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UNIVERSITE MOULOUD MAMMARI DE TIZI OUZOU



STUDY REGULATIONS



**CI-RES PROJECT: CREATION OF
INSTITUTIONAL CAPACITY FOR THE
INTEGRATION OF REFUGEES IN HIGHER
EDUCATION**

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Preamble

As part of its training and research missions, the Algerian University, open to its international environment and the socio-economic world, welcomes its national and international students, including refugees, and allows them to pursue their higher education in educational establishments. Higher and scientific research.

CHAPTER I GENERAL PROVISIONS

Article 1 :

The purpose of the study regulations, adopted by the university's board of directors, is to define the general rules applicable to the organisation and management of studies leading to the three cycles of university education: Licence, Master and Doctorat. The refugee student may, at the end of his or her Bachelor's and Master's degrees claim the third cycle in accordance with the system currently in force.

Article 2 :

This regulation is drawn up in accordance with the following decrees of the Ministry of Higher Education and Scientific Research (MESRS):

- Order no. 713 of 2011/11/03 fixing the composition and functioning of the Tutoring Commission.
- Order n° 714 of 2011/11/03 setting the modalities of students' classification.
- Order N362° of 2014/06/09 fixing the modalities of elaboration and defense of the Master thesis.
- Order N363° of 2014/06/09 establishing the conditions of enrolment in university studies in view of obtaining the Master degree.
- Order N371° of 2014/06/11 on the creation, composition and functioning of disciplinary councils within higher education institutions.
- Order No. 1082 of 27 December 2020 laying down rules on the prevention and combating of plagiarism.
- Order N° 991 of 2022/08/01 Fixing the modalities of access and organization of the third cycle training and the conditions of preparation and defense of the doctoral thesis.
- Order N992° of 2022/08/01 fixing the modalities of registration and re-registration in the university studies in view of obtaining the degrees of Bachelor, Master, State Engineer and Architect as well as the modalities of organization, evaluation and progression in the studies.

Article 3 :

No one is deemed to be unaware of the provisions of this Regulation.

Article 4 :

Within the confines of a university establishment, all students are subject to rules of general discipline and the maintenance of order, based on respect for others and the protection of the establishment's property and equipment.

Article 5 :

All students are required to present their student card at all university service checks.
All students must respect the health and safety regulations in force in the establishment.

Article 6:

The present internal regulations for studies shall take effect from the academic year 2023-2022. Its provisions are applicable to students regularly enrolled or re-entering the various university study programs.

Provisions have been introduced in these regulations to facilitate the access of refugee students to higher education.

CHAPTER II

REGISTRATION AND PRERIGISTRATION

II. 1 Registration methods

Article 7:

The new baccalaureate holder enrolls in a field of his/her choice according to the enrolment conditions contained in the annual circular on pre-registration and orientation of baccalaureate holders.

Article 8:

Enrolment in university studies with a view to obtaining a Bachelor's degree is open to holders of the baccalaureate or a foreign diploma recognized as equivalent (equivalence issued by the MESRS).

Article 9:

A student with more than one baccalaureate can only benefit from one university registration at national level.

To have several registrations at the same time, even in different universities, constitutes a serious fault liable to a sanction according to the regulations in force.

Article 10:

The conditions for enrolment in the fields of study of the bachelor's degree are fixed each academic year by the minister responsible for higher education. The student can only follow the courses if he is regularly registered.

Registration or re-registration is taken for each academic year. The student must pay the administrative registration fees for each academic year. Refugee students, after assignment by the Ministry of Higher Education and Scientific Research, benefit from an immediate registration upon arrival at the institution. An exemption from registration fees may be granted to them.

Article 11:

The original of the provisional attestation of the baccalaureate, or of a foreign diploma recognized as equivalent, is a compulsory part of the registration file. This certificate is stamped on the back (round wet stamp) the date of registration at the university.

Article 12:

The original of the provisional certificate of the baccalaureate, or of a foreign diploma recognized as equivalent, can only be withdrawn once the studies have been completed and the definitive diploma established or, where applicable, following abandonment or of a voluntary interruption of studies, and this, at the request of the student and against a discharge in accordance with the aforementioned article 3 of a Decree No. 992 of 08/01/2022.

Article 13:

Upon final registration, the student is issued with a school certificate and a student card which can be requested at any time within the establishment, particularly during exams. These documents are personal. In the event of loss or destruction, a declaration of loss drawn up by the police station or the national gendarmerie will be necessary to obtain a duplicate which cannot, under any circumstances, be renewed.

II. 2 Academic leave

Article 14:

The student can suspend his registration for an exceptional reason such as:

- 1-Chronic disabling disease,
- 2-Maternity,
- 3-Long term illness,
- 4-National Service,
- 5-Family obligations (relating to ascendants and/or descendants, relocation of the spouse or parents related to the function, etc.).
- 6- Late arrival, in the case of refugee students at the request of the person concerned.

A request for suspension of training can be requested for a semester or an academic year.

The reasoned request for academic leave must be submitted to the educational services of the structure to which it is attached, except in cases of force majeure, before the first exams.

A certificate of academic leave must be issued to him by the competent authority of his establishment.

The management of academic leave is left to the discretion of the establishment.

Article 15:

Academic leave can only be granted once during the university course. It can be renewed in accordance With The academic leave may be renewed in accordance with the article 8, 9, 10 and 11 above of the astopped No. 992 of 08/01/2022.

II. 3 Abandonment of studies and reintegration

Article 16:

A regularly registered student is declared, by the head of department, in a situation of abandonment of studies for the academic year, if he does not attend any teaching organized in class, tutorials, practical work or internship during a semester of the academic year.

A regularly registered student is considered excluded, for the academic year, if he is declared to have dropped out of studies during a semester of the academic year.

Article 17:

In the event of abandonment or exclusion, only one reintegration authorization is granted during the course and this after study of the file by the structures concerned and according to the teaching places available. It should be noted that the reinstatement of a student in a situation of abandonment is not a right.

Reintegration into the Master cycle is only granted in duly justified cases of force majeure.

CHAPTER III ORGANISATION OF THE COURSES

Article 18:

The training with a view to obtaining the Bachelor's degree, the Master's degree and the Doctorate is organized by fields of training, courses and specialties. It is offered in the form of a standard route.

Section 19:

A training course is a coherent set of teaching units defined by the teaching team in the training offer.

Article 20:

The lessons in a training course are organized into study semesters comprising teaching units. Each semester includes Teaching Units (UE). A teaching unit can be fundamental, methodological, discovery or transversal.

Article 21:

The teaching unit, as defined by Article 3 of Executive Decree No. 08-265 of August 19, 2008, consists of one or more subjects provided in all forms of teaching (courses, tutorials, practices, conferences, seminars, projects, internships, etc.). A teaching unit can be compulsory or optional.

Article 22:

A subject can be taught throughout the semester in the form of lectures, tutorials and/or practical work and/or face-to-face or remotely, in particular for the subjects of the Discovery and Transversal Teaching Units. It can also be an entity relating to a practical activity related to a subject (practical work, personal work, internships and study projects,).

Article 23:

A subject has an hourly volume, a value in credits and a coefficient. One (01) credit is equivalent to an hourly volume of 20 to 25 hours per semester including the hours of teaching provided to the student by all forms of education and the hours, estimated, of personal work of the student.

Article 24:

A teaching unit has a value in credits and a coefficient. The credit value of the EU is the sum of the credit values of its subjects.

Article 25:

One semester of study corresponds to 30 credits. The License is organized in 6 study semesters, i.e 180 credits. The Master is organized in four semesters after the license, i.e. 120 credits. Training doctoral studies, for its part, is governed by ministerial channels through decrees dedicated to it.

CHAPTER IV

ASSESSMENT AND EVALUATION OF KNOWLEDGE

Article 26:

The schedule of exams must be brought to the attention of students at the beginning of the semester by posting or any other media.

Article 27:

No student is allowed to participate in an event:

- If he is not registered on the establishment's official lists,
- If he arrives thirty minutes after the subjects have been distributed.

Article 28:

At the beginning of the tests, the supervising teachers must carry out a strict check of the identity of the students and have them signed on the attendance list.

During the tests, the student is required to respect all the instructions issued by the supervising teachers.

Article 29:

No student is authorized to leave the place of examination before the end of the first half hour which follows the handing-over of the subjects of examination. However, and for exceptional reasons, the student may be authorized to leave temporarily. In this case, he must be accompanied by a supervising teacher.

Article 30:

At the end of the test, the student must submit his copy, even if it is a blank copy.

Article 31:

The student must bring the necessary supplies to compose in good conditions. He is prohibited from borrowing any material from other students without the prior authorization of the supervising teacher.

Article 32:

Throughout the duration of the event, the use of mobile phones, or any other programmable or listening equipment is strictly prohibited.

Article 33:

In the event of fraud or attempted fraud, the invigilator is required to mention the incident in the examination report, to draw up a detailed report of the facts and to submit it to the secretariat of the department to which they are attached, no later than later than 24 hours after the offence.

Any fraud or attempted fraud automatically leads the offender to be brought before the Disciplinary Board.

Article 34:

At the end of the test, the supervisors must count the copies given and compare this number with that appearing on the attendance list. Any anomaly noted must be recorded on the examination report and reported immediately after the test to the department concerned.

Article 35:

After each exam, the teacher responsible for the subject must:

- display the standard answer key for the test and the detailed grading scale,
- submit the exam scripts, the exam subject and its standard answer key to the administration.

All grades must be posted before the deliberations so that any error in reporting and/or calculation of the average is notified to the teacher and corrected, if necessary, by the latter before the deliberations.

Article 36:

The student has the right to consult his exam papers after each test. Remedial exams do not give the right to consult the exam papers.

The student who is not satisfied with his mark, after consulting his copy and the standard answer key with scale, may lodge an appeal within three days at the latest (article 42 referred to above of the Decree No. 992 of 01/08/2022) working days after the date of the said consultation. After this period, no appeal will be accepted.

The processing of the appeal may give rise to a counter-correction.

Article 37:

The evaluation of a subject is assessed every semester by the average of the final exam organized at the end of each semester (first session) and/or the continuous assessment (presentation, written questions, Home work, personal work, internship). The coefficients of the final exam and the continuous assessment are defined in the specifications of the training offer.

Article 38:

A subject is acquired if the mark obtained in this subject is equal to or greater than 10/20. The EU is definitively acquired for any student who has acquired all the subjects that compose it. The EU is also acquired by compensation if the average of all the marks obtained in the subjects which constitute it, weighted by their respective coefficients, is equal to or greater than 10/20. The UE thus acquired implies the acquisition of the credits assigned to it. In this case, the credits acquired can be capitalized within the same training course and transferable to any other training course comprising the said unit.

Article 39:

The exclusion of a subject making up a teaching unit does not allow the acquisition of this teaching unit by calculating the average of the marks obtained in the other subjects which make it up.

Article 40:

The general average for the semester is calculated on the basis of the averages obtained in the teaching units making up the semester, weighted by their respective coefficient.

Article 41:

The semester is acquired for any student who has obtained all the teaching units of which it is composed according to the conditions set out in article 38 above. The semester can also be acquired by compensation between the different teaching units as follows: the general average for the semester is calculated on the basis of the averages obtained in the teaching units making up the semester, weighted by their respective coefficients. The semester is then acquired if this average is equal to or greater than 10/20. The semester thus acquired entails the acquisition of the thirty (30) credits allocated to it. The exclusion of a student from a subject or a teaching unit does not allow him compensation.

Article 42:

In the event of failure in the first session, the student attends the remedial session for the tests relating to the teaching units not acquired. In this case, the student retains the benefit of the subjects acquired in accordance with article 38 above and takes the examination tests for the subjects not acquired. In the case of a teaching unit acquired within the framework of the compensation provided for in article 38 above, the student may be authorized to attend, in a remedial session, the subjects not acquired from the said unit.

Article 43:

During the remedial session, the mark, for each of the subjects concerned, is then determined on the basis of the mark obtained in the remedial test according to the methods of control of knowledge and aptitudes decided in accordance with the provisions of article 19 of Order No. 712 of 03/11/2011. The final mark retained for the subject will be the best of the averages between the first session and the remedial session.

Article 44:

At the end of the remedial session, the teaching unit and the semester are acquired according to the same provisions of articles 38 and 42 above. In the event that a teaching unit is not acquired, the credits allocated to the acquired subjects that make it up are capitalized.

Article 45:

Compensation applies:

At the teaching unit: it allows the acquisition of the EU by calculating the average of the marks of the subjects which constitute it, affected by their respective coefficients, the EU acquired by compensation implies the credits which are assigned to it.

During the semester: it allows the acquisition of the semester by calculating the average of the marks of the teaching units that compose it, affected by their respective coefficients. The semester acquired by compensation carries the thirty (30) credits allocated to it.

Year round (LL, L2, L3): It allows the acquisition of the year by calculating the average of the marks of the teaching units that compose it, affected by their respective coefficients. The year acquired by compensation carries the sixty (60) credits allocated to it.

CHAPTER V **PROGRESSION IN STUDIES**

Article 46 :

The transition from the first to the second semester of the same academic year in the same training course is a right for any regularly registered student.

V. 1: Progression in undergraduate studies

Article 47:

The passage from the first to the second license year is acquired if the student has obtained the first two semesters of the training course, with or without compensation.

However, the transition from the first to the second license year is authorized for any student who has validated at least thirty (45) credits with a minimum distribution of 1/3 in one semester and 2/3 in the other semester.

In other words, the progression from the 1st to the 2nd year License with debts (Remedial session) is granted to the student if he totals at least 30 credits in the year and a minimum of 10 credits in each of the two semesters.

Article 48:

The passage from the second to the third year of license is granted if the student has obtained the first four semesters of the training course, with or without compensation.

However, the passage from the second to the third year of license is authorized for any student having validated at least one hundred and five (105) credits and acquired the fundamental teaching units required for the pursuit of studies in a specialty.

Article 49:

The student, authorized to progress in his training course according to the conditions of passage provided for in articles 46 and 47 above, can keep the benefit of the acquired subjects. In this case, the obligation or the dispensation to follow the Courses, Tutorials and Practical Works of the subjects not acquired falls under the prerogatives of the training team.

Article 50:

A student not admitted to progress to the second or third year of a training course is, as the case may be, authorized to re-enroll in the same course or directed, by the training team, to another training course. In any case, orientation towards another training course can only be done on request of the student and can only be granted once in the course and this after study of the file by the training team.

Article 51:

The registered student **in license cannot stay there more than five (05) years at most**, even in the case of a reorientation. However, students who have acquired 120 credits or more may exceptionally be authorized to re-register for an additional year.

The years of interruption of education justified in accordance with article 64 of decree 922 of August 01, 2022 are not counted.

V. 2 Progression in master studies

Article 52:

The transition from the first to the second year is automatic if the student has acquired the first two semesters of the training course. However, the passage from the first to the second year is authorized for any student having validated at least 45 credits and acquired the teaching units required for the pursuit of studies in a specialty.

Article 53:

The student, authorized to progress in his training course according to the conditions of passage provided for in article 34 above, can keep the benefit of the acquired subjects. In this case, the obligation or the dispensation to follow the courses, tutorials and practical work of the subjects not acquired falls under the prerogatives of the training team.

Article 54:

The student, not admitted to progress in the second year of a training course, is, depending on the case, authorized to re-enroll in the same course or directed, by the training team, towards another training course.

Article 55: Under no circumstances may a student registered for a master stay there for a maximum of three (03) years.

CHAPTER VI

ATTENDANCE

Article 56:

Attendance at tutorials and practical work is compulsory throughout the semester.

Article 57:

Attendance is checked by the teacher. It is taken into account in the calculation of the average of the continuous assessment.

■ Three (03) unjustified absences or five (05) absences, even if justified, from a subject's practical training sessions will result in exclusion from the subject for the semester in progress.

■ The absence of a student from a practical training session (laboratory, field and stage) for a justified reason

entitles the student to a replacement session during the semester, if the conditions allow it.

■ The absence of a student from a practical session (laboratory, field or stage) without justification is sanctioned by a zero mark (20/00) for the practical session concerned. In this case, the student cannot benefit from a replacement session.

Unjustified absences from more than one third (3/1) of the practical sessions will result in exclusion from the subject for the current semester.

Article 58:

Any absence must be justified within a period not exceeding seventy-two (72) hours (03 working days).

Article 59:

Justified absence from a final examination entitles the student to a replacement examination for the paper concerned. Unjustified absence from a final examination is sanctioned by a zero mark (20/00) in the test concerned. In this case, the student cannot benefit from a replacement examination for the test concerned. Justification for absence must be received by the department within 3 working days of the examination date.

Article 60:

Cases of justified absences:

■ Death of ascendants, descendants and collaterals; (death certificated, 03 days of absence allowed).

■ Marriage of the person concerned; (marriage certificate - 03 days absence allowed).

■ Paternity or maternity of the person concerned; (birth corticated, 03 days' absence allowed for the father and mother)

■ Hospitalization of the person concerned; (hospitalization certificate: number of days of absence according to the duration of the hospitalization).

■ Sickness of the person concerned; (medical certificate of work stoppage issued by a sworn doctor: number of days of absence allowed according to the duration of the work stoppage).

■ Official requisitions or summonses (requisition document issued by the competent authority, number of days of absence allowed depending on the duration of the activity).

■ Other duly justified cases of major impediment, in particular the late arrival of refugee students.

CHAPTER VII

Follow-up of the studies

Article 61:

The pedagogical committees (CP) by subject and by UE, and the training team by course ensure the follow-up of lessons.

Article 62:

A pedagogical committee for each subject is made up of:

- A person in charge of the subject designated by his peers if there are several sections.
- Teachers providing lessons, tutorials and practicals for this subject.
- One elected student representative per tutorial or tutorial group. One educational committee per teaching unit is made

up of:

- A President of the EU appointed by his peers,
- Teachers providing lessons, tutorials and practicals for the subjects of this teaching unit,
- One elected student representative per group of tutorials or tutorials per subject,
- A representative of the educational administration.

Article 63:

The student representatives on the educational committees must be elected from among the students whose academic performance and moral qualities are proven.

Article 64:

A training team is set up for each training course. It is made up of the presidents of pedagogical teams from all over the course.

CHAPTER VIII

DELIBERATION PANEL

Article 65:

The deliberations are the privileged place of the pedagogical evaluation of the students at the end of a semester of studies and must remain confidential. The jury is sovereign in its deliberations and its decisions are taken by a simple majority of its members; the voice of its president being preponderant in the event of a tie.

Article 66:

The EU deliberation jury is organized at the end of each examination session in accordance with article 65 above. In this case, the jury includes the teachers involved in the courses, TD and TP of the subjects constituting the EU.

The deliberation takes place exclusively on the dedicated digital platform of the Ministry (Progrès). It is annual in the studies with a view to obtaining the degrees of License, State Engineer and Architect, while for obtaining the Master's degree, the deliberation is annual for the first year and half-yearly in second year in accordance with article 47 of decree 992 of August 01, 2022.

Article 67:

The semester deliberation jury is organized at the end of each exam session. The deliberation jury of the semester includes the teachers responsible for the teaching units making up the semester.

Article 68:

The presence at the deliberations of all the members of the jury is compulsory.

Article 69:

During the deliberations, the members of the jury are responsible for:

- Validate the education of students and their results obtained during the semester,
- Decide on the admission, deferment or exclusion of students in subjects, teaching units and semester.
- Proceed, if necessary, with the redemption of students, on a case-by-case basis, by globally assessing their schooling on the basis of parameters such as attendance, educational progression, participation, discipline . . . In this case, the note concerned by the redemption must be reduced to 10/20. Redemption is not a right. It falls exclusively within the prerogatives of the jury.

-Propose, if necessary, a reorientation of the student in a situation of failure. The deliberation jury for the last semester of a study cycle also has the prerogative of validating all of the schooling of students in the same promotion and of submitting to the head of the establishment a report (PV) of deliberation on the list of winning students for the preparation and issuance of provisional certificates of success and diplomas.

Article 70:

After posting the minutes of the deliberations, a period of 72 hours (03 working days) is granted to students wishing to lodge an appeal. The latter will be filed with the school services to which the subject is attached.

The refugee student may make exceptions to the deadlines according to the discretion of the administration.

Article 71:

Appeals are handled by the same team which will draw up a report.

Article 72:

After processing the appeals, the final and immutable results are brought to the attention of the students who have requested them. At the end of these deliberations, a report will be drawn up under the same conditions as the Initial PV and must bear the words "corrective PV in addition to the initial PV".

CHAPTER X

Classification and orientation

Article 73:

The classification and the orientation of the students are pronounced by a “commission of classification and orientation”. The classification thus produced can be used for the designation of valedictorians, for the orientation of students.

Article 74:

The ranking average is the average of the averages of the study semesters concerned affected by corrective coefficients taking into account cumulative delays, admissions with debts and admissions after the remedial session.

This average is calculated using the following formula:

$$MC = MSE (1 - a(r + d/2 + s/4))$$

With:

MC = average ranking $MSE = r(MS)/n$ where MS is the Average of semester i

a= abatement rate estimated at 0.04,

r= number of repetitions per year,

d= number of admissions with debt per year,

s= number of admissions after the remedial session per semester,

n= number of semesters concerned (n between 1 and 6 for the License and 1 and 4 for the Master).

Article 75:

At the end of the common lessons, the student declared admitted by the jury is directed towards the specialty of his choice, by a commission mentioned above, taking into account:

- The reception capacity of the targeted specialty,
- Conditions specific to the specialty in question,
- The results of the student since his first registration. If the student is not admitted in the first specialty chosen, the next specialty in the wish list is considered, and so on.

CHAPTER XI

TUTORING

Article 76

A tutoring commission is established within the university, it is composed of:

- The Head of the establishment,
- The Vice-rector in charge of pedagogy or the director of studies in charge of pedagogy,
- Area managers,
- Teacher-researchers whose designation is left to the discretion of the head of the establishment.

Article 77:

The tutoring commission is chaired by the head of the establishment. It appoints a vice-president and a rapporteur from among its members.

Article 78:

Tutoring is a student follow-up and support mission aimed at facilitating their integration into university life and their access to information. It is intended for first-year undergraduate students.

Article 79:

The mission of tutoring covers several aspects, in particular: The informative and administrative aspect which takes the form of reception, orientation and mediation.

- The pedagogical aspect which takes the form of support for learning, the organization of the student's personal work and assistance in the construction of his training course.
- The methodological aspect which takes the form of an introduction to university work methods individually and in groups;
- The Technical aspect which takes the form of advice for the use of teaching tools and materials;
- The Psychological aspect which takes the form of stimulation of the student and his motivation to continue his training course;
- And finally the professional aspect which takes the form of helping the student to develop his professional project

CHAPTER XII **PLAGIARISM**

XI.1 Definition of plagiarism

Article 80:

It is understood by plagiarism, any work established by the student, the teacher-researcher, the teacher-hospital-university researcher, the permanent researcher or whoever participates in an act of falsification of results or fraud claimed in the scientific works or in any other scientific or educational publication. As such, is considered an act of plagiarism.

Article 81:

Is considered an act of plagiarism:

- Quotation or total or partial reformulation of ideas or information, text, paragraph, extract from a published article, or extract from a book, magazine, study, report or on websites without mentioning their sources and their authors, a document without putting them in brackets and without mentioning their sources and their authors,
 - The use of specific data without specifying the source and its authors,
 - The use of an argument or a reference without mentioning its source and its authors,
 - The publication of a text, article, mimeograph or report produced by an institution or establishment and considering it as a personal work,
 - the use of an artistic production or the insertion of geographical maps, image, graphic curves, statistical tables, diagrams or article without reference to its origin, its source as well as its authors.
- The complete or partial translation from a language into the language used by the student, the teacher researcher, the hospital-university teacher-researcher and the permanent researcher without mentioning the translator and its source,
- The registration by the teacher-researcher, the university-hospital teacher-researcher or the permanent researcher, or any other person of his name in a research work or in another scientific work without participating in its elaboration,
 - The registration by the main researcher of the name of another researcher of scientific renown without having participated in the realization of the work, with or without his authorization in order to help the publication of the work,

- Entrust by the teacher-researcher, the university-hospital teacher-researcher or the permanent researcher, or any other person, the realization of scientific work to students or other people to adopt them in a research project or for the realization a scientific work, an educational publication or a scientific report,
- The use by the teacher-researcher, the hospital-university teacher-researcher or the permanent researcher, or any other person, of the work of the students and their dissertations as communication during a national and international seminar or for the publication of scientific articles in journals and periodicals,
- Include the names of experts as members of scientific committees of national and international seminars or scientific committees of journals and periodicals without their written opinion and commitment and without their effective participation in the work of its committees.

XI.2 Examination and sanction procedures against plagiarism

Article 82:

Any act of plagiarism as set out in article 80 of these regulations, is notified by any person to the head of the teaching and research unit, by means of a detailed written report accompanied by supporting documents and concrete evidence. . The person in charge of the teaching and research unit immediately sends the report raised to the council of ethics and deontology of the university profession of the establishment, in order to carry out all the necessary investigations in accordance with article 8 of the Order No. 1082 of December 27, 2020.

Article 83:

The institution's ethics and professional conduct council for the university profession presents its final report to the head of the teaching and research unit after having carried out the necessary investigations, within a maximum period of fifteen (15) days, from the date of his referral to the act of plagiarism.

Article 84:

When the report of the council of ethics and deontology of the university profession of the establishment, confirms the act of plagiarism, the head of the teaching and research unit instructs the file before the disciplinary council of the unit.

Article 85:

The head of the teaching and research unit seizes in writing the student accused of plagiarism of the grievances formulated against him, accompanied by concrete and justified evidence, as well as the decision of his presentation before the disciplinary council, as well as the place and date of its holding within the time limits provided for by the regulations in force.

Article 86:

The Disciplinary Board of the teaching and research unit meets, within the time limits set by the regulations in force, to rule on the facts submitted to it.

Article 87:

The members of the disciplinary council of the teaching and research unit take note of the report presented by one of the members of the council of ethics and professional conduct of the university profession of the establishment, the report in question must contain the grievances and the evidence supporting the assertion of plagiarism. They then hear the accused student in order to present his defense.

Article 88:

The accused student brought before the Disciplinary Council is required not to appear in person. He can be accompanied by any person who can help him in his defense, as such, he must inform the head of the teaching and research unit in writing, of the people who will accompany him to defend him, three (3) days at least, before the meeting of the disciplinary council. When the accused student presents a valid reason justifying his absence, he can ask to be represented by his defender, and present his observations and written justifications to the head of the teaching and research unit three (3) days before the holding of the disciplinary council.

Article 89:

The Disciplinary Board must include in the hearing report the grievances formulated against the student as indicated in the report of the Board of Ethics and Professional Conduct of the University Profession of the establishment, in addition to the observations and justification of the charged student.

Article 90:

The disciplinary council of the teaching and research unit must rule on the grievances formulated against the student, within the deadlines set by the regulations in force.

Article 91:

The student may submit an appeal to the disciplinary board of the establishment against the decision of the disciplinary board of the teaching and research unit, in accordance with the provisions of decree no. 371 of June 11, 2014.

XI.3 Sanctions

Article 92:

Without prejudice to the penalties provided for by the legislation and regulations in force, in particular those provided for by the provisions of Order No. 371 of June 11, 2014, any act of plagiarism within the meaning of Article 80 of these regulations and having a with the scientific and pedagogical work required of the student in the bachelor's, master's, master's and doctoral theses, before or after his defence, exposes his author to the cancellation of the defense or to the withdrawal of the title acquired.

Article 93:

Without prejudice to the penalties provided for by the provisions of ordinance n°06-03 of 19 Jomada El Oula 1424 corresponding to July 15, 2006, on the general status of the public service, any act of plagiarism within the meaning of article 80 of this regulations in relation to the scientific and educational work claimed by the teacher-researcher, the teacher-researcher, hospital-university and the permanent researcher during educational and scientific activities, master's dissertations and doctoral theses and other research projects or university habilitation work, or any other scientific or educational publication duly noted, during or after the defence, the evaluation or the publication, exposes its author to the cancellation of the defense or to the withdrawal of the title acquired or to the cancellation or withdrawal of publication.

Article 94:

All disciplinary proceedings against any accused person cease when the grievances formulated against him lack evidence or for facts not provided for in article 3 of this order.

Article 95:

In accordance with the provisions of Ordinance No. 03-05 of July 11, 2003 relating to copyright and related rights, any person who has suffered damages as a result of duly established plagiarism may take legal action against the authors of the plagiarism.

CHAPTER XIII DISCIPLINARY BOARD

XII.1 Disciplinary Board, composition and powers

Article 96:

It is created within the university:

- a university disciplinary council,
- a disciplinary council per department,
- one disciplinary council per faculty.

Article 97:

The departmental disciplinary council: rules on all 1st degree offenses committed within the department.

Faculty disciplinary council: decides on all 2nd degree offenses committed within the faculty.

the university disciplinary council: is competent to deal with offenses of any degree committed within it, in particular, offenses committed in educational and administrative spaces not attached to an educational structure belonging to a faculty or a department, it constitutes an appeal body for the faculty or department disciplinary council. He has the prerogative to decide on requests for reinstatement and requests for pardon.

XII.2 Offenses

Article 98:

Are considered as 1st degree offenses

- Any attempted fraud, established fraud or premeditated fraud established in an examination,
- Any refusal to comply with directives issued by the administration, the teaching-researcher or security personnel,
- Any unfounded request for double correction.

Article 99:

Are considered offenses of 2th degree :

- Repeat offenses of the 1st degree1,

- hindrance to the smooth running of the establishment, organized disorder, violence/threats and assaults of any kind/
- the possession of any means with the established intention of harming the physical integrity of teaching and research staff / administrative, technical and service staff, and students
- Forgery and use of forgery, falsification and substitution of educational and administrative documents,
- Identity theft,
- defamation of all university staff and students,
- deliberate actions of disturbance and disorder characterized affecting the smooth running of educational activities such as obstacles to teaching and examinations or their boycott / disruptive regrouping ...,
- theft, breach of trust and misappropriation of property of the university, teachers and students,
- the deliberate deterioration of university property: equipment, furniture and accessories,
- insults and irreverent remarks towards all teaching and research staff/administrative, technical and service staff and students,
- refusal to comply with a regulatory control within the confines of the university.

Article 100:

Any infringement not appearing in articles 82 and 83 of the present regulations / can be qualified as an infringement of the 1st degree or of the 2thdegree according to its seriousness and its consequences by the Disciplinary Board.

XII.3 Sanctions

Article 101:

The penalties applicable to 1st degree offenses are set as follows:

- Verbal warning,
- Written warning and placed in the student's educational file,
- Reprimand placed in the student's pedagogical file. In the event of attempted fraud or proven fraud, a mark of zero out of twenty (00/20) is automatically attributed to the examination in question.

Article 102:

The penalties applicable to offenses under 2thdegree are fixed as follows:

- Exclusion of the subject or module concerned. This exclusion leads to the de facto non-validation of any results acquired in this subject or this module.
- Exclusion of the current semester or year, depending on whether the progression is semester or annual. This exclusion leads to the de facto non-validation of the results possibly acquired in this semester or this year.
- Exclusion of two semesters or two years, including the current semester or year, depending on whether the progression is semester or annual. This exclusion leads to the de facto non-validation of any results acquired in the current semester or year.
- Exclusion of two semesters or two years, including the current semester or year, depending on whether the progression is semester or annual, in any higher education establishment. This exclusion leads to the de facto non-validation of any results acquired in the current semester or year.
- The duration of the exclusion is counted in the university course.

Article 103:

The disciplinary sanctions pronounced by the disciplinary councils do not prejudge, moreover, the proceedings provided for by the legislation and regulations in force.

Article 104:

Pending the decision of the Disciplinary Board, for cases of fraud and offenses of the second degree, reasoned precautionary measures are taken by the person in charge of the educational structure concerned. The durations of these measures are counted in the periods of sanctions.

XII.4 Disciplinary procedure

Article 105:

Any violation duly noted is brought to the attention of the head of the competent educational structure in writing within forty-eight (48) hours of the occurrence.

Article 106:

The file presented to the Disciplinary Board must include:

- Official referral to the Disciplinary Board by the head of the competent educational structure.
- A detailed report highlighting the identity of the complainant, the detailed account of the facts, the description of the damage, the names of any witnesses, the summary of the student's situation and all the elements of evidence.

Article 107:

The organization of the deliberations of the Disciplinary Board as well as the progress of the entire procedure for handling disciplinary cases, up to the final decision, are set out in the internal regulations of the Disciplinary Board.

Article 108:

After deliberations, the chairman of the Disciplinary Board will send, within a maximum period of eight (8) days, a copy of the minutes of the board to the Vice-Rector in charge of Higher Education of the First and Second Cycles, Continuing Education and Diplomas, and Higher Education Graduation for follow up.

Article 109:

The sanction decision, signed by the chairman of the disciplinary board, is:

- notified to the interested party,
- included in the educational file of the person concerned
- displayed in the university
- communicated to the other higher education institutions and to the Office National of university works (ONOU) if the sanction is exclusion for at least one year..

Article 110:

The sanctioned student can send a request for pardon to the Rector of the university. It must be formulated in writing, dated and signed by the interested party within fifteen (15) days following the date of notification of the decision.

Article 111:

After accomplishment of the sanction, the student is reinstated in all his rights.

CHAPTERXVI

Office of refugee students “BER”

Article 112:

There is established within the University of Tizi-Ouzou an Office of Refugee Students. Hereinafter referred to as "BER".

Article 113:

The "BAER" is a body attached to the vice-rectorate in charge of external relations, it is assisted by relays at the level of the vice-deanship of the post-graduation of each faculty.

The office has a space on the university's website, in which these means of contact are mentioned, in particular the telephone number and the e-mail address.

Article 114:

THE"BER's task is to monitor and support refugee students in order to facilitate their integration into university life and their access to information. It is intended for refugee students from all years of the three cycles of university training.

Article 115:

The operation of the "BER" is under the responsibility and direction of the Vice-Rector for External Relations.

Article 116:

The BER's missions will be carried out by administrative and academic staff who have received appropriate training

Article 117:

The "BAER" is responsible for supporting refugee students before, during and after the end of their studies.

- Before the start of studies, the “BER” is responsible for providing all the necessary information concerning the training offers provided by the university, as well as any other information that may be useful for the refugee student.
- During the studies, the "BER" accompanies the refugee student in all the difficulties he may encounter, of an educational, administrative or social nature.
- After the completion of the studies, the "BER" can intervene with the professional social partners to integrate the refugee into the professional environment. Can support refugee students to facilitate their socio-professional integration.

Article 118:

In order to achieve its objectives, the "BER" is responsible in particular for the following tasks:

- Provide all information relating to the university, in particular training offers, registration and registration procedures and student life in general;

- Provide the necessary support to facilitate registration, the start of studies and integration into the university and social environment,
- Schedule, in collaboration with the services concerned, courses, tutorials and tutorials to support refugee students who have started their academic year late,
- Provide assistance to refugee students with difficulties in mastering the languages of instruction;
- Accompany students for their late evaluations, whether for continuous assessment, examination, evaluation of practical work, evaluation of an internship report, etc., or exceptionally in the case of late arrival for the refugee student at the University the possibility of programming, before the start of the official examinations, an early evaluation or recovery for special needs according to the appreciation of the competent administrative and educational authorities.
- The office ensures the relay with the faculty of registration of the refugee student for the academic accompaniment.
- The academic staff provide, as needed, the necessary support to refugee students, concerning all the difficulties relating to the educational aspect of their studies.
- Academic staff will be appointed for a determined and limited period by the head of the refugee student's affiliation department, depending on the skills sought and in line with the needs of refugee students.
- One or more teachers may be called upon to assist refugee students in the modules in which they encounter difficulties.
- Academic staff could work closely with administrative staff to address the difficulties encountered by refugee students with a view to supporting them in the best possible way.

Article 119:

The mission of the "BER" covers several aspects, in particular: The informative and administrative aspect which takes the form of support during the various stages of reception, orientation and mediation;

- The pedagogical aspect which takes the form of support for learning, the organization of the student's personal work and assistance in the construction of his training course. The role of BAER is academic and administrative staff of the department concerned, in order to refugee students, their vulnerabilities;
- The methodological aspect which takes the form of an introduction to university work methods individually and in groups;
- The Technical aspect which takes the form of advice for the use of teaching tools and materials;
- The Psychological aspect which takes the form of stimulation of the student and his motivation to continue his training course;
- And finally the professional aspect which takes the form of help for the student in the development of his professional project.