

**Annex No.1 to Order No. 991 dated 01 August 2022
establishing the terms of access and organisation
of third-cycle training and the conditions for the
preparation and defense of doctoral dissertations**

**Applicable to doctoral students enrolled from the
2024-2025 academic year onwards**

DOCTORAL CANDIDATE LOGBOOK

Identification Form

Doctoral Student:

<u>Last name</u>	
<u>First name</u>	
<u>Date and place of birth</u>	
<u>Address</u>	
<u>Tel.</u>	
<u>E-mail</u>	

Doctoral School Code:

Institution:

Affiliation Structure: Faculty- Institute- Research Centre.

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**DOCTORAL CANDIDATE
LOGBOOK**

❖ PREAMBLE :

The charter constitutes a reference framework that formalises the agreement concluded between the doctoral student, the dissertation supervisor, the Head of the Doctoral Training Committee, and the Director of the Laboratory or structure supporting the training.

The objective is to make the partners accountable and to define the rights and duties of each party.

The charter must be signed by all partners at the time of first enrolment. Although it has no contractual legal value, it nevertheless represents a strong commitment between these parties.

The charter is annexed to the doctoral student's logbook and serves as a monitoring and evaluation tool throughout the doctoral journey. The Head of the Doctoral Training Committee (DTC) as well as the dissertation supervisor will record the doctoral student's various activities (publications, conference presentations, etc.). The assessments made by the DTC on the occasion of each evaluation day will also be recorded therein.

❖ REGULATORY TEXTS:

Doctoral training is governed by the following regulatory texts:

- Law No. 99-05 dated April 4, 1999, establishing the orientation law on higher education, as amended and supplemented;
- Executive Decree No. 10-231 dated October 2, 2010, establishing the status of doctoral students;
- Executive Decree No. 22-208 dated 5 Dhou El Kaada 1443 corresponding to June 5, 2022, establishing the system of studies and training for obtaining higher education diplomas;

- Order No. 991 dated August 1, 2022, establishing the terms of access and organization of third-cycle training and the conditions for preparation and defense of the doctoral dissertation;
- Order No. 995 dated August 2, 2022, establishing the terms of organisation and operation of the doctoral school;
- Order No. 87 dated April 20, 2025, supplementing Order No. 1419 of December 24, 2022, establishing transversal modules to strengthen third-cycle training in higher education institutions.

❖ ACTIVITIES AND EVALUATION:

The presentation of the dissertation is the essential element of doctoral training, alongside other key components that ensure ongoing activity and evaluation. These include, in addition to the dissertation, publications and conference presentations, evaluation days, and the defense.

❖ THE DOCTORAL TRAINING:

- Doctoral training is training for research and through research. It involves deepening knowledge in a main discipline and introducing reasoning and experimentation techniques necessary for professional activities and research.
- The doctorate enables the acquisition of high-level scientific skills through conducting an original and innovative research project. Its preparation must be aligned with national priority research areas and clearly defined in both its objectives and requirements.

- The duration of the doctoral training is also considered as an experience in the research and innovation sector, at the end of which the doctor is expected to have acquired not only the scientific and technical skills related to their research theme, but also the competencies necessary for autonomous project management.

❖ THE DISSERTATION:

- The dissertation topic, the name of the dissertation supervisor, and the host laboratory or research structure are specified in the file submitted to the administration.
- The working conditions necessary for the progress of the doctoral training are subject to an agreement concluded between the doctoral student, the dissertation supervisor, in compliance with this charter. This agreement must be validated by the scientific bodies following the decision of the Doctoral Training Committee in collaboration with the laboratory director or other relevant research structure.
- The dissertation topic is the property of the institution of enrolment.
- A doctoral dissertation must present research results through various formats (texts, diagrams, tables, figures, or illustrations).
- Its preparation must lead to the completion of original and formative work that can be feasibly accomplished within the regulatory time frame of three years full-time.
- The topic cannot be modified after enrolment, except in certain exceptional circumstances.
- Any change of dissertation supervisor and/or dissertation topic must be justified.

- The final title of the dissertation must be identical to that listed on the last re-enrolment form.
- Registration in the central file of doctoral dissertations is mandatory and must be completed through the postgraduate services of the institution of enrolment.
- The dissertation must be accompanied by scientific work as specified in Annex 2.
- The dissertation prepared under joint supervision benefits from the same rights and must meet the same obligations. Furthermore, all parties must comply with the specific provisions outlined in the partnership agreement.

❖ DURATION:

- The standard duration of a doctoral dissertation is three (03) consecutive academic years.
- An exemption of one to two years may be granted exceptionally by the head of the institution upon proposal by the dissertation supervisor and following the recommendation of the relevant scientific bodies.
- This extension agreement does not imply automatic continuation of funding (scholarship). Operational funding for the dissertation will remain at the discretion of the dissertation supervisor and the laboratory director.
- A doctoral student who has not defended their dissertation within the time limits will be removed from the doctoral training registry and their topic will be withdrawn from the central dissertation database.

❖ MONITORING OF DOCTORAL STUDENTS AND THEIR EVALUATION:

- At the end of each academic year, the Doctoral Training Committee organises one or more days dedicated to the evaluation and progress monitoring of doctoral students.
- The doctoral students present their research progress and anticipated research directions to the members of the Doctoral Training Committee.
- The proceedings and results of the evaluation days will be documented in the evaluation form annexed to this charter.
- The Doctoral Training Committee may invite teachers and/or researchers that are external to the DTC or even to the institution.
- These sessions enable the supervision and evaluation of the training process up to the dissertation conception, allowing for any necessary corrections and thereby ensuring the defence takes place within the prescribed timeframe.
- They also provide the Doctoral Training Committee with structured information, serving thereby as a genuine assessment tool. This enables the establishment of benchmarks for continuous monitoring aimed at enhancing the quality of doctoral training.

❖ PUBLICATIONS AND CONFERENCE PRESENTATIONS:

- The doctoral student commits to publishing or presenting at conferences in collaboration with their dissertation supervisor.
- The doctoral student's position on the list of co-authors for conference presentations, publications, or patents resulting from their work must be determined by mutual agreement with their

dissertation supervisor. In all cases, this position must accurately reflect the student's actual contribution.

- The doctoral student is required to include the names of the enrolling institution and the host laboratory, using the designated acronyms, on all publications where they are listed as author or co-author.
- The affiliation assigned to the doctoral student by the institution upon their initial enrolment is the sole affiliation to be indicated in all publications and conference presentations.

❖ ENROLMENT:

- The dissertation period is set at three consecutive years.
- Enrolment in the first year of the doctoral programme is granted following a competitive examination in accordance with current regulations. It is open to candidates holding one of the following qualifications: a master's degree, a state engineering degree, an architecture degree, a Doctor of Veterinary Medicine degree, a degree certifying the completion of a five-year (5) training programme from a national higher school, or a Magister degree, or equivalent recognized foreign degrees.
- Enrolment specifies the doctoral research topic and the host laboratory or research unit, and must be renewed at the start of each academic year. To this end, the doctoral student must demonstrate progress in their work, in agreement with their dissertation supervisor.
- At the end of the third year, the head of the institution decides on the possibility of extending the training period through exceptional re-enrolment (up to a maximum of two additional years), based on a detailed report from the dissertation supervisor, the DTC, and the relevant scientific bodies.

❖ THE DEFENSE:

- The dissertation is deemed admissible once the doctoral student has obtained a minimum of 180 points, distributed in accordance with Annex 2.
- The defence cannot be authorised without confirmed participation in the scheduled conferences and/or seminars.
- Upon proposal by the dissertation supervisor, the head of the DTC proposes, following the recommendation from the Scientific Council of the faculty or institute, to the head of institution the appointment of a jury composed of four (04) to six (06) members, including one (01) to two (02) external members.
- The jury chair is responsible for writing the defence report.
- The defence must be publicly announced, notably through digital channels specifically designated for this purpose within the institution.
- Any act of plagiarism, falsification of results, or fraud related to the scientific work presented in the dissertation, whether discovered during or after the defence, may result in the cancellation of the defence or the withdrawal of the awarded degree, in addition to sanctions prescribed by current regulations.
- Following the defence and jury deliberation, the jury awards the doctoral degree to the candidate with either an 'Honorable' or 'Very Honorable' distinction.
- The doctoral student must make all corrections requested by the jury to their dissertation and submit the revised version within the deadlines set by the jury chair, subject to the chair's validation.

❖ CONFIDENTIALITY:

- The doctoral student undertakes to adhere to scientific research ethics, particularly concerning intellectual property rights and accurate citation of all sources used (Bibliography).
- The doctoral student is bound by a duty of confidentiality toward third parties and undertakes to maintain confidentiality regarding all information and materials, in any form, encountered during their dissertation research and laboratory stay. This includes information obtained through connections with other organisations or companies, provided such information remains outside the public domain.

❖ CONFLIT AND MEDIATION:

- Any conflict or dispute between the doctoral student and their dissertation supervisor must be reported to the head of the DTC and the laboratory director, who will consult jointly to seek an amicable resolution.
- Should no amicable solution be reached, the conflict or dispute will be referred to the Doctoral Training Committee for discussion. As a last resort, the appropriate scientific bodies (DSC, FSC/ISC, or the institution's scientific council) will be called upon to make a ruling.
- A final appeal may be submitted to the head of the institution for consideration.

❖ RIGHTS AND DUTIES OF THE PARTIES INVOLVED:

This charter sets out the commitments of all parties involved to ensure the successful completion of doctoral training. Its purpose is to move beyond the traditional master-student relationship by establishing clear rules that define the rights, duties, and responsibilities of each party throughout the doctoral training process.

2 The Doctoral Student:

- Must submit a sworn declaration confirming they are not enrolled in another institution; failure to do so will result in exclusion from the doctoral training programme.
- Commits to a work schedule and pace in accordance with the roadmap established in collaboration with their dissertation supervisor.
- Commits to full-time engagement in research activities and to mandatory attendance at all seminars and training programmes organised by either the Doctoral Training Committee or the host research laboratory throughout the duration of the doctoral training.
- Must to submit an annual progress report on the status of their research activities.
- Undertakes to comply with the internal regulations of the host laboratory, particularly those relating to health and safety matters.
- Undertakes to make proper use of the resources and infrastructure made available to them, including scientific equipment, tools, computing devices, documentary sources, and internet access.
- Undertakes to respect the confidentiality rules governing all research activities, including methods, protocols, and research findings.
- Undertakes to respect ethical and professional standards, including avoiding plagiarism, falsification of results, and unauthorized communication or publication without the consent of the dissertation supervisor.

- Is entitled to receive a monthly stipend throughout the official duration of the doctoral programme, as per applicable regulations.
- Must to submit their re-registration documentation each year by the specified deadlines.
- Is subject to the provisions governing the higher education programme, as well as the internal regulations of the higher education institution they attend.
- Is authorized to engage in teaching activities as stipulated in Article 06 of Executive Decree No. 10-231 dated October 2, 2010, which establishes the status of doctoral students.

2 The Dissertation Supervisor:

- Commits to dedicating adequate time for the scientific guidance and supervision of the doctoral student's research activities.
- Does not have the right to delegate dissertation supervision and retains full responsibility for providing effective guidance.
- Is responsible for securing the necessary resources for the completion of the work and establishing a timeline for the research activities.
- Must ensure the timely submission of the doctoral student's re-enrolment dossier.
- Is required to evaluate the doctoral student's progress and document any deficiencies observed in their work prior each annual re-registration.
- Is required to report in writing to the head of the DTC any breach of ethics or discipline by the doctoral student.
- Must ensure that the doctoral student demonstrates initiative, scientific rigour, and autonomy.
- In event of withdrawal from supervision, must provide a written report justifying the reasons.

2 The Director of the Laboratory or Research Unit:

- Ensures the integration of the doctoral student into the host laboratory or research structure.

- Ensures the doctoral student has equal access to the same facilities available to permanent researchers for conducting their research, including: equipment, tools, resources, infrastructure, financial support, documentation, and opportunities to participate in seminars, conferences, and scientific presentations, subject to available resources.
- Is required to plan and coordinate the doctoral student's laboratory activities in collaboration with the dissertation supervisor.
- Must assist the doctoral student, in collaboration with the dissertation supervisor, in securing placement in a foreign laboratory (including obtaining a letter of acceptance) for research training or dissertation completion purposes when such placement is required.

2 The Head of the Doctoral Training Committee:

- Must ensure compliance with the charter, implement decisions made, and oversee the smooth running of evaluation days.
- Ensures doctoral students have access to information regarding the training programme schedule.
- Must inform doctoral students about the professional opportunities associated with the training programme.
- Must organize teaching and training activities, including seminars, doctoral student conferences, etc.
- Ensures the ongoing monitoring and evaluation of the doctoral student's progress.
- Is required to submit for validation all actions they must undertake -pedagogical, scientific, and administrative - to the relevant parties: the scientific bodies of the department and faculty, and the administration (Head of Department, Dean), each within their respective areas of responsibility.

2 The Head of the Doctoral School Council (DSC):

The DSC, in coordination with the DTCs and services of the relevant partner institutions, is responsible for:

- Planning, organising, and coordinating all aspects of doctoral training activities.
- Overseeing the smooth running of contests and teaching activities.
- Ensuring the pooling and coordination of staff and material resources.
- Enhancing the support provided to doctoral students and ensuring their ongoing monitoring and evaluation.
- Organising the mobility of faculty, researchers, and doctoral students.
- Overseeing the monitoring of doctoral dissertation completion.
- Enhancing the visibility of the doctoral school at both national and international levels.
- Preparing an annual report on the doctoral school's activities and submitting it to the head of the "Focal Point" institution."

2 The Socio-economic Partner:

When the dissertation is prepared in a company or in partnership with a company, the socio-economic partner commits to:

- Facilitate access to documentation, professional supervision, and where applicable, the use of materials and equipment.
- Provide the doctoral student with the same benefits as company employees, including transportation, meals, and ensure accommodation in case of relocation.

2 The Head of Institution:

- Must assign the doctoral student an institutional email address upon initial enrolment.

- Shall take all necessary measures to ensure that all relevant parties are able to exercise their rights and fulfill their responsibilities as set forth in this Charter.

The undersigned parties certify that they have reviewed and accept the terms of this Charter.

Signed at: **On:**
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The Doctoral Student:

The Head of the DTC:

The Dissertation Supervisor:

The Director of the Laboratory or Research Unit:

Accredited Doctoral Training Programme:

Order No. **dated**

Programme Title:

Domain:

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Field:

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Speciality:

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The Head of DTC:

Last name:

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First name:

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Tel.:

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E-mail:

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Research Laboratory:

Dissertation Supervisor:

Last _____ name:

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First _____ name:

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Tel.:

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E-mail:

The Co-supervisor (if applicable):

Last _____ name:

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First _____ name:

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Tel.:

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E-mail\:

The Director of the Laboratory:

Last

name:.....

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First

name:.....

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Tel.:

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E-mail:

❖ EVALUATION AND MONITORING

The Doctoral Training Committee (DTC) is required to organise an annual evaluation day to assess: the progress of doctoral students' research activities.

All completed requirements must be recorded and validated in the Doctoral Student Logbook.

**Formative and Summative Evaluation of the
Doctoral Student (30 points)**

- Speciality Courses / Optional

Semester 1

Course _____ title:

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Contact _____ hours:

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Instructor:

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Approval _____ by _____ the

DTC:

Semester 2

Course _____ title:

Contact _____ hours:

Instructor: _____

Approval _____ by _____ the _____ DTC:

- Didactics in Scientific Research and Pedagogy/ 05 points

❖ Acquired Competences (C6, C7, C8, C12, C13, C14, C15, C16)

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Approval by the DTC:

- Philosophy / 05 points

❖ Acquired Competencies (C5, C7, C8, C9, C10, C14, C15, C16)

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Approval _____ by _____ the _____ DTC:

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- Certified English Language Course / 05 points

❖ Acquired Competencies (C9, C10, C11, C12, C13, C15, C16)

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Approval by the DTC:

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Scientific Contributions (50 points minimum)

❖ International publications Rank A (50 points/publication)

<u>Title</u>	<u>Date</u>	<u>URL link</u>

❖ PCT Patent (WIPO): 50 pts (maximum 1)

<u>Title</u>	<u>Submission date</u>	<u>Publication date</u>

❖ International Publications of Rank B (40 points/publication)

<u>Title</u>	<u>Date</u>	<u>URL link</u>

❖ National publications rank C (30 points/publication, Max 2)

<u>Title</u>	<u>Date</u>	<u>URL link</u>

❖ Patent (INAPI) : 25 pts (maximum 1)

<u>Title</u>	<u>Submission date</u>	<u>Publication date</u>

❖ International Conferences (12,5 points/conference, Max 2)

<u>Title</u>	<u>Date</u>	<u>LOCATION</u>

❖ National Conferences (10 points/conference, Max 2)

<u>Title</u>	<u>Date</u>	<u>LOCATION</u>

Approval by Authorised Scientific Bodies

The undersigned declare that they have read and understood the various provisions of the regulations governing the rights and obligations of each party.

VALIDATION OF ACQUIRED COMPETENCIES

❖ Dissertation (100 points)

Approval by the DTC

Signed at: On:
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❖ Complementary Training (30 points)

Approval by the DTC

The Doctoral Student:

The Head of the DTC:

Approval by the Coordination Unit

Dissertation Supervisor:

❖ Scientific Production (50 points or more)

Director of the Research Laboratory or Unit: