

REPUBLIQUE DU CAMEROUN
Paix – Travail – Patrie

MINISTRE DES TRAVAUX
PUBLICS

ECOLE NATIONALE SUPERIEURE
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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTRY OF PUBLIC
WORKS

NATIONAL ADVANCED SCHOOL
OF PUBLIC WORKS

THE BOARD OF DIRECTORS

**INTERNAL RULES AND REGULATIONS
OF THE NATIONAL ADVANCED SCHOOL
OF PUBLIC WORKS (NASPW)**

**ECOLE NATIONALE
SUPERIEURE DES TRAVAUX
PUBLICS**

CONSEIL DE DIRECTION



**NATIONAL ADVANCED
SCHOOL
OF PUBLIC WORKS**

BOARD OF DIRECTORS

**RESOLUTION No. 006 /CD OF _____ ON THE INTERNAL RULES AND
REGULATIONS OF THE NATIONAL ADVANCED SCHOOL OF PUBLIC WORKS**

**THE BOARD OF DIRECTORS, MEETING IN ITS 2ND EXTRAORDINARY SESSION ON
7 JULY 2021,**

- MINDFUL of the Constitution;
- MINDFUL of Law No. 2001/005 of 16 April 2001 on the orientation of higher education;
- MINDFUL of Decree No. 93/027 of 19 January 1993 laying down common provisions for universities;
- MINDFUL of Decree No. 93/035 of 19 January 1993 to lay down the special status of higher education personnel;
- MINDFUL of Decree No. 2011/119 of 18 May 2011 to lay down common provisions applicable to support staff of Cameroonian universities;
- MINDFUL of Decree No. 2012/433 of 1 October 2012 to organise the Ministry of Higher Education;
- MINDFUL of Decree No. 2016/426 of 26 October 2016 relating to the reorganization of the National Advanced School of Public Works;
- MINDFUL of Decree No. 2018/461 of 7 August 2018 to organise the Ministry of Public Works;
- MINDFUL of Decree No. 2019/541 of 14 October 2019 to appoint the President of the Board of Directors of the NASPW;
- MINDFUL of Decree No. 2019/542 of 14 October 2019 to appoint the Director and Deputy Director in charge of studies of the NASPW;
- MINDFUL of Order No. 08/0249/MINESUP of 11 September 2008 on the common status of students of public university institutions of Cameroon;
- MINDFUL of Order No. 13/0645/MINESUP of 30 December 2013 to lay down the rules of operation of the Disciplinary Council of support staff of public universities in Cameroon and specifying the rules of the disciplinary procedure;
- MINDFUL of Order No. 038/PM of 7 April 2020 to establish the composition of the Board of Directors of the National Advanced School of Public Works;
- MINDFUL of Joint order No 057/AC/MINESUP/MINTP of 7 May 2021 on the organization and Functioning of the Disciplinary Board of the National Advanced School of Public Works;
- MINDFUL of Circular No. 17/MINESUP/SG/DAJ of 5 September 2017 relating to the Obligation of service done by teachers of state universities;
- MINDFUL of Ministerial circular No. 17/0013/MINESUP/SG/DAJ/CC of 17 October 2017 relating to the compliance with disciplinary procedure in Public Higher Education Institutions in Cameroon;
- MINDFUL of the deliberations of the Board of Directors of the NASPW during its 2nd Extraordinary session of 7 July 2021,

HEREBY ADOPTS AS FOLLOWS

CHAPTER I: GENERAL PROVISIONS

Article 1: This resolution concerns the Internal Regulations of the National Advanced School of Public Works hereinafter referred to as "NASPW".

Article 2: (1) NASPW shall be a public institution of higher education with a special status.

(2) It shall be placed under the technical supervision of the Ministry in charge of public works, under the academic supervision of the Ministry in charge of higher education and under the financial supervision of the Ministry in charge of finance.

Article 3: (1) All natural or legal persons contributing to the functioning, development and influence of NASPW shall constitute its academic community.

(2) The academic community of NASPW shall be comprised:

- the academic authorities, responsible for the execution of the general and specific missions of the NASPW which ensure the direction, animation and control of all the internal services and operational structures;
- the teaching staff, the main guarantors of the quality of the teaching and training provided by NASPW;
- the officials and support staff of the administrative, technical and financial services;
- the students.

Article 4: Being an institution of higher education, NASPW is a closed and non-political area. It is a place of knowledge and tolerance of opinions.

Any form of political or ideological propaganda and partisan influence shall be forbidden

Any attack on the dignity of the human person shall be forbidden.

The promotion of gender equality shall be effective.

CHAPTER II: GENERAL CAMPUS POLICE

Article 5: Teaching and research imply the objectivity of knowledge and the tolerance of opinions. They are incompatible with any form of propaganda and must remain free from any partisan political or economic influence.

Article 6: (1) The general police of NASPW shall be ensured by the Director.

(2) It shall consist in guaranteeing the normal conduct of training and research activities in freedom, order, dignity, respect for university ethics and the laws and regulations of the Republic.

Article 7: (1) No member of law enforcement agencies and no police officer may enter the NASPW campus to ascertain a case of offence or to execute a court order against a student, a teacher, a non-teaching staff, without the authorization of the Director.

(2) He/she shall present to the Director, the special written authorization of the competent authorities.

(3) Convocations, summonses, notifications and all other notifications addressed by

the police, gendarmerie or judicial authorities to NASPW shall be handed over to the Director who shall forward them to the addressee and have them acknowledged by the latter.

Article 8: The conditions of use of the premises, of posting and distribution of documents shall be set by the Director of NASPW.

Article 9: In case of threats against order in the NASPW premises, the Director may:

- Prohibit access to these premises to members of staff and students. This prohibition, which may not be decided for a period of more than thirty (30) days, may, in case disciplinary or legal proceedings are initiated, be extended until the day when the court seized with the matter has reached a final decision;
- Suspend teaching, tutorials and practical work within NASPW.

Article 10: (1) The Director of NASPW may call upon specialised personnel in charge of ensuring the respect of regulations and possibly of noting any breach of university discipline.

(2) These staffs shall take an oath before NASPW Management to faithfully perform their duties in accordance with university standards and the laws of the Republic.

Article 11: (1) No one may prevent or undermine the functioning of NASPW activities, the security of persons and property within the campus, nor the holding of authorised meetings by the NASPW academic community.

(2) No one may use violence or threats against a member of the NASPW academic community or against one of its guests without incurring the sanctions provided for by the regulations in force

Article 12: (1) The NASPW campus is delimited and shall correspond to a land title.

(2) Buildings acquired or rented outside the campus according to specific contracts or agreements shall be considered as part of the campus and its annexes.

(3) No one may, without incurring disciplinary sanctions, damage the property of NASPW or of a member of its academic community within the campus or its annexes without prejudice to recourse to other legal remedies.

CHAPTER III: TRAINING

Article 13: Access to training at NASPW shall be done through a competitive examination according to the conditions of diplomas, reception and management capacity.

Article 14: (1) NASPW shall take appropriate measures and initiatives to promote gender.

(2) Foreign nationals, meeting the conditions provided for by the regulations in force, may be admitted to NASPW in accordance with international practices and/or the conditions and agreements signed between Cameroon and the countries of origin of the applicants.

Article 15: The training courses shall be sanctioned according to the case by a diploma or a certificate issued by NASPW, and if need be, by NASPW and partner national and/or international university institutions.

Article 16: (1) In the training courses, teaching within NASPW shall be organised in cycles.

(2) The nature and organisation of the cycles and the study and examination regime shall be defined by a specific instrument.

(3) The academic year shall be organised in semesters.

CHAPTER IV: DUTIES AND RIGHTS OF TEACHERS
PART I: TEACHERS' OBLIGATIONS

Article 17: (1) NASPW teaching staff shall comprise:

- permanent teachers
- associate teachers; and
- temporary teachers.

(2) Permanent teachers, recruited by the Board of Directors according to the needs expressed by the Director, after the opinion of the Teaching, Studies and Scientific Research Board, shall be governed, as the case may be, for their advancement and promotion to the grade, by the General Rules and regulations governing the Civil Service or by the instruments of higher education.

NASPW permanent teachers belonging to the body of Higher Education shall be distributed in the following grades by order of precedence:

- Professor ;
- Associate Professor ;
- Lecturer;
- Assistant Lecturer.

The permanent teachers of the NASPW recruited as Instructors shall be classified in grade as follows

- Instructor 1st Grade
- Instructor 2nd Grade
- Instructor 3rd Grade
- Instructor 4th Grade
- Instructor 5th Grade
- Instructor 6th Grade

(3) Associate teachers are personnel made available to NASPW within the framework of international cooperation or partnership and who fulfil the conditions provided for by the regulations in force.

(4) Temporary teachers are recruited by the Director, according to the modalities decided by the Board of Directors, among the members of the teaching staff of higher education, state workers and professionals of the private sector.

Article 18: (1) NASPW teaching staff shall essentially carry out a mission:

- teaching ;
- research ;
- scientific promotion; and
- support to development.

(2) The teaching activities refer to the pedagogical services required for teaching. Research and scientific promotion activities refer, on the one hand, to personal or collective research work and, on the other hand, to the facilitation, supervision and direction of individual or collective research work by students.

Development support activities shall relate to the specific tasks entrusted to teachers by public or private services and bodies.

(3) The teacher shall be subject to the obligation of teaching, education, pedagogical supervision, scientific production, evaluation and moral rectitude. He/she shall be subject to the respect of the instruments in force in his/her field of activity.

Article 19: The teaching staff shall work in the following fields:

- teaching, including initial and continuing education, distance learning, tutoring, guidance, counselling and assessment;
- research ;
- dissemination of knowledge;
- national and international inter-university cooperation;
- development support activities;
- administration and management.

Article 20: (1) NASPW permanent teachers are required to provide, throughout the academic year, an annual teaching service as follows

a) Permanent teachers belonging to the Higher Education corps

Grades	Annual Teaching Service
Professors	150 hours of teaching
Associate Professors	175 hours of teaching
Lecturers	200 hours of teaching, tutorials or practicals
Assistant Lecturers	200 hours of teaching, tutorials or exercises, practicals

b) Instructors

Grades	Teaching Support Service
6 th Grade Instructor	250 hours of tutorials or exercises, practicals
5 th Grade Instructor	300 hours of tutorials or exercises, practicals
4 th Grade Instructor	350 hours of tutorials or exercises, practicals
3 rd Grade Instructor	350 hours of tutorials or exercises, practicals
2 nd Grade Instructor	350 hours of tutorials or exercises, practicals
1 st Grade Instructor	350 hours of tutorials or exercises, practicals



(2) NASPW Permanent teachers appointed to an administrative function within NASPW, shall benefit from a 50% reduction on their annual teaching service due.

Article 21: NASPW permanent teachers shall be subject to the obligation of attendance, punctuality and presence within the NASPW, to ensure teaching, research and supervision of students.

PART II: RIGHTS OF THE TEACHING STAFF

Article 22: (1) The State shall guarantee to NASPW teaching staff, in the exercise of their duties, the benefit of the traditional university franchises and freedom, in compliance with laws and regulations, public order, good morals and academic practices.

(2) The general police of the university institutions shall consist, for NASPW teaching staff, in ensuring the normal conduct of their teaching, research and development support activities in freedom, order and academic dignity and in compliance with the laws and regulations.

Article 23: The teaching staff shall have the right, within the limits of available resources, to suitable working and living conditions and to appropriate initial and in-service training. The State shall ensure their protection and guarantee their dignity.

Article 24: (1) Within the framework of respect for persons and the need for dialogue and openness, the respect due to the teacher shall be particularly required within the university community.

(2) No one may, in this context, use violence or threats against a teacher without incurring disciplinary sanctions, within the framework of the emergency statutory procedure and without prejudice to recourse to other legal means.



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**CHAPTER V: OBLIGATIONS AND RIGHTS OF ADMINISTRATIVE,
TECHNICAL AND PEDAGOGICAL SUPPORT STAFF**

**PART I: OBLIGATIONS OF ADMINISTRATIVE, TECHNICAL AND
PEDAGOGICAL SUPPORT STAFF**

Article 25: The administrative, technical and pedagogical support staff of NASPW shall include :

- own staff on contract, recruited directly by NASPW
- civil servants on secondment;
- State employees under the Labour Code assigned to NASPW at the request of the Director, after approval by the Board of Directors.

Article 26: (1) NASPW administrative, technical and pedagogical support staff shall be required to personally carry out the tasks entrusted to them with diligence, probity and sense of responsibility, without any discrimination.

(2) They shall be required to comply with requests for information from the public, while respecting the rules relating to the obligations of professional reserve and discretion.

Article 27: (1) NASPW support staff shall not have, under any name whatsoever, by themselves or through an intermediary, any interests either in the sector under their direct control or in a company dealing with NASPW.

(2) NASPW support staff shall not ask for nor receive, during or after service and in any form whatsoever, any remuneration in cash or in kind, offered by users or for work done within the framework of the service.

Article 28: All NASPW support staff shall obey the individual or general instructions given by their immediate superior within the framework of the service, in accordance with the laws and regulations in force.

However, they have a duty to refuse to carry out an order that is manifestly illegal and of such a nature as to seriously compromise the public interest, except where a requisition is made by the competent authority in accordance with the legal forms and procedures. In this case, he shall not be liable.

Article 29: NASPW support staff shall be bound by the obligation of reserve in the exercise of their duties.

The obligation of reserve shall consist in putting their political, philosophical or religious convictions aside while on duty.

Article 30: (1) NASPW support staff shall exercise professional discretion with regard to all facts, information or documents of which they have knowledge in the course of or in connection with the performance of their duties.



(2) Any misappropriation or removal of service documents shall be strictly forbidden. The same applies to their communication or reproduction unless it is carried out on the instructions of the hierarchy.

PART II: RIGHTS OF ADMINISTRATIVE, TECHNICAL AND PEDAGOGICAL SUPPORT STAFF

Article 31: (1) NASPW administrative, technical and pedagogical support staff shall enjoy the freedom of expression and information recognised to members of the university community following the procedures provided for by the legislation in force.

(2) They shall enjoy the freedom to join a trade union of their choice under the conditions provided for by the Labour Code.

(3) The general police of the university institutions shall consist, for the administrative and technical support staff, in ensuring the normal course of the activities of the NASPW in freedom, order and academic dignity and in the respect of the laws and regulations.

Article 32: (1) Administrative, technical and pedagogical support staff shall be entitled, after service, to a salary comprising a basic salary and salary accessories.

(2) The basic salary and salary accessories of administrative and technical support staff shall be calculated on a monthly basis and aligned with the scales provided for in the salary scale adopted by the Board of Directors.

(3) Administrative, technical and pedagogical support staff shall benefit from the following bonuses and allowances:

- the technicality bonus ;
- the teaching and research support allowance;
- the transport allowance
- the housing allowance;
- the special premium for the building and public works sector.

(4) A specific instrument shall determine the amounts and the terms and condition of payment of the said premiums and allowances.

Article 33: Other benefits may, as and when necessary, be granted to NASPW support staff by the Board of Directors, depending on the means available.

Article 34: (1) Administrative and technical support staff shall be entitled to the protection that the State provides to its staff in the exercise of their duties.

(2) NASPW shall also ensure that administrative and technical support staff are compensated for any damage suffered in the performance of their duties and shall automatically take over from them for the compensation of damage caused in turn to third parties.

(3) However, NASPW shall appeal against the administrative and technical support staff involved, who may be served revenue orders for deduction from their salaries.



Article 35: (1) NASPW shall provide administrative and technical support staff with continuous training according to budgetary availability.

(2) Any participation in continuing education by an administrative and technical support staff of the ENSTP shall be done with the authorisation of the Director. Otherwise, the person concerned, considered as being in a position of irregular absence or abandonment of post, shall incur the consequent disciplinary sanctions and may not avail himself/herself of this training to claim promotion or reclassification.

Article 36: Administrative and technical support staff shall benefit from administrative, sick and maternity leave, and exceptional leave of absence under the conditions provided for by the legislation and regulations in force.

CHAPTER VI: STUDENTS' OBLIGATIONS AND RIGHTS

PART I: STUDENTS' OBLIGATIONS

Article 37: A candidate who meets the following four (4) conditions shall be considered as an NASPW student.

- a) admission to an entrance examination in accordance with the regulations in force
- b) payment of the required university fees for the academic year concerned in accordance with the regulations in force
- c) registration of the person concerned at the required level in accordance with the regulations in force
- d) possession of a valid student card issued by the Director of NASPW.

Article 38: (1) Students shall be required to pay university fees for the academic year.

(2) The nature, amount and modalities of payment of these fees shall be fixed by a specific instrument.

Article 39: (1) Students' obligations shall consist in the strict observance of the instruments governing their studies and their behaviour within NASPW.

(2) The student shall be required to pay the fees for participation in his/her training and the registration modalities in force.

(3) The student shall be bound by the obligations of discipline, attendance to lessons and modesty. To this end, he/she shall be obliged to devote himself/herself to his/her studies and to take part in the evaluations provided for by the instruments governing his/her training.

(4) The student shall also be obliged to pay the participation fees regularly instituted for associative life.

Article 40: The student shall have the duty to comply with requests for information from NASPW administration. In this respect, he/she shall be bound to obey individual or general instructions given by NASPW administration within the framework of the service and in accordance with the laws and regulations in force.

Article 41: Any misappropriation of funds belonging to NASPW or to a regularly constituted students' association, any removal or confiscation of items or documents belonging to NASPW or to a regularly constituted students' association, shall be prohibited. The same shall apply to

their reproduction for commercial purposes, their disclosure or their use for purposes contrary to university ethics and deontology.

Article 42: Any act or other form of vandalism is prohibited.

PART II: STUDENTS' RIGHTS

Article 43: (1) The student enjoys the rights recognised in the framework of university franchises, ethics and deontology.

(2) He/she may join student associations approved by the Director of ENSTP, in order to ensure the representation and defence of his/her interests as a student.

(3) He/she must participate in the appointment of student representatives to institutional bodies.

(4) The associations constituted by the students shall carry out their activities within the NASPW campus in accordance with the regulations in force.

Article 44: (1) The student shall be entitled to a file kept by the NASPW administration and containing all the documents relating to his/her academic situation and the course of his/her training.

These documents must be coded, entered and archived without discontinuity.

(2) No mention or document concerning his political, philosophical or religious opinions or convictions may appear in this file.

(3) The student shall have the right of access to his/her academic record. In particular, he/she may require the NASPW administration to clarify, rectify, update, supplement or withdraw information that is inaccurate, incomplete, ambiguous, out of date or whose collection, use, communication or storage is prohibited by the laws and regulations in force.

(4) At the request of the person concerned, the NASPW administration shall make the requested change within a reasonable time and without charge to the person concerned.

In the event of a dispute, the burden of proof shall lie with the NASPW administration to which the right of access is exercised, except where it is established that the disputed information or documents were communicated by the student himself or with his consent.

Article 45: The student has the right to the teaching and other activities prescribed by the training programmes

This right is exercised in strict compliance with the student's freedom of expression, thought, conscience and information.

Article 46: (1) The right to physical and moral integrity of students is guaranteed in higher education.

(2) The following are prohibited

- physical abuse or any other form of violence or humiliation ;
- the distribution, sale and consumption of alcoholic beverages, drugs and all other substances harmful to health within NASPW. The same applies to documents contrary to public morality, national conscience and university ethics;
- harassment in all its forms.

Article 47: The student has the right to refuse to execute an order that is clearly contrary to university ethics and deontology.

Article 48: (1) Students have the right to develop their academic and professional training plans.

(2) However, access to the different courses of study is conditioned by the capacity of NASPW and the performance of the students.

Article 49: NASPW administration shall be required to ensure the protection of students against accidents and diseases related to their studies. A specific instrument shall determine the terms and condition of application of this article.

Article 50: (1) With a view to increasing the student's capacities and possibilities for socio-professional integration, as well as his or her contribution to the quest for excellence, the entrenchment of democratic culture, the culture of peace, the spirit of togetherness and tolerance, the State shall provide the student with quality academic and professional training.

(2) To this end, the State shall guarantee the student's right of access to teaching and other activities contributing to his or her full training within the framework of the regulations in force.

Article 51: (1) The student shall have the right to be evaluated objectively and without discrimination.

(2) The student shall have the right to challenge an unfavourable evaluation under the conditions provided for by the educational regulations.

(3) The competent authority shall be obliged to deliver within a reasonable time to the student who fulfils the required conditions, the conformed transcripts, the diploma of completion of the training and any document accompanying the validated achievements.

Article 52: The student shall be entitled to periodic holidays in accordance with the academic calendar established by the competent authorities.

Article 53: (1) The student shall have the right to benefit from the measures related to university assistance according to the modalities defined by the instruments in force.

(2) This assistance may be psychological, material, financial or logistic.

(3) It shall focus in particular:

- listening to and supporting students in difficulty;
- assistance for excellence;
- assistance to disabled students;
- assistance to needy students;
- assistance to students in scientific, technical, technological or professional fields;
- financial support for students enrolled in certain courses, disciplines or training cycles;
- more generally, support for the promotion of quality, gender, the spirit of mutualism, association and solidarity, social justice and equal opportunities for all.

Article 54: The student shall have the right to benefit from the social works of the public university institution.

The conditions for such rights are fixed by the regulations in force.

Article 55: (1) Students shall participate, through their elected representatives in statutory consultative bodies, in the elaboration and implementation of the operating principles of the university institution.

(2) They shall have the right to be informed on the academic, administrative, financial and social governance of NASPW.

Article 56: (1) Students shall participate in the definition and implementation of social, cultural, sports and leisure activities as participants or organisers.

(2) The terms and conditions for exercising the right to participation referred to in paragraph (1) of this article shall be determined by a specific instrument.

Article 57: (1) The student who, in the course of his/her training, distinguishes himself/herself particularly by his/her academic performance, his/her dedication to the public cause or his/her exceptional contribution to the influence of NASPW may receive one of the following awards:

- the letter of congratulation ;
- the letter of encouragement;
- the official testimony of satisfaction by the delivery of a certificate, diploma or degree of excellence, good conduct, bravery, etc.

(2) The awards indicated in paragraph (1) of this Article may also include a special bonus or allowance for study, research or professional training.

Article 58: (1) Letters of congratulations or encouragement, as well as any bonuses and allowances to students shall be granted by the Director of NASPW.

(2) The diplomas of the Licence-Master-Doctorat (LMD) and Senior Technician cycles shall be jointly signed by the Director of NASPW, the Minister in charge of Public Works and the Minister in charge of Higher Education.

(3) The diplomas of the Ordinary Technician and Basic Technical cycles are signed jointly by the Head of the Specialised Centre concerned, the Director of NASPW and the Minister in charge of Public Works.

(4) Certificates of completion of training are signed, as the case may be, by the Director of NASPW or jointly by the Head of the Specialised Centre concerned and the Director of NASPW.

PART III: DISCIPLINARY REGIME OF TEACHERS, ADMINISTRATIVE, TECHNICAL AND PEDAGOGICAL SUPPORT STAFF AND STUDENTS

SECTION I: ORGANISATION AND FUNCTIONING OF THE DISCIPLINARY BOARD

Article 59: (1) A Disciplinary Council is set up within NASPW to deal with reprehensible acts committed by teachers, non-teaching staff and students relating to:

- professional misconduct:
- violations of the Internal Regulations:
- violations of academic ethics and deontology:
- violations of scientific integrity:
- breaches of the regulations governing the study regime;
- behaviour or activities likely or likely to compromise the smooth running of the NASPW, committed inside or outside the campus

(2) It shall issue judgement on the guilt or otherwise of the respondent and shall propose, if need be, the sanction likely to be imposed on the latter.

Article 60: (1) Any disciplinary sanction must be motivated under penalty of absolute nullity.

(2) The disciplinary deed must be placed in the personal file of the teacher, the non-teaching staff or the student concerned.


(3) The same disciplinary fault may not be sanctioned more than once in the same procedure..

Article 61: The disciplinary sanction shall be independent of the sanction issued by the judicial judge or the judge of accounts. It shall be enforceable from the day of its notification to the person guilty of misconduct.

(2) An appeal against a disciplinary sanction shall not suspend its execution or its effects, except in the case of a stay of execution granted by the judge and unless the law provides otherwise.

Article 62: NASPW Disciplinary Council shall be composed as follows

OFFICIAL	POSITION
The Director of NASPW	Chairman
The Deputy Director in charge of Studies of NASPW	Vice-Chairman
The Head of the Structure in charge of the Discipline	Rapporteur
The Head of Legal Affairs of the Ministry in charge of Higher Education or his representative	Member
The Head of Legal Affairs of the Ministry in charge of Public Works or his Representative	Member
One (1) Representative of the Ministry in charge of Public Service	Member
One (1) Representative of the Ministry in charge of Labour	Member
The Head of the Specialised Centre of the respondent, if any	Member
The Head of the respondent's Division, if any	Member
The Head of the structure in charge of Admissions when the respondent is a student	Member
A Teacher Representative of the respondent's grade when the respondent is a teacher	Member
The Staff or Student Representative, as appropriate	Member

- (1) The respective representatives of the Ministries in charge of higher education, public works, civil service and labour are only called when the respondent is either a teacher or a non-teaching staff.
 - (2) The members of the Disciplinary Council shall be appointed by their respective administrations.
 - (3) The Chairman of the Disciplinary Council may summon to the meetings, in an advisory capacity, any person whose presence seems appropriate to determine the truth.
 - (4) The composition of the Disciplinary Council shall be established by a decision of the Director of NASPW.
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Article 63: (1) The Disciplinary Council shall meet as and when necessary upon convocation by its chairman.

(2) The convocation shall indicate the day, time and venue of the meeting.

(3) The convening notice, together with the decisions to bring the respondent(s) before the Board, shall be sent to all members at least fifteen (15) days before the date fixed to open the meeting. In case of urgency, the deadline shall be reduced to seven (7) days.

Article 64: The structure in charge of disciplinary matters shall ensure the secretariat of the Council. In this respect, it shall be responsible for:

- centralising and preparing files to be submitted to the Council;
- preparing summonses for referral to the Board;
- communicating the disciplinary file of the respondent to the Council President;
- preparing and transmitting, on the instructions of the President, individual summonses to Council members;
- following up the implementation of sanctions issued by the Council;
- keeping the archives of the Council.

Article 65: (1) The Disciplinary Council may only validly deliberate when at least two thirds of its members are present.

(2) The deliberations of the Disciplinary Council shall be adopted by an absolute majority of the members present. In the event of a tie, the President shall have the casting vote.

Article 66: The meetings of the Board are not public. Its opinions must be reasoned.

Article 67: (1) Minutes shall be taken of each meeting of the Council. The said minutes, the original of which shall be kept in the archives of the Council, shall be signed by all members present.

(2) The Chairman of the Council shall send a report of each meeting to the technical and academic supervisory authorities.

SECTION II: DISCIPLINARY PROCEDURE

Article 68: (1) The Director of NASPW shall be responsible for exercising disciplinary action.

(2) Before any referral to the disciplinary board, except in the case of a judicial conviction that has become final, the person concerned must be allowed to justify himself. To this end, as soon as the misconduct is established, a written request for an explanation is sent to him/her.

(3) The decision to refer the case to the Disciplinary Council shall clearly indicate the facts with which the respondent is charged and the circumstances in which they were committed.

Article 69: (1) The disciplinary procedure is essentially adversarial. However, the Disciplinary Council may decide in absentia if the respondent refuses to comply with two (2) summonses duly served by any means in writing.



(2) The defendant shall have the opportunity to defend himself or herself or through a lawyer of his or her choice.

Article 70: (1) The rapporteur shall conduct hearings of the defendant, investigations, enquiries and research useful for determining the truth.

(2) He shall have access to any document necessary for investigating the case and shall hear any person likely to provide clarification.

(3) The statements made by the respondent shall be recorded in a report signed by those involved.

(4) The rapporteur may also ask any competent administrative or judicial authority to draw up minutes for the Disciplinary Council of the hearing of any person whose statements are necessary.

Article 71: The respondent may, if he or she considers it useful, independently of the statements made before the rapporteur and recorded in the minutes, add to his or her file a memorandum or any document necessary for his or her defence.

Article 72: (1) At the end of the investigation, the rapporteur shall produce a report. The conclusions of the said report shall summarise the complaints upheld and those rejected. All the evidence of the points of view submitted by the rapporteur shall be annexed to the report.

(2) He shall forward his report and the entire disciplinary file to the chairman of the Disciplinary Council as soon as the investigation is completed.

Article 73: (1) The disciplinary file shall include, in particular:

- All documents relating to the facts which the respondent is accused of, including written explanations of these facts;
- All decisions on previous sanctions and other precautionary measures as well as, where applicable, the opinions and recommendations of the various disciplinary boards;
- Any document relating to his assessment.

(2) On receipt of the disciplinary file, the rapporteur shall invite the person concerned, by any means that leaves a written record, to acquaint himself with it at least three (3) calendar days before the day set for the Disciplinary Council meeting.

(3) The file must be communicated in full, in such manner that any document containing a separate disciplinary grievance must be known to the respondent so that he or she can enable him/her to defend himself or herself properly.

(4) The respondent must acknowledge by signing out on the sheet provided alongside with his or her disciplinary file. If he refuses to sign, this shall be mentioned in the minutes kept by the rapporteur.

Article 74: (1) After having taken note of the investigation file and considering that the charges are sufficient, the chairman of the Disciplinary Council shall send individual summonses to the members under the conditions provided for in Article 64 above, to the respondent, as well as to any person likely to provide useful information.



(2) The summons to appear before the Disciplinary Council shall be sent in a sealed envelope or by any means in writing.

(3) The summons shall inform the respondent of the day, time and place of the meeting. He shall be informed that he has the right to defend himself, either orally or in writing, and that he may be assisted by one of his peers or by any other defender.

Article 75: (1) The session shall be opened by the chairman, who shall have the respondent introduced into the room and, if necessary, his defence counsel, and shall read out the decision to bring him before the Disciplinary Board.

(2) The rapporteur shall be given the floor to read his report.

(3) The chairman shall ask the respondent to make his remarks.

(4) The persons summoned shall be brought one after the other into the Disciplinary Council room to give their statements.

(5) The members of the Board, the rapporteur and the respondent or his or her defence counsel may, with the permission of the President, put the necessary questions to the witnesses.

(6) After the persons summoned have been heard, the defendant or his or her defence counsel shall present his or her case. He or she shall be given the floor last and shall expressly state that he or she has no further remarks to make.

After the oral argument, the President shall ask the respondent and, where appropriate, his or her defence counsel to withdraw so that the Council may deliberate.

Article 76: (1) The Disciplinary Council shall give its opinion only on the facts submitted to it for examination and the chairman shall remind the members of the facts against the and shall then put to the vote the disciplinary sanction that the respondent is likely to incur.

(2) The Disciplinary Council shall decide by secret ballot.

(3) In the event of silence or a specific legal vacuum, the general disciplinary regulations of the civil service or the Labour Code shall apply.

(4) The opinions of the Disciplinary Council are given by a simple majority of the members present. In the event of a tie, the opinion in favour of the respondent shall prevail.

(5) The opinion of the Disciplinary Council shall not be communicated to the respondent.

Article 77: (1) A copy of the minutes of the meeting together with the opinion of the Disciplinary Council shall be forwarded to the authority vested with disciplinary power, for decision, not later than fifteen (15) calendar days after the date of the Disciplinary Council meeting.

(2) The decision referred to in paragraph one (1) above shall be sent to the authorities in charge of technical and academic supervision respectively.

Article 78: (1) The act issuing the sanction shall be taken by the competent authority at the latest thirty (30) calendar days after receipt of the opinion of the Disciplinary Board.

(2) It shall be notified to the person concerned within the time limit referred to in paragraph 1 above, in a closed envelope leaving a written record.

Article 79: The act of sanction shall be immediately enforceable, subject to the legal means of appeal.

Article 80: (1) In case of urgency, and when it concerns a serious breach of professional obligations committed by a teacher or a non-teaching staff, or a common law offence likely to disturb public order, the author of this fault may be immediately suspended from his duties by the Director of NASPW, while waiting that the disciplinary procedure is initiated.

(2) The decision pronouncing the suspension referred to in the above paragraph must specify the duration and indicate whether the person concerned retains the benefit of his salary, and if not, determine the amount of the deduction, which may not exceed half the basic salary and may not restrict the right to family benefits.

(3) The duration of the suspension measure may not exceed four (4) months.

Article 81: In case a student participates in activities likely to jeopardize public order within NASPW, the sanctions mentioned in article 88 below shall be pronounced by the Minister of Public Works on the proposal of the Director of NASPW without consulting the Disciplinary Council.

These are, among others:

- Aggression and other assaults against students and staff of the institution;
- Destruction of property;
- Deliberate organisation of non-attendance at lessons;
- Disruption of teaching, research or support activities;
- Disruption of teaching, research or support activities;
- Untimely demonstrations within the campus or on the public highway.

Article 82: (1) In case of fraud in examinations, the Disciplinary Council shall sit as a board of examiners

(2) It meets without delay and proposes the appropriate sanction while respecting the rights of defence of the accused student.

(3) The sanction must be pronounced by the Director of NASPW or the Minister in charge of Higher Education within a maximum period of one (1) month.

Article 83: (1) Division Heads shall be responsible for exercising disciplinary action in case of examination fraud and refer the matter to the Examination Board.

(2) The student caught in fraud shall be expelled from the room where he/she is writing and brought to the dispute room until the end of the exams.

(3) a detailed report signed by at least two (2) supervisors is submitted without delay to the Director of NASPW for the diligent continuation of the procedure.

(4) the marks of the offending student are not published until the disciplinary procedure is completed, and the student cannot be invited to appear at times when a subject in which he/she is composing is scheduled.



SECTION III: SANCTIONS

I- SANCTION AGAINST TEACHERS

Article 84: (1) Without prejudice to legal proceedings; the acts mentioned in article 59 above, when committed by a teacher, may lead to the following disciplinary sanctions classified by order of increasing seriousness

1. A warning ;
2. Reprimand with entry in the file
3. Suspension from any position within NASPW;
4. One year delay in promotion;
5. Non-registration on the list of suitable candidates for the higher grade for a period not exceeding four (4) years;
6. Degrading
7. Demotion;
8. Temporary suspension from any activity or duty post
9. Dismissal.

(2) Sanctions 1, 2, 3, 4, 5, 6, 7 and 8 provided for in paragraph 1 above are taken by the Director of NASPW. They may be appealed against before the Board of Directors.

(3) Sanction 9 shall be taken by the Director of NASPW, after the opinion of the Minister of Public Works.

II- SANCTION AGAINST NON-TEACHING STAFF

Article 85: (1) The following sanctions classified by order of increasing seriousness may be imposed on a non-teaching staff found guilty of one of the acts mentioned in article 60 above, after the opinion of the Disciplinary Council:

1. Warning ;
2. Reprimand;
3. Lay-off from one (1) to eight (8) days
4. Delay in promotion for a period of one to two years;
5. Degrading;
6. Suspension from activity or duty;
7. Dismissal.

(2) Sanctions 1, 2, 3, 4, 5 and 6 provided for in paragraph 1 above shall be taken in the form of a decision by the Director of NASPW. In addition, dismissal shall be subject to the formalities prescribed by Article 35 of the Labour Code.

(3) Sanction 7 shall be taken by the Management Board in the case of a manager and by the Director of NASPW in the case of non-managerial staff.

Article 86: (1) Delay in promotion shall take effect from the date on which the non-teaching staff affected by it meets all the conditions required to be promoted.



(2) Downgrading by echelon may only be issued within the same category. A non-teaching staff may not move out of the category in which they are not as a result of downgrading.

(3) In the event of dismissal for gross misconduct, non-teaching staff shall lose their rights to notice and severance pay, subject to the discretion of the competent court as to the seriousness of the misconduct.

Article 87: (1) Non-teaching staff subject to a disciplinary sanction may, upon request, be rehabilitated by the competent authority if they have not been subject to another sanction before the expiry of a period of :

- Two (2) years for a written warning ;
- Three (3) years for a reprimand,
- Five (5) years for delay in promotion and reduction in step.

(2) rehabilitation is intended removing the mortgage that the sanction placed on the career of the non-teaching staff. This sanction is automatically erased from his/her personal file.

(3) rehabilitation shall neither give rise to a career reconstitution nor to the payment remuneration arrears.

III- STUDENT SANCTIONS

Article 88: (1) Depending on the seriousness of the offence, students found guilty of any of the acts mentioned in Article 59 above may be subject to the following disciplinary sanctions

- 1- A warning;
 - 2- Reprimand, which may be accompanied by a partial or total suspension from any form of university aid or assistance
 - 3- Prohibition to take examinations for the current academic year with the withdrawal of all university assistance;
 - 4- Exclusion from one or two academic years;
 - 5- Permanent exclusion from the higher education institution
- (2) Sanctions 1, 2 and 3 mentioned in paragraph 1 above are pronounced by the Director of NASPW. Sanctions 4 and 5 are pronounced by the Minister in charge of Higher Education after the opinion of the Director of NASPW.

CHAPTER VII: MISCELLANEOUS AND FINAL PROVISIONS

Article 89. The sanction of a staff on secondment is transmitted at the request of the Director of NASPW, to the Minister in charge of Public Service or to the head of the ministerial department to which the person concerned belongs.

Article 90. Disciplinary files of civil and military trainees are transmitted, at the request of the Director of NASPW, to the Minister in charge of the Civil Service or to the head of the ministerial department to which the respondent belongs.

Article 91. The duties of a member of the Disciplinary Council are free of charge. However,

NASPW shall bear the costs of participation of members in the various sessions according to the modalities set by the Board of Directors.

Article 92. The NASPW is subject to the general provisions of the laws and regulations governing public institutions of higher learning.

Article 93. Order No. 9361/A/MINEQ/NASPW of 24 September 1986 to lay down the internal regulations of the National Advanced School of Public Works is hereby repealed.

Yaounde, on _____

ONE BOARD MEMBER

PRESIDENT OF THE BOARD OF DIRECTORS



Mfegous JODOYEM Ulrich
STUDENTS' REPRESENTATIVE



Virginie Lekeufack Melangme