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University of

Ouargla – Kasdi

Merbah

# Study Regulations



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## **Preamble**

In the context of its mission of education and research, the Algerian University, open to its international environment and the socio-economic world, welcomes its national and international students, including refugees, and enables them to pursue their higher education studies in Higher Education and Scientific Research Institutions.

## **CHAPTER I GENERAL PROVISIONS**

### **Article 1:**

The regulations for studies, adopted by the university's board of directors, aim to define the general rules applicable to the organization and pedagogical management of studies leading to degrees in the three cycles of university education: Bachelor's, Master's, and Doctorate. A refugee student, upon completion of their Bachelor's and Master's programs, may be eligible for the third cycle in accordance with the current regulations.

### **Article 2:**

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

- Decree No. 713 of November 3, 2011, determining the composition and functioning of the Tutoring Committee.
- Decree No. 714 of November 3, 2011, establishing the ranking procedures for students.
- Decree No. 362 of June 9, 2014, defining the procedures for the preparation and defense of the Master's thesis.
- Decree No. 363 of June 9, 2014, establishing the conditions for registration in university studies for the award of the Master's degree.
- Decree No. 371 of June 11, 2014, creating, composing, and functioning of disciplinary councils within higher education institutions.
- Decree No. 1082 of December 27, 2020, establishing the rules for the prevention and fight against plagiarism.
- Decree No. 991 of August 1, 2022, defining the access and organization procedures for third-cycle training and the conditions for the preparation and defense of the doctoral thesis.
- Decree No. 992 of August 1, 2022, establishing the procedures for enrollment and re-enrollment in university studies for the award of Bachelor's, Master's, State Engineer, and Architect degrees, as well as the procedures for organization, evaluation, and progression in studies.

### **Article 3:**

Ignorance of the provisions of this regulation is not considered an excuse.

**Article 4:**

Within the premises of a university institution, every student is subject to rules of general discipline and maintenance of order, centered around respect for others and the preservation of the institution's property and equipment.

**Article 5:**

Every student is required to present their student ID card during any checks conducted by university services. Every student must comply with the prevailing hygiene and safety guidelines within the institution.

**Article 6:**

This internal regulation for studies shall take effect from the academic year 2022-2023. Its provisions are applicable to students who are duly enrolled or re-enrolled in various university study programs. Provisions have been introduced in this regulation to facilitate access to higher education for refugee students.

**CHAPTER II  
ENROLLMENT AND RE-ENROLLMENT  
II. 1 Enrollment Procedures**

**Article 7:**

New high school graduates enroll in the field of their choice based on the enrollment conditions outlined in the annual circular for pre-registration and orientation of baccalaureate holders.

**Article 8:**

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

**Article 9:**

A student holding multiple baccalaureate certificates can only benefit from a single university enrollment at the national level. Having multiple simultaneous enrollments, even in different university institutions, constitutes a serious offense punishable by sanctions in accordance with the applicable regulations.

**Article 10:**

The conditions for enrollment in Bachelor's degree programs are determined each academic year by the Minister responsible for higher education. Students can only attend classes if they are duly enrolled. Enrollment or re-enrollment is done on an annual basis. Students must pay the administrative enrollment fees for each academic year. Refugee students, after being assigned by the Ministry of Higher Education and Scientific Research, are entitled to immediate enrollment upon their arrival at the institution. They may be granted an exemption from the enrollment fees.

**Article 11:**

The original provisional baccalaureate certificate or equivalent foreign diploma is a mandatory document for enrollment. The back of the certificate is stamped (with a wet round seal) indicating the date of enrollment in the university.

**Article 12:**

The original provisional baccalaureate certificate or equivalent foreign diploma can only be retrieved once the studies are completed and the final diploma is issued, or in case of withdrawal or voluntary interruption of studies, upon the student's request and with a discharge, in accordance with Article 3 of the aforementioned Order No. 992 dated 01/08/2022.

**Article 13:**

Upon final enrollment, the student is issued a certificate of enrollment and a student ID card, which may be requested at any time within the institution, particularly during examinations. These documents are personal. In case of loss or destruction, a declaration of loss issued by the police station or national gendarmerie will be required to obtain a duplicate, which cannot be renewed under any circumstances.

## II. 2 Academic Leave

**Article 14:**

The student may suspend their enrollment for exceptional reasons, such as:

- Debilitating chronic illness.
- Maternity.
- Long-term illness.
- National service.
- Family obligations (related to ascendants and/or descendants, spouse or parents' relocation due to job-related reasons, etc.).
- Late arrival, for refugee students, at the student's request.

A request for a leave of absence can be made for one semester or one academic year. The motivated request for academic leave must be submitted to the pedagogy services of the relevant department, unless in cases of force majeure, prior to the first exams. An academic leave certificate must be issued by the competent authority of the institution. The management of academic leaves is left to the discretion of the institution.

**Article 15:**

Academic leave can only be granted once during the university program. It can be renewed in accordance with Articles 8, 9, 10, and 11 of the aforementioned Order No. 992 dated 01/08/2022.

## **II. 3 Withdrawal from Studies and Reintegration**

### **Article 16:**

A regularly enrolled student is considered to have abandoned their studies for the academic year if they do not attend any organized teaching activities, including lectures, tutorials, practical work, or internships during a semester of the academic year.

A regularly enrolled student is considered to be excluded for the academic year if they are declared as having abandoned their studies during a semester of the academic year.

### **Article 17:**

In case of abandonment or exclusion, only one authorization for reintegration is granted during the academic program after reviewing the student's file by the relevant structures and based on available pedagogical positions. It should be noted that the reintegration of a student in a situation of abandonment is not a right.

Reintegration into the Master's program is only granted in duly justified cases of force majeure.

## **CHAPTER III ORGANIZATION OF TEACHING**

### **Article 18:**

The training program leading to the award of the Bachelor's, Master's, and Doctoral degrees is organized by fields of study, majors, and specializations. It is offered in the form of a typical curriculum.

### **Article 19:**

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

### **Article 20:**

Teaching in a training curriculum is organized into study semesters, which include teaching units. Each semester comprises Teaching Units (TU). A TU can be fundamental, methodological, exploratory, or transversal.

### **Article 21:**

The teaching unit, as defined by Article 3 of Executive Decree No. 08-265 dated August 19, 2008, consists of one or more subjects taught in various forms (lectures, tutorials, practical work, conferences, seminars, projects, internships, etc.). A teaching unit can be mandatory or optional.

### **Article 22:**

A subject can be taught throughout the semester in the form of lectures, tutorials, and/or practical work, either in-person or remotely, especially for subjects related to exploratory and transversal

teaching units. It can also be an entity related to a practical activity associated with a subject (practical work, personal work, internships, and study projects).

**Article 23:**

A subject has a specified number of hours, credit value, and coefficient. One (01) credit is equivalent to a workload of 20 to 25 hours per semester, including teaching hours provided to the student through all forms of instruction and estimated hours of student's personal work.

**Article 24:**

A Teaching Unit (TU) has a credit value and coefficient. The credit value of the TU is the sum of the credit values of its subjects.

**Article 25:**

One study semester corresponds to 30 credits. The Bachelor's program is organized into 6 study semesters, totaling 180 credits. The Master's program is organized into four semesters after the Bachelor's degree, totaling 120 credits. The doctoral program is governed by ministerial regulations through specific decrees dedicated to it.

#### **CHAPTER IV EVALUATION AND ASSESSMENT OF KNOWLEDGE**

**Article 26:**

The examination schedule must be made available to students at the beginning of the semester through notices or any other media.

**Article 27:**

No student is allowed to participate in an examination:

- If they are not registered on the official lists of the institution,
- If they arrive thirty minutes after the distribution of exam papers.

**Article 28:**

At the start of the exams, the supervising teachers must strictly verify the identity of the students and have them sign the attendance sheet.

During the exams, students are required to follow all instructions given by the supervising teachers.

**Article 29:**

No student is allowed to leave the examination venue before the end of the first half-hour following the distribution of exam papers. However, under exceptional circumstances, a student may be temporarily allowed to leave. In such cases, they must be accompanied by a supervising teacher.

**Article 30:**

At the end of the examination, the student must submit their answer sheet, even if it is blank.

**Article 31:**

The student must bring the necessary supplies to take the examination under appropriate conditions. It is prohibited to borrow any materials from other students without prior permission from the supervising teacher.

**Article 32:**

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

**Article 33:**

In the event of cheating or attempted cheating, the supervising teacher is required to note the incident in the examination report, prepare a detailed report of the facts, and submit it to the department's secretariat no later than 24 hours after the offense.

Any act of cheating or attempted cheating automatically leads to the offender being referred to the disciplinary board.

**Article 34:**

At the end of the examination, the supervising teachers must count the submitted answer sheets and compare this number with the one on the attendance sheet. Any discrepancies must be recorded in the examination report and promptly reported to the relevant department.

**Article 35:**

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

- Display the model answer key and detailed grading scale.
- Submit the answer sheets, the examination question, and the model answer key to the administration.

All grades must be displayed before the deliberations so that any errors in recording and/or calculation of the average can be brought to the attention of the teacher and corrected, if necessary, by the teacher before the deliberations.

**Article 36:**

The student has the right to review their answer sheets after each examination. Make-up exams do not grant the right to review the answer sheets.

**Article 37:**

The evaluation of a subject is determined on a semester basis by the average of the final examination conducted at the end of each semester (first session) and/or continuous assessment (presentations, written quizzes, homework assignments, individual work, internships, etc.). The weighting of the final examination and continuous assessment is defined in the program specifications of the curriculum.

**Article 38:**

A subject is considered passed if the grade obtained in that subject is equal to or higher than 10/20. The UE (Unité d'Enseignement) is definitively acquired by any student who has passed all the subjects that compose it. The UE can also be acquired by compensation if the average of all the grades obtained in the subjects that compose it, weighted by their respective coefficients, is equal to or higher than 10/20. Acquiring the UE implies the acquisition of the credits allocated to it. In this case, the acquired credits can be accumulated within the same study program and transferred to any other study program that includes the same unit.

**Article 39:**

Exclusion from a subject that is part of a unit of teaching does not allow for the acquisition of that unit by calculating the average of the grades obtained in the other subjects that compose it.

**Article 40:**

The overall average for the semester is calculated based on the averages obtained in the UEs that make up the semester, weighted by their respective coefficients.

**Article 41:**

The semester is considered passed for any student who has obtained all the UEs that constitute it, according to the conditions specified in Article 38 above. The semester can also be acquired through compensation between different units of teaching as follows: the overall average for the semester is calculated based on the averages obtained in the units of teaching that compose the semester, weighted by their respective coefficients. The semester is considered passed if this average is equal to or higher than 10/20. The semester, once acquired, entitles the student to the thirty (30) credits allocated to it.

The exclusion of a student from a subject or unit of teaching does not allow for compensation.

**Article 42:**

In the event of failure in the first session, the student must take the resit exams for the units of teaching not acquired. In this case, the student retains credit for the subjects acquired in accordance with Article 38 above and takes the exams for the subjects not acquired. If an unit of teaching is acquired through compensation as provided in Article 38 above, the student may be allowed to take the exams for the subjects not acquired in that unit during the resit session.

**Article 43:**

During the resit session, the grade for each relevant subject is determined based on the grade obtained in the resit exam according to the assessment and evaluation procedures established in accordance with the provisions of Article 19 of Decree No. 712 dated 03/11/2011. The final grade considered for the subject will be the higher of the averages between the first session and the resit session.

**Article 44:**

At the end of the resit session, the unit of teaching and the semester are acquired according to the same provisions as outlined in Articles 38 and 42 above. In the case where a unit of teaching is not acquired, the credits allocated to the subjects that constitute it can still be accumulated.

**Article 45:**

Compensation applies in the following cases:

For a unit of teaching: it allows for the acquisition of the unit by calculating the average of the grades of the subjects that compose it, weighted by their respective coefficients. The unit acquired through compensation implies the acquisition of the credits allocated to it.

For a semester: it allows for the acquisition of the semester by calculating the average of the grades of the units of teaching that compose it, weighted by their respective coefficients. The semester acquired through compensation entails the thirty (30) credits allocated to it.

For a year (L1, L2, L3): it allows for the acquisition of the year by calculating the average of the grades of the units of teaching that compose it, weighted by their respective coefficients. The year acquired through compensation entails the sixty (60) credits allocated to it.

## **CHAPTER V PROGRESSION IN STUDIES**

**Article 46:**

Advancement from the first to the second semester of the same academic year within the same study program is a right for all students duly enrolled.

### **V. 1: Progression in Bachelor's Studies**

**Article 47:**

Advancement from the first to the second year of the bachelor's program is granted if the student has passed the first two semesters of the curriculum, with or without compensation.

However, advancement from the first to the second year of the bachelor's program is allowed for any student who has obtained a minimum of thirty (45) credits, with a minimum distribution of 1/3 in one semester and 2/3 in the other semester.

In other words, progression from the first to the second year of the bachelor's program with outstanding credits (resit session) is granted to the student if they have accumulated at least 30 credits in the year and a minimum of 10 credits in each of the two semesters.

**Article 48:**

Advancement from the second to the third year of the bachelor's program is granted if the student has passed the first four semesters of the curriculum, with or without compensation.

However, advancement from the second to the third year of the bachelor's program is allowed for any student who has obtained a minimum of (105) credits and has acquired the required core units of teaching for further studies in their specialization.

**Article 49:**

The student, authorized to progress in their study program according to the advancement conditions specified in Articles 46 and 47 above, may retain credit for the subjects passed. In this case, the obligation or exemption to attend lectures, tutorials, and practical work for the subjects not acquired is determined by the prerogatives of the teaching team.

**Article 50:**

The student not admitted to progress to the second or third year of a study program is, as applicable, allowed to re-enroll in the same program or be directed, by the teaching team, to another study program. In any case, a change to another study program can only be made upon the student's request and can only be granted once in the curriculum after the study of the student's file by the teaching team.

**Article 51:**

A student enrolled in the bachelor's program cannot remain enrolled for more than five (05) years, even in the case of a change of program. However, a student who has acquired 120 credits or more may be exceptionally authorized to re-enroll for an additional year.

Years of justified interruption of studies in accordance with Article 64 of Decree No. 922 dated 01 August 2022 are not counted.

## V. 2 Progression in Master's Studies

**Article 52:**

Advancement from the first to the second year of the master's program is granted if the student has passed the first two semesters of the curriculum. However, advancement from the first to the second year is allowed for any student who has obtained a minimum of 45 credits and has acquired the required units of teaching for further studies in their specialization.

**Article 53:**

The student, authorized to progress in their study program according to the advancement conditions specified in Article 34 above, may retain credit for the subjects passed. In this case, the obligation or exemption to attend lectures, tutorials, and practical work for the subjects not acquired is determined by the prerogatives of the teaching team.

**Article 54:**

The student not admitted to progress to the second year of a study program is, as applicable, allowed to re-enroll in the same program or be directed, by the teaching team, to another study program.

**Article 55:**

Under no circumstances can a student enrolled in the master's program remain enrolled for more than three (03) years.

## **CHAPTER VI ATTENDANCE**

### **Article 56:**

Attendance in tutorials and practical work is mandatory throughout the semester.

### **Article 57:**

Attendance is monitored by the teacher. It contributes to the calculation of the continuous assessment average.

- Three (03) unexcused absences or five (05) absences, even if justified, from tutorial sessions of a subject result in the exclusion of the subject for the current semester.
- An excused absence from a practical work session (laboratory, fieldwork, and internships) entitles the student to a make-up session during the semester, if conditions allow.
- An unexcused absence from a practical work session (laboratory, fieldwork, and internships) is penalized with a grade of zero (00/20) for the respective practical work. In this case, the student cannot benefit from a make-up session.

Unexcused absences from more than one-third (1/3) of practical work sessions result in the exclusion of 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:**

An excused absence from a final exam entitles the student to a makeup exam for the respective subject. An unexcused absence from a final exam is penalized with a grade of zero (00/20) for the respective exam. In this case, the student cannot benefit from a makeup exam for the respective subject. The justification for the absence must be submitted to the department within 3 working days following the exam date.

### **Article 60:**

Cases of justified absences:

- Death of ascendants, descendants, or collateral relatives (death certificate, 3 permitted absence days).
- Marriage of the student (marriage certificate, 3 permitted absence days).
- Paternity or maternity of the student (birth certificate, 3 permitted absence days for both father and mother).
- Hospitalization of the student (hospitalization certificate: number of absence days according to the duration of hospitalization).
- Illness of the student (medical certificate of sick leave issued by a sworn doctor, number of permitted absence days according to the duration of sick leave).
- Official requisitions or summons (requisition document issued by the competent authority, number of permitted absence days according to the duration of the activity).

- Other duly justified major impediments, particularly cases of late arrival of refugee students.

## **CHAPITRE VII ACADEMIC MONITORING**

### **Article 61:**

Pedagogical committees (CP) by subject and by teaching unit (UE), and the training team by study program, ensure the monitoring of teaching.

### **Article 62:**

A pedagogical committee for each subject is composed of:

- A subject coordinator designated by their peers if there are multiple sections.
- Teachers delivering lectures, tutorials, and practical work for that subject.
- An elected representative of the students per tutorial or practical work group.
- A pedagogical committee for each teaching unit (UE) is composed of:
  - A UE president designated by their peers.
  - Teachers delivering lectures, tutorials, and practical work for the subjects within that UE.
  - An elected representative of the students per tutorial or practical work group, per subject.
  - A representative of the academic administration.

### **Article 63:**

Student representatives in the pedagogical committees must be elected from among students with proven academic performance and moral qualities.

### **Article 64:**

A training team is established for each study program. It consists of the presidents of pedagogical teams for all UEs in the program.

## **CHAPTER VIII EXAMINATION BOARD**

### **Article 65:**

Deliberations are the privileged place for the pedagogical evaluation of students at the end of a semester of study and must remain confidential. The board is sovereign in its deliberations, and decisions are made by a simple majority of its members, with the vote of the president prevailing in case of a tie.

### **Article 66:**

The UE examination board is organized at the end of each examination session in accordance with Article 65 above. In this case, the board includes the teachers involved in the lectures, tutorials, and practical work for the subjects that make up the UE.

The deliberation takes place exclusively on the dedicated digital platform of the Ministry (Progrès). It is annual for studies leading to the degrees of Bachelor, State Engineer, and Architect, while for the Master's degree, the deliberation is annual for the first year and semester-based in the second year, in accordance with Article 47 of Order 992 of August 1, 2022.

**Article 67:**

The semester examination board is organized at the end of each examination session. The semester examination board includes the teachers responsible for the UEs in the semester.

**Article 68:**

The presence of all board members during deliberations is mandatory.

**Article 69:**

During deliberations, the board members have the following tasks:

- Validate students' academic progress and their results obtained during the semester.
- Decide on the admission, deferral, or exclusion of students in subjects, teaching units, and the semester.
- Consider, if necessary, individual student remediation based on overall evaluation of their academic performance, including attendance, educational progress, participation, discipline, etc. In this case, the grade subject to remediation must be adjusted to 10/20. Remediation is not a right; it is solely within the jurisdiction of the board.
- Propose, if necessary, a reorientation for students who are failing. The examination board for the final semester of a study cycle also has the authority to validate the overall academic progress of students in the same cohort and submit a deliberation report (PV) to the head of the institution, listing the successful students for the preparation and issuance of provisional certificates of success and diplomas.

**Article 70:**

After the minutes of deliberations are posted, a period of 72 hours (3 working days) is granted to students who wish to file an appeal. The appeal must be submitted to the relevant academic services of the subject.

Refugee students may be granted exceptions regarding the deadlines, at the discretion of the administration.

**Article 71:**

Appeals are processed by the same team that prepares the minutes.

**Article 72:**

After the processing of appeals, the final and unchangeable results are communicated to the students who have requested them. At the end of these deliberations, minutes will be drawn up under the same conditions as the initial minutes, and they must bear the mention "Corrective Addendum to the Initial Minutes."

## CHAPTER X RANKING AND ORIENTATION

### **Article 81:**

The ranking and orientation of students are determined by a "ranking and orientation commission." The ranking thus established can be used for designating top students in the promotion and for student orientation.

### **Article 82:**

The ranking average is the average of the semester averages of the relevant study periods, adjusted with correction coefficients that take into account accumulated delays, admissions with outstanding requirements, and admissions after the makeup session.

The calculation of this average is carried out according to the following formula:

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

Where:

MC = ranking average

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

a = reduction rate estimated at 0.04

r = number of repetitions per year

d = number of admissions with outstanding requirements per year

s = number of admissions after the makeup session per semester

n = number of semesters concerned (between 1 and 6 for the Bachelor's degree and between 1 and 4 for the Master's degree)

### **Article 83:**

Upon completion of the common curriculum, students declared admitted by the board are oriented towards their chosen specialization by the aforementioned commission, taking into account:

- The capacity of the desired specialization.
- The specific requirements of the desired specialization.
- The student's results since their first enrollment. If the student is not admitted to their first-choice specialization, the next specialization on the preference list is considered, and so on.

## CHAPTER XI TUTORING

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

- The Head of the institution.
- The Vice-Rector in charge of pedagogy or the Director of Studies responsible for pedagogy.

- Domain coordinators.
- Research and teaching staff whose appointment is at the discretion of the head of the institution.

**Article 84:**

The tutoring commission is chaired by the head of the institution. It designates a vice-chair and a rapporteur from within its members.

**Article 85:**

Tutoring is a mission of support and guidance for students aimed at facilitating their integration into university life and access to information. It is intended for first-year students in the undergraduate program.

**Article 86:**

Tutoring has several aspects, including:

- The informative and administrative aspect, which includes welcoming, guiding, and mediating.
- The pedagogical aspect, which involves supporting learning, organizing students' personal work, and assisting in the development of their study program.
- The methodological aspect, which includes introducing students to university study methods individually and in groups.
- The technical aspect, which provides guidance on the use of educational tools and resources.
- The psychological aspect, which involves motivating students and encouraging their commitment to their study program.
- Lastly, the professional aspect, which provides assistance to students in developing their career plans.

## **CHAPITRE XII**

### **PLAGIARISM**

#### **XI.1 Definition of Plagiarism**

**Article 87:**

Plagiarism is understood to be any work produced by a student, research professor, hospital-university research professor, permanent researcher, or anyone else involved in the falsification of results or claimed fraud in scientific or any other academic publication. In this regard, the following acts are considered plagiarism.

**Article 88:**

The following acts are considered plagiarism:

- Complete or partial citation or paraphrasing of ideas or information, text, paragraph, excerpt from a published article, book, magazine, study, report, or internet source without indicating their sources and authors.

- Quoting excerpts from a document without enclosing them in quotation marks and without indicating their sources and authors.
- Use of specific data without specifying the source and authors.
- Use of an argument or reference without indicating its source and authors.
- Publishing a text, article, handout, or report produced by an institution or establishment and presenting it as one's own work.
- Use of artistic productions or the inclusion of geographical maps, images, graphs, statistical tables, diagrams, or articles without referencing their origin, source, and authors.
- Complete or partial translation from one language to another used by the student, research professor, hospital-university research professor, or permanent researcher without acknowledging the translator and the source.
- Listing the name of a research professor, hospital-university research professor, or permanent researcher, or any other person as an author in a research work or other scientific work without their contribution to its development.
- Listing the name of a renowned scientist by the principal researcher without their participation in the completion of the work, with or without their permission, to assist in its publication.
- Entrusting students or other individuals with the completion of scientific work by the research professor, hospital-university research professor, permanent researcher, or any other person, to be included in a research project or the production of a scientific publication, educational publication, or scientific report.
- Using the work of students and their theses by the research professor, hospital-university research professor, permanent researcher, or any other person as a presentation at national and international seminars or for the publication of scientific articles in journals and periodicals.
- Listing the names of experts as members of scientific committees for national and international seminars or scientific journal committees without their consent and written commitment, and without their effective participation in the work of these committees.

## **XI.2 Procedures for Examination and Sanctions against Plagiarism**

### **Article 89:**

Any act of plagiarism as defined in Article 80 of this regulation shall be reported by any individual to the head of the teaching and research unit, through a detailed written report accompanied by supporting documents and concrete evidence. The head of the teaching and research unit immediately forwards the aforementioned report to the ethics and professional conduct council of the academic institution to carry out all necessary investigations in accordance with Article 8 of Decree No. 1082 of December 27, 2020.

### **Article 90:**

The ethics and professional conduct council of the academic institution shall submit its final report to the head of the teaching and research unit after conducting the necessary investigations, within

a maximum period of fifteen (15) days from the date of receiving the report on the act of plagiarism.

**Article 91:**

When the report of the ethics and professional conduct council of the academic institution confirms the act of plagiarism, the head of the teaching and research unit initiates the proceedings before the disciplinary board of the unit.

**Article 92:**

The head of the teaching and research unit formally notifies the accused student of plagiarism in writing, stating the charges against them along with concrete and justified evidence, as well as the decision to bring the case before the disciplinary board, including the location and date of the hearing, within the time limits prescribed by the applicable regulations.

**Article 93:**

The disciplinary board of the teaching and research unit shall convene within the time limits set by the applicable regulations to consider the facts submitted to it.

**Article 94:**

The members of the disciplinary board of the teaching and research unit shall review the report presented by a member of the ethics and professional conduct council of the academic institution, which should contain the charges and evidence supporting the accusation of plagiarism. They shall subsequently hear the accused student to present their defense.

**Article 95:**

The accused student appearing before the disciplinary board is required to be present in person. They may be accompanied by any person who can assist them in their defense. In this regard, the student must inform the head of the teaching and research unit in writing about the individuals who will accompany them for defense, at least three (3) days prior to the disciplinary board hearing. If the accused student presents a valid reason justifying their absence, they may request to be represented by their defense counsel and submit their written observations and justifications to the head of the teaching and research unit three (3) days prior to the disciplinary board hearing.

**Article 96:**

The disciplinary board must include in the minutes of the hearing the charges brought against the student as indicated in the report of the ethics and professional conduct council of the academic institution, in addition to the observations and justifications of the accused student.

**Article 97:**

The disciplinary board of the teaching and research unit shall rule on the charges brought against the student within the time limits set by the applicable regulations.

**Article 98:**

The student may file an appeal with the disciplinary board of the institution 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 Des sanctions****Article 99:**

Without prejudice to the sanctions provided for by the legislation and regulations in force, in particular those provided for by Decree No. 371 of June 11, 2014, any act of plagiarism within the meaning of Article 80 of this regulation, relating to scientific and educational work required of the student in undergraduate, master's, magister, and doctoral theses, before or after their defense, exposes the author to the cancellation of the defense or the revocation of the acquired title.

**Article 100:**

Without prejudice to the sanctions provided for by the provisions of Ordinance No. 06-03 of Joumada El Oula 1424 corresponding to July 15, 2006, concerning the general status of public service, any act of plagiarism within the meaning of Article 80 of this regulation, relating to scientific and educational work claimed by the researcher, the hospital-university researcher, and the permanent researcher during educational and scientific activities, magister theses, and doctoral theses, as well as other research projects or works of academic qualification, or any other duly established scientific or educational publication, during or after the defense, evaluation, or publication, exposes the author to the cancellation of the defense or the revocation of the acquired title or the cancellation or withdrawal of the publication.

**Article 101:**

Any disciplinary proceedings against any accused person shall cease when the charges against them lack evidence or relate to facts not provided for in Article 3 of this decree.

**Article 102:**

In accordance with the provisions of Ordinance No. 03-05 of July 11, 2003, on 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 Authority****Article 103:**

The following disciplinary boards are established within the university:

- University disciplinary board,
- Departmental disciplinary board,
- Faculty disciplinary board.

**Article 104:**

The departmental disciplinary board shall rule on all first-degree offenses committed within the department.

The faculty disciplinary board shall rule on all second-degree offenses committed within the faculty.

The University disciplinary board is responsible for handling offenses of any degree committed within the university, including offenses committed in educational and administrative spaces not affiliated with a faculty or department. It serves as an appellate body for the faculty or departmental disciplinary board. It has the authority to decide on requests for reinstatement and requests for clemency.

## XII.2 Offenses

**Article 105:**

The following are considered first-degree offenses:

Any attempt at fraud, established fraud, or premeditated established fraud in an examination.

Refusal to comply with directives from the administration, teaching and research staff, or security personnel.

Unfounded requests for double correction.

**Article 106:**

The following are considered second-degree offenses:

- Recidivism of first-degree offenses.
- Obstruction of the proper functioning of the institution, organized disorder, violence/threats, and physical assault of any kind.
- Possession of any means with the established intention of causing harm to the physical integrity of teaching and research staff, administrative, technical, and service personnel, and students.
- Forgery and use of forged documents, falsification, and substitution of educational and administrative documents.
- Identity theft.
- Defamation against all university staff and students.
- Deliberate actions of disruption and characterized disorder that impede the proper conduct of educational activities, such as hindering teaching and examinations or engaging in boycotts or disruptive gatherings.
- Theft, embezzlement, and misappropriation of university property, as well as property belonging to teachers and students.
- Deliberate damage to university property, including equipment, furniture, and accessories.
- Insults and irreverent remarks directed at teaching and research staff, administrative, technical, and service personnel, and students.
- Refusal to comply with regulatory checks within the university premises.

**Article 107:**

Any offense not listed in Articles 82 and 83 of this regulation may be classified as a first-degree or second-degree offense based on its severity and consequences by the disciplinary board.

### XII.3 Sanctions

**Article 108:**

The sanctions applicable to first-degree offenses are as follows:

- Verbal warning.
- Written warning recorded in the student's academic file.
- Reprimand recorded in the student's academic file. In the case of attempted fraud or established fraud, a grade of zero out of twenty (00/20) is automatically assigned to the respective examination.

**Article 109:**

The sanctions applicable to second-degree offenses are as follows:

- Exclusion from the subject or module concerned. This exclusion results in the non-validation of any results obtained in that subject or module.
- Exclusion from the current semester or academic year, depending on the progression being semester-based or annual. This exclusion results in the non-validation of any results obtained in that semester or year.
- Exclusion from two semesters or two years, including the current semester or year, depending on the progression being semester-based or annual. This exclusion results in the non-validation of any results obtained in the current semester or year.
- Exclusion from two semesters or two years, including the current semester or year, in any higher education institution. This exclusion results in the non-validation of any results obtained in the current semester or year.

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The duration of the exclusion is counted towards the student's academic progression.

**Article 110:**

Disciplinary sanctions imposed by the disciplinary boards do not prejudice other legal proceedings provided for by applicable legislation and regulations.

**Article 111:**

Pending the decision of the disciplinary board, for cases of fraud and second-degree offenses, justified interim measures are taken by the responsible authority of the relevant educational structure. The duration of these measures is counted towards the periods of sanctions.

## **XII.4 Disciplinary Procedure**

### **Article 112:**

Any duly established offense is brought in writing to the attention of the responsible authority of the competent educational structure within forty-eight (48) hours following the incident.

### **Article 113:**

The file presented to the disciplinary board must include:

- The official referral to the disciplinary board by the responsible authority of the competent educational structure.
- A detailed report highlighting the identity of the complainant, a detailed account of the incident, a description of the harm caused, the names of potential witnesses, a summary of the student's situation, and all supporting evidence.

### **Article 114:**

The organization of the deliberations of the disciplinary board, as well as the entire procedure for handling disciplinary cases until the final decision, are determined in the internal regulations of the disciplinary board.

### **Article 115:**

After deliberations, the president of the disciplinary board will transmit a copy of the minutes of the board's proceedings to the Vice-Rector in charge of Higher Education for First and Second Cycles, Continuing Education and Diplomas, and Higher Graduation Education for follow-up within a maximum of eight (8) days.

### **Article 117:**

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

- Notified to the person concerned.
- Recorded in the person's academic file.
- Displayed within the university.
- Communicated to other higher education institutions and the National Office of University Works (ONOU) if the sanction is an exclusion of at least one year.

### **Article 118:**

The sanctioned student may submit a request for clemency to the Rector of the university. The request must be in writing, dated, and signed by the person concerned within a period of fifteen (15) days following the date of notification of the decision.

### **Article 119:**

After the completion of the sanction, the student is reinstated in all their rights.

**Regulations**  
**Chapter XVI**  
**Office for the Support of Refugee Students**

**Article 120:**

The Office for Refugee Students (BER) is established within the University of Ouargla.

**Article 121:**

The BER is a body attached to the Vice-Rectorate for External Relations and is supported by representatives at the vice-deanery for postgraduate studies in each faculty. The office has a dedicated space on the university's website, where contact information, including phone number and email address, is provided.

**Article 122:**

The BER is responsible for monitoring and supporting refugee students to facilitate their integration into university life and access to information. It is intended for refugee students in all years of the three cycles of university education.

**Article 123:**

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

**Article 124:**

The tasks of the BER are carried out by administrative and academic staff who have received appropriate training.

**Article 125:**

The BER is responsible for supporting refugee students before, during, and after their studies. This includes:

- Providing all necessary information regarding the university's academic programs and any other information that may be useful for refugee students before starting their studies.
- Assisting refugee students with any difficulties they may encounter during their studies, whether academic, administrative, or social in nature.
- After completing their studies, the BER may intervene with social and professional partners to facilitate the integration of refugees into the professional field and assist them in their socio-professional integration.

**Article 126:**

In order to achieve its objectives, the BER is responsible for the following tasks, among others:

- Providing information about the university, including available academic programs, registration and re-enrollment procedures, and student life in general.
- Providing support to facilitate enrollment, the start of studies, and integration into the university and social environment.

- Collaborating with relevant services to schedule additional courses, tutorials, and practical sessions to support refugee students who have started their academic year late.
- Assisting refugee students who face challenges in language proficiency required for their studies.
- Accompanying students in late evaluations, including continuous assessments, exams, practical work evaluations, internship reports, etc. In exceptional cases where a refugee student arrives late at the university, the possibility of scheduling early or make-up assessments before official exams can be considered, based on the discretion of competent administrative and pedagogical authorities.
- Facilitating communication between the BER and the student's faculty of enrollment for academic support.

Academic staff members provide necessary support to refugee students regarding pedagogical aspects of their studies, as needed.

Academic staff members are assigned for a specific and limited period by the head of the department to which the refugee student is affiliated, based on the required expertise and the needs of refugee students.

One or more teachers may be requested to assist refugee students in modules where they face difficulties.

Academic staff members may work closely with administrative staff to address challenges faced by refugee students in order to provide optimal support.

**Article 127:**

The mission of the BER encompasses various aspects, including:

- Informative and administrative support during different stages of orientation, guidance, and mediation.
- Pedagogical support for learning, organizing personal work, and assistance in constructing a study plan. The role of the BER involves academic and administrative personnel from the relevant department in order to support refugee students and address their vulnerabilities.
- Methodological guidance for individual and group work on university study methods.
- Technical assistance in using educational tools and resources.
- Psychological support to motivate students and encourage them to continue their studies.
- Professional guidance to help students develop their career plans.