



PROJECT CI-RES : Project title Ci-RES, Building Institutional Capacities for the Integration of Refugees in Higher Education



PRACTICAL GUIDE Ci-RES



Document Information

Project title	Ci-RES, Institutional Capacity Building for the Integration of Refugees in Higher Education
Project reference number n	610023-EPP-1-2019-1-DZ-EPPKA2-CBHE-SP
Deliverables	N/A
Workpackage	WP3
Delivery date	D. 3. 5: Development of the outline for the revision of the rules of procedure D. 3. 7: development of the framework for writing the Ci-RES practical guide 12.01.2022
Status	Draft – Version No. 1
Privacystatus	Confidential
Author (Partner Institution)	Univ of Béjaia/ Univ A Coruna/ Univ. Setif 2
Main author	Coordinateurs du WP3
Contributor(s)	All partners

"Project co-funded by the Erasmus+ program of the European Union. The support given by the European Commission to the production of this publication does not imply an endorsement of its contents, which reflect the views only of the authors; the Commission cannot be held responsible for any use which may be made of the information contained in this publication."

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Preamble and words from the Vice-Rector of External Relations

Ci-RES is a national and structural project under the aegis of the Ministry of Higher Education and Scientific Research on the issue of refugee students. It is a unique and innovative project in itself as it is the first of its kind in the country, aiming at creating institutional capacities for the integration of refugees in higher education in Algeria (University-University & University-Society Cooperation). CI-RES is considered as a pilot experience that proposes, on the one hand, the reorganisation of the organic and functional structure of the higher education institutions that are partners in the project in order to respond to the current problems of effective integration of refugee students within higher education institutions and, on the other hand, the development of normative and institutional mechanisms that favour the integration of this category in higher education.

Among the actions that are being implemented, the creation and establishment of Student Refugee Offices (SRO) managed by qualified personnel who have undergone quality training within the framework of the Ci-RES Project will undoubtedly constitute a real added value, as they will represent the pivotal element of a national process of integration of refugees in Higher Education. Likewise, the drafting of internal regulations specific to refugee students, in accordance with the University's regulations, and the design of a practical guide containing concrete measures for the reception, care, follow-up and support of refugee students are tools that will enable them to integrate safely, humanely and effectively at the pedagogical level and in all areas of student life.

Présentation de la Ville de Tizi-Ouzou :

Tizi-Ouzou means in Kabyle the “col des brooms”. It is the name of the chief towns of the wilaya and the municipality. It is located in the northern part of Algeria, in the Kabylia region in the heart of the Djurdjura massif, 30 km from the southern shore of the Mediterranean and some 100 km east of the capital Algiers. It spreads over an area of 3,568 km² at the foot of Mount Belloua which



it leans against. The resident population as assessed in the 2008 census is 1,127,607 inhabitants. The density reaches 381.21 inhabitants per km²

The wilaya of TiziOuzou is located in the North of Algeria, it is delimited:

- to the north, by the Mediterranean Sea;
- to the east, by the wilaya of Béjaïa;
- to the west, by the wilaya of Boumerdès;
- to the south, by the wilaya of Bouira.



You cannot stay in the city of Tizi-Ouzou without visiting its remarkable and warm tourist places:

Yakouren: At an altitude of 800 m, in the heart of a huge oak forest. The Yakouren forest, which the settlers nicknamed "*the little North African Switzerland*", is located about 50 km east of the wilaya of TiziOuzou. It constitutes more than 47% of the total area of Yakouren and is home to several variants of trees.



DamTaksebt :A peaceful, quiet place with a view not to be missed. The Taksebt (Taqsebt) dam is a large hydraulic dam on the Taxuxriver, as well as on the AïtAïssi river in the wilaya of Tizi-Ouzou, in the Kabylie region.

TamdaOuguelmim: a natural lake perched at the top of the djurdjura, more than 1700 meters above sea level. A paradise tourist site. TamdaOuguelmim (Lake Ougoulmim) sparkles like an emerald, in the heart of the mountain, offering a picturesque landscape that invites you to rest.



Tigzirt :is a coastal town in Kabylia located about forty kilometers north of Tizi-Ouzou. The city has the archaeological site of Tigzirt, named the Roman Ruins Iomnium, dating back to the ancient period. It is located in the northern part of the city of Tigzirt.

Presentation of the MouloudMammeri University of Tizi-Ouzou:

The MouloudMammeri University of Tizi-Ouzou was created in September 1977 as a university center with a staff of just under 500 students, in a reception center for the elderly located in OuedAïssi.

The University of Tizi-Ouzou is named after the late MouloudMammeri, a famous linguist, anthropologist and writer in the human sciences who bequeathed to posterity fruitful and immortal scientific and literary works which left an indelible mark on Algerian culture. He was born on December 20, 1917 in the village of Taourirt-Mimoun on the heights of Ath-Yenni in Tizi-Ouzou, he died in 1989.

The University of Tizi-Ouzou is a state institution, teaching and research are multidisciplinary. It now hosts 57,842 students, spread over 09 faculties which are spread over 04 sites:

Campus Hasnaoua I: This is the main campus of the MouloudMammeri University of Tizi-Ouzou.

The Campus hosts:

- The Rectorate
- Faculty of Letters and Languages
- Faculty of Economics, Commerce and Management Sciences
- Auditorium



- Medical School

Which is opposite Hasnaoua I (ex-Biomedical) which encompasses the three specialties of medical sciences (Medicine, Dental Medicine and Pharmacy).

Campus Hasnaoua II:

The Campus consists of:

- Faculty of Biological Sciences and Agricultural Sciences
- Faculty of Construction Engineering
- Faculty of Electrical Engineering and Computer Science
- Faculty of Sciences
- The Center for Information and Communication Systems and Networks, Tele-education and Distance Education.

Tamda Campus:

The Campus is the most recent, it welcomes in its large residence site many national and international students and residents. The campus consists of several faculties and departments:

- Faculty of Humanities and Social Sciences
- Department of Biological Sciences
- Department of Geological Sciences
- Department of Architecture
- Tamda Auditorium



Boukhalfa Campus:

The Boukhalfa campus hosts the Faculty of Law and Political Science

The Mouloud Mammeri University of Tizi-Ouzou offers training in several areas, namely:

- **Classic system:**
 - Medicine
 - Dental Medicine
 - Pharmacy
- **LMD system**
 - Science and technology
 - Science of matter
 - Mathematics and computer science
 - Architecture urbanism professions of life
 - Natural and life sciences
 - Earth and universe sciences
 - Economics, management and commercial sciences
 - Law and Political Science
 - Humanities and Social Sciences
 - Letters and foreign languages
 - Arabic language and literature
 - Amazigh language and cultures
 - Translation

The University currently has 32 Research laboratories, approved by the Ministry of Higher Education and Scientific Research covering several areas: Applied Chemistry and Chemical Engineering, Society-Education-Work,

Analysis and Modeling of Random Phenomena, Development and Teaching of the Amazigh Language, Analytical Biochemistry and Biotechnology, Design and Management of Production Systems, Globalization and National Law and many others.

<https://www.ummtto.dz/laboratoires-de-recherche/>

Lan Maps of the campuses of the University of TiziOuzou

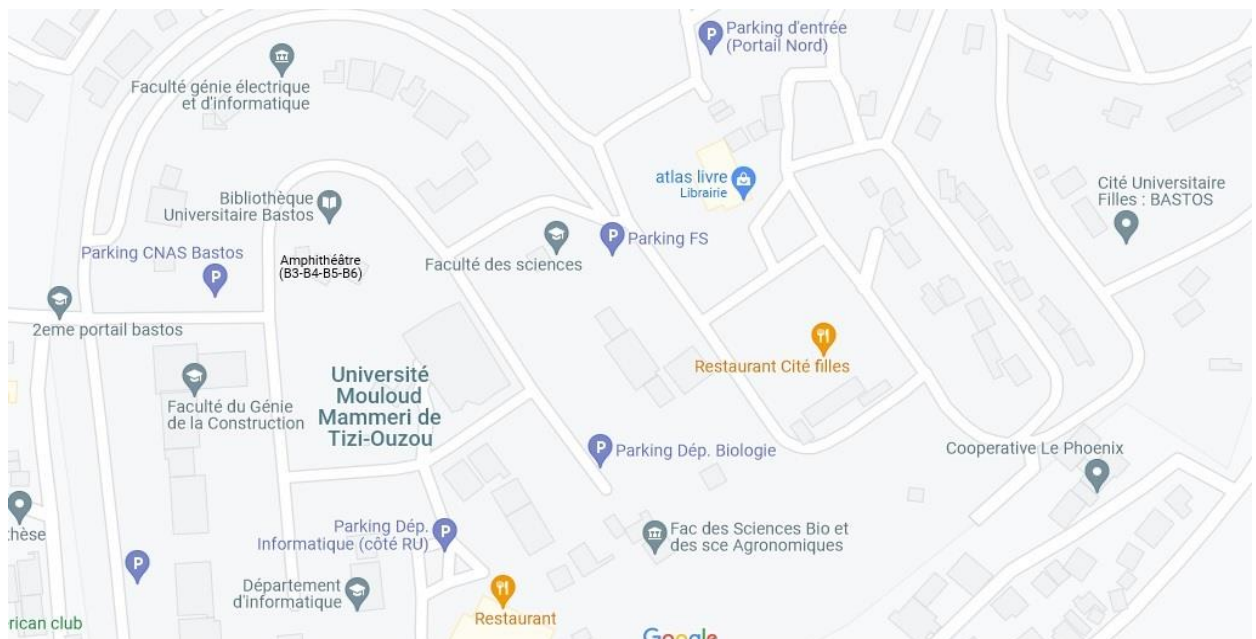
➤ Campus Hasnaoua I:

<https://www.google.com/maps/place/Universit%C3%A9+Mouloud+Mammeri+de+TiziOuzou/@36.7043141,4.0497881,17z/data=!4m5!3m4!1s0x0:0x3244f92dc7b2c4d6!8m2!3d36.6971345!4d4.0559421>



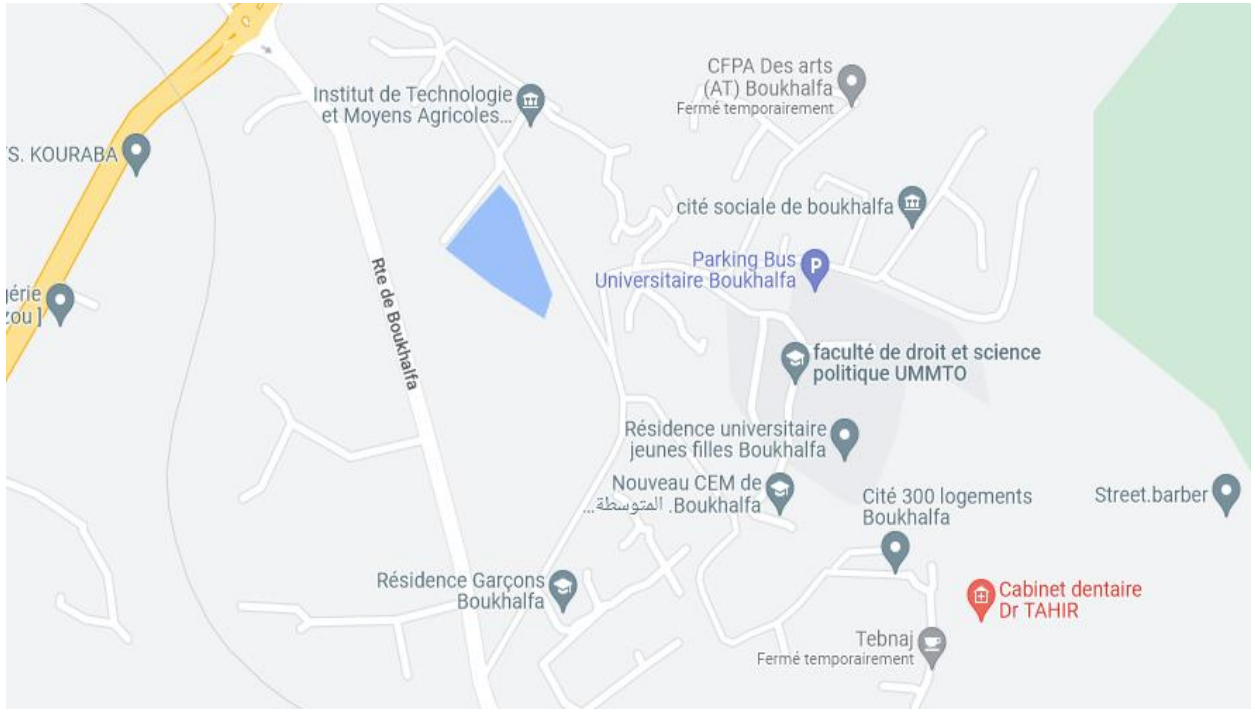
➤ Campus Hasnaoua II :

<https://www.google.com/maps/@36.6976585,4.057716,17.58z>



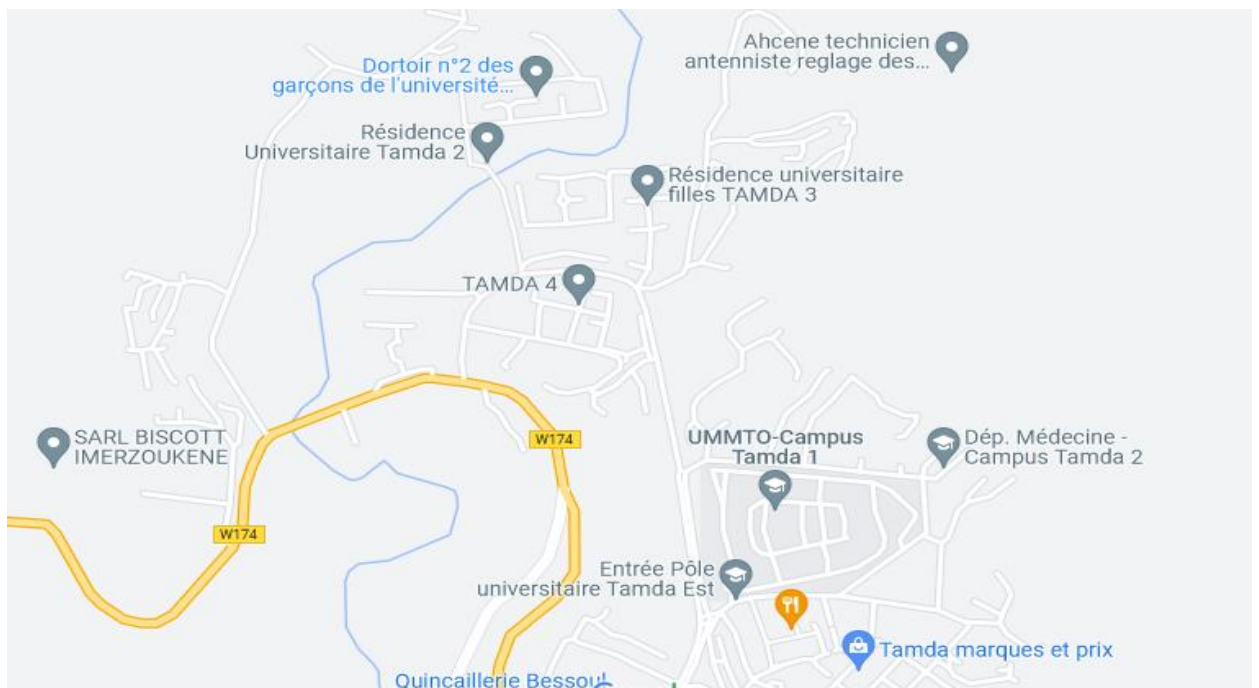
➤ **Campus BOUKHALFA :**

<https://www.google.com/maps/@36.744251,4.0197202,16.13z>



➤ **Campus TAMDA**

<https://www.google.com/maps/@36.71595,4.1870815,13.5z>



Before arriving at the University of Tizi-Ouzou

- Admission finalization
- Obtaining the study visa

After posting the results of the admission to the scholarships offered by the Algerian government, the selected students approach their embassy in order to facilitate their obtaining the entry visa to Algeria.

The department of cooperation and university exchanges of the Ministry of Higher Education and Scientific Research (MESRS) issues registration authorizations to students, specifying the host university and the field.

How to get to TiziOuzou?

- By bus



Reach Tizi-Ouzou by Bus: Kharouba bus station (CAROUBIER) - Algiers- Tizi-Ouzou https://www.sogral.dz/app_sogral/app/

- By train:



Reach Tizi-Ouzou by train: AGHA station (Algiers-Centre) - Tizi-Ouzou <https://www.sntf.dz/index.php/tizi-ouzou>

- By plane:



The nearest airport to the city of Tizi-Ouzou is Algiers - HouariBoumediene International Airport. It is located 85 km from the city of Tizi-Ouzou.

Algiers Airport is an international civil airport serving the Algerian capital and its region (wilayas of Algiers, Tipaza, Blida, Médéa, Boumerdés and Tizi-Ouzou).

<http://www.aeroport-d-alger-houari-boumediene.com/algerie-aeroport-d-alger-houari-boumediene-vols-arrivee.php>

L'accueil à l'Université de Tizi-Ouzou

As soon as you arrive at the University, go to the office for refugee students located at the level of the Vice-Rectorate in charge of external relations..

- Contact: Vice Rectorate of External Relations:

Such. : 00213 26 11 05 79 / 00213 26 11 67 87

Campus Hasnaoua I, Tizi-Ouzou 15000, Algeria

<https://www.ummtto.dz/vrelexaccueil/>

The office for refugee students and the team of the vice-rectorate for external relations facilitate your orientation: they will explain the administrative procedures to follow to register and will give you advice for daily life.

The refugee student is then directed to the Vice-rectorate in charge of Pedagogy:

- Contact: Vice Rectorate in charge of pedagogy:

Such. : 00213 26 11 50 84

Hasnaoua I Campus, TiziOuzou 15000, Algeria

<https://www.ummtto.dz/vrp/>

In order to subsequently enroll in the course mentioned in the enrollment authorization issued by the Ministry of Higher Education and Scientific Research in return for the following enrollment file:

- The original of the Bacculaureate transcript
- The original of the Bacculaureate diploma
- Birth act
- Two (02) recent passport photos
- Copy of passport
- Receipt of payment of registration fees (200 DA)

Budget forecast:

Alimentation :

- Meal at the university restaurant: 1.20 DA
- Coffee: 25 -35 DA - Baguette bread: 15 DA
- Sandwich: 200 - 500 DA
- Viennese pastries: 20 – 50 DA

Transportation:

- University transport card: 135 DA/year
- Ticket on board the urban bus: 25 DA

Average price

Telephone & Internet :

- Phone chip and internet:
- There are three mobile phone operators with high-speed internet access at very affordable prices.

Social security

Regulations allow refugee students to benefit from the benefits of the CHIFA card like national students.

What is the CHIFA Card?

The CHIFA card is the social security health insurance card in Algeria. A smart card in credit card format that allows its owner and his dependents to benefit from social security benefits for health expenses.

Procedure to obtain a CHIFA card:

In the first step, the refugee student goes to his host faculty to complete a referenced registration request (SECU) accompanied by a school certificate.

In the second step, the refugee student approaches the paying center at the level of the National Social Insurance Fund (CNAS) of the Hasnaoua II Campus to obtain the CHIFA card with the following file:

- Copy of passport;
- Identity photo on a light background;
- Copy of the blood group card;

In addition to the benefits, the CHIFA card, the refugee student benefits from free care provided by medical centers within university campuses and university residences as well as state hospitals and polyclinics.



The services of university works:

➤ **Accommodation and university residences**

After registering, the refugee student will be referred to the Department of University Works (DOU) according to the sector to which he is assigned to benefit from accommodation with the following file:

Accommodation request form (document provided by the administration);

- Copy of the school certificate for the current year;
- Copy of the Baccalaureate transcript;
- Birth act ;
- Copy of passport;
- Two (02) recent passport photos;
- Receipt of payment of accommodation costs (400 DA per year).

After filing the above file, a decision on accommodation is given indicating the residence of assignment.

The refugee student will report to the accommodation service of the assigned residence. A residence card, a university transport card as well as a decision of support will be issued to him. Thereafter, he will go to the store (laundry room) for his final installation in the residence.

The accommodation of refugee students is provided in residences equipped with all the necessary means to study in serene and adequate conditions (afoyer-cafeteria, library with reading room, sports hall, stadium, medical centre, cyber-café). These residences are located in Hasnaoua I, Hasnaoua II, Boukhalfa residence and in Tamda.

For more information on accommodation please visit the following websites:

- Site of the DOU of Tizi Ouzou:

<https://fr-fr.facebook.com/D.O.U.Hasnaoua/>

<https://fr-fr.facebook.com/dou.centre.mdouha/>

<https://fr-fr.facebook.com/Direction.des.Oeuvres.Universitaires.Tamda/>

➤ **University transport**

Like national students, refugee students enrolled at the University of Tizi Ouzou benefit from university transport by paying a symbolic annual subscription to the Direction des Œuvres Universitaires de Tizi-Ouzou Hasnaoua I: (**Department of University Works of Tizi-Ouzou Hasnaoua I**)

File to be provided for university transport: Vignette of 130 DA representing the annual subscription fees (available on site)

➤ **University restaurants**

The student can take his meals at the level of the university restaurant both at the level of the university campus and at the level of the university residence on presentation of the student card and a meal ticket (1.20 DA).

➤ **Granting of the university scholarship**

Once the refugee student is registered at the University of Tizi-Ouzou, he will be entitled to a university scholarship.

The refugee student must submit his file to the direction of university works.

Constitution of the file:

LICENCE	MASTER
1-Copy of the Bac diploma 2-Copy of the license registration authorization 3-Copy of passport. 4-Copy of school certificate for the current year. 5- Copy of the certificate of nationality 6-Copy of birth certificate. 7-Two (2) pictures.	11-Copy of the Bac diploma 2-Copy of the bachelor's degree or a certificate of admission to a Master's degree 3-Copy of the Master registration authorization. 4-Copy of passport. 5-Copy of the school certificate for the current year. 6-Copy of birth certificate. 7-Two (2) photos.

University services

❖ University Library

The University of Tizi-Ouzou has a central library located at the Hasnaoua II campus, a reading room and an online catalog.

And Digital Resources:

- DSpace: <https://www.ummtto.dz/dspace/>
- PNST: <https://www.pnst.cerist.dz/>
- SNDL: <https://www.sndl.cerist.dz/>
- IQRAA: <https://st.iqraa.opu.dz/login>



- The University of Tizi-Ouzou also has at the level of each faculty (09 Faculties) a reading room and an online catalog.
An Online Journal: Research Review of Sciences and Technologies: <https://revue.ummtto.dz/>
- Une Revue en Ligne :ResearchReview of Sciences and Technologies :<https://revue.ummtto.dz/>

❖ Center for Intensive Language Teaching (CEIL)

A Center for Intensive Language Teaching (CEIL) is being set up and which will constitute a teaching and administrative team whose objective is to strengthen the linguistic capacities of students. The languages taught at the CEIL level are: Arabic, Tamazight, French, English, Spanish, Italian, and German. These language courses are available by level for the benefit of national and international students, teachers and administrative staff.

❖ Medical and care center :

- A medical center within the Hasnaoua I campus.
- At each university residence there is medical care.

❖ **University Psychological Help Center for Psychological Listening**

Led by a team of teachers in clinical psychology and speech therapy, and the doctor of the university medical center. Its missions are: the support and the psychological accompaniment of the students, the formulation of the needs of the students and the supervision of the students of psychology.

❖ **Cafeteria:** A foyer-cafeteria is open on each university campus.

❖ **Post office:** the University of Tizi-Ouzou has two post offices in Algeria, one at the Hasnaoua I campus and another at the Tamda campus.

❖ **The house of entrepreneurship**

The entrepreneurship house of Mouloud Mammeri Tizi-Ouzou University is a structure and a tool for the development of entrepreneurial culture in the university environment. Created in 2017 in collaboration with ANADE (formerly ANSEJ).



It is attached to the vice-rectorate in charge of external relations

The objectives of the house of entrepreneurship are:

- Educate students and prepare them for entrepreneurial activity and working life in general.
- Provide information on assistance mechanisms for the creation of innovative companies and start-ups.
- Provide reception, consulting and advisory services in order to pre-support students with projects.
- Promote exchanges with the main players in the environment: tax administrations, banks, public administrations, local authorities, etc.

Shares:

- Information and awareness days.
- Training sessions on the entrepreneurship approach: TRIE, CREE, Business model canvas, etc.
- Seminars and study days on entrepreneurship

Thematic round tables:

- Competition for the best idea.
- Competition for the best business plan
- Summer school.

❖ **Business-University Liaison Office (B.L.E.U)**

The **B.L.E.U** is a service attached to the Vice-Rectorate in charge of external relations. Its role is to create and consolidate links between the university and businesses, with the aim of opening up the university to its socio-economic environment. It has the following missions:

- Creation of cooperation links.

Work in close collaboration with the internship services of the faculties.

- Orientation and professional integration of graduates.
- Creation of a professional network of former students (to benefit from the experience of former students who can help students learn about the reality on the ground and professional life).
- Promotion of research (as an interface between the socio-economic world and the research laboratories of the university).
- Provide internships for pedagogues and students as well as company employees, adapted to university training programs.
- Establishment of an entrepreneurship house to activate the entrepreneurial intention of students through awareness programs and dissemination of entrepreneurial culture.

❖ **The Incubator** : In the process of being set up

The Incubator is a structure for hosting and supporting innovative projects related to research. This structure is responsible for helping the project leader to formalize his idea and validate its long-term feasibility. It also offers project promoters support in terms of training, advice, financing and provides accommodation for them in the process of creating their business.

❖ **Job Search Club** :

The University of Tizi-Ouzou has set up a Job Search Club (CRE) for the benefit of students. This club aims to help young graduates wishing to invest in an active process to obtain a job.

Corresponding to their expectations. Empowering the job seeker is the main objective of CRE activities, through the application of effective search tools and techniques. The CRE has a training program in the field of job search techniques, aimed at university students and graduates. The training is mainly led by advisers from the National Employment Agency (ANEM).



❖ Scientific, Cultural and Sporting Activities

The University of Tizi-Ouzou has a sub-directorate for scientific, cultural and sports activities, the latter deals with activities organized by students. It also manages student clubs and associations.

- Scientific activities:

Scientific activities are offered by approved scientific clubs whose objectives are to stimulate and promote any project, action or event of a scientific nature presented by university students. The student can join a scientific club of his choice.

- Cultural activities:

Cultural activities are offered by approved cultural associations. The student can join an association of his choice to activate in the different cultural fields such as: music, theater, photography, etc.

- Sports activities:

University sport is organized around the University Amateur Sports Clubs (CSAU) under the aegis of the university's scientific, cultural and sports activities sub-directorate. The CSAUs are responsible for promoting student sports. They are affiliated with the wilaya league of university sport and take part in the official competitions of the national university championship and the national university games organized in Local, Zonal and National.



- ❖ **Internet rooms:** Internet rooms are available to students for the purposes of their research



- ❖ **Online grievances:** <https://www.umtmo.dz/grievances/>

- ❖ **Android Application,** Mouloud Mammeri University of Tizi-Ouzou To Receive notifications on your Smartphone so you don't miss any important UMMTO events

<https://www.umtmo.dz/application-android-lumtmo-disponible-sur-le-play-store/>



- ❖ **Professional Email:** University of Tizi-Ouzou has made available to the university community a professional email account in the umtmo.dz domain. Request your account in one click, by following the following link:

<https://www.umtmo.dz/messagerie-professionnelle/>

- ❖ **E-Learning UMMTO:** the distance learning platform of the Mouloud Mammeri University of Tizi-Ouzou. In order to access it, students will need a username and password.

1- **Username:**

- Each student has a user name composed as follows: firstname.lastname
- This user name must be entered in lowercase letters and without accents.
- In the case of a compound surname and/or first name, you must put a dash in place of the space.
- **Example 1:** A student named Said BOUAZIZ will have the username said.bouaziz
- **Example 2:** A student named Mohand AIT KACI will have the username mohand.ait-kaci

2- **Password:**

- In order to connect to the platform, in addition to the username, students will need a password.
- This password is made up of the BAC registration number associated with other characters.
- The password is in the following form: **ummTOMatricule***

Example: A student who has the following BAC number: 31008656 will have the following password: ummTO31008656*

NB: Respect the upper and lower case and do not forget the star (*) at the end.

The distance learning platform is accessible at the following address: <https://teleensm.umtmo.dz>

Mouloud Mammeri University of Tizi-Ouzou on social networks:

- Facebook : <https://www.facebook.com/www.ummtto.dz>
- Twiter : <http://twitter.com/share?text=Messagerie%20professionnelle-Accueil&url=https%3A%2F%2Fwww.ummtto.dz%2Fmessagerie-professionnelle%2F>
- LinkedIn: <http://www.linkedin.com/shareArticle?mini=true&url=https%3A%2F%2Fwww.ummtto.dz%2Fmessagerie-professionnelle%2F&title=Messagerie%20professionnelle-Accueil>