

## **Foreword**

The rights of students, set out in this Declaration, oblige the University to ensure that all regulations and policies concerning them respect these rights.

### **1-The right to a quality university education**

Students have the right, taking into account the human and material resources at the University's disposal, to training programs which adequately meet the general objectives of the various cycles of study, to respect the program in which they are registered as well as to a fair assessment.

Consequently, and without limitation:

1.1 Students are entitled, for each course in which they register, to a written course plan

1.2 Students have the right to have, within a reasonable time, an evaluation of all their work (essays, dissertations, theses, exams and internship reports or other) reflecting the training and learning objectives of the " pedagogical activity as well as feedback on this evaluation even upon consultation of these documents after correction, in compliance, where applicable, with the conditions necessary to maintain the validity of the instruments used

1.3 Students have the right to a review of their evaluation marks and to have, within a reasonable time after the end of each term, an individual and official transcript

1.4 Students have the right to instruction in French or in English, unless otherwise decided for educational or expert purposes, in which case such information appears either in the directory or in a notice published when registering for the course

1.5 Students have the right to access to several sites that the university provides them with, in order to have the research articles they need during their training and to have, within the resources of the University and within the compliance with its administrative rules, fair access to equipment, premises and services intended for them

1.6 Students have the right to have a very precise calendar of the academic year, from the start of each year and a reasonable alert before a deviation

1.7 Students have the right, from the start of the course, to discuss, in accordance with the content and established objectives, the supervision conditions and methods of evaluation proposed, as well as to suggest modifications to the person in charge of the course.



**DEPARTEMENT:ADM/ BUREAU DU DOYEN**

**TITRE: Charter for Students' Rights**

CODE : AD/BD - R - 05

DATE D'IMPLEMENTATION: 18/01/2021

DATE DE REVISION: 18/01/2024

PAGE 2 A 5

EDITION 1

1.8 Students have the right to choose their class and promotion director in order to ensure good coordination with the students

1.9 Students have the right to support activities that promote learning and the success of their studies

## **2-The right to information**

Students have the right to information about policies, regulations, administrative rules that affect them, as well as to information necessary for the pursuit of their studies.

Consequently, and without limitation:

2.1 Students have the right to information concerning the offer of the courses provided for in their program

2.2 Students have the right to be informed, as soon as possible and in writing, of any administrative decision affecting the continuation of their study program or research project

2.3 Students have the right to be informed in writing of any decision taken in their regard and affecting their rights

2.4 Students have the right to be notified within a reasonable time of any disciplinary proceedings taken against them.

2.5 Students have the right to have all requested administrative transactions within a specific and reasonable timeframe

2.6 Students have the right to be informed in advance of strike days as well as the absence of a teacher and not on the same day, as much as possible

## **3-The right to participate in university life**

Students have the right to participate in university life in such a way as to enable them to assume the responsibility they have for their training and thus to contribute, with the other members of the university community, to the development of the university. University.

Consequently, and without limitation:

3.1 Students have the right to evaluate the lessons themselves and thus to contribute to the evaluation of the courses



**DEPARTEMENT:ADM/ BUREAU DU DOYEN**

**TITRE: Charter for Students' Rights**

CODE : AD/BD - R - 05

DATE D'IMPLEMENTATION: 18/01/2021

DATE DE REVISION: 18/01/2024

PAGE 3 A 5

EDITION 1

3.2 Students have the right to be represented by students, full members, on the committees, commissions and councils provided for in the statutes and regulations and whose mandate explicitly deals with their study conditions. and life at the University

3.3 Students have the right to obtain a formal certificate of their participation in these committees.

3.4 Students have the right to participate in the development and any overhaul or major modification of the general policies of the University, in particular those relating to the evaluation of its programs and services, as well as to the " development of university policies and study programs offered by the various university units

3.5 Students have the right to be involved in the activities presented on the university campus (Gym, swimming pool, football fields, basketball, tennis, etc.) and therefore have the right to access these sites for periods of time. days that the university specifies

#### **4-The right to a quality environment**

Students have the right to a quality environment in the pursuit of their university education.

Consequently, and without limitation:

1.1 Students have the right to normal conditions of health and safety in the pursuit of their university activities.

1.2 The student who, after having used the usual channels, considers himself infringed by a right recognized in the Declaration shall submit a written complaint to the immediate superior of the person whom he holds responsible for the violation of his rights.

The person who receives a complaint responds in writing to the complainant no later than 10 working days after receipt of the complaint.

If there is no agreement at this first level, the student applies to the Quality Assurance Committee, responsible for the application of student rights, which in turn must make a final decision on the complaint; this decision is informed to the candidates.

#### **5-In terms of exams**

**The student has the right to / to:**

- Have two exam sessions per semester (the date of which is set by the dean). Overlapping of examinations is not allowed and it is up to the administration to help the student under his request to carry out good time management.

- Have special arrangements (in the event of a disability, for example), subject to communication conditions (supervision-secretariat, accessibility of the room, use of appropriate equipment, increased time, etc.).
- Equal treatment during the tests (preparation, audition and composition time, correction conditions, etc.)
- Anonymity of correction of the partial and final written exams
- Know the composition of the jury
- Communication of his notes after deliberation by the jury within an acceptable timeframe, by computer and in a confidential manner
- Consult his exam papers in the presence of the teacher
- Submit a complaint in the event of any violation of their dignity, freedom of expression, and rights

**The student has the duty to:**

- Respect the regulations for exams and tests. Any fraud or attempted fraud is subject to penalties, the gradation of which is indicated in the appropriate procedure
- Arrive at the examination site before the time indicated on the invitation
- Be in possession of your student card and present it spontaneously for identity control
- Do not disturb the smooth running of the event
- Follow the instructions given by the supervisor
- Compose alone and personally, unless otherwise specified in the event
- Use only the composition material made available to him
- Use only authorized personal documents and / or materials as indicated by the teacher
- Dial in the place indicated to him by the supervisor or by numbered assignment if notified
- Wait for the time allowed to elapse before leaving the examination room
- Make a copy, even if it is a white copy. The absence of a copy is equivalent to an unjustified absence from the test
- If necessary, ensure the anonymity of your copy before handing it over. Any distinctive mark on the copy will be considered an attempted fraud.
- Request the correction of an error in results within a maximum period of one month.



**DEPARTEMENT:ADM/ BUREAU DU DOYEN**

**TITRE: Charter for Students' Rights**

CODE : AD/BD - R - 05

DATE D'IMPLEMENTATION: 18/01/2021

DATE DE REVISION: 18/01/2024

PAGE 5 A 5

EDITION 1

### **Application of student rights**

All members of the university community are bound, in their dealings with students, to respect the rights set out in the Declaration.

### **Student Rights Enforcement Committee**

Usually, the Quality Assurance Committee takes care of this mission. If necessary, an ad hoc committee is formed by the dean, to solve a problem of considerable importance: this committee is made up of the dean, representative of professors, representative of students, administrative representative and a representative of the quality committee. This committee should:

- 1 Receive complaints and propose solutions.
- 2 Report on their work once a year to the dean
- 3 Add recommendations and rights if the committee has found the need then this statement is always open to supplements and additions.