



**Manual of Standards for Procedures
Vice Chancellor of Scholarships and Internships**

ANA G. MENDEZ UNIVERSITY SYSTEMS

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Vice Chancellor of Scholarships and Internships

Introduction

The office of the Vice Chancellor of Scholarships and Internships serves honor students from the Ana G. Méndez University System (AGMUS): University of Turabo, Metropolitan University, and the University of the East. It also identifies and promotes opportunities for scholarships and internships in Puerto Rico and the United States. We are committed to provide our outstanding students with necessary experiences for their continued success in their student and professional life.

Vision

To excel as leaders in the academic sector of our country, offering our students scholarship and unique internship opportunities both locally and internationally, as to promote their academic development, their ethical and social values, and a smooth integration into our career work force.

Mission

To promote the talented students' development, and their emotional and intellectual potential, by providing various opportunities that add value to their educational experience. To develop the human qualities and necessary attitudes for them to contribute to our society. Our students will have an integrated view of their purpose in life.

Goal

To promote the students holistic development offering opportunities and financial support that will enable them to increase their desire for self-improvement, academic excellence, and personal accomplishments. We will encourage our students to take advantage of the available opportunities and exercise their leadership through service to the community and to their university institution.

Objectives And Definition Of Terms

General Objectives

1. Collaborate with the recruitment and retention of talented students by offering opportunities for fellowships and internships that support their educational endeavors.
2. Promote optimum conditions for learning so that students can develop their talents and abilities to the maximum and achieve their academic goals in the AGMUS.
3. Create favorable conditions for the students to continue graduate studies after they obtain their Bachelor's Degree.

Honors Program Principles

The AGMUS Honors Program rests upon the following principles:

1. The student is the center of all the activities developed by the Auxiliary Vice Chancellor of Scholarships and Internships.
2. Social, psychological, and profile changes in the students can affect their academic and social success.
3. Our commitment is to develop the ideal atmosphere for learning, making it one that promotes quality of life.
4. The provision of quality services improves talented students' retention.
5. Our duty is to develop and strengthen student values and ethical standards of coexistence in a diverse society.
6. We should strive to promote educational and professional relations between the students, encouraging the development of their leadership and strengthening their commitment to the community.

Definition Of Terms

1. **Science Scholarship**– Funds from the Metropolitan University used to provide scholarships to talented students in the science and technology programs.
2. **Honor Scholarship** - Institutional funds available to new talented students with high academic performance.
3. **Special Scholarship** - Funds from public or private organizations for university students who meet the requirements established by the agency or institution that offers the scholarship.
4. **Permanent Scholarship Fund** - Constituted by donations from companies or individuals to offer scholarships to talented students with financial needs. They are selected according to the criteria set by the donor.
5. **Internships** – Academic, professional, and research opportunities in different academic institutions or businesses, available for the entire University community. Complements the academic preparation, as well as the development of skills and abilities necessary for a successful integration to the workforce or graduate school.
6. **Honors Program** - Conglomerate of talented students that meet the academic requirements established by the Manual of Standards for Procedures of the Vice Chancellor of Scholarships and Internships.
7. **Volunteer Work** - Community and civic services required of the students participating in the Honor Program.

All students who participate in any of the programs provided by the Vice Chancellor of Scholarships and Internships shall comply with the Student Regulations, and the institu-

tion's policies and rules, as well as the requirements outlined by each program as detailed below.

Description, Requirements And Benefits Of The Honors Scholarships

Honors Program

The program is directed to new students arriving from high school. This scholarship can be full or complementary to the economic assistance to which the student qualifies and receives.

Requirements for admission to the Honors Program

- a. Being a student from high school that has not previously attended University.
- b. If the student comes from abroad and does not possess citizenship of the United States, he or she must have a current student visa.
- c. Have a minimum overall average of 3.30 from high school.
- d. A combined minimum score of 1,550 points in the "College Entrance Examination Board" (CEEB) test in three (3) required sections: verbal aptitude, aptitude in math, and proficiency in English.
- e. The Engineering program requires that the student has a score of 675 on the aptitude test in mathematics or that he/she passes the placement test in mathematics for precalculus.
- f. File and submit the FASFA application to determine eligibility.
- g. To have been admitted to an Associate or Bachelor's Degree from the main campus or University Center.
- h Complete the application for the Honors Program (Attachment - I).
- i. Complete an interview process.
- j. The maximum enrollment time should not exceed five (5) years.

Honors Program Benefits

- a. Students receive either a full scholarship or a scholarship complementary to their qualifying economic assistance, plus a six-month stipend for the purchase of books and expenses related to their studies.
- b. Opportunity to participate in internships within Puerto Rico and abroad.

- c. Membership in Honors Program's Associations
- d. Participation in assemblies or conventions of the above mentioned associations.
- e. Workshops, seminars and cultural activities.
- f. To compete for the scholarships of the AGMUS' Permanent Scholarship Fund (PSF).

Once students are admitted to the Honors Program, they have to sign the Contractual Student Agreement every semester. It includes the duties and responsibilities involved in their participation in the program (attachment). In addition, it is a requirement to attend the Honors Program orientation session and the student services assigned prior to the enrollment period.

Requirements for continued participation in the Honors Program

1. At the end of the semester students must complete a minimum of 12 credits. An authorization from the Auxiliary Vice Chancellor of Scholarships and Internships is required to withdraw from any of the courses, if necessary. The maximum withdrawals in the student's time of enrollment is of four classes (4) and should not be recurrent.
2. Maintain a minimum cumulative grade point average of 3.30 both in regular and in specialty courses courses, except in engineering and science where the required GPA is 3.00.
3. Students are required to participate in every activity organized or sponsored by the Auxiliary Vice Chancellor of Scholarships and Internships.
4. Attend meetings and seminars when they are invited to do so.
5. The student scholarship is evaluated each semester and for failure to comply with the requirements, the scholarship will be canceled and the student will not continue to receive program benefits. The Honors Program is not responsible for the registration fees.
6. If the academic performance improves and the student maintains a course load of 12 or more credits, he or she can be reevaluated the next semester. However, the student can only be readmitted to the Honors Program once during their enrollment.
7. Students are responsible for using the designated time for classes and studies effectively, inside or outside of the institution.

8. Honors Program Students are responsible for completing at least one (1) internship during their enrollment. This internship must be completed before the last year of classes. Failure to comply with this requirement may result in the suspension of benefits.

Administrative Process

1. Students will fill out the application for admission in the Office of Admissions and Financial Aid.
2. Qualifying candidates with the necessary eligibility requirements are referred to the Auxiliary Vice Chancellor of Scholarships and Internships.
3. The Auxiliary Vice Chancellor of Scholarships and Internships summons the student to begin the interview process.
4. The Auxiliary Vice Chancellor of Scholarships and Internships will notify the selected students in writing.
5. The Auxiliary Vice Chancellor of Scholarships and Internships will notify the Office of Admissions and Financial Aid of the benefits awarded to the student.
6. The Office of Admissions and Financial Aid will proceed with the corresponding payment.

Payment of Stipends

During the months of June and July the Auxiliary Vice Chancellor of Scholarships and Internships identifies those active students who will continue to be in the Honors Program for the upcoming academic year, and will verify their enrollment status. Afterwards he/she will process the necessary documents for the payment of stipends to be sent to the Auxiliary Vice President of Disbursements. The payment of stipends depends on compliance with the requirements established by the program.

Honors Medal

Participating students of the Honors Scholarship Program will be presented with a medal with the program logo that identifies them as graduates, in a ceremony prior to graduation. The medal will be displayed during the graduation ceremony.

Description, Requirements And Benefits Of The Permanent Scholarship Fund

Permanent Scholarship Fund

The AGMUS Permanent Scholarship Fund (PSF) thrives on several donors committed to the educational development of Puerto Rico with the objective of providing educational excellence to the students of Turabo University, Metropolitan University, and the University of the East.

Selection criteria for Permanent Scholarship Fund awardees

- a. To be a student in his/her second year or higher, and comply with the academic excellence criteria of a GPA of 3.50 or higher on a scale of 4.0, and/or specific requirements established by the donor.
- b. Qualify to receive the FASFA scholarship.
- c. Demonstrate continued required academic performance, leadership, and community involvement.
- d. The donor has the option of selecting the student or students to be awarded scholarships in his/her favorite academic area.
- e. Students awarded with scholarships by the Permanent Scholarship Fund must be willing to complete an internship with the institution, and engage in related activities inside and outside of the University.
- f. Students admitted to the Permanent Scholarship Fund must meet the same criteria for retention to the Honors Program and will have the same benefits.
- g. Students from the Permanent Scholarship Fund establish a professional relationship with the donor company by means of an annual written communication during their participation in the program.

C. Science Scholarship

Scholarship available for Metropolitan University's new or active students who demonstrate exceptional academic talent in science or technology. The Science Scholarship originates from the cooperative agreement with the National Science

Foundation through the Metropolitan University's "Model Institutions for Excellence" project (MIE) (1995-2008).

Science Scholarship Requirements

- a. To be a student in the Bachelor's programs of Biology, Chemistry, Molecular Cell Biology, Environmental Science, or Computer Science of the Metropolitan University (UMET in Spanish).
- b. Have a minimum grade point average of 3.30
- c. A combined minimum score of 1,550 points in the "College Entrance Examination Board" (CEEB) test in three (3) required sections: verbal aptitude, aptitude in math, and proficiency in English.
- d. New students will take a placement test administered by the UMET and thus will be located in the Math 151 or Math 153 Precalculus course. Alternatively, students that passed the advanced level math test of the CEEB and the "Summer Bridge" summer program course Math 139, can be recommended for the Precalculus class in August.
- e. Active or readmitted students must have accumulated a minimum of 24 credits and must provide a letter of recommendation from a member of the Science and Math Faculty.
- f. Active students must be eligible for at least the Precalculus class.
- g. Candidates for the Science Scholarship are evaluated by the scholarship committee by interview.

Science Scholarship Benefits

1. Partial or total registration fee payment.
2. Monthly and Semester Stipends

Special Scholarship

This scholarship is sponsored by entities like governmental agencies, professional associations and the AGMUS, among others. Special scholarships requirements, and the funds destined for them, vary by donor entity.

Administrative Process

Students must contact the Auxiliary Vice Chancellor of Scholarships and Internships to obtain information about the availability of funds for these programs.

Description, requirements And Benefits of Internships

Internships

Academic, professional, and research opportunities in educational institutions and companies that complement academic preparation, as well as the development of skills and abilities necessary for the student's successful integration to graduate school or to the workforce.

Internship requirements

- a. Be an active student in the institution.
- b. Have a minimum grade point average of 3.00.
- c. Have at least 60 credits approved.
- d. Possess characteristics of responsibility and institutional commitment.
- e. For those not participating in the Scholarships Program, they must bring a letter of recommendation from a Faculty member or their Dean or Associate Dean.
- f. For Internship opportunities outside of Puerto Rico, students must have oral and written proficiency in the English language.
- g. Comply with the requirements requested by the donor entity that makes the Internship possible.
- h. Request processing of insurance coverage for liability and duration of time, following the procedures outlined by the AGMUS.
- j. Present evidence of medical insurance coverage.

Internship Benefits

1. Professional growth experience in their area of studies.
2. Economic compensation in those cases that apply, and the opportunity to interact with specialists and professionals in their area of interest.
3. Provides skills that will broaden their opportunities of employment and/or graduate studies.

Amendments to the Manual

The standards and/or procedures not established in this Manual must be provided in writing to the Auxiliary Vice Chancellor of Scholarships and Internships with a copy to the Vice Chancellor of Student Affairs. Any amendment to this Manual should be proposed to the AGMUS inter-institutional task force integrated by the Auxiliary Vice Chancellors of Scholarships and Internships and the designated representative from the Vice Presidency of Marketing and Student Affairs. Nothing contained herein should be interpreted as the limit of the inherent power of the AGMUS to amend, replace and revoke the standards and procedures.

This manual comes into effect at the date of publication, and is revised every two years from the date of its implementation.

Revised

February 19th, 2015

Attachments

FORM 1 Honors Program Scholarship Application

FORM 2 Student Contractual Agreement

FORM 3 Certificate of Insurance - Public Liability Insurance Policy

HONORS PROGRAM SCHOLARSHIP APPLICATION

ACADEMIC YEAR ADMITTED _____

STUDENT INFORMATION

Name _____

Age: _____ Gender: _____ Identification

Number: _____

Physical Address:

_____ Código postal: _____

Postal Address:

House telephone #: _____ Additional telephone #: _____

Date of Birth: Month _____ Day _____ Year _____

High School:

Type of school: _____ Public _____ Private

City: _____ Zip Code: _____

Home Class Teacher: _____ Group: _____

GPA: _____

FAMILY PROFILE

Father's name: _____ Occupation: _____

Workplace name and telephone #: _____

Mother's name: _____ Occupation: _____

Workplace name and telephone #: _____

Persons to contact in case of an emergency:

Name: _____

House telephone #: _____

Relationship: _____

Address: _____

FORM 2

Name: _____

ANSWER BRIEFLY

1. Why is it important for you to obtain a College Degree?
2. Which career would you like to pursue, and how would it contribute to improve our society?
3. What would it mean for you to be awarded an academic scholarship from the Ana G. Mendez University System?

EXTRACURRICULAR INFORMATION

List extracurricular activities in which you have been involved (a), charities, sports, civic service, voluntary activities, both at your school and in the community. Specify the time in which you have been in the organization and your level of participation (position or responsibilities). Also, write down any kind of award or recognition you've received.

INFORMATION ON AREAS OF INTEREST:Institution: UNE UMET UT

Academic area of interest (See institutional offerings):

 Business Administration - Mayor: _____ Science and Technology - Mayor: _____ Allied Health Sciences- Mayor: _____ Education - Concentration: _____ Engineering - Mayor: _____ Secretarial Information Systems - Mayor: _____ Social and Human Sciences - Mayor: _____

Student Signature: _____ Date: _____

Ana G. Méndez University System

Vice Chancellor of Scholarships and Internships

Tel. 787 751-0178

Ext. 7481

Fax. 787 751-5300

PO Box 21345

San Juan, PR 00928-1345

UNIVERSITY OF THE EAST

TURABO UNIVERSITY

METROPOLITAN UNIVERSITY

SISTEMA TV / WMTJ-TV CANAL 40

www.suagm.edu

HONORS PROGRAM STUDENT CONTRACTUAL AGREEMENT

I, _____, with Identification number _____ an Honors Program student, promise to comply with the following standards and requirements to remain in the program.

1. Comply with the Student Regulations, policies and rules of the institution
2. Maintain a cumulative grade point average of 3.30 by the end of each semester.
3. Participate in the activities offered by the program.
4. Attend mandatory meetings throughout the semester.
5. Take a seminar per semester. (Attendance is mandatory. You can take more than one per semester if you wish).
6. Have at least 15 credits registered per semester.
7. Scholarship is for study-related expenses.
8. If I should withdraw from a class. I acknowledge that only a maximum of four (4) withdrawals are allowed during my student life, and that to process them they must be authorized by the Vice Chancellor of Scholarships and Internships. Also, a signature from the Honors Program is required. Without it, I am responsible for class enrollment costs.
9. Attendance to records evaluation is mandatory each semester in order to discuss GPA, academic progress, and permanency in the Honors Program.
10. I must prepare and present a portfolio of my experiences in the Honors Program.
11. I understand that in case of a probation of the Honors Program, said probation term is served outside of the Program and without its benefits.
12. I have been told that summer courses are not covered by the scholarship.
13. I have a maximum of five (5) years to complete my Bachelor's Degree while in the Program.
14. I must always carry my student ID.
15. To be a candidate for graduation, I have to hand a copy of the application for graduation to the Program.
16. I must provide copy of registration of classes for every semester.
17. Every check I receive has to be validated by the Honors Program office.
18. I authorize the Honors Program to contact me at the provided telephone numbers (house or cellular) as many times as needed, as related to: Program activities, meetings or any other issue they deem important.
19. I authorize the Honors Program to use any pictures of me taken as part of the Program activities, or those provided by me, for Program promotional purposes.

Student signature: _____ Date: _____

Vice Chancellor of Scholarships and Internships: _____

Date: _____

Policy Number: CP8-1013106 LB Date Entered: 4/13/2009

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER ARIETA & SON ASSURANCE CORP. 304 PONCE DE LEON AVENUE SUITE 901 Hato Rey, PR 00918 Phone: (787) 641-0740 Fax: (787) 641-0737	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED SISTEMA UNIVERSITARIO ANA G. MENDEZ P.O. BOX 21345 SAN JUAN, PR 00928	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: SEGUROS TRIPLE S, INC.</td> <td></td> </tr> <tr> <td>INSURER B: FIREMAN'S FUND</td> <td></td> </tr> <tr> <td>INSURER C: LIBERTY INSURANCE</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: SEGUROS TRIPLE S, INC.		INSURER B: FIREMAN'S FUND		INSURER C: LIBERTY INSURANCE		INSURER D:		INSURER E:	
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INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS								
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	CP8-1013109	8/31/2008	8/31/2009	EACH OCCURRENCE \$ 1,000,000. DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000. MED EXP (Any one person) \$ 10,000. PERSONAL & ADV INJURY \$ 1,000,000. GENERAL AGGREGATE \$ 1,000,000. PRODUCTS - COMP/OP AGG \$ INCLUDED								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
C		EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$10,000	LQ1B71209170018	8/31/2008	8/31/2009	EACH OCCURRENCE \$ 20,000,000. AGGREGATE \$ \$ \$								
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below Y/N <input type="checkbox"/>	CP8-1013109	8/31/2008	8/31/2009	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000.</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 1,000,000.</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 1,000,000.</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000.	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000.	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000.
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E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000.													
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000.													
		OTHER												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Sistema Universitario Ana G. Méndez certified that all students registered at Universidad del Este: Carolina, Barceloneta, Cabo Rojo, Yauco, Utuado, Santa Isabel; Universidad Metropolitana: Cupey, Aguadilla, Bayamón, Jayuya; Universidad del Turabo: Gurabo, Yabucoa, Naguabo, Ponce, Isabela and Cayey are cover under the policies above stated.

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 60 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE ARIETA & SON ASSURANCE ARIETA
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Forma 3

Ana G. Mendez University System

Jadyrah Escobar Garcia

Assistant Vice President of Student Affairs

jescobar5@suagm.edu

787-751-0178, Ext. 7481

University of the East

Gisela Negrón Pérez

Assistant Vice Chancellor of Scholarships and Internships

787-257-7373, Ext. 2515

gnegron@suagm.edu

Metropolitan University

Jacqueline Guzmán Silva

Assistant Vice Chancellor of Scholarships and Internships

787-766-1717 Ext. 6006

Turabo University

María del Carmen Santos Rodríguez

Assistant Vice Chancellor of Scholarships and Internships

787-743-7979 Ext. 4112