

STUDENTS GUIDE

INFORMATION NOTE ADDRESSED TO THE INTERNATIONAL STUDENT ENROLLED IN THE HIGHER EDUCATION ESTABLISHMENT, DJILALI BOUNAAMA KHEMIS MILIANA UNIVERSITY.

The University of DjilaliBounaamaKhemisMiliana welcomes all students from brotherly and friendly countries who study within our campus. The Vice Rectorate in charge of Pedagogy is pleased to put this note as an orientation information support that facilitates the process of registration formalities, enrollment and integration into our university establishment.

We inform our dear international students registered at the University of DjilaliBounaamaKhemisMiliana, in case of a request for an information or a pedagogical problem, that they are requested to go to the Office of International Students located at the level of the Vice Rectorate in charge of Pedagogy, where all the explanations will be provided by the administrative agent in charge, during the official working days of the week.

Please contact:

- **The International Students Office by phone: +213.27.55.68.32**
- **The administrative agent charged by the international students in educational matters via e-mail: selimzoubir@yahoo.fr**

INTERESTING DATES:

University studies start on September 05th, of each academic year.

The latest deadline for the arrival of international students in Algeria is the third week of September.

The winter holidays are fixed by 15 days from the third weekend of the month of December

Spring holidays are fixed by 15 days from the third weekend of March until the end of the first week of April.

Summer holidays: from July 1st to September 5th.

THE ENROLLMENT MODALITIES :

- Applicants holding a baccalaureate from secondary education or a foreign diploma recognized by its equivalence are permitted under teaching clauses which are determined annually by the Minister of Higher Education And Scientific Research, to enroll in training for the obtaining diplomas of: License, Master, State Engineer and Architect.
- The transcript of the original baccalaureate or the recognized equivalent diploma is considered a mandatory document in the registration file. It will be kept in the student's educational file throughout his training cursus.
- The student receives his original copy of the baccalaureate transcript or his equivalent foreign diploma recognized when the Diploma of Higher Education Studies crowning the training is issued.
- The process of registration and re-registration of the student will take place at the beginning of each academic year after having paid the registration fees, as well as a school certificate and a student card will be issued to him.

THE MODALITIES OF ORGANIZING THE TRAINING FOR OBTAINING A LICENSE AND A MASTER DEGREE:

- The training for obtaining a License and a Master Degree is organized in the form of semesters.
- The training for obtaining a License Degree is organized in three (3) years, equivalent to six (6) semesters.
- Training for obtaining a Master's degree in universities and university centers is organized in two (2) years equivalent to four (4) semesters.

- The training for obtaining a Master's degree in High Schools is organized in three (3) years equivalent to six (6) semesters.

This training in the License and Master Degree includes the following teaching units:

- ✓ **The fundamental teaching units**
- ✓ **Methodological teaching units**
- ✓ **Horizontal teaching units**
- ✓ **Exploratory teaching units**

The teaching units include obligatory education, as well as optional education.

The training for obtaining a Bachelor's and Master's degree is organized into a set of modules in the form of: courses, tutorials, applied work, conferences, Trainings, workshops, etc.

THE MODALITIES OF PROGRESSION IN TRAINING FOR OBTAINING OF LICENSE AND MASTER, STATE ENGINEER AND ARCHITECT DEGREE :

THE GRADUATION FOR OBTAINING A LICENSE DEGREE:

Article 49: The educational unit is acquired by the student who obtains all the component modules of this unit.

The acquisition of the educational unit also leads to the acquisition of the credits assigned to it.

The educational unit is also acquired by compensation if the grade score of the total marks obtained in its constituent modules, calculated by its coefficients, is equal to or more than ten out of twenty (10/20).

The credits obtained are considered to be conserved in the same training cycle, and transferable to any other training course that includes this unit.

Article 50: The exclusion of one of the constituent modules of the educational unit does not allow the acquisition of this unit, regardless of the grade score obtained in the other constituent modules of this unit. In any case, the acquired modules remain conserved.

Article 51: The semester is acquired by the student who obtains all the educational units that compose it, provided that the grade score obtained in the semester is equal to or more than ten out of twenty (10/20), calculated by its coefficients, provided that the grade score obtained for the semester are equal to or more than ten out of twenty (10/20).

Article 52: The passage from the first year to the second year of the training course is authorized for obtaining the Licence degree for the student who:

- either has acquired the first two semesters of the training course totaling sixty (60) credits, either by compensation or without compensation,
- Or acquired at least forty-five (45) credits between the two semesters.

Article 53: The passage from the second year to the third year of the training is permitted for obtaining the Licence degree for the student who:

- Either he has acquired the first four semesters of the training course with a total of one hundred and twenty (120) credits, whether with or without compensation.
- Or he has acquired at least one hundred and five (105) credits.

Article 54: In case of succes with a debt, the new mark obtained in the examination of the module concerned by the debt is taken into account, during the evaluation of the student's educational course, if this mark is higher than the mark obtained during the previous academic year.

Article 55: In case of failure in the ordinary session, the student may take part in examinations for the educational units not acquired. In this case, the student conserves the acquired modules and takes the exams related to the non-acquired modules. The final mark of the module is the average grade score between the mark of the continuous assessment, if there is one, and the highest mark obtained in the ordinary and compensatory session.

Article 56: The acquisition of the semester and the acquisition of the educational unit at the end of the compensatory session examinations are subject to the provisions of the aforementioned articles 51 to 53. In the case of non-acquisition of an educational unit, the student conveys the credits for the modules acquired and constitutes this educational unit.

Article 57: The student cannot remain more than five (5) years in training course to obtain a License Degree, even in the case of reorientation. The student who has acquired one hundred and twenty (120) credits during the five (5) years of his course may, exceptionally, benefit from enrollment for an additional sixth (6) year. The years of suspension of training referred to in Article 7 are not taken into account. The years of suspension of training referred to in Article 10 are taken into account.

Article 58: Any student is considered excluded from the training course for obtaining the License Degree if:

- He has not acquired one hundred and twenty (120) credits in five (5) years of the training.
- He has not acquired one hundred and eighty (180) credits during the six (6) years of the training.

The years of suspension of training referred to in Article 7 are not taken into account.
The years of suspension from the training referred to in Article 10 taken into account.

Article 59: The Licence degree is issued to students who have satisfied all the clauses of schooling and educational progress in the training course followed and who demonstrates the acquisition of the required 180 credits, equivalent of 30 credits per each semester.

THE PROGRESSION IN THE TRAINING OF THE MASTER DEGREE:

Article 60: The passage from the first year to the second year of the training course is authorized to obtain a Master's degree for the student who has acquired the first two semesters of the training course totaling sixty (60) credits, that whether with or without compensation. The second year of training course is acquired without compensation between the third and fourth semester.

In case of failure in the ordinary session, the student may participate in the compensatory session for the examinations relating to the educational units not acquired. In this case, the student conserves the acquired modules and passes the examinations relating to the non-acquired modules. The final mark of the module is the average grade score between the mark of the continuous assessment, if there is one, and the highest mark obtained in the ordinary session and that of the compensatory session.

Article 61: The student cannot stay more than three (3) years in the training to obtain a Master degree. The years of suspension of the training referred to in Article 7 are not taken into account. The years of suspension of the training referred to in Article 10 are taken into account.

Article 62: Any student in the training to obtain a Master degree who has not acquired one hundred and twenty (120) credits in the three (3) years of the training is considered excluded. The years of suspension of the training apply to the article 7. The years of suspension of the training referred to in Article 10 are taken into account.

Article 63: It is possible to organize End-of-cycle Thesis discussions for obtaining a Master degree in two sessions: - an ordinary session, - a compensatory session, devoted to students who have not prepared and deposited their Thesis within the deadlines specified by the relevant educational services of the establishment.

Article 64: The Master degree Diplome is issued to students from universities and university centers who justify the clauses of schooling and pedagogical progression in the course of the training followed and who have justified the acquisition of one hundred and twenty (120) required credits, equivalent of thirty (30) credits each semester.

The steps of registration at the university establishment:

The international student is requested to go to the Office of International Students existing at the level of the Vice Rectorate in charge of Pedagogy, attached by an original copy of the baccalaureate statement and the equivalent certificate issued by the Algerian Ministry of Higher Education and scientific research, as well as than the other necessary supporting documents. After the final registration process, the student receives a school certificate and a student card.

The diplomas issued by KHEMIS MILIANA University:

Higher Education Diploma License: Baccalaureate + 03 years of study

Higher Education Master's Degree: License + 02 years of study

Diploma of Higher Studies: Doctorate: Master + Examination of anational competition in the specialty + studies 03 years

Assessment and Graduation System:

The assessment system is sixfold, through the assessment of qualifications, the acquisition of knowledge for each educational subject.

Job Prospects after receiving academic training:

- 1-** Employment in the public sector: state enterprises such as education, scientific research, justice, financial services and business accounting, banks and insurance, managers, industrial controllers, etc.
- 2 -** Work within accredited national and international organizations.
- 3-** Entry into the world of the liberal professions through the creation of start-up companies, particularly in the service, industrial, legal, pharmaceutical, agricultural or sports sectors.