial aid of the institution, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, must not receive anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses, as that term is defined in §668.16(d)(2)(ii), incurred in serving on such advisory board, commission, or group. (***INTEC- Code of Conduct, 2016***)

Activity 11. Gainful Employment Disclosures

Responsible Office: Academic Vice-Rectorry, Department of Planning and Quality

Area where the Information is located: At the INTEC Web

Date on which the Document was last update: November 10 2017

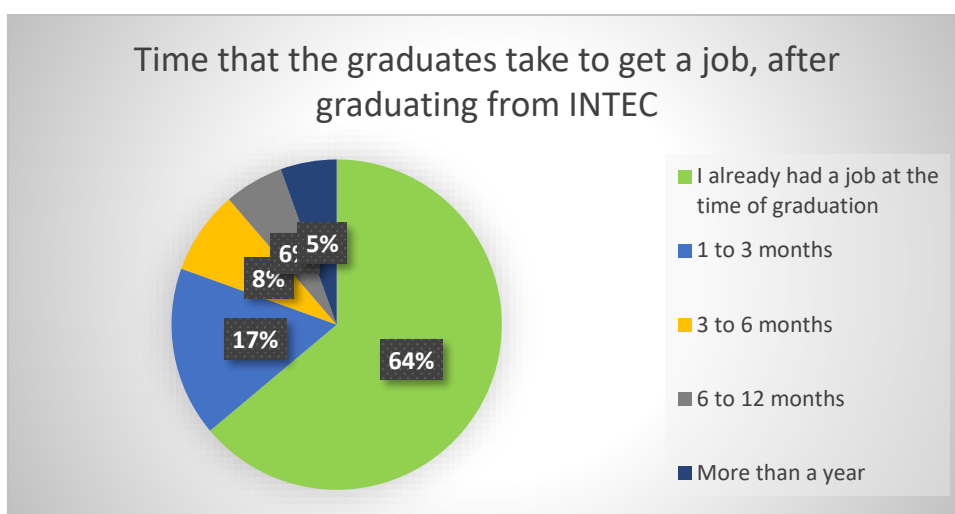
Date on which the policy and procedure was last update: September 23, 2020

As part of our commitment to comply into the requirement that were publish at the Federal Register (34 CFR 668.6(b)). Most of our information about our GE programs are disclose in our institutional web page, with our Alumni Gainful Employment Analysis

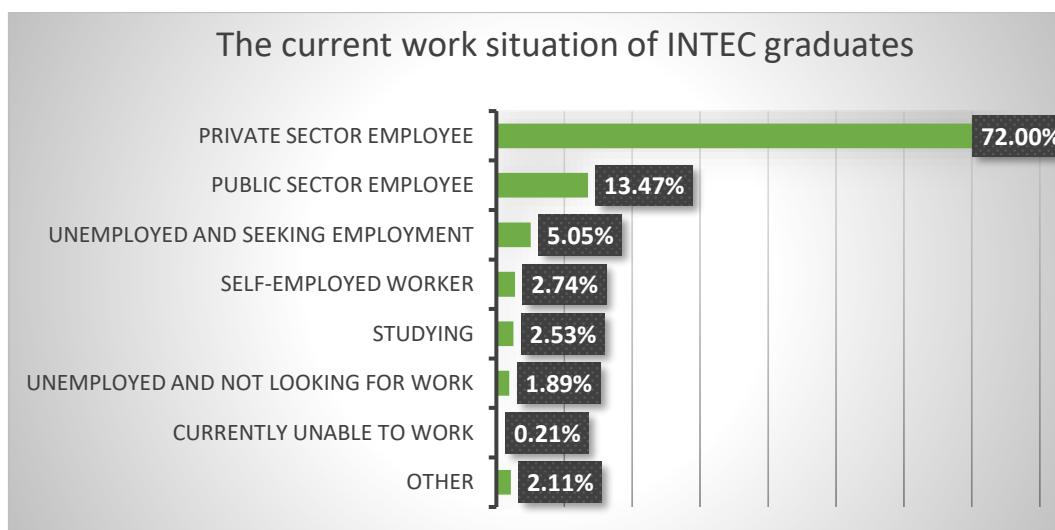
<https://egresados.intec.edu.do/intec/intec-en-resumen>.

and <https://www.intec.edu.do/en/acerca-de->

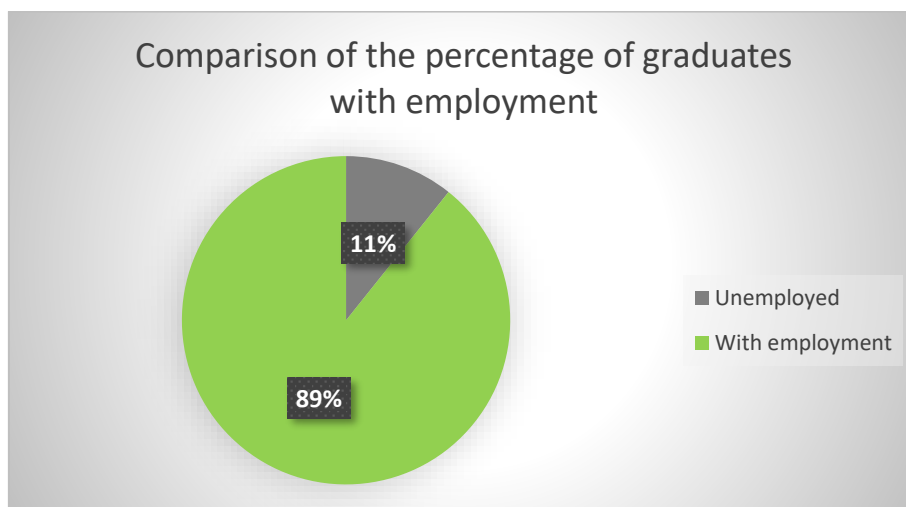
INDICATOR	VARIABLES	STATISTICS
Time that the graduates take to get a job, after graduating from INTEC	I already had a job at the time of graduation	63.90%
	1 to 3 months	16.60%
	3 to 6 months	8.20%
	6 to 12 months	5.80%
	More than a year	5.50%



INDICATOR	VARIABLES	STATISTICS
The current work situation of INTEC graduates	Other	2.11%
	Currently unable to work	0.21%
	Unemployed and not looking for work	1.89%
	Studying	2.53%
	Self-employed worker	2.74%
	Unemployed and seeking employment	5.05%
	Public sector employee	13.47%
	Private sector employee	72.00%

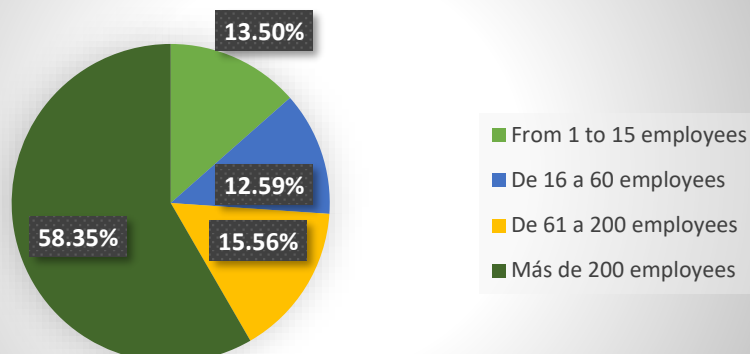


INDICATOR	VARIABLES	STATISTICS
Comparison of the percentage of graduates with employment	Unemployed	10.74%
	With employment	89.26%



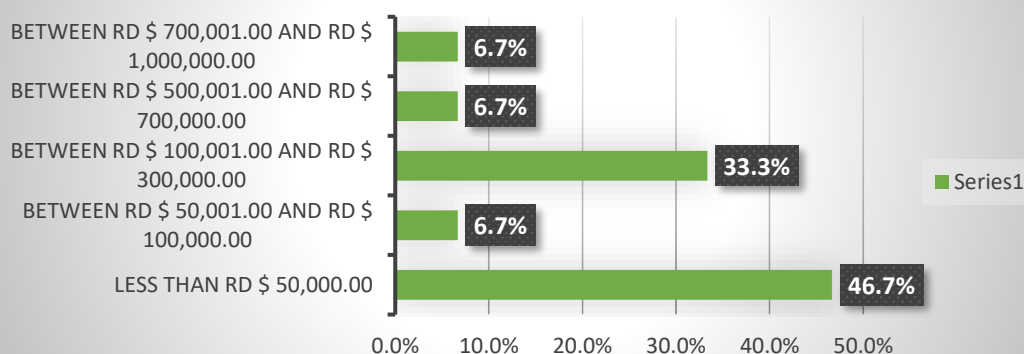
INDICATOR	VARIABLES	STATISTICS
Size of the company of graduates as employers	From 1 to 15 employees	13.50%
	De 16 a 60 employees	12.59%
	De 61 a 200 employees	15.56%
	Más de 200 employees	58.35%

Size of the company of graduates as employers

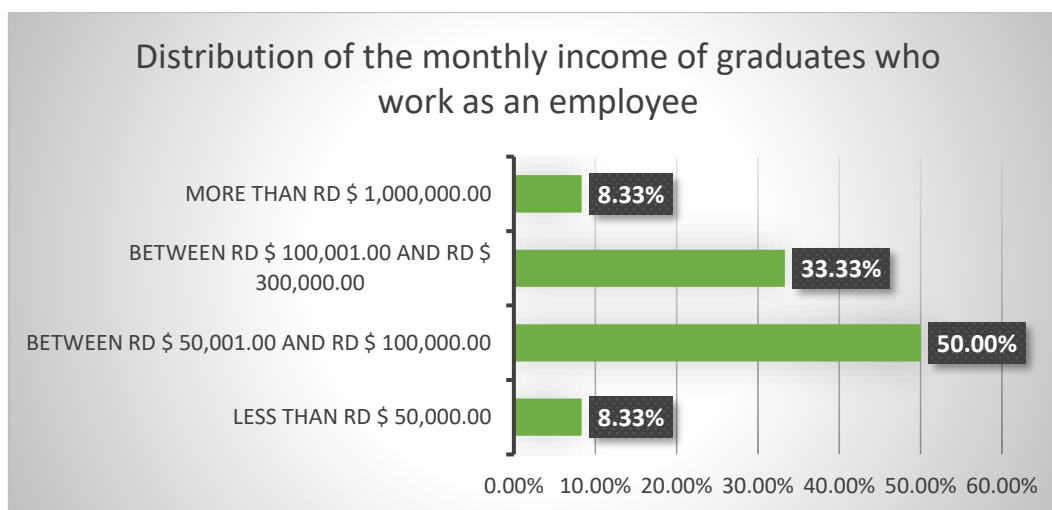


INDICATOR	VARIABLES	STATISTICS
Distribution of monthly income of self-employed graduates	Less than RD \$ 50,000.00	46.7%
	Between RD \$ 50,001.00 and RD \$ 100,000.00	6.7%
	Between RD \$ 100,001.00 and RD \$ 300,000.00	33.3%
	Between RD \$ 500,001.00 and RD \$ 700,000.00	6.7%
	Between RD \$ 700,001.00 and RD \$ 1,000,000.00	6.7%

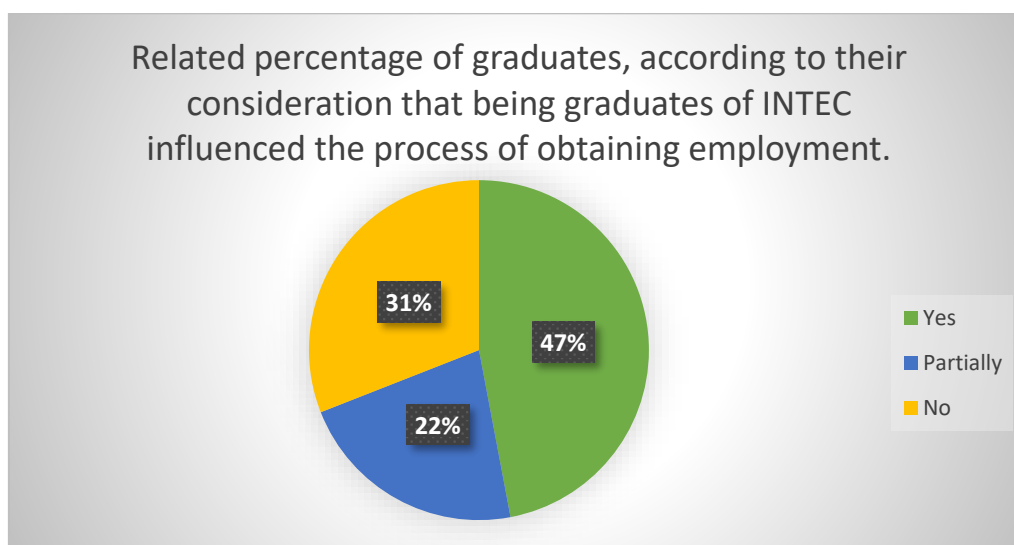
Distribution of monthly income of self-employed graduates



INDICATOR	VARIABLES	STATISTICS
Distribution of the monthly income of graduates who work as an employee	Less than RD \$ 50,000.00	8.33%
	Between RD \$ 50,001.00 and RD \$ 100,000.00	50.00%
	Between RD \$ 100,001.00 and RD \$ 300,000.00	33.33%
	More than RD \$ 1,000,000.00	8.33%

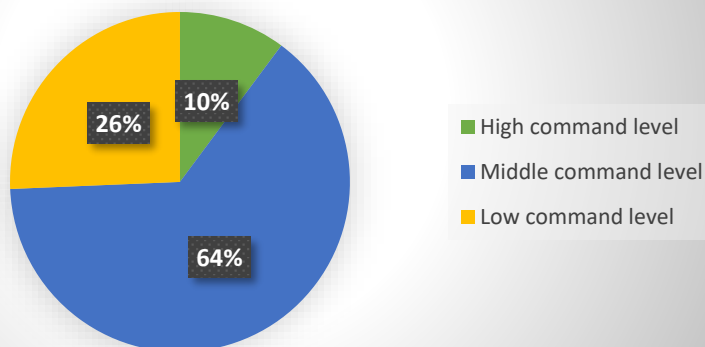


INDICATOR	VARIABLES	STATISTICS
Related percentage of graduates, according to their consideration that being graduates of INTEC influenced the process of obtaining employment.	Yes	47.02%
	Partially	22.02%
	No	30.95%



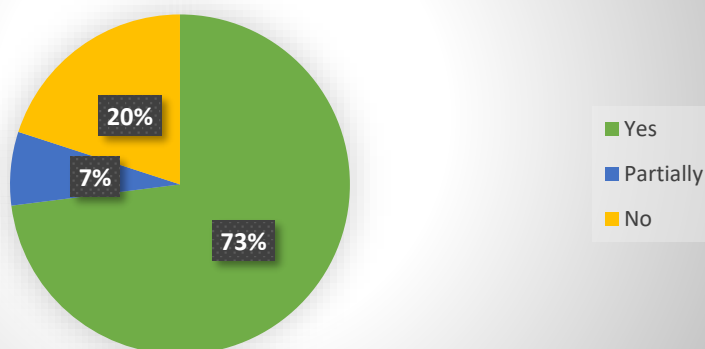
INDICATOR	VARIABLES	STATISTICS
Percentage comparison of graduates employed by level of command	High command level	10.17%
	Middle command level	64.16%
	Low command level	25.66%

Percentage comparison of graduates employed by level of command



INDICATOR	VARIABLES	STATISTICS
The work you are currently doing is directly related to the career you studied at INTEC?	Yes	73.00%
	Partially	7.00%
	No	20.00%

The work you are currently doing is directly related to the career you studied at INTEC?



INDICATOR	VARIABLES	STATISTICS
Relation percentage of graduates in condition of employees by type of employment	N/D	N/D

