

Student Guide at IRIC

The 2006/2007 Academic Year.

People and Services

International Relations Institute of Cameroon (IRIC) is international by the nature of its objectives and studies/courses offered, its teaching staff, its acceptance of students and internship persons from other countries both African and out of Africa. IRIC trains students in International Relations re-grouped into four main options: diplomacy; international money, banking and finance; international arbitration and international marketing.

Admissions:

Students wishing to study for the Masters 1 both professional and non-professional are recruited via a competitive entrance exam. Students on Diplomatic internship and Doctorate students are admitted via a study of their files.

Teaching:

Teaching and evaluation of students at IRIC are regulated by Ministerial Decision No. 99/0055/MINESUP/DDES of December 16th 1999 concerning the general dispositions governing the organisation of teaching and evaluation of students in the State Universities of Cameroon. The text is reproduced below.

Article 1:

The present decision carries the General Dispositions Applicable in the organization of teaching and evaluation of students in all State University Establishments all over Cameroon. The Decision lays down the principles governing the elaboration of teaching/evaluation and their implementation.

Article 2:

- 1.) The academic year is divided into two semesters. Each semester comprises fourteen (14) and sixteen (16) weeks of teaching.
- 2.) The evaluation of knowledge during this period is a consequence of lectures taught.

Article 3:

- 1) Students in State University Institutions are organized into different Fields and Cycles. Each establishment could have one, two or three cycles. Each cycle is organized into various levels of study.

Students of each level study for a period of two semesters.

The First Cycle of studies runs from two to three months or 4 to 6 semesters after the GCE A'Levels or the BAC.

The Second Cycle has a period of two to three years or 6 to 10 semesters after the First cycle.

The Doctorate Cycle has duration of three to five or six to ten semesters. After the second cycle.

- 2) Nevertheless, the duration of lectures indicated in Article 3 sub 1 above can be modified depending on the exigencies of particular training, this in accordance with laid down rules and regulations governing the University system.

- 3) In conformity with Article 13 of Decree No. 93/027 of 19th January 1993, the nature of the University Cycles and the nature of the type of studies offered and exams conducted are defined by specific texts particular to each University.

4) Each University can or may organize specialized trainings whose nature and duration shall be determined by specific texts.

Article 4:

Teaching within State Universities shall be organized according to cycles in Unit Values, Modules or in Credits.

Article 5:

1) The Unit Value is a total of coherent teachings/courses/lectures on a given subject matter.

2) The hourly volume of courses in a Unit Value is 45 to 60 hours taught during a semester.

3) Nevertheless, the volume of hourly lectures previewed in sub-article (2) above is subject to modifications depending on the exigencies of certain courses or training; this in conformity with laid down rules and regulations.

4) A Unit value can be transferred to a coefficient of the same weight.

5) Lectures on a single Unit Value may be offered by a single or by many Lecturers.

Article 6:

1) A module is a combination of Unit Values that are related and or due their importance in the Field in relation to the objectives of the course.

2) A Module is made up of at least two (2) Unit Values and at most five (5) maximum.

3) The number of Modules at each level is fixed at least three (3) and at most five (5).

4) However, the minimum duration of training at each level is 480 hours.

Article 7:

The Module and its Constitutive Unit Values are identified in each University Institution via a Code and a Title.

Article 8:

Following the objectives and specificities of each Field of Training, the U it value can be taught as follows:

*The Magisterial Lecture (Main Lecture) abbreviated as CM

*Directed Work (Practical Exercises) TD

*Practical Works (TP)

*Internships ST

*Research Seminars (SE)

The establishment lays down the partition of hours for each of the above in a Unit Value.

Article 9:

1) A Credit is the unified weight allotted to each teaching/course whose weekly duration is 1 hour of Magisterial Lecture or 1 our 30 minutes of Directed Work or Practical Exercises, or 30 hours of Practical Work during a semester or the entire combination of these working modalities.

2) As a consequence of the importance of a lecture/teaching, it may be allotted 1, 2,3, or 4 credits.

Article 10:

1) Evaluation in each Unit Value is carried out via Continuous Evaluations/regular tests and an exam at the end of the course.

2) The final exam shall take place at the end of the semester during which the supposed courses must have been covered.

3) The establishment shall decide the quota between the Continous assessment mark and the exam mark.

Article 11:

To feature as an exam subject, the Unit value must have been covered for at least 80%. The same holds for courses structured in Credits.

Article 12:

- 1) There shall be a catch-up session whose modalities of evaluation shall be like those of the normal session.
- 2) The re-sit or catch-up exam shall hold before the re-opening date for the next academic year.

Article 13:

- 1) Only students who fulfil the following conditions can take part in re-sit/catch-up exams: Regularly registered students of the concerned academic year; Regularly followed classes and was evaluated during the Continuous assessment in the concerned Unit value; Must have taken part in the normal sessions of exams.
- 2) However, in case of a duly notified absence, the Head of the University Institution following the opinion of the Head of the concerned Department can authorise a student who did not take part in the normal session to take part in the special session of exams.

Article 14:

- 1) In order to validate a UV a student must have an average score, according to laid down rules. The same equally holds for courses structured on the Credit system.
- 2) During the normal session and the special sessions, the validation of a module could be done internally via compensation or balancing of Uvs.
- 3) In order to benefit from the compensation within a module, the student ought to have acquired in each UV of the module the minimum mark as stipulated by regulatory texts.
- 4) There is no compensation between modules.
- 5) The rules governing student registration for the special session is to be fixed by each University establishment.

Article 15:

- 1) The head of the establishment shall designate the members of jury for the exams according to laid down rules.
- 2) The exam jury shall after deliberation produce a "report of the jury"/Minutes and shall be signed by all the members who shall also proclaim the results of each UV and Module for that session.

Article 16:

- 1) The decisions of the Jury regularly constituted are sovereign.
- 2) However, the student has the right for corrections to be done in case of any mistakes while writing or typing his/her marks.
- 3) All admissions accepted as errors shall be formally treated according to regulatory texts.
- 4) The modalities of students having access to the corrected scripts is to be laid down by each establishment.

Article 17:

The passing of student from one level to another shall be regulated by the texts regulating State Universities in Cameroon.

Article 18:

Where the level of study ends with the award of a Certificate, then the students shall validate the required conditions in order to be awarded the Certificate. This equally holds for all studies structured on Credits.

Article 19:

In order to move from one level of study to the superior one, the students must have acquired the precedent Certificates amongst other conditions laid down by the establishment.

Article 20:

The awarded Certificate is an act that confirms the success of the student at exams organized to mark the end of the period of training from one cycle to another. The acquisition of a Certificate confers a title or a grade on its bearer.

Article 21:

- 1) The giving of titles to Certificates may vary from one institution to another, from one cycle to another according to laid down texts and according University usage.
- 2) The titling of Certificates, Diplomas, of Testimonials, or any other title or grade shall specify the Field of specialization during the training and the level of studies.
- 3) Diplomas, attestations or any other act, which confers a title or a grade, are guided by the same laws governing Certificates.

Article 22:

Any Certificate that shall be erroneously conferred on a person is null and void. The competent authority shall invalidate it according to laid down rules.

Article 23:

- 1) The signing and issuance of Certificates shall be done following laid down rules.
- 2) Specific texts shall determine the various domains in which each institution shall issue its titles and Certificates.
- 3) Certificates of success are established following the proclamation of results by the said Department in conformity with the Masters' Sheet or Minutes of the Jury, which is duly signed by the latter. The results are signed by the Head of Department and co-signed by the Head of the Establishment.

I Internal Regulations

The Discipline of Teachers and Students

Teachers:

The discipline of Teachers in University Institutions in Cameroon is regulated by certain dispositions of Decree No. 93/027 of January 19th 1993 concerning the general dispositions applicable to all the State universities.

With regards to the discipline of teachers, the outstanding dispositions move from Articles 48 to 60.

Article 48:

- 1) Without prejudice, should the case arise that a Lecturer is involved in a case of professional or extra-professional misconduct, the penal code and or any other disciplinary measures may be applied against any accused lecturer.

- 2) Disciplinary sanctions applied against any lecturer are independent of sanctions prescribed by the penal code or from any other sanctions emanating from an audit judgment.
- 3) In the case where a disciplinary measure is going on side by side with a repressive one, the disciplinary measure shall follow its course.
- 4) The same mistake cannot be disciplined more than once.
- 5) All sanctions ought to be motivated; all disciplinary measures shall be recorded in the personal file of the concerned.

Article 49:

The following can attract penal sanctions:

All failures to meet with professional obligations directly linked to teaching; perpetual absenteeism at work/research; failure to follow-up teachers and researchers; failure to follow-up of students; failure to prepare and invigilate exams; failure to correct exams; failure to maintain the secrecy of exam questions and the deliberations of the jury; failure to participate in the jury of exams; failure to participation in other support activities; participation in all activities that can disrupt the dignity and deontology of the University institution; participating in partisan activities, isolated or real which could endanger the normal functioning of the University or its establishments.

Article 50:

Following the dispositions of Decree No. 74/138 of February 18 1974 and of Decree No. 78/484 of November 9th 1978, the quoted offences in Article 9 above will attract the following disciplinary sanctions classified in accordance with the gravity of the offence:

- 1) A written warning
- 2) A blame which is registered in the accused file
- 3) A reprimand which prevents the concerned from being in the Board of Directors for a period of one year
- 4) A suspension which carries with it suspension from the Board of Directors for a period of two years. This equally takes away from the concerned the possibility of holding any post of responsibility in the university.
- 5) The transfer of the concerned in favour of other employments similar to that held by University staff
- 6) The suspension of advancements for a period of one year
- 7) The removal of the name of the concerned from the list of those qualified to move to a superior grade for a period to be determined by the sanction
- 8) The concerned shall be down-graded
- 9) Temporary suspension from responsibilities
- 10) Retrograding
- 11) Prohibition to teach
- 12) Dismissal without losing the right to pension, and or with the suspension of the pension.

Article 51:

- 1) Sanction no. 1,2,3,4, and 5 as previewed in Article 50 of the above Decree are to be decided by the Head of the University Institution after consulting the Disciplinary Council. Nevertheless, such a decision can be granted an appeal by the Rector.
- 2) Sanction numbers 6,7,8, and 9 are to be meted out by the Minister of Higher Education after consulting the Disciplinary Council.

- 3) Sanctions No. 10, 11, and 12 are meted out by the President of the Republic via Decree following a report from the Minister of Higher Education after consulting the Disciplinary Council.
- 4) Amongst others the head of the University Institution has the right to sanction any teaching personnel of the University who's behaviour is judged as not compatible with the dignity of the University Institution.

Article 52:

The exercise of disciplinary power is reserved for the Minister of Higher Education and the Head of the University Institution.

Article 53:

The University Establishments shall have a Disciplinary Council composed as follows: The Head of the University Institution; The Representative of the Minister of Higher Education; the Head of the establishment where the accused belongs; two Lecturers of Magisterial rank; or two teachers of with the rank of Lecturer to be designated by the Head of the University Institution; a representative of the Board of School Administration with the rank of the accused; and the Secretary-General of the University.

Article 54:

- 1) The disciplinary procedure is essentially contradictory
- 2) The accused teacher has the right to defend himself in person or by some other intermediary of his/her choice
- 3) The Disciplinary Council has the power to pass a ruling if the accused fails to turn up after having been duly notified via a Bailiff.

Article 55:

- 1) The Disciplinary Council can be approached directly by the head of the University Institution or by the Minister of Higher Education.
- 2) The Council conducts its affairs via legally constituted means in a manner that will throw more light on the case though the final report
- 3) When the Disciplinary Council after investigations finds the accused guilty, it can propose sanctions.

Article 56:

- 1) The warrant for the accused to report in front of the Council is addressed by the competent authority with the power to discipline. The warrant shall be written and signed and must reach the accused at least five days before the sitting.
- 2) Through the warrant, the concerned is informed of the day, date, time and place of the sitting of the Council; he/she is also informed of the right to defend himself either orally or in writing and that he can be aided during the defence by a colleague or by any other defendant of choice; that any person chosen to represent the accused shall have access to the file containing the charges on a day fixed by the Council on a day prior to the session.
- 3) During the sitting, the accused can be called up for hearing. The exact charges levied against him shall be presented to him as well as the possible sanctions that may befall him.

Article 57:

- 1) The findings of the Council shall be presented in the following form:
The concerned parties are introduced into the room if they are present; if they are absent but sent a written word, it is read out; the representative of the Minister of Public Service is given a hearing; when the concerned parties withdraw from the

room, the matter is deliberated upon; then the Disciplinary Council passes a ruling via secret balloting.

- 2) The Disciplinary Council can order for supplementary information to be provided.
- 3) Where is silence over an issue by the law (legal emptiness), the general disciplinary dispositions put in place by the Ministry of Public Service shall be applicable

Article 58:

- 1) The presence of 2/3 of the members of the Disciplinary Council is sufficient in order for its rulings to be binding.
- 2) Decision at the Disciplinary Council are arrived at following the Simple Majority principle by members regularly invited at least five days prior to the session.
- 3) In case of a tie of votes, the opinion in favour of the accused shall prevail.

Article 59:

- 1) The verdict of the Council must reach the Competent authority within eight days from the date of its issue, the concerned shall equally be notified of the verdict within the same period of time.
- 2) The decision shall immediately be executed following the legally constituted means while bearing in mind the legal means of recourse to appeal.

Article 60:

- 1) Under emergency situations, with regards to cases that deal with a serious default in professional conduct as defined by Article 49 of this same Decree, or a violation of Common Law capable of disrupting public order, the author of the act can be immediately suspended from his functions by the Minister of Higher Education or by the Rector of the University.
- 2) The decision imposing this sanction must state whether the accused reserves the right to his/her salary and should state the fraction subject to sanction in case thereof, this must not be superior to half of the basic salary and excludes family allowances.
- 3) The suspension must be confirmed within a six months period, this to enable further inquiries in line with laid down disciplinary measures in this Decree failure to which the entire disciplinary measures will be considered null and void and the accused will be rehabilitated to fullness of rights.

The Discipline of Students:

With regard to the discipline of students, the legal dispositions governing run from Articles 61 to 66.

Article 61:

All failure by a student in the domain of discipline; failure related to studies; failure towards the well-being of the University; participating directly and indirectly in activities that could undermine the proper functioning of the university; partaking in all conduct that is contrary to the dignity of the university all constitute offences which attract a disciplinary measure.

Article 62:

- 1) Depending on the gravity of the offence committed, students can be subject to any of the following disciplinary measures: Warning; A blame which could entail a partial or complete suspension of the student from all assistance offered by the University; prohibition from sitting for exams in that academic

year and a suspension of all University assistance; exclusion from one or two academic years; total exclusion from all state universities.

- 2) Sanction Nos. a, b, and c, are issued by the Head of the University Institution; sanctions d and e are issued by the Minister of Higher Education after consultation with the Head of the Institution.
- 3) In cases where the student is participating in activities that could compromise the normal functioning of the University, such as aggression or other assaults against students and university personnel, the destruction of University property, the organisation of action against the holding of lectures, the disturbance of classes, research and all support; rioting on campus or on the high way, the sanctions cited above are issued by the Minister of Higher Education by proposal of the Head of the University Institution without recourse to the Disciplinary Council.

Article 63:

- 1) In spite of the above disciplinary measures, the Head of each Institution reserves the power to admonish or bring all students who contravene universities laws and principles to book. Such entail forbidding a student from running for the post of a Class Delegate during the entire academic year.
- 2) The heads of the various establishments equally reserve this power over all students within their domain of competence.
- 3) In case of such a sanction, the academic authority could propose to the University head to suspend all university aid to the concerned for a maximum period of three months.

Article 64:

- 1) The Head of the University Institution may delegate to the relevant academic authorities and to Heads of establishments powers, which are of his domain of competence.
- 2) This delegation of powers can only apply to the application of sanctions as enunciated in (a) and (b) of Article 62.

Article 65:

- 1) In cases of exam fraud, the disciplinary measure is issued by then Head of the Establishment, who accordingly summons the exam jury.
- 2) Any students suspected of fraud are immediately excluded from the exam hall; thereafter, a report of what happened signed by the two invigilators is sent to the Head of the establishment.
- 3) The exam jury is summoned immediately to propose the necessary sanctions as indicted in Article 62 above.

Article 66:

- 1) There is hereby created within the jurisdiction of State University Institutions, a disciplinary Council. Its duty is to handle disciplinary offences committed by University students.
- 2) The disciplinary Council is chaired by the Head of the Establishment and comprises the following as members: The Assistant Director or the Vice Dean; a teacher of the establishment designated by the head of the establishment; a teacher of the university institution designated by the head of the Institution; a representative of the students union of the University; the two teachers are designated on the occasion of each case.
- 3) The Disciplinary Council shall issue its opinion on any of the sanctions previewed by Article 62 of this Decree.