



Circular n°2020/ 136 /UYII/VREPDTIC/SC/DAAC/DRD of 27 MAR 2020

Establishing the Rules for the Submission and Processing of Applications for Defence, Scheduling of Public Defence and Issuance of Ph.D. Defence Attestations in the University of Yaoundé II.

THE RECTOR OF THE UNIVERSITY OF YAOUNDÉ II

TO :

- The Vice-Rectors ;
- The Secretary General ;
- The Director of Academic Affairs and Cooperation;
- The Heads of Schools and Faculties;
- Teachers;

To the Ph.D. students of the University of Yaoundé II

This circular letter aims at determining the transitional rules for the submission and processing of application files for the defence, scheduling of public defences and issuance of Ph.D. theses' attestations in the University of Yaoundé II pending the establishment of a Doctoral School and its Doctoral Training Units.

To this effect, it shall set out the rules for the implementation of the regulations governing the Ph.D. programme in the University of Yaoundé II, notably, Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II.

I- RULES FOR THE SUBMISSION AND PROCESSING OF APPLICATIONS FOR THE DEFENCE OF A PH.D. THESIS IN THE UNIVERSITY OF YAOUNDE II

A- SUBMISSION OF A PH.D. THESIS

Submission of a Ph.D. thesis occurs when Ph.D. students deposit their applications for the defence of their Ph.D. at their School/Faculty.

The file to be submitted mandatorily comprises the following:

- A hard copy of the thesis;
- A digital copy of the thesis in a flash drive (USB Key).



- The report of the supervisor clearly stating that the thesis is up for defence as per section 23(2) of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II. This report, dated and signed by the supervisor, shall mention the grade of the supervisor(s) as well as their home university;
- The proposal for the jury dated and signed by the supervisor or co-supervisors of the thesis;
- Proof of payment of fees covering the whole Ph.D. studies period.

After submission of the application for defence at the secretariat, the Head of School/Faculty shall examine the file. To this effect:

- He shall check the regularity of the composition of the proposed jury. The Head of School/Faculty shall ensure that the President of the proposed jury is a Full Professor; that the examiners proposed are professors, one being from another university; that, at least one member of the jury, to the exception of the examiners and the president, is a professor as per section 26(1) of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II. As the case may be, the Head of the School/Faculty may seek advice from the Head of the relevant Department(s);
- He shall verify the contents of the application file for defence and the conformity of all enclosed documents.

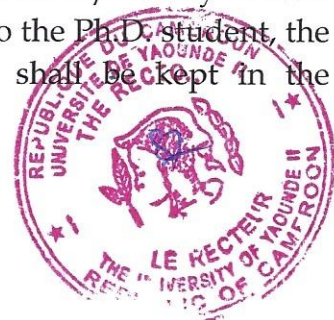
In the case where the file meets all the requirements, an Attestation of Submission shall be delivered within ten (10) days as from the day the application was filed at the secretariat of the School/Faculty.

The attestation of submission shall be stamped: **“Clean File and Favourable Opinion for Processing”**. It shall equally mention the date the file was submitted at the secretariat, the topic of the thesis, the specialty and the name(s) of the supervisor or co-supervisors.

In the case where the file does not meet the requirements, either because any of the documents enclosed is not clean, or because the file is incomplete, the Head of School/Faculty shall send a rejection letter to the Ph.D. student stating the reasons for such rejection within ten (10) days as mentioned earlier. The Ph.D. student shall then be called upon to make up for any defect in their file and resubmit it to the School/Faculty.

info The Attestation of Submission shall be signed by the Head of School/Faculty. It shall be issued in three copies, one of which shall be handed over to the Ph.D. student, the other included in the application file while the last one shall be kept in the School/Faculty records.

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The complete application for public defence, including the Attestation of Submission of the thesis shall be sent to the Rector for processing.

B- PROCESSING OF THE APPLICATION FILE FOR DEFENCE OF A Ph.D. THESIS

The Rector shall send the application for defence of a Ph.D. thesis together with the Attestation of Submission to the Director of Academic Affairs and Cooperation for processing.

The Directorate of Academic affairs and Cooperation shall process the file. To this effect, it shall specifically check:

- The conformity of the Attestation of Submission of a Ph.D. thesis ;
- The conformity of the application file with the Central Register for Theses;
- As the case may be, the conformity of the procedure of change of supervisor or of the type of thesis supervision (sole supervision to co-supervision/co-supervision to sole supervision, etc...)

In the case where the application is rejected due to irregularities in the Attestation for Submission or non-conformity of the application for defence with the Central Register for Theses or modalities in the supervision of the said thesis, a rejection note shall be sent to the Rector.

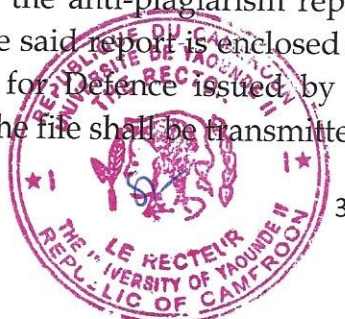
In that case, and depending on the reasons, the Head of School/Faculty, the supervisor or the PhD. student shall be required to make good any defects in the file for the processing to go on. The Directorate of Academic Affairs and Cooperation shall monitor the follow-up of these recommendations.

In the case where there is favourable opinion, the thesis shall undergo the anti-plagiarism test run by the competent services of the Directorate of Academic Affairs as per section 25 of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II.

The anti-plagiarism report shall be enclosed in the file.

In the case where the anti-plagiarism report discloses a result that is above the acceptable rate (10% maximum), the Directorate of Academic Affairs and Cooperation shall prepare a rejection note for the application for defence to the Rector stating the changes that need to be carried out.

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In the case where the anti-plagiarism report discloses a result that is less than the acceptable rate, the said report is enclosed in the application for defence file together with a Clearance for Defence issued by the Directorate of Academic affairs and Cooperation and the file shall be transmitted to the Rector. *Ⓟ*



The Clearance for Defence aforementioned, shall be accompanied by a list of two other examiners (one internal and one external) that will supplement the list drawn by the supervisor or co-supervisors.

The Directorate of Academic Affairs and Cooperation shall complete the processing of the application for defence file within fifteen (15) days as from the date the application was channelled to it.

The Rector, upon receiving the application for defence together with the Clearance for Defence, shall approve of the defence jury. He shall authorise the Vice-Rector in charge of Teaching, Professionalisation and ICT Development to formally designate the defence jury and reach out to examiners.

At the end of this process, the entire application file shall be sent back to the Directorate of Academic Affairs and Cooperation for follow-up by sending the letters to examiners. The Ph.D. candidate shall be called upon to submit the required number of copies for the entire jury.

The examiners shall have fifteen (15) days to two (02) months as from the date they were seized to hand their reports over. In the case where, at the end of this period, they fail to send their reports, the defaulter(s) shall be replaced by (an) other examiner(s) following the same procedure.

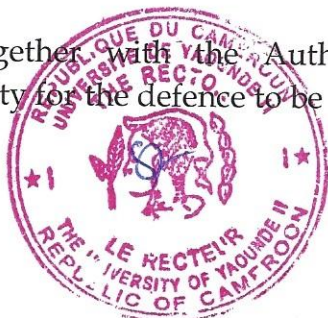
The pre-defence report must be drawn in accordance with the provisions of section 23(5) and (6) of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II.

In the case where the two pre-defence reports disclose a favourable opinion, the competent services of the Directorate of Academic Affairs and Cooperation shall assign a number to the thesis. The file shall be transmitted to the Rector for him to issue the Authorisation for Defence.

In the case where the reports of the examiners contradict each other (one is favourable while the other is unfavourable), a third examiner shall be designated to arrive at a final decision as per section 24 of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II.

When the Rector receives an application with two favourable pre-defence reports, he shall approve of the issuance of an Authorisation for Defence.

The file, together with the Authorisation for Defence, shall be sent to the School/Faculty for the defence to be scheduled.



II- RULES GOVERNING THE SCHEDULING OF A PH.D. DEFENCE IN THE UNIVERSITY OF YAOUNDE II

Following the issuance of the Authorisation for Defence, the Head of School/Faculty shall set a date for the defence.

Two periods for Ph.D. defences are hereby determined in the University of Yaoundé II, viz:

- The first session (from 2nd January to 27th February);
- The second session (from 2nd June to 30th July).

The scheduling of theses for the first session shall be carried out by the Head of School/Faculty and shall be published latest on 31st December of the current academic year.

The scheduling of theses for the second session shall be carried out by the Head of School/Faculty and shall be published latest on 30th May of the current academic year.

In the case where, a defence scheduled for a session does not hold, the defence shall be postponed to the following session.

Only in exceptional cases may the Rector, at the request of the Head of School/Faculty, authorise the defence of a Ph.D. thesis outside the sessions.

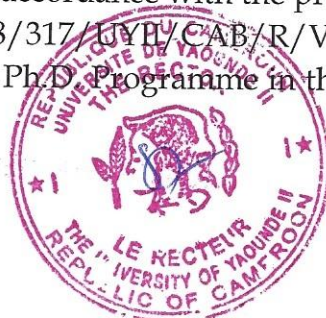
The exact date for the defence of a thesis within a session shall be set by the Head of School/Faculty together with the supervisor or co-supervisors, in accordance with section 27 of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II.

Once the defence is scheduled, the members of the jury shall be notified by the Head of School/Faculty at least fifteen (15) days before the date. A copy of the thesis shall be enclosed to invitation letters addressed to the jury members except for the supervisor(s) and examiners.

The document that states the date of the defence shall be sent to the Directorate of Academic Affairs and Cooperation in order to prepare the Defence Report from the Central Register of Theses.

The sample report, issued in three copies, shall be handed over to the President of the jury for use during the defence.

ntp The Ph.D. defence shall take place in accordance with the provisions of section 26, 27, 28, 29, 30, 31 and 32 of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II. *R*



III- RULES GOVERNING THE ISSUE OF AN ATTESTATION OF DEFENCE FOR A PH.D.

At the end of the defence, the defence report and the minutes, co-signed by the members of the jury, shall be sent to the Directorate of Academic affairs and Cooperation within thirty (30) days in order to update the Central Register for Theses.

Updating the Central Register for Theses shall be carried out in accordance with section 34 of Decision n°18/317/UYII/CAB/R/VREPDTIC/DAAC of 21st June 2018 on the Organisation of the Ph.D. Programme in the University of Yaoundé II. It shall consist of the following entries:

- The thesis registration number;
- The School/Faculty;
- The name of the candidate;
- The name(s) of the supervisor and co-supervisors as the case may be;
- The topic of the thesis;
- The specialty;
- The composition of the jury;
- The grade awarded;
- The date of the defence.

And individual excerpt of the Central Register for Theses, signed by the Rector shall be handed over to the candidate. On pain of inadmissibility, it has to be enclosed to the application for the issuance of the Ph.D. Defence Attestation by the Head of School/Faculty.

IV- FINAL PROVISIONS

The foregoing rules shall apply, as a provisional measure, to all Ph.D. theses prepared in the University of Yaoundé II, pending the establishment of the Doctoral School and its Doctoral Training Units.

They shall apply to Ph.D. theses that are under the co-tutelage of the University of Yaoundé II and foreign universities whose defences are to take place in the University of Yaoundé II.

They shall enter into force for Ph.D. theses submitted as from 1st July 2020 as per the reception date stamped by the secretariat of the Head of the relevant School/Faculty.

The Rector of the University of Yaoundé II insists on the due respect of the rules contained in this Circular Letter.

THE RECTOR OF THE UNIVERSITY OF YAOUNDÉ II

Copies to:

- Chrono/Archives



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