

Democratic and Popular Republic of Algeria

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education and Scientific Research

المدرسة الوطنية العليا للبيطرة

Higher National Veterinary School – Rabie Bouchama – Alger



# Internal Rules and Regulations



September 2024

(Reviewed and Approved by the Board of Administration on February 13th 2024)

***Internal Rules and Regulations:***

*These internal regulations establish the rules governing academic and research activities, as well as student conduct within the School. Their primary objective is to ensure the orderly execution of educational programs, the safeguarding of persons and property, and the cultivation of a productive academic environment, in alignment with the School's values and ethical standards.*

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## **Internal rules and regulations**

The Higher National Veterinary School – Rabie Bouchama- Algiers ( Hereinafter referred to as HNVS) , in accordance with Ordinance No. 70-87 of 15 December 1970, is a public institution of a scientific and cultural vocation, endowed with a moral status and financial independence

**The Higher National Veterinary School – Rabie Bouchama- Algiers ( Hereinafter referred to as HNVS) ,** in accordance with Ordinance No. 70-87 of 15 December 1970, is a public institution of a scientific and cultural vocation, endowed with a moral status and financial independence.

The following internal rules and regulations (hereinafter regulations) establish measures aimed at safeguarding the school's legacy and set the rules of conduct and behavior within the institution, following a code of mutual respect, tolerance, peace, discipline, order, and the enjoyment of academic freedoms and privileges within that framework.

The purpose of these regulations is to facilitate the smooth conduct of teaching and to ensure the greatest transparency regarding the rules applied within the school.

## **Chapter 1: Organization of the Higher National Veterinary School -Rabie Bouchama – Algiers**

The institution operates under the authority of a Board of Administration and is chaired by a Director, assisted by Deputy Directors, a Secretary-General, and the Director of the Library. It is further supported by statutory administrative and academic bodies responsible for overseeing and evaluating the institution's educational and research activities

**Article 1.1:** The Board of Administration is supported in its administrative, academic, and scientific responsibilities by the following Deputy Directors:

- Deputy Director for Teachings, Diplomas, and Continuing Education

- Deputy Director for Doctoral Training, Scientific Research, Technological Development, Innovation, and Promotion of Entrepreneurship
- Deputy Director for Information Systems, Communications, and External Relations
- Secretary General.
- Deputy Director for the library.

The school is structured into departments, each overseen by a Department Head, and is supported by its own technical services.

**Article 1.2:** The school is organized around a Board of Administration, a Scientific Council, two Departmental Scientific Councils, and a Disciplinary Council in addition to pedagogical committees.

Article 1.3: The Deputy Director for Teachings, Diplomas, and Continuing Education is responsible for the swift execution of the educational activities. This includes:

- Teaching, Internships, and Assessment Office.
- Continuing Education Office.
- Degree Certification Office.

## **Chapter 2: Provisions Relating to Registration (Enrolment) – Re-registration**

**Article 2.1:** Access to studies in veterinary sciences at the **Higher National Veterinary School** in Algiers is open to holders of a high school diploma (Hereinafter baccalaureate) or an equivalent foreign qualification recognized as such by the Ministry of Higher Education and Scientific Research.

**Article 2.2:** Registration is open to holders of the baccalaureate; the academic tracks and the minimum average grades required for registration are defined before each registration session by a circular from the Ministry of Higher Education and Scientific Research.

**Article 2.3:** The schedule for pre-registration and final registration is set annually by a ministry decision.

**Article 2.4:** Registration and re-registration are annual and non-transferable. Every student must register or re-register at the beginning of each academic year according to the schedule established by the Deputy Director for Teachings, Diplomas, and Continuing Education.

**Article 2.5:** A student may only attend classes at the **HNVS** if they are regularly registered.

**Article 2.6:** The registration period is communicated to students by notice -physical or/and electronic-, at the beginning of each academic year. The student must pay the registration fees for each academic year according to the schedule established by the services of the Deputy Director for Teachings, Diplomas, and Continuing Education.

**Article 2.7:** For each new academic year, following registration or re-registration, the student ID card is issued or updated by the Directorate of Teachings, Diplomas, and Continuing Education. The student ID card is mandatory and may be requested at any time by security personnel, teachers, or staff in charge, especially during assessments and exams. It is personal and only valid for the current academic year. In case of loss or damage, a loss report issued by the authorized services will be required to obtain a duplicate, which cannot be renewed under any circumstances.

**Article 2.8:** A student may, if they wish, request a transfer to another stream within the university or to another veterinary institution. Likewise, a student may request a transfer to the **Higher National Veterinary School**. In both cases, the student must meet the admission requirements and receive approval from the host institution.

**Article 2.9:** Student registrations and re-registrations begin on the first day of the academic year, as determined by a ministerial circular from the Ministry of Higher Education, and conclude after the publication of the final student lists.

### Chapter 3: Curricular organization

**Article 3.1:** Starting from the 2022-2023 academic year, the curriculum of the **Higher National Veterinary School** spans six years of study (Executive Decree No. 23-215 dated 18 Dhou El Kaâda 1444, corresponding to June 7, 2023, concerning the reorganization of studies leading to the degree of Doctor of Veterinary Medicine, comprising a pre-clinical cycle (the first three years) followed by a clinical cycle (the last three years).

Each academic year consists of several subjects (**hereinafter referred to as modules**). At the end of the program, the student prepares a final project, which must be publicly defended

**Article 3.2:** Students enrolled prior to the 2022-2023 academic year follow a five-year curriculum (Decree No. 74-174 dated August 21, 1974, as amended and supplemented, concerning the organization of studies leading to the degree of Doctor of Veterinary Medicine), comprising a pre-clinical cycle (the first three years) followed by a clinical cycle (the final two years). At the end of the program, the student prepares a final year project, which must be publicly defended.

**Article 3.3:** The instruction of a module is delivered by one or more instructor-researchers responsible for the theoretical lectures, alongside one or more instructor-researchers who provide practical teaching through tutorials (TD), laboratory sessions (TP), and/or clinical practice associated with the module.

**Article 3.4. Master's Track.** Students officially enrolled at the **Higher National Veterinary School**, and currently pursuing the five-year Doctor of Veterinary Medicine program, who wish to obtain a Master's degree must successfully complete the additional introductory coursework in research methodology, with a minimum required volume of 200 hours.

## Chapter 4: Organization of Pedagogical Committees and Modules Teams

**Article 4.1:** A Pedagogical Committee is established at the beginning of each academic year. The Pedagogical Committees are composed of a committee Chairperson (an instructor elected by their peers): of the current academic year's Instructor-researchers currently employed and already providing theoretical and/or practical instruction, two elected students representatives, and pedagogical representatives from the school's administration.

**Article 4.2:** Student representatives on the Pedagogical Committees must be elected at the beginning of the academic year and chosen among students with upstanding academic record and moral qualities.

**Article 4.3:** The missions of the Pedagogical Committee are as follows:

- Organizing meetings of the various Pedagogical Committees.
- Reviewing the curricula and instructional modalities for each subject and module based on the schedule established at the end of the previous academic year.
- Overseeing and assessing academic progress at the end of each academic year.
- Establishing the teaching conditions and exams organization, internships, and final year projects supervision, along with the criteria for their validation.
- Validation of assessments results by the deliberation panel.
- Review of appeals submitted by students following all remedial examination sessions.

**Article 4.4:** The Module Team is chaired by the module coordinator. It is composed of:

- The module coordinator,
- The instructor-researchers responsible for delivering lectures,

- The instructor-researchers in charge of tutorials (TD), laboratory sessions (TP), and clinical instruction.

**Article 4.5:** The coordinator of a module unit must be a permanently employed faculty member (instructor-researcher) and a teacher of the module. They supervise and coordinate the instructional activities among the teaching staff. He is nominated by the module teaching team in consultation with the head of department and the Deputy Director in charge of Teaching. Selection is based on the highest academic rank or, where ranks are equal, on seniority.

**Article 4.6:** The prerogatives of the module coordinator are crucial to ensuring the proper functioning and quality of instruction of the module/subject. The duties of the module coordinator include:

- Planning and organizing the teaching activities of the module unit in close collaboration with the instructors assigned to the module/subject. The coordinator also participates in the theoretical and/or practical instruction of the module/subject.
- Collaborating with the pedagogical committee and the school's administration. In the coordinator's absence, the most senior-ranked member of the module team must be designated to assume this role.

**Article 4.7:** The responsibilities of the module team are as follows:

- Coordinating the teaching program for the module unit, including monitoring the progress of lectures, tutorials (TD), and practical sessions (TP).
- Taking all necessary measures or/and making recommendations to the pedagogical committee of the current year class to ensure the effective implementation of the teaching program.
- Updating the module content and making any proposals aimed at reorganizing it to ensure continuous alignment with the methods of knowledge assessment in the relevant discipline.
- Coordinating the scheduling of continuous assessment tests in accordance with the progress of the teaching program, and submitting the proposed assessment schedule to the pedagogical committee.
- Monitoring student attendance (Students participation in academic activities).



**Article 4.8:** Instructors assigned to a module/subject—whether delivering lectures, tutorials (TD), laboratory sessions (TP), or clinical teaching—shall be appointed by the Department Head in consultation with the Deputy Director in charge of Teaching and the Director of the School. In the event that multiple instructors apply to teach a new or vacant module/subject, a commission may be established to review the applications. The commission shall be composed of the Departments Heads, the Deputy Director in charge of Teaching, and the Chair of the module team for the relevant academic year. It may also include instructors (non-applicant) from the same or a closely related specialty to the module in question.

## **Chapter 5: Organization of Instruction, Attendance, and Academic Leave**

**Article 5.1:** Instruction is both theoretical and practical. It is delivered through lectures, seminars, tutorials (TD), practical sessions (TP), clinical practice, internships, field outings, and self-study.

**Article 5.2:** The timetables are communicated to students through posted notices and/or via the website or any other media platform.

**Article 5.3:** For any matters concerning instruction, the student should initially approach the instructor responsible for the module and the module coordinator, and subsequently the Chair of the Pedagogical Committee for the respective academic year.

**Article 5.4:** Students are assigned to specific groups for tutorials, practical sessions, and clinical practice. Each student is required to adhere to their assigned group and may not request or initiate a change without prior approval from the administration.

**Article 5.5:** Students are required to regularly attend lectures, tutorials, practical sessions, clinical practice, and any other form of instruction scheduled in the timetable communicated by the Deputy Directorate of Teaching, Degrees, and Continuing Education. Order and discipline must be maintained during lectures, practical sessions, tutorials, and clinical practice. Any student who disrupts the

smooth conduct of these sessions will be expelled from said session. In the event of a repeat offense, the student will be referred to the Disciplinary Council.

**Article 5.6:** To ensure the smooth running of lectures, practical sessions, tutorials, and clinical practice, students must make every effort to be punctual.

**Article 5.7:** In the event of an instructor's delay, students are required to wait for fifteen minutes before leaving the classroom.

**Article 5.8:** Clinical practices are conducted for students in the 4th, 5th, and 6th years of the six-year program, and for students in the 4th and 5th years of the five-year program.

**Article 5.9:** Vaccination against rabies is mandatory for all students participating in clinical practice.

**Article 5.10:** In accordance with the scheduling and timetable, the attendance of the students involved is mandatory until the conclusion of the clinical session, practical work, and/or tutorials.

**Article 5.11:** Students participating in the clinical practice at HNVS are required to wear a white lab coat, boots, and have the specific equipment necessary for each one (stethoscope, thermometer, etc.).

**Article 5.12:** Any student who does not have the equipment specified by the instructor responsible for the clinical practice may be denied access to the clinical sessions and will be marked absent.

**Article 5.13:** Student attendance is mandatory for all instructional activities. Any absence from practical sessions, tutorials, or clinical practice must be justified within 48 working hours following the start of the absence

**Article 5.14:** Student attendance shall be subject to strict monitoring by instructors. The accumulation of three (3) non-justified absences from tutorials and/or practical sessions in any given module, or five (5) justified absences, shall result in the student's exclusion from that module. Recurrent non-justified absences from any academic activity shall constitute a serious breach of academic obligations and shall lead to disciplinary sanctions and other measures as prescribed by the regulations in force.

Justified absences exceeding five (5) weeks may serve as grounds for placing the student on academic leave.

**Article 5.15:** Any student involved in clinical instruction and who accumulates two (2) non-justified absences or three (3) justified absences in regularly scheduled clinics shall be assigned a failing grade (zero / 0) for the said clinic, except in specific cases as determined by the Deputy Directorate of Teaching, Degrees, and Continuing Education. For clinics not held regularly, one (1) non-justified absence or two (2) justified absences shall be counted.

**Article 5.16:** A duly justified absence from an evaluation session or an examination during tutorials or practical work shall entitle the student to a single make-up opportunity, to be scheduled prior to the mid-semester examination period. Failure to attend this make-up session shall forfeit any further right to another, and the student shall receive a grade of zero (0) for the affected assessment. Any absence from tutorials, practical sessions, or examinations without valid justification shall be penalized with a grade of zero (0).

A justified absence from a mid-length duration examination entitles the student to a make-up examination. In the event of failure in this make-up examination, the student shall be permitted to retake it during the Resit session. The make-up examination must be conducted prior to the Resit session without exception. An unexcused absence from a mid-length duration examination shall be penalized by a grade of zero for the examination concerned, and in such cases, the student shall forfeit the right to a make-up examination.

**Article 5.17:** Justification for an absence must be submitted to the department services within two (2) working days following the date of absence from the relevant tutorial session, practical work, clinical session, or mid-length duration examination. The justification must be endorsed by the Head of Department as well as by the school's medical officer, who shall indicate the date of submission before forwarding it to the instructor responsible for the module concerned. This document shall then be transmitted to the Deputy Directorate of Teaching, Degrees, and Continuing Education of the school and filed in the student's academic record.

**Article 5.18:** The following shall be considered as justified absences:

- Death of ascendants, descendants, or collateral relatives (death certificate required; three (3) days of authorized absence).
- Marriage of the concerned party (marriage certificate required; three (3) days of authorized absence).
- Maternity or paternity leave (birth certificate required; three (3) days of authorized absence for the father, as per medical certificate for the mother).
- Hospitalization of the concerned party (hospitalization certificate required; authorized absence corresponding to the duration of hospitalization).
- Illness of the concerned party (certificate of absence from work issued by a sworn physician is required; authorized absence corresponding to the duration of the leave from work).
- Official summons or requisition (official document issued by the competent authority is required).
- Other cases of major impediment duly justified.

**Article 5.19:** For exceptional reasons—including chronic or debilitating illness, maternity, prolonged hospitalization, national military service, accident, or family obligations (pertaining to ascendants and/or descendants family members, or the relocation of a spouse or parents due to professional duties—a student may suspend their enrollment for one academic year. An academic leave certificate shall be issued to the student in such cases.

Reinstatement following an academic leave on medical grounds shall be contingent upon the opinion of a sworn physician.

**Article 5.20:** The School's administration may rule on other reasons submitted by the student in support of a request for academic leave. In all cases, a certificate of academic leave specifying the duration of the leave shall be issued to the student by the competent administrative services of the School.

**Article 5.21:** A reasoned request for academic leave must be submitted to the Deputy Directorate of Teaching, Degrees, and Continuing Education of the School prior to the commencement of the first examination, except in cases of force majeure.

## **Chapter 6: Academic Assessment and Progression**

**Article 6.1:** Students' competencies and acquisition of knowledge in each module are evaluated on a semester basis through an exam in tutorials (TD) and practical work (TP), and on an annual basis through an exam in clinical training.

**Article 6.2:** Academic assessments are conducted either annually or by semester. The schedule for mid-length duration examinations is determined by the administration and finalized by the Pedagogical Committee, and is communicated to students by public notice, via the website, or through any other appropriate digital platform.

**Article 6.3:** Academic assessment is based on the principle of continuous evaluation of knowledge. It may take the form of:

- Written examinations
- Oral examinations
- Practical and clinical assessments
- Presentations

**Article 6.4:** A regularly enrolled student is required to sit for all scheduled examinations, with the exception of modules already validated in the case of a repeating student. A disqualifying grade may be implemented for certain modules. If applicable, this threshold is defined in the official curriculum and must be clearly communicated to students. It is set below 5/20, subject to the issuance of the regulatory provisions of Executive Decree No. 23-215 of 18 Dhou El Kaâda 1444 (corresponding to June 7, 2023) (six-year program).

**Article 6.5:** Participation in continuous assessment examinations is compulsory. Any absence must be justified within 48 working hours from the start of the absence. Medical certificates will only be accepted if officially validated by the HNVS medical officer.

**Article 6.6:** A student absent from any of the continuous assessment examinations without a valid excuse will receive a zero (0) for that exam.

**Article 6.7:** Students must arrive at the examination room before the scheduled start time, with their student ID. Arriving more than fifteen minutes late will result in exclusion from the exam.

**Article 6.8:** A student may not leave the examination room until at least thirty (30) minutes after the start of the exam.

**Article 6.9:** Regardless of the type of examination, students are prohibited from communicating with one another. Any violation will result in a verbal warning from the invigilator instructor. A repeat offense will lead to expulsion from the exam and possible referral to the disciplinary council.

Phones and electronic recording devices are strictly prohibited during assessments; they must be turned off and stored before the examination begins. Any student found in possession of a mobile phone, earpiece, or any other communication device during the examination will be considered cheating. The examination invigilating instructor has the authority to check, if in doubt, whether a student is using an earpiece.

**Article 6.10:** Students must clearly write their full name, examination number, and the name of the module or examination subject on all examination papers and rough papers.

Any student present in the examination room who deliberately fails to submit their paper before leaving will be referred to the disciplinary council. Invigilators will document the incident in a detailed report.

**Article 6.11:** The grading of an examination shall be carried out by the instructor who taught the module or by another faculty member designated by the administration.

**Article 6.12:** Following each mid-length duration examination, the instructor responsible for the module must submit the grades to the administration. The administration is required to publish the results digitally for student access. The instructor must also provide the model answer along with the grading rubric, and, in coordination with the administration, schedule a session for students to review their marked papers. This requirement also applies to the Master's program.

This review session must be held no later than fifteen (15) days following the examination. Students are entitled to review their papers (including those from makeup exams during the regular session), as well as the model answer and grading rubric. However, examinations taken during the Resit session do not entitle students to review their papers.

**Article 6.13:** After reviewing their examination paper and the model answer, a student who is not satisfied with their grade may file an appeal no later than two working days following the reviewing session. No appeals will be accepted past this deadline. The appeal process may result in a re-evaluation of the paper.

**Article 6.14:** Should a student request a re-evaluation, they must submit a written request to the school administration, which shall take the necessary measures to appoint, under strict anonymity, a second examiner. This examiner must hold the same academic rank or a higher one and belong to the same field of specialization as the original grader. The second examiner may be affiliated with a different institution of higher education.

**Article 6.15:** Following the re-evaluation, the revised grade is compared with the original grade. In such cases:

- If the difference between the two grades is less than three (03) points, the arithmetic average of the two is retained;
- If the difference is equal to or greater than three (03) points and the second grade is higher, the higher grade is retained;
- If the difference is equal to or greater than three (03) points and the second grade is lower, the lower grade is retained.

Any unfounded request for a re-evaluation shall be considered a disciplinary offense and classified as a first-degree infraction.

Following the re-evaluation, the student is not entitled to consult the re-marked examination paper.

**Article 6.16:** Following the review session, the grades and the model answer shall be submitted to the institution's administration for archiving. Examination papers, once

reviewed, shall be retained by the relevant department in compliance with applicable regulations.

**Article 6.17:** Assessment examinations are graded on a zero to twenty (0–20) scale. Each assessment examination carries a specific coefficient, which may vary by module, in accordance with institutional policies and academic regulations.

**Article 6.18:** The methods for calculating the overall grade point average are determined by the applicable regulatory provisions.

**Article 6.19:** The annual average grade is calculated as the weighted average of all modules' grades, with each grade weighted by its respective coefficient.

**Article 6.20:** The clinical module grade is calculated by summing the grades earned in clinical activities across all disciplines. This clinical average is treated as a separate module and counts towards the overall annual average.

**Article 6.21:** Student pedagogical evaluations are reviewed by a deliberating jury convened at the end of each academic year. This jury is composed of the Chair and faculty members of the year's Pedagogical Committee. The jury validates the results, decides which students advance to the next year, and identifies those who must fail. The Chair of the Pedagogical Committee forwards the results to the administration, which is responsible for publishing the decisions digitally for student access.

**Article 6.22:** Any student who achieves an annual average of 10/20 or higher, with or without compensation, and has no failing grade (below 5/20) is admitted to the next academic year.

**Article 6.23:** Following the deliberations, students have 48 business hours to submit any potential appeals. No claims will be accepted past this deadline.

**Article 6.24:** The chair of the pedagogical committee and the instructor responsible for the module will review all appeals. They will forward the appeal outcomes to the administration.

**Article 6.25:** A Resit session is held at the end of the academic year. It is open to students who meet one of the following conditions:



- The student has achieved an annual average of **10/20 or higher** but has received one or more **failing grades** (i.e., below 5/20); in this case, the student will only retake the examinations for the modules in which they scored below **10/20**.
- The student has an **annual average below 10/20**; they will be required to retake only the examinations in the modules where their score was below **10/20**

**Article 6.26:** At the conclusion of the Resit session, the final weighted average is calculated using the highest grade obtained in each module from either the regular or the Resit session

**Article 6.27:** Students who do not pass the Resit session may be allowed to repeat the academic year in accordance with the applicable regulations. In such cases, they retain credit for any modules in which they achieved a score of 10/20 or higher.

**Article 6.28:** Throughout the course of their studies, a student may be permitted to repeat a year no more than twice: once during the pre-clinical cycle and once during the clinical cycle.

**Article 6.29:** In the event of repeating a year, the student must retake all modules in which credit was not earned.

**Article 6.30:** In the case of repeating a year, any student who has not passed the clinical module must retake the clinical rotations in which they earned a score below 10/20.

**Article 6.31:** If a student has reached the maximum number of allowed repeat years, they may be redirected to a different academic program in accordance with applicable regulations.

**Article 6.32:** Reorientation procedures are governed by the relevant regulatory provisions.

## Chapter 7: Organization of Final-Year Projects

**Article 7.1:** The topic of the Final-Year Project is proposed and supervised by an instructor-researcher of the institution. It may also be co-supervised by another instructor-researcher from within the institution or by an external specialist, upon recommendation by the primary supervisor. The dissertation topic may additionally be proposed in consultation and collaboration with a socio-economic sector professional.

**Article 7.2:** The dissertation topic is proposed by the supervising instructor-researcher at the end of the pre-clinical cycle, on the basis of a merit-based ranking.

**Article 7.3:** The supervising instructor must fulfill their mentoring duties. The student is required to provide regular progress updates to their supervisor.

**Article 7.4:** A final-year project is, by definition, an original and individual work completed at the conclusion of a specific academic program.

**Article 7.5:** The student must demonstrate their abilities in research methodology, synthesis, and mastery of a subject by developing a problem statement on a given topic, an approach, a research methodology, an analysis, and presentation of results.

**Article 7.6:** A set of regulations for final-year projects will be made available to students at the beginning of their fourth year. These regulations will guide students in successfully carrying out their work and writing their dissertation.

**Article 7.7:** The student will publicly present their final-year project in a defense session. This defense, endorsed by the supervisor, will be conducted before a panel consisting of a chairperson, the supervisor, one or two examiners, and optionally, a representative from the socio-economic sector.

**Article 7.8:** The administration determines the defense dates. The student must present their project within the deadlines specified by the regulations.

**Article 7.9:** Following the defense of the final year project, the jury members assign an evaluation based on a standardized scoring rubric. Upon completion of the public defense, the student is awarded a final grade accompanied by the corresponding distinction:

- Passable:  $10/20 \leq \text{grade} < 12/20$
- Fairly Good:  $12/20 \leq \text{grade} < 14/20$
- Good:  $14/20 \leq \text{grade} < 16/20$
- Very Good:  $16/20 \leq \text{grade} < 18/20$
- Excellent:  $18/20 \leq \text{grade} \leq 20/20$

**Article 7.10:** Any final-year project that is proven without doubt during the public defense to be wholly or partially copied from another work—without proper citation of the original author, whether the source is published or unpublished—shall be classified as deliberate plagiarism. Accordingly, the examiner shall assign a failing grade, making it impossible for the student to pass the evaluation. The student may submit and defend a new dissertation during the following session.

**Article 7.11:** Once a student has successfully completed all components of the veterinary curriculum and has successfully defended their final-year project, they are officially awarded the degree of Doctor of Veterinary Medicine. The definitive diploma is then issued.

**Article 7.12:** In accordance with Executive Order No. 1275 of 27 September 2022, all supervising instructor-researchers and final-year students may register their final-year project within the framework of the initiatives “*One diploma, One Start-up*” or “*One diploma, One Patent*.” Projects may also be eligible for the “Innovative Project” or “Start-up” label.

## **Chapter 8: Code of Conduct and Social Media Policy**

**Article 8.1:** The code of conduct within the School is founded on mutual respect, courtesy, and tolerance. In addition to these principles, students are required to observe proper hygiene, appropriate attire, and respectful conduct while on campus.

**Article 8.2:** Students registered at the library are bound by its internal regulations and are required to comply with them. Any breach of these regulations may result in the initiation of disciplinary procedures outlined in Articles 8.8 and 8.9.

**Article 8.3:** Students must adhere to the hygiene and safety instructions within the School, including:

- Refraining from smoking in lecture halls and rooms reserved for tutorials, practical sessions, and clinical work.
- To not allow or aide unauthorized individuals who are not affiliated with the institution to enter the premises.

**Article 8.4:** If deemed necessary, a student may be subjected to a search of their person and belongings by the School's security staff. Failure to comply will lead to refusal of entry and disciplinary action.

**Article 8.5:** Students are required to comply with the School's regulations regarding access, traffic flow, and parking. They must park their vehicles only in designated areas and avoid obstructing the movement of other vehicles and pedestrians. Any deliberate violation of these rules may result in the revocation of vehicle access and parking privileges within the School premises.

**Article 8.6:** The carrying of dangerous or potentially dangerous objects is strictly prohibited. The introduction of alcoholic beverages, narcotics, or any other prohibited items or substances (such as firecrackers, smoke bombs, etc.) within the premises of the institution is expressly forbidden and may result in disciplinary action in accordance with the applicable regulations.

**Article 8.6:** The possession of dangerous or potentially dangerous objects is strictly prohibited. The introduction of alcoholic beverages, narcotics, or any other prohibited items or substances (such as firecrackers, smoke bombs, etc.) within the

premises of the institution is expressly forbidden and may result in disciplinary action in accordance with the applicable regulations.

**Article 8.7:** Every member of the School community is required to uphold the standards of hygiene and cleanliness in classrooms, lecture halls, laboratories, and all other facilities. Disposing of waste outside the designated bins and containers is strictly prohibited.

**Article 8.8:** Disciplinary authority over students is exercised by the Disciplinary Council, established in accordance with the applicable regulations (Decree No. 374 of 11/06/2014). The Council is competent to review **first-degree violations** as well as **second-degree offenses**.

**Article 8.9:** First-degree violations include:

- Any attempted fraud; proven fraud, or proven premeditated fraud during an examination;
- Any refusal to comply with instructions issued by the administration, instruction and research personnel, or security staff;
- Any unfounded request for re-evaluation of an examination.

**Article 8.10:** Second-Degree offences Include:

- Repeat offenses of any first-degree violation.
- Actions that disrupt the proper functioning of the institution, including premeditated disorder, acts of violence, threats, or physical aggression of any kind.
- Possession of any object or device with the premeditated intent to harm the physical integrity of instruction-research staff, administrative, technical, and service personnel, or students.
- Forgery and the use of forged documents; falsification or substitution of academic or administrative records.
- Identity theft or impersonation.
- Defamation targeting any member of the university staff or student body.
- Deliberate disruption of academic activities, including obstruction or boycott of classes and examinations, or the organization of disruptive gatherings.

- Theft, breach of trust, or embezzlement of assets belonging to the institution, faculty members, or students.
- Intentional damage to institutional property, including equipment, furnishings, or other assets.
- Use of insulting or disrespectful language towards instruction-research staff; or administrative, technical, and service personnel; or students.
- Refusal to comply with lawful or regulatory inspections or checks within the institution

**Article 8.11:** The violations listed in Articles 8.8, 8.9, and 8.10 are not to be considered exhaustive. The Disciplinary Council reserves the right to examine and rule on any additional acts or behaviors that may be considered harmful to the interests or proper functioning of the institution.

**Article 8.12:** Sanctions for first-degree violations are determined as follows:

- Verbal warning.
- Written warning, documented in the student's academic record.
- Official reprimand, entered into the student's academic record.

In cases of any attempted fraud or proven fraud, the student shall automatically receive a score of zero out of twenty (0/20) for the exam in question.

**Article 8.13:** Sanctions for second-degree offences are determined as follows:

- **Exclusion from the relevant module:** This entails the invalidation of any results obtained in the concerned module.
- **Exclusion from the current semester or academic year:** Depending on whether the program follows a semester-based or annual structure, this will lead to the annulment of all academic results earned during that period.
- **Exclusion for two academic years,** including the current year, and all results obtained during the current semester or year are annulled.

The period of exclusion is recorded as part of the student's academic timeline.

**Article 8.14:** The sanctions imposed by the Disciplinary Council do not exempt the student from any potential legal action that may be taken against them under national laws or institutional regulations in force.

**Article 8.15:** Pending the Disciplinary Council's decision regarding cases of fraud or second-degree offences, the Director of the School may implement reasonable precautionary measures.

**Article 8.16:** If the student is absent from the Disciplinary Council hearing, the session will be postponed by 48 hours. The Council will reconvene and proceed, even in the absence of the concerned party.

**Articles 8.17:** The sanction decision is thereafter:

- Notified to the concerned party.
- Recorded in their academic record.
- Notified to other higher education institutions; and to university services associated with the student, if the sanction involves an exclusion of at least one year.

**Article 8.18:** A student subject to disciplinary action may submit an *ex gratia* appeal to the Director of the School. This appeal must be filed within 15 days from the date of notification of the sanction decision and must be submitted in writing, dated, and signed by the student.

**Article 8.19:** Should new and verifiable evidence arise in a case, the student may submit a formal appeal to the authority that issued the sanction. Upon receiving such an appeal, the Director of the School shall refer the matter back to the Disciplinary Council for reconsideration.

**Article 8.20:** It is strictly prohibited to photograph, film, or audio record instructors during lectures, tutorials, practical sessions, or any other educational activities without their prior consent.

**Article 8.21:** Any dissemination of publications, audiovisual recordings, or photographs that harm individuals or the institution will result in disciplinary actions and the automatic referral of the student to the disciplinary council. Malicious or

insulting behavior, humiliation (whether direct or indirect), or defamation through electronic media will not be tolerated.

## **Chapter 9: Organization of the Complementary Master's Program**

**Article 9.1:** For classes prior to the 2022-2023 academic year, students duly enrolled in the Doctor of Veterinary Medicine program may obtain the complementary Master's degree upon successful completion of an additional 200-hour coursework. Enrollment in this program remains optional. A failing grade per module may be implemented; in such cases, this will be specified in the curriculum and must be clearly communicated to the students.

## **Chapter 10: Doctoral Thesis in Science**

(Executive Decree No. 98-254 dated 24 Rabie Ethani 1419, corresponding to August 17, 1998, concerning doctoral training, specialized postgraduate studies, and academic habilitation / Circular No. 3 dated March 8, 2018, relating to the conditions and procedures for the defense of a doctoral thesis in science)

**Article 10.1:** The purpose of the doctoral thesis is to demonstrate the candidate's ability to undertake original research of substantial merit and to make a significant contribution to the resolution of scientific, technological, and socio-economic problems.

**Article 10.2:** The doctoral thesis consists of conducting original research that has resulted in at least one (01) publication in a peer-reviewed scientific journal of recognized standing, and is finalized by the preparation and defense of the thesis (in accordance with Circular No. 3 dated March 8, 2018).

**Article 10.3:** The candidate selects a thesis topic in agreement with a thesis supervisor and must submit it upon initial enrollment. The doctoral thesis topic must be within the same research field as the Master's dissertation.

The submitted thesis topic is subject to approval by the School's Scientific Council



(SSC), which assesses its alignment with the institution's priority research areas. Once approved, the topic is recorded in the thesis registration database.

**Article 10.4:** The thesis supervisor regularly monitors the progress of the research work and reports annually to the Scientific Council (SSC).

**Article 10.5:** The defense of the doctoral thesis may only take place after a minimum of four (04) consecutive enrollments. The maximum number of enrollments is set at five (05).

Exceptionally, and with a duly substantiated and thoroughly reasoned recommendation from the competent Scientific and Pedagogical Council, the candidate may be allowed a sixth (06) enrollment.

**Article 10.6:** The thesis defense shall be conducted before a jury duly constituted in accordance with regulations, composed of four (04) to six (06) members holding the rank of Professor, Senior Lecturer (A), or Research Director. At least half, but no more than two-thirds, of the jury members must be external to the institution where the candidate is enrolled.

**Article 10.7:** The thesis document must be sent to the designated jury members at least thirty (30) days prior to the defense date. At the same time, eight (08) other copies are to be submitted to the relevant administrative bodies or uploaded via the Progress platform.

**Article 10.8:** The thesis defense shall be held solemnly within the premises of the authorized institution where the candidate is enrolled, in a room designated for this purpose, on the date set by the School's Director.

**Article 10.9:** Immediately following the defense, the jury members shall deliberate behind closed doors and render their decision.

**Article 10.10:** At the conclusion of the defense and following the jury's deliberations, the candidate shall be either passed or failed. Passing entitles the candidate to the distinction of either "With Honors" or "With High Honors," and the candidate is thereby awarded the title of "Doctor of Sciences."

## Chapter 11: Third-Cycle (LMD) Doctoral Thesis

- Doctoral candidates enrolled in third-cycle program prior to the publication of Ministerial Order No. 991 dated August 1, 2022, are governed by the provisions of Ministerial Order No. 28 dated January 9, 2022.
- Doctoral candidates enrolled in third-cycle program prior to the publication of Ministerial Order No. 28 dated January 9, 2022, are governed by the provisions of Ministerial Order No. 961 dated December 2, 2020.
- Doctoral candidates enrolled in third-cycle program prior to the publication of Ministerial Order No. 961 dated December 2, 2020, are governed by the provisions of Ministerial Order No. 547 dated June 2, 2016.
- Doctoral candidates enrolled in third-cycle program prior to the publication of Ministerial Order No. 547 dated June 2, 2016, are governed by the provisions of Ministerial Order No. 191 dated July 16, 2012.

**Article 11.1:** The third-cycle doctoral program aims to provide comprehensive training for teaching careers in higher education, research and development, expert consultancy, and high level mentoring across the country's diverse socio-economic sectors.

**Article 11.2:** Admission to third-cycle doctoral program is granted through a national level examination consisting of written tests, in accordance with Ministerial Order No. 991 of August 1, 2022, which sets out the conditions for access and the organization of third-cycle program. This program culminates in the awarding of the doctorate degree.

**Article 11.3:** The Doctoral Training Committee, in coordination with the relevant academic and administrative bodies and under the supervision of the School's Director, is responsible for:

- Proposing a list of approved thesis topics in accordance with the doctoral program's outline;

- Establishing the components of the doctoral program to be presented to doctoral candidate, including knowledge enhancement courses, lectures, seminars, and workshops, and ensuring their completion as outlined in the program;
- Overseeing doctoral candidate' academic progress, including conducting annual evaluations of their research progress;
- Reviewing and issuing a recommendation on the composition of the thesis defense committee, as proposed by the thesis supervisor, prior to its approval by the scientific committees and the School's Director.

**Article 11.4:** Each doctoral candidate selects one of the approved thesis topics upon their initial enrollment. Thesis topics are assigned to students based on their ranking in the entrance examination.

**Article 11.5:** Thesis topics are proposed within the framework of research projects approved by the School's Scientific Council. The thesis topic is considered the property of the institution. It is the responsibility of the doctoral program overseeing staff to register the topic in the thesis registration database.

**Article 11.6:** The thesis supervisor must be a tenured instructor-researcher or a permanent research faculty member holding senior academic rank within the relevant discipline and must be permanently employed at a recognized institution of higher education or scientific research.

**Article 11.7:** A doctoral candidate record booklet is maintained to document the student's academic and research activities throughout the duration of their doctoral training. It is accompanied by a doctoral charter, which defines the rights and obligations of all stakeholders in the doctoral process—namely, the doctoral candidate, the thesis supervisor, the Doctoral Training Committee, and the laboratory director.

**Article 11.8:** Upon initial enrollment, the doctoral candidate is required to complete the supplementary coursework as defined in the doctoral program outline. Unjustified absences from this coursework will result in the candidate's exclusion from the doctoral program.

**Article 11.9:** The standard duration of third-cycle doctoral training is set at three (03) consecutive academic years.

Exceptionally, the head of the institution may grant an extension of one (01) to two (02) additional year, based on a substantiated recommendation from the thesis supervisor and the Doctoral Training Committee, and upon the proposal of the relevant scientific committees.

These two additional years are considered part of the official duration of third-cycle doctoral training.

**Article 11.10:** The doctoral candidate must present an annual progress report on their research before the Doctoral Training Committee, in accordance with the format specified in the doctoral student record booklet.

**Article 11.11:** The thesis defense may not take place until the completion of the third year of enrollment.

A doctoral candidate who has not completed their thesis within the prescribed period must submit a request for an extension, accompanied by a substantiated recommendation from the thesis supervisor. This request is reviewed annually by the Doctoral Training Committee and must be approved by the competent academic authority and the head of the institution.

At the end of the third year, any candidate who has neither obtained an extension nor submitted a formal request shall be automatically dismissed from the doctoral program.

**Article 11.12:** A request to defend the thesis shall be accepted only upon submission of a favorable defense report from the thesis supervisor and verification by the Doctoral Training Committee that the doctoral candidate has earned a minimum of one hundred eighty (180) credits.

**Article 11.13:** Following the proposal of the thesis supervisor and the recommendation of the Doctoral Training Committee, the composition of the thesis defense jury shall be determined, where applicable, by the School's Scientific Council. The School's Director shall issue an official authorization for the defense, specifying the composition of the jury and the academic rank of each member, as approved by the competent scientific authority.

**Article 11.14:** Copies of the doctoral thesis are submitted via the *Progress* platform by the office in charge of the doctoral program to all members of the defense jury, who are allotted a period of forty-five (45) days to submit their individual evaluation reports.

Any jury member who fails to submit their report within this timeframe shall be replaced. The newly appointed member is likewise granted forty-five (45) days to submit their report.

**Article 11.15:** If the submitted thesis receives major objections from the majority of jury members, these concerns shall be communicated to the thesis supervisor for appropriate follow-up.

**Article 11.16:** In the event that the thesis supervisor rejects the raised objections, a second jury shall be appointed. Any objections raised by the second jury must be addressed. At the conclusion of this process, the decision of the second jury—reached by majority vote—shall be final and irrevocable regarding the thesis's eligibility for defense. In the event of a tie, the vote of the jury Chair shall prevail.

**Article 11.17:** The thesis defense is public and is conducted in a formal manner, following a favorable opinion from the majority of jury members. It shall take place on a business day, outside university vacation periods, and within the premises of the institution where the student is enrolled.

It shall be conducted before a jury composed of four (04) to six (06) members holding the rank of Professor, Senior Lecturer, or authorized permanent researchers in active service, including one (01) to two (02) members external to the institution of enrollment, selected for their expertise relevant to the thesis topic.

The jury may include one invited member, selected for their expertise relevant to the thesis topic, who shall serve in an advisory capacity without voting rights.

The co-supervisor of the thesis may be included on the jury in an advisory capacity, without voting rights. The defense may only proceed in the presence of at least four (04) jury members, including the Chair and the thesis supervisor. The defense may be conducted via videoconference, provided that at least three (03) jury members, including the Chair and the thesis supervisor, are physically present at the defense venue.

**Article 11.18:** Upon completion of the thesis defense and following deliberation by the jury, the title of **Doctor** shall be awarded upon the candidate, with the distinction of either “*With Honors*” or “*With High Honors*”.

In cases where the quality of the thesis and the oral presentation is deemed excellent, the jury may, through its Chair, extend verbal and public commendation to the candidate.

**Article 11.19:** The scientific work produced by the doctoral candidate during the course of their doctoral research is, by law, the property of the enrolling institution, which may make unrestricted use of it, unless it formally waives this right in favor of the candidate.

The doctoral candidate and their thesis supervisor are required to publish an abstract of the thesis—in Arabic, English, and French, accompanied by relevant keywords—on the School’s official website.

The doctoral degree certificate shall be conferred only after the final version of the thesis has been submitted to the institution and the abstract has been officially published on the institution’s website.

**Article 11.20:** Any act of plagiarism, falsification of results, or fraud related to the scientific work contained in the thesis—duly established either during or after the defense and confirmed by the competent authorities—shall result in the invalidation of the defense and the revocation of the conferred degree, without prejudice to any additional sanctions provided for under applicable laws and regulations.

## Chapter 12: Final Provisions

**Article 12.1:** No person shall be deemed unaware of the provisions set forth in the present regulations.

In the event of any discrepancy between these regulations and prevailing legislative or regulatory texts, the provisions of the latter shall prevail.

**Article 12.2:** Any and all specific situations not addressed by the present regulations shall be subject to a decision rendered by the Director of the School, their deputy, or a duly appointed representative designated by the overseeing authority.

**Article 12.3:** Each student is required to sign an individual *letter of commitment*, which shall be placed in their academic file. This statement must clearly affirm that the student has read and understood the present regulations and undertakes to comply with them.

The signature must be preceded by the handwritten phrase: *“Read and approved.”*

**Article 12.4:** The present regulations shall take effect from the start of the 2024-2025 academic year.

**Article 12.5:** Any violation of the present regulations shall subject the offender to disciplinary sanctions.

## **Student Commitment Agreement to Internal Rules and Regulations of Higher National Veterinary School**

I, the undersigned .....

Born on ..... In.....

Currently enrolled at the Higher National Veterinary School (HNVS),

Do hereby declare that I have read and understood the internal rules and regulations of the Higher National Veterinary School and I solemnly commit to adhering to them diligently throughout my course of study at the HNVS.

Any updates or revisions to the internal regulations of HNVS will be made available to students and shall require re-signing.

Signed in (City) ..... on (Date) .....

Signature of the Student

Proceeded by the handwritten statement:  
"Read and approved"

.....



## Regulatory Framework

**The current set of internal rules and regulations is issued under the authority of the following regulatory provisions:**

- Loi n°99-05 du 18 Dhou El Hidja 1419 correspondant au 4 avril 1999, modifiée et complétée, portant loi d'orientation sur l'enseignement supérieur ;
- Décret n° 74-174 du 21 août 1974, modifié et complété, portant organisation des études en vue du diplôme de docteur vétérinaire
- Décret exécutif n°16-176 du 9 Ramadhan 1437 correspondant au 14 juin 2016 fixant le statut-type de l'école supérieure ;
- Décret exécutif n° 23-215 du 18 Dhou El Kaâda 1444 correspondant au 7 juin 2023 portant réorganisation des études en vue de l'obtention du diplôme de docteur en médecine vétérinaire
- Décret exécutif n°98-254 du 24 Rabie Ethani 1419, correspondant au 17 août 1998, relatif à la formation doctorale, à la post-graduation spécialisée et à l'habilitation universitaire
- Arrêté n°12 du 08 Janvier 2017 fixant l'organisation de la formation et le régime d'évaluation et de progression dans l'école supérieure.
- Arrêté n°13 du 08 Janvier 2017 portant modalité d'accès, inscription, réinscription et réorientation dans l'école supérieure.
- Décret exécutif n°22-208 du 5 Dhou El Kaâda 1443 correspondant au 5 juin 2022 fixant le régime des études et de la formation en vue de l'obtention des diplômes de l'enseignement supérieur.
- Décret exécutif n°13–306 du 24 Chaoual 1434 correspondant au 31 août 2013, portant organisation de stages pratique en milieu professionnel à l'intention des étudiants ;
- Arrêté N°260 du 01 Mars 2017 et au N°272 du 09 Mars 2017 fixant les conditions d'obtention du diplôme de master aux étudiants inscrits pour l'obtention du diplôme de docteur vétérinaire dans les écoles hors université
- Courrier N° 1498 du 11/10/2022 de Monsieur le secrétaire général du MESRS relatif à l'inscription en master
- Arrêté n°714 du 3 novembre 2011, portant modalités de classement des étudiants ;

- Arrêté n°371 du 11 juin 2014 portant création, composition et fonctionnement des conseils de disciplines au sein des établissements de l'enseignement supérieur
- Arrêté N°171 du 09 Février 2023 portant modalités d'inscription, d'évaluation et de progression dans les cycles de Licence, Master et Ingénieur
- Arrêté n° 363 du 09 juin 2014 portant conditions d'inscription aux études universitaires en vue de l'obtention du diplôme de Master
- Arrêté n° 715 du 03 novembre 2011 : fixant les conditions d'obtention du diplôme de Master aux étudiants inscrits pour l'obtention du diplôme d'ingénieur d'Etat, du diplôme d'architecte dans les écoles hors université
- Arrêté n° 362 du 09 juin 2014 fixant les modalités d'élaboration et de soutenance du mémoire de Master
- Arrêté n° 329 du 05 mai 2014 : modifiant l'arrêté n° 191 du 16 juillet 2012, fixant l'organisation de la formation de troisième cycle en vue de l'obtention du doctorat
- Circulaire n°03 du 08 Mars 2018 relative aux conditions et aux modalités de soutenance d'une thèse de Doctorat en sciences
- Circulaire n°3 du 7 Juillet 2019 fixant les conditions de soutenance d'une thèse de doctorat et ses modalités
- Arrêté ministériel n° 1275 du 27 septembre 2022 portant sur le mécanisme « un diplôme, une Startup »
- Arrêté n°991 du 01 août 2022 fixant les modalités d'accès et d'organisation de la formation de troisième cycle et les conditions de préparation et de soutenance de la thèse de doctorat
- Arrêté n°28 du 9 janvier 2022 fixant les Modalités d'Accès et d'Organisation DLMD et des Conditions de Préparation de la Soutenance de Thèse de Doctorat
- Arrêté n°961 du 2 décembre 2020 fixant les modalités d'accès et d'organisation de la formation de troisième cycle et les conditions de préparation et de soutenance de la thèse de doctorat
- Arrêté n°547 du 2 juin 2016 fixant les modalités d'accès et d'organisation de la formation de troisième cycle et les conditions de préparation et de soutenance de la thèse de doctorat
- Arrêté n°191 du 16 juillet 2012 fixant l'organisation de la formation de troisième cycle en vue de l'obtention du doctorat

- Arrêté n°839 du 2 juillet 2023 fixant l'organisation de la formation et le régime d'évaluation et de progression de la formation en sciences vétérinaires à l'Ecole Nationale Supérieure Vétérinaire pour les promotions antérieures à l'année universitaire 2022-2023

