Charter of the Doctoral School of Advanced Sciences for Sustainable Development

Preamble

- Considering decree n° 11/0536/MINESUP/SG/DDES of October 05, 2011, establishing the University Evangelical Institute,
- Considering decree n° 012/0399/MINESUP of August 17, 2012, authorizing the opening of the Evangelical University Institute,
- Considering the Master Agreements with the Universities of Dschang, the University of Ngaoundere and the University of Yaoundé I,
- Considering the Master Agreements with the Universities of Rome Tor Vergata, Rome La Sapienza, Camerino, Modena, Teramo, all in Italy, and the University of Rwanda, and the University of Picardy Jules Vernes in Amiens in France,
- Eager to contribute to the implementation of the United Nations Sustainable Development Goals (SDGs) aimed at transforming our planet into a place of life and survival for man and all of creation, and in particular, the six pillars emerging from the African intergovernmental negotiations and made public as an African Common Position, in English CAP in March 2014 comprising: economic and structural transformation and inclusive growth; science, technology and innovation; human-centered development; environmental sustainability, natural resource management and disaster risk; peace and security; as well as funding and partnerships,
- Taking note of the guidelines prescribed by the Ministry of Higher Education (MINESUP) regarding the professionalization of teaching,
- Determined to transform the content of the six pillars referred to above into "know-how" in order to increase the density of services provided to the population and to contribute to making sustainable development socially equitable, economically viable and ecologically sustainable,

The Council of the Evangelical University of Cameroon, after reviewing the project designed by the Scientific and Pedagogical Committee (CSP) in its November 2017 session, has adopted the present Charter to govern the Graduate School of Advanced Sciences for Sustainable Development.

Chapter I: Vision and Objectives of the Doctoral School

Article 1: Vision of the Doctoral School

The Doctoral School (ED) has as its global vision the transformation of society through individual and collective academic research, as an individual structure or in collaboration with partners.

Article 2: Objectives of the Doctoral School

The Doctoral School is a multidisciplinary framework. It aims to:
- Create training frameworks for researchers from various disciplines, anchored in local and global development;
- Implement the research projects developed and carried out within it;
- Design or develop new research projects at doctoral level, individually or in partnership with other national or international structures;
- Supervise researchers, research groups and partner institutions in carrying out the projects designed;
- Host incubators of knowledge such as Research Laboratories, Research Centers and Research Management Cycles.

At the operational level, the Doctoral School will seek to:

- Implement comparative research projects to contribute to the achievement of the Sustainable Development Goals (SDGs);
- Organize seminars on university pedagogy;
- Periodically organize scientific events of international importance such as symposia and study days;
- Set up an interdisciplinary journal and / or thematic journals;
- To set up innovative fields of study particularly in Human Sciences, Agricultural Sciences, Biomedical and Pharmaceutical Sciences, Biomedical Engineering and Energetic Engineering.

Chapter II: Organization of the Doctoral School

Article 3: Fundamental principles

1. The Doctoral School of Advanced Sciences for Sustainable Development awards the academic degree of Doctorate Terminal / Philosophiae Doctor and opts for the French abbreviations of Dr. and English PhD.
2. The Dr./PhD Academic Degree, apart from Doctor Honoris Causa, may only be awarded once to a person in the same specialty.
3. The awarding of the academic degree of Dr./PhD is the recognition of a particular academic and scientific performance. This performance and this scientific capacity are established by the writing of a PhD thesis and a defense by the candidate to the rank before a jury made up of specialists for this purpose.
4. The Doctoral School of Advanced Sciences for Sustainable Development may award the Doctor Honoris Causa distinction to individuals who have made a special commitment to science issues for education and development in Africa and the world.

Chapter III: Organization and functioning of the Doctoral School

Article 4: Missions of the Doctoral School

The Doctoral School's mission is to deliver quality scientific training. It is responsible for the organization and management of the PhD program. In fulfilling its missions, the Doctoral School enjoys the necessary scientific and academic autonomy. It ensures the preparation and smooth running of all scientific and academic activities. These include:

a) Proceeding with the study of the candidacy files and the admission of the students to the Doctoral School, possibly in co-supervision with the national and international Universities partners;

b) Having been subjected to an additional oral examination. This examination is done in the presence of two jury members chosen by the SAC of the Doctoral School. Anyone who has obtained a grade of 14.00 / 20 or higher is eligible to apply. Only one recovery is possible.
c) Having published at least two scientific papers and successfully passed the oral examination.
d) To entrust the management of thesis to the teachers who are members of the Scientific Committee with the academic ranks of Professor, Professor Emeritus, and Associate Professor;
e) To entrust the co-supervision to the teachers who are members of the Scientific Committee having the academic ranks of Professors, Professors Emeritus, Lecturer, Lecturer with a Terminal Doctorate and, possibly, recognized professionals as Associate professors with ‘equivalent academic or doctoral expertise’;
f) To monitor the progress of research work of PhD students in relation with the directors and/or co-supervisors;
g) To ensure the annual evaluation of doctoral students on the progress of their research;
h) To organize the material and scientific organization of doctoral seminars whose participation is compulsory for all doctoral students, as well as symposia and other scientific activities;
i) To ensure the preparation, the holding of the defense of thesis and the monitoring of the issuance of diplomas to PhD students.

Article 5 : Organs of the Doctoral School

The Doctoral School of Advanced Sciences for Sustainable Development is placed under the academic and scientific authority of the University Council. It comprises the following bodies:

- The Scientific and Academic Committee;
- The Directorate of the Doctoral School.

Article 6 : The Scientific and Academic Committee (SAC)

The SAC of the Doctoral School of Sciences for Sustainable Development has for main missions to ensure the achievement of the objectives of the Doctoral School and to guarantee the scientific and academic quality of the activities, in particular, the methodological seminars of level, the research seminars, the direction or co-supervision of thesis and the holding of defenses.

Article 7 : Composition of the SAC

The SAC is composed of a group of lecturers consisting of Professors, Associate Professors and lecturers with Terminal Doctorate. It is composed of 25 members at the most. It remains opened to new members who request it. SAC members are appointed by the University Council for a renewable three-year term. The title of member of the SAC is lost by resignation or after observation of a serious scientific and academic failure in the exercise of his quality of member. The Rector, the Vice-Rector, the Deans and the Director of the Doctoral School sit as ex officio members.

Article 8 : Operation of the SAC

The SAC meets twice a year in ordinary session. If necessary, it may also meet in extraordinary session, in committee or in informal mode. Its meetings are chaired by the Rector. He is assisted in this task by the Vice Rector in charge of Academic Affairs and Cooperation who can replace him in case of unavailability. The Director of the Doctoral School provides the secretariat.
Article 9 : Management of the Doctoral School

Placed under the administrative supervision of the Rector of the UEC, the Doctoral School of Advanced Sciences for Sustainable Development is headed by a senior professor member of the SAC. He is appointed for a 6 years term by the Rector of the UEC on the proposal of the members of the SAC. The Directorate is composed of the Director and a secretariat.

Article 10 : Responsibilities of the Director of the Doctoral School

The Director of the Doctoral School is responsible for the proper functioning of this structure. As such, he takes any useful initiative to ensure optimal performance of the doctoral program. He ensures the administrative tasks of the Directorate of the Doctoral School. He prepares sessions of the SAC in liaison with the Rector, the Vice-Rector in charge of Academic Affairs and Cooperation and the Deans of Faculties.

Chapter IV : Admission to the Doctoral School

Article 11 : Application

The ED receives applications throughout the year. Candidates are admitted after a favorable examination of their files. The selection is made on the basis of the predefined rigorous criteria.

Can be a candidate at the Doctoral School, any person:

a) Having a Master II degree or equivalent degree with a general grade greater than or equal to Good (i.e. at least 14.00 / 20). The academic and scientific values of diplomas other than an Academic Masters are established by the SAC of the Doctoral School on the basis of equivalences established by the competent direction at the Ministry of Higher Education of Cameroon or a partner university.

b) Having been subjected to an additional oral examination. This examination is done in the presence of two jury members chosen by the SAC of the Doctoral School. Anyone who has obtained a grade of 14.00 / 20 or higher is eligible to apply. Only one recovery is possible.

c) Having published at least two articles or books of equivalent scientific quality at the Master's thesis level and successfully passed the oral examination.

Article 12 : Admission procedure

Admission is done after the examination of an application file by the Doctoral School. This file, according to a model provided by the Doctoral School, presents the complete university curriculum with grades and rankings in the various stages of the training. The record must show the research training acquired by the candidate in the form of a brief summary to which the supporting documents will be attached. The file consists of:

a) An application for admission addressed to the Director of the Doctoral School under the guise of the Rector of the UEC. The form is at the rector's office or can be downloaded from the UEC website at www.uecam.org;

b) An academic CV from the bachelor's degree or equivalent diploma with supporting documents (report cards, Master's theses and publications if necessary);

c) The title and the research project including the literature and the draft plan;

d) An indicative timing of research activities for 3 years;

e) An indication of a possible Senior Director. The co-directors are determined by the SAC;
f) A letter of recommendation from the Principal Director regarding the scientific and academic relevance of the subject and the candidate's scientific ability to carry out his research project;
g) A guarantee of financing.

The final decision on the admission (certificate of admission) of the candidate to the Doctoral School is the responsibility of the SAC, who informs the candidate in writing or by publication at the UEC. Candidates admitted must properly register at a faculty of the UEC according to its discipline (academic registration and administrative registration).

Admission confers:

a) To the candidate
- The right to enroll as a doctoral student in one of the faculties of the UEC;
- A PhD student status at the Doctoral School of Advanced Sciences for Sustainable Development;
- The right to request the change of the research subject and of one or all Directors with scientific and academic arguments.

b) To the SAC
- The power to give a notification of admission to the candidate (see form);
- The power to give the candidate any necessary letter of recommendation;
- The right to publish the list of topics for all candidates and to determine if a candidate can continue his research after the 3 years deadline above fixed or not;

c) The right to sign the thesis charter between the candidate, his / her Principal Director and the Doctoral School (see form).

Duration and time of admission

Candidates admitted have 6 semesters (and exceptionally 8) to submit their thesis to a defense panel. The first 2 semesters will be at the UEC and 6 months at a partner university, 6 months in the case study country and the last 12 months at the UEC. After these deadlines and without valid reasons, the candidate will be purely and simply dismissed from the Doctoral School for insufficient level in research.

Any complete file must be submitted to the secretariat of the Vice-Rector for Academic Affairs and Cooperation by 15 September of the year of publication of the call for applications. The Vice Rector will send the file to the Director of the Doctoral School for submission to the SAC.

Organization of upgrade seminars

The first 2 semesters will be devoted to the deepening of knowledge through upgrading seminars. They will focus on the different theoretical and epistemological frameworks of research methods and thesis writing techniques. These seminars will be sanctioned by a qualifying examination and the revision of the thesis projects.

Organization of doctoral conferences

For a good follow-up of the research work, during the periods spent at the UEC, doctoral student symposia will be organized as much as possible. During these symposia, candidates will be expected to make presentations to their fellow students and the SAC on the progress of their research and the intermediate results obtained.
Any complete file must be submitted to the Directorate of the Doctoral School. The final decision on admission (certificate of admission) of the candidate to the Doctoral School will be notified in writing or by simple publication at the UEC. The admitted candidates will have to carry out the administrative formalities of academic registration and administrative registration.

Article 13 : Rights of the admitted

Admission confers :

a) To the candidate
- The right to proceed with an administrative registration;
- PhD student status at the Doctoral School of Advanced Sciences for Sustainable Development;
- The right to request the change of the research topic and of one or all Directors with scientific and academic arguments.

b) To the Doctoral School
- The power to give a notification of admission to the candidate (see form) ;
- The power to give any necessary letter of recommendation to the candidate ;
- the right to publish the list of topics of all candidates and to determine if a candidate can continue his research after the 3 years deadline above or not fixed with the assent of the members of the SAC:
- The right to sign the thesis charter between the candidate, its Principal Director and the Doctoral School (see form).

Article 14 : Duration and time of admission

Candidates admitted have 6 semesters (and exceptionally 8) to submit their thesis to a defense panel. Depending on the specificity of the subject, data collection requirements and the preferences expressed by those concerned, the Doctoral School will determine the duration and places of academic stays of PhD students. After these periods of 6 to 8 semesters, and without valid reasons, the candidate will be purely and simply dismissed from the Doctoral School for insufficient level in research. Any doctoral student wishing to obtain derogation must submit a reasoned request to the Rector under cover of the Doctoral School.

Article 15 : Organization of upgrade seminars

The first 2 semesters will be devoted to the deepening of knowledge through upgrading seminars. They will focus on the different theoretical and epistemological frameworks of research methods and thesis writing techniques. These seminars will be sanctioned by a qualifying examination and the revision of the thesis projects.

Article 16 : Organization of doctoral seminars and colloquia

In order to better monitor the research work, during the periods spent at the UEC, the Doctoral School will organize as many seminars as possible for PhD students. During these seminars, PhD students will be asked to make presentations on the status of their research to their fellow students and CFS members. In addition, the Doctoral School will periodically organize symposiums and other high level scientific activities that will involve all PhD students.

Chapter V : The final exam

Article 17 : Request for defense (see form)

The doctoral student must apply for the opening of the defense procedure at the Doctoral School. The following documents must be attached to this application:
a) The certificate of admission to the Doctoral School.
b) 5 printed and bound copies of the thesis and another computer support (CD, USB ...).
c) A statement on the honor that the thesis was written by oneself.
d) A declaration on honor on any requests for defense made elsewhere and on any thesis defended elsewhere.
e) A declaration on the honor of the knowledge of the regulations provided in this manual.

**Article 18 : Deadlines for submission of defense applications**

The defenses take place during the academic year according to the program of the Doctoral School. For this purpose, the candidates for the defense must deposit their thesis as soon as the work is completed.

**Article 19: Examination of the request for defense**

After submitting the application and all the required attachments, the Doctoral School has 6 weeks to examine the application and set up a defense panel. The candidate is informed in writing. Any refusal of the opening of the defense procedure is justified in writing and notified to the candidate.

**Article 20 : Constitution and duty of the jury**

The Jury consists of at least four members: a President, a Rapporteur and Examiners. Whenever possible, all members should be Lecturers or Associate Professors. The experts are also members of the Jury as examiners. They are not necessarily members of the SAC of the Doctoral School. The jury has the duty to:

- decide on the acceptability and the scientific value of the thesis based on reading reports;
- conduct and evaluate the defense;
- determine the final mark of the written work and the defense.

The deliberations are held behind closed doors and the decisions are taken by a simple majority. In case of division, the voice of the President overrides.

**Article 21: Report of the experts / examiners**

The Doctoral School waits for the expert / reading report of each member of the jury. Each report must express a reasoned opinion on the acceptance or rejection of the thesis. In the event that the reports are contradictory, the Doctoral School makes use of another expertise.

For inter/transdisciplinary subjects, the Doctoral School may commission additional expertise. The experts and / or the members of the jury have six (6) weeks after receiving the theses to communicate their reading report. Reading reports are received by the Doctoral School. They are accessible to the candidate.

**Article 22 : Announcement of the defense by the CSP**

If the reports of the experts are positive, the thesis is considered accepted by the Doctoral School which, from that moment, fixes the date of the defense. The announcement of the defense date is made by the Vice-Rector for Academic Affairs and Cooperation. From this moment, the thesis and reading reports are accessible to all other members of the SAC.
a) Public defense
- During the defense, the candidate has between 20 and 30 minutes to present the results of his research and take a position on the remarks made in the reading reports. After this phase, each member of the jury has 15 minutes for an academic and scientific exchange with the candidate.
- The quorum of the jury is considered to be reached when 4 members are present.
- The defense lasts as much as necessary. The defense languages are English and / or French. Abstracts are in both languages.
- A defense report is drawn up with the list of Jury members and is signed by all members of the jury. This report is handed to the Doctoral School.

b) The different grades
- Summa Cum Laude (with congratulations);
- Magna Cum Laude (Very good);
- Cum Laude (Good);
- Rite (passable).

c) Deliberation
- Immediately after the defense, the Jury deliberates behind closed doors and gives a general mention to the thesis and the defense according to the predicates mentioned in point b. The President of the Jury announces the result to the candidate immediately after the deliberation.
- If the thesis and the defense are accepted, the jury sends its decision to the SAC which seizes the Council of Faculty to inform the candidate in writing and to draw up for him a testimonial of success bearing the title of the thesis and the general grade obtained. However, the certificate of achievement does not yet entitle the candidate to the title of Dr. / PhD.

d) Rejection of the thesis
If before graduation, it is found that the candidate has plagiarized, the thesis is rejected and the candidate is liable to prosecution.

Publication and copies required
- After a thesis and an accepted defense, the candidate has one year to publish his work at a publisher recognized hard copy or online. The SAC can in particular cases extend these delays at the request of the candidate. The extension should not, however, exceed one year.
- If the panel has made relevant remarks, the Director should certify in writing to the SAC that the modifications have been made by the candidate prior to publication.
- The required copies of the publication are to be filed at the UEC Central Library and 4 at the faculty library in which the candidate was registered.

Granting of the Diploma
The final examination procedure ends with the granting of the doctoral degree to the candidate. It is written in French and English and must contain the following information:
- Name of the University and that of the Faculty;
- Names and first names of the candidate, date and place of birth;
- The academic degree awarded;
- The title of the thesis;
- The date and place of defense;
- The general grade;
- Name, first names and signature of the Rector of the University, the Dean of the Faculty, the Director of the Doctoral School and the Supervisor;
- All this followed by the stamp of the University and the Deanship;
- The Diploma must be submitted to the candidate within 2 months from the date of deposit of the required copies. It is the awarding of the diploma which confers the right of the wearing of the title of Philosophiae Doctor (PhD / Dr.) to the candidate;
- One year after the end of the procedure, the documents of the defense are accessible.

e) Deliberation
- Immediately after the defense, the jury deliberates behind closed doors and gives a general mention to the thesis and the defense according to the predicates mentioned in Article 22 paragraph b. The President of the jury announces the result to the candidate immediately after the deliberation.
- If the thesis and the defense are accepted, the jury transmits its decision to the Doctoral School, which seizes the Rectorate to inform the candidate in writing and establish a certificate of achievement bearing the title of the thesis and the general mention obtained. The Certificate of Achievement, however, does not yet entitle the candidate to the title of Dr. / PhD until the establishment and delivery of the degree.

f) Rejection of the thesis

If before the granting of the diploma, it is found that the candidate has plagiarized, the thesis is rejected and the candidate is liable to prosecution.

g) Remedies

Candidates have the right to contest the composition of the Jury of defense as well as a decision taken by it. The appeal is made at the Doctoral School which judges and makes suggestions to the SAC. The Doctoral School reports on the deliberations of the CSA to the Council of the University.

Article 23 : Publication and copies required

- After a thesis and a defense accepted, the applicant may request the support of the Doctoral School for the publication of his work at a publisher recognized hard copy or online.
- If the jury has made relevant remarks, the Director should certify in writing to the Doctoral School that the changes have been made by the candidate before any deposit to the central library of the UEC or any publication.
- The required final copies are to be submitted to the UEC central library and 4 to the specialized library of the Doctoral School.

Article 24 : Awarding of the Diploma

The final examination procedure ends with the granting of the doctoral degree to the candidate. It is written in French and in English, possibly in the languages of the partner universities. After the required copies have been submitted, the diploma must be given to the candidate within a reasonable time. It is the granting of the diploma which confers the right of the wearing of the title of Philosophiae Doctor (PhD / Dr.) to the candidate.

One year after the end of the procedure, the proceedings of the defense are accessible.
Article 25: Withdrawal of the title of Doctor

The CSA reserves the right to withdraw the title of Doctor to any person who has supported a PhD thesis at the Doctoral School of the UEC in the following cases:

- If it turns out later that the candidate is not the author of his thesis;
- If it turns out later that the work was plagiarized;
- If it turns out that the candidate presents elsewhere a statement contrary to that given to him by the defense panel;
- If it turns out later that the candidate was inspired by the same subject already treated under the same perspectives of analysis elsewhere.

Article 26: Other types of PhD

Apart from the doctoral theses defended within the Doctoral School, the latter may suggest to the CSA the granting of a Doctor Philosophiae Honoris Causa to any person who, in the scientific and academic field or on the professional level or social and political commitment, has greatly contributed to the advancement of research, knowledge and especially to the promotion of education and development in Africa and in the world. The initiative of this honorary distinction comes from the Doctoral School.

Chapter VI:

Article 27: Financing possibilities

PhD students admitted to the Doctoral School can be funded in several ways, including:

- Doctoral contracts awarded on the proposal of the Doctoral School;
- Doctoral contracts between the donors and the Doctoral School on thesis subjects within the framework of the Universities' scientific policy, taking into account the quality of projects and supervision, support to emerging teams, while ensuring a balanced rotation between disciplines;
- Funding not awarded by the Doctoral School but from public or private funding obtained through calls for tenders, contract or any other procedure;
- Private funding: This refers to university fees paid to the Doctoral School by private candidates. The amount of the fees is fixed by the UEC.

Chapter VII: Final Provisions

Entry into force

Article 28:

The provisions of this Charter come into force upon its adoption by the University Council meeting in its session of November 2017.

Done in Mboou / Bandjoun on January 15th, 2018

The Rector,
Rev. Dr. Jean-Blaise Kenmogne, PhD
Doctor in Human Rights