1. A WORD OF WELCOME FROM THE PRESIDENT

Dear students, I cannot begin my remarks without, however, wishing you a warm and cordial welcome to the prestigious University of Yaounde I. Welcome to your home, the Faculty of Arts, Letters and Social Sciences and in your room, AEFALSH.

Your admission to our faculty is a tremendous opportunity that everyone must capitalize on in order to build a rich and diversified profile that can sustainably support the emergence of our country. Cameroon needs young and courageous people sitting on unfailing ethical principles. Ethics, the bedrock of our policy is in our opinion, the only way to build a generation of responsible, hard-working, respectful students, Citizens

endowed with ineffable moral values. We are all Ethics, we are all Ethics and we are the Ethics generation. of our illustrious Dean Professor Christiane Felicite EWANE ESSOH and cradle of this process of transformation of young students, is also a faithful friend to the unconditional service of all. **Do not be afraid of anything!** **At AEFALSH it is "THE STUDENT FIRST".**

II PRESENTATION OF THE UNIVERSITY OF YAOUNDE I

It was in October 1961 that an institution of higher education was born in Cameroon under the name of the Institute of University Studies. Subsequently, on July 26, 1962 is created the Federal University' of Cameroon which becomes in 1973 the University of Yaounde.

The university reform of 1993 instituted the creation of six state universities including the University of Yaounde I.

Today it is considered as the first university of Cameroon constituted of 4 big faculties to know:

1. The Faculty of Arts, Letters and Socials Sciences (FALSS)
2. The Faculty of Science (FS)
3. The Faculty of Medicine and Biomedical Sciences (FMSB)
4. The Faculty of Science of Education (FSE)

And 4 big schools:

1. The Higher Teachers Training College yaounde (ENS)
2. The Higher Institute of Polytechnic Yaounde (ENSP)
3. Mbalmayo University Institute of Technology (IUT)
4. The Higher Teachers Technical College of Ebolowa (ENSET)

ADMINISTRATION

The central administration of the University of Yaounde I is thus structured

* MINESUP; **Pr Jacques FAME NDONGO**
* Chairman of the Board of Directors: **Mme MENGUE ZOMO Nee NTYAM ONDO Suzanne**
* Rector : **Pr Maurice Aurelien SOSSO**
* Vice-Rector in charge of teaching the professionalization and development of information and communication technologies: **Pr Luc Calvin OWONO OWONO**
* Vice-Rector for Research, Cooperation and Relations with the Business Community:

**Pr Mathias Eric OWONA NGUINI**

* Vice-Rector for Internal Control and Evaluation: **Pr ABOYA MANASSE ENDONG**
* Secretary' General: **Pr BANDOLO Christine Rosalie Epse ONGUENE ESSONO**
* Technical Advisor: **Pr ANDJIGA Nicolas**
1. PRESENTATION OF THE FACULTY

The Faculty of Arts, Letters and Social Sciences (FALSH) is a public institution of the University of Yaounde I. Formerly called Faculty of Social and Letters, it owes its current name of the university reform of 1993. It includes 19 distributed sectors in 03 sections. The Arts Section, the Literature Section and the Social Sciences Section. The FACULTY has at its head a Dean: **Pr Christiane Felicite EWANE ESSOH**. The latter is accompanied in his missions by:

* A vice dean responsible for the programming and monitoring of academic activities: **Pr** **UBANAKO Valentine NDJENDE**
* A Vice Dean responsible for research and cooperation: **Pr** **ATANGANA KOUNA**
* A Vice Dean responsible for schooling: **Pr Vandelin MBGWA**
* A Division Head in charge of Programming, Schooling and Research: **Pr ELOUNDOU**
* A Divisional Head in charge of administrative and financial affairs: **Mme BASSOGOG Marie Arlette**
* Head of Department of Education and Statistics: **Pr Christian BIOS NELEM**
* Head of Programming Department: **Pr NDONGO**

THE DEPARTMENTS AND THEIR HEADS

**The departments of letters**

* Germanic Studies: **Pr ATYAME Philomene**
* English: **Professor NFORTEH AMBE Stephen**
* Iberian, Ibero-American and Italian Languages, Literatures and Civilizations: **EYENGA ONANA Pierre-Suzanne**
* Bilingual Studies: **Pr. UBANAKO VALINTINE**
* African Literature and Civilizations: **Pr DOLISANE EBOSSENYAMBE Cecile**
* African Languages and Linguistics: **Pr Florence TABE**
* General and Applied Linguistics (LGA)
* Cameroonian Languages and Cultures (LCC)
* French : **Pr EBA’A Germain Moise**
* Science of Language: **Pr TONYE Alphonse**

**The departments of Human Sciences**

* Anthropology: **Pr Paschal AWAH KUM**
* Psychology: **Pr Chandel** **EBALE MONEZE**
* Philosophy: **Pr Emile KENMOGNE**

. Sociology: **Pr Armand LEKA ESSOMBA**

* History: **Pr BOKAGNE BETOBO Edouard**
* Geography: **Pr TCHAWA Paul**

**The Department of Arts and Archeology: Pr MBIDA Christophe**

* Performing Arts and Cinematography (ASC)
* Visual Arts and History of the Arts (APHA)
* Archeology and Heritage Management (AGP)

The Department of Tourism and Hotel Management: **Pr Roger Bernard** **ONOMO ETABA** Access to the Department of Tourism and Hotel Management is by competition; Contest candidates must hold at least an advance level + 2.

NB: Candidates registering in to **BILINGUAL STUDIES** must hold a **GCE A / L** with at least a C grade in **FRENCH** and / or an A4 Baccalaureate with a mark of at least **14/20 in ENGLISH** and 12/20 in **FRENCH**

PROFESSIONAL MASTERS

* Tourism development and territory
* Gender and development
* Film production
* Psychology of work and organizations
* Semiotics and strategies
* Cartographic GIS (Geomatics, Cartography and Remote Sensing)
* Urban planning, development and urban development
* Tourism and Hotels Management
* Translation and Interpretation

THE UNIVERSITY OF YAOUNDE 1 AND THE FACULTY OF ARTS, LETTERS AND SOCIAL SCIENCES

* The university library

It is located in front of the central bulletin board of the F ACULTY, ten (40) meters to the right of the main entrance of the building housing the services of the Rectorate. It is open from Monday to Friday and to access, you must have the receipt of payment of university fees and the student card or reader card of the current year.

* **The Health Center**

It includes the health service and the social action department. The health service provides systematic medical visits to students and staff of the university; administers first aid in case of illness, malaise, accident, blood pressure monitoring, medical prescription treatments, medical care, urgency, etc. The service of the social action is the place par excellence of the listening, the action proper to assure the integration and the full blooming of all the categories of students and staff within the university of Yaounde 1.

* Social service or student aid program

This service is placed under the authority of the Direction of the Center of University Works abbreviated DCOU which is located between the main entrance and the basketball court of the former university cite.

* University restaurants

The University of Yaounde 1 has two (02) restaurants, the restaurant number l and the restaurant number 2. They have a large capacity. They are open from Monday to Saturday between 1 lam and 7pm. A dish at the university restaurant costs l00Fcfa. To gain access, you must have your university fees receipt and registration form for the current year.

* The housing division

Under the authority of the DCOU, they are housed in the ground floor of building H of the former university cite (cite U).

To obtain a room at the university campus, it is necessary to build a file after call for application. This must be submitted within the prescribed time to the housing services.

* The FALSH library

Located on the top floor of the annex building of the deanery, it is open from Monday to Friday between 8 am and 4 pm. Accesses conditioned by the formal identification of the student and the presentation of documents justifying his / her enrollment in a university.

* The Admission Office of the Faculty

Composed of a highly qualified staff, it is responsible for the reception and the preservation of the student's personal academic file, the classification, the codification and the archiving of it. She also handles the reception of academic documents for certification, distribution of certificates and diplomas, etc.

The schooling services are located on the ground floor and on the first floor (door 18) of the Faculty main building (Deanery).

1. PRESENTATION OF THE ASSOCIATION OF STUDENTS (AEFALSH)

**AEFALSH, Association of students** of the Faculty of Arts, Letters and Human Sciences, was created following the presidential decree of 19 January 1993 on university reform. It is made up of the student community and is singularly represented by a college of more than 180 delegates from different departments and levels. Organized and hierarchical, the AEFALSH has an Executive Board of 11 members elected by the delegates and an Enlarged Bureau Constitute of directors and sub directors.

The role of AEFALSH is to supervise students and ensure a good stay in the faculty. It has at its head a leader, the president **GAINE JUDITH FLORE** , graduate in Department of Géography. Currently studying in Masters 2 in the Department of Geography. The head office of AEFALSH is located on the ground floor of the Faculty's Main Building at Gate NB02.

THE MEMBERS OF THE EXECUTIVE BOARD OF AEFALSH.

**President:** GAINE JUDITH FLORE (GEO 5)

**Vice-President N°l:** TITAMENKA BENEDICT (PSY 4)

**Vice-President N°2:** PETCHANGOU MOUMIE MOUSTAPHA (LMF 5)

**Secretary General:** EKORO CHATHAUD WILLY (LGA 5)

**Deputy Secretary General:** DEFFO SIMO ALFRED FRANCK (HIS 5)

**T.P.G.:** CHE ELECTA LUMWI (ENG 5)

**C.C.l:** NENDOBE EMMANUEL (ALL 5)

**C.C.2:** NJINJOH BRENDA MBONGE (ANT 5)

**DISCIPLINE MASTER1:** GANJENE GOUTE GERVAIS (LGA 7)

**DISCIPLINE MASTER 2 :** PATTY FANG (LCA 5)

**TECHNICAL ADVISOR:** ANDELA ABAMA ROSELIN (LCA 5)

**Our motto is:** "we will only destroy by school the harm that schools have done to us"

Our missions are:

. Treatment of academic Complains

. Assistances to needy students

. Student supervision

. Help with socio-professional integration

. Negotiating scholarships

. Gather all FALSH students;

. Sensitize, guide and supervise FALSH students, with a view to better understand university reform;

. Strengthen the bonds of solidarity between the different social components of the faculty, namely: students, teachers and administrative staff with a view to an obvious academic influence;

. Find and make available to the student community any information likely to facilitate the academic curriculum of each other;

. To serve as a link between the students and the. academic authorities of the FALSH in particular and the University of Yaounde 1 in general;

. Promote the socio-cultural development of the student within the faculty.

. AEFALSH represents the student community of FALSH in all acts of academic and civil life. She is also the spokesperson.

As such, she is responsible for:

. To bring to the attention of the relevant academic authorities, all academic, social and cultural problems encountered by students;

. To propose ways of overcoming these problems;

. To inspire the student masses through their representatives, the sense of constructive dialogue, of responsibility, the spirit of fraternity and national solidarity;

. Organize intellectual, cultural or sports activities in collaboration with or open to any natural or legal person and in strict compliance with academic rules.

1. THE 10 COMMANDMENTS OF THE STUDENT
2. You will regularly pay university fees;
3. You will honor teachers and authorities;
4. You will take part in all classes and TD;
5. You will never miss a continuous assessment (CA);
6. You will avoid disturbing during classes and evaluations;
7. You will avoid entering the Amphi after the teacher;
8. You will always dress decently;
9. You will abstain from insulting or abusing a fellow student;
10. You will not cheat;
11. Respect these commandments so that your academic career is prosperous.
12. **THE LMD SYSTEM**

The LMD (Degree-Masters-Doctorate) reform refers to a set of measures that modify the higher education system to adapt it to the universal standard. It mainly implements an architecture based on three guards: Bachelor's degree, Master's degree, Doctorate, an organization of teaching in semester and teaching units.

OBJECTIVES:

* Encourage student mobility through a common validation system; the credits sanctioning the work provided by the student. Once obtained, they are definitely acquired and transferable in all the universities attached to the LMD system.
* Promote students' success with diversified and personalized training courses.

FEW TERMS OF THE LMD SYSTEM

**EU**: teaching unit. It corresponds to a set of teaching (subjects) organized of a coherent teaching subject

**Credit**: Numeric value of credits and transferable units generally between 1 and 6 and assigned to each EU .

**C.A**: EU capitalized and transferable. Definitive acquisition of an EU (teaching unit) with a score equal to or greater than 50. The credits for this EU are said to be capitalized and transferable from one training course, from one university to another or from one country to another.

**CANT**: EU capitalized non transferable

**ECH**: failure. EU not capitalized

**EL**: eliminated. This mention is attributed to the student who has not participated in either the continuous or semi-annual examinations

**CC**: continuous assessment

**TPE**: student's personal work

**TD**: tutorials

**TP**: Practical Work

**RATING SYSTEM AND APPRAISAL**

**Each EU is rated from 0 to 100. The rating and assessment grid used is as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Note sur 100/****Markon 100** | **Grade/****Grade** | **Qualite des points Grade of points** | **Mention de distinction** |
| 80 et plus | A+ | 4 | Excellent |
| 75-79 | A- | 3.70 | T. Bien CA |
| 70-74 | B+ | 3.30 | Bien CA |
| 65-69 | B | 3.00 | Assez Bien CA |
| 60-64 | B- | 2.70 | Assez Bien |
| 55-59 | C+ | 2.30 | Passable CA |
| 50-54 | C | 2.00 | Passable CA |
|  |
| 45-49 | C- | 1.70 | CANT |
| 40-44 | D+ | 1.30 | CANT |
| 35-39 | D- | 1.0(5 | CANT |
| 30-34 | E | 0.00 | Echec ECH |
| 0-29 | F | 0.00 | Echec ECH | |

**."FAC” EVALUATION SYSTEM** according to **"LMD"**

In our dear faculty, we have an evaluation system that has two phases: the "CA" Continuous Assessment proposed by a lecturer and the end-of-semester exam. At the end of each semester there is organized a catch-up session commonly called "3rd Semester". To access the catch­up session, it is necessary and obligator}' to have done the CA and the normal session

**NOTES/TRANSCRIPT LI (LEVEL1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code UE** | **CC** | **EE** | **Note/100** | **Points** | **Dec** |
| Semestre 1  |
| 111 |  |  |  |  |  |
| 121 |  |  |  |  |  |
| 131 |  |  |  |  |  |
| 141 |  |  |  |  |  |
| 151 |  |  |  |  |  |
| **Semestre 2** |
| 112 |  |  |  |  |  |
| 122 |  |  |  |  |  |
| 132 |  |  |  |  |  |
| 142 |  |  |  |  |  |
| 152 |  |  |  |  |  |
| NB: Space reserved for determining your MGP at the end of the year (use a regular pencil to raise your marks) MGP = Weighted general average |

All Teaching Units are, worth 6 credits each

**NOTES / TRANSCRIPT: L2 (LEVEL 2**

|  |
| --- |
| Semester 1 |
| **Code UE** | **CC** | **EE** | **Note/100** | **Points** | **Dec** |
| 211 |  |  |  |  |  |
| 221 |  |  |  |  |  |
| 231 |  |  |  |  |  |
| 241 |  |  |  |  |  |
| 251 |  |  |  |  |  |
| **Semester 2** |
| 212 |  |  |  |  |  |
| 222 |  |  |  |  |  |
| 232 |  |  |  |  |  |
| 242 |  |  |  |  |  |
| 252 |  |  |  |  |  |
| **NB:** The space reserved for determining your PGM at the end of the year (use a regular pencil to raise your marks) MGP = Weighted general average. |
| All units of instruction are each worth 6 credits |

**NOTES / TRANSCRIPT: L3 (LEVEL3)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Code UE** | **| CC** | **| EE** | **[Note/100** | **| Points** | **Dec** |
| **Semestre 1** |
| 311 |  |  |  |  |  |
| 321 |  |  |  |  |  |
| 331 |  |  |  |  |  |
| 341 |  |  |  |  |  |
| 351 |  |  |  |  |  |
| **Semestre 2** |
| 312 |  |  |  |  |  |
| 322 |  |  |  |  |  |
| 1332 |  |  |  |  |  |
| 342 |  |  |  |  |  |
| 352 |  |  |  |  |  |
| NB: Space reserved for determining your MGP at the end of the year (use a regular pencil to raise your marks) MGP = Weighted general average |
| All teaching units are worth 6 credits each |

HOW TO CALCULATE YOUR "MGP"

Weighted GPA means your annual rates to determine your year-end average. Several students have difficulty calculating their averages at the end of the year, which is why we propose this method of calculation.

•**C. A**

Continuous assessment accounts for 30%. Take your score out of 100, divide it by 5 and multiply the result by 1.5 or multiply the score by 30 and divide by 100.

EX : EU 111: 67/100. CC = 67/5 = 13.4. 13.4x1.5 = 20.1 /30 or 67x30 = 2010 2010/100 = 20.1

•CALCULATE "MGP"

NB: Take the grades of your exam marks and add them up

**Semester 1**

|  |  |  |
| --- | --- | --- |
| Course | Marks | Grades |
| 111 | 58 | 2.30 |
| 121 | 70 | 3.30 |
| 131 | 60 | 2.70 |
| 141 | 59 | 2.30 |
| 151 | 65 | 3.00 |

**Semester 2**

UE | Notes | Grades

|  |  |  |
| --- | --- | --- |
| 112 | r49 | 1.70 |
| 122 | 53 | 2.00 |
| 132 | 64 | 2.70 |
| 142 | 45 | 1.70 |
| 152 | 70 | 330 | |

NB: **Now add your MGP and divide it by 5**

MGP 2: 1.70 + 2.00+2.70 + 1.70 + 3.30= 11.4/5=228

MGP 1: 2.30 + 3.30 + 2.70 + 2.30 + 3.00 = 13.6 5 = 2.~2

PGM = MGP1 MGP2 = + 2.72 + 2.28 = 5/2 = 2.5

MGP = 2.5x4 = 12.5 / 20 average

1. **ACADEMIC PROCEDURES**

ACADEMIC REGISTRATION PROCEDURES

1. Google
2. Type "University' of Yaounde 1" and click on search
3. Double-click on "Home" . ’
4. Double-click on "FALSH"
5. Click on your department or branch
6. Click on "registration"
7. Click on "here"
8. In the rectangle "Name of the user", introduce your personal number
9. In the "Password" rectangle, enter your registration number again
10. When your information appears, click on "here"
11. On the new page, choose your teaching units by clicking on them (10 EU); then click on "Save"
12. Click on "Print"; a new page opens: this is your registration form. It must be 10 EU, not

less or more. Make it print in 2 copies

1. Make a photocopy of your university fees receipt
2. Staple your 4x4 photos on the registration forms

Go to school to complete your registration. You will be given a signed card and the originals of your receipts that you will jealously keep. Because these are the pieces that will give you access to examination rooms during the various evaluations.

PROCEDURES FOR OBTAINING ACADEMIC DOCUMENT

1 - **Certificate of Education**

. Academic registration form signed by the administration

. Receipt of payment of university fees

1. Certificate of bachelor degree

. Transcripts and photocopies (LI, L2, L3)

. Academic registration form degree

. Receipt of payment of university fees L3

. Certified photocopy of the G.C.E Advance level

. Certified photocopy of the birth certificate

. A handwritten application addressed to the Dean of the FACULTY.

The file is deposited at the door 13 of the Deanery.

3- **Academic profile**

. A request for an academic profile addressed to the Dean of the FALSH

. Photocopy of the registration form

. Photocopy of the university fees payment receipt (deposit it all to the department)

1. Transcripts

. A request addressed to the Dean of the FALSH

. Academic registration form for the year concerned

. Receipt of payment of university fees (deposit all at the department)

1. Request for suspension of registration number

. A handwritten application addressed to the Dean of the FALSH

. Photocopy of the academic profile

. Photocopy of the registration form

. Photocopy of the university fees payment receipt.

1. Registration form FOR MASTER

Remove a form to fill out from AEFALSH

**REQUESTS AND OTHER ACADEMIC REQUESTS**

1. **Request for correction of Names, Given Names. Date or Place of Birth, etc.**

. A handwritten application addressed to the Dean of the FACULTY

. A photocopy of the birth certificate

1. Demand for change of discipline

. A request addressed to the Dean of the FACULTY

. Photocopy of the transcript of the G.C.E Advance level

. Photocopy of the university fees payment receipt

1. Query of notes

. Application form to be taken at the permanence of the AEFALSH

. Photocopy of the registration form

. Photocopy of the university fees payment receipt (deposit it all to the department)

NB: new students should first have a registration number before these procedures.

SAMPLE OF COMPLAIN FORM

Name:

First name:

Registration number:

Discipline:

To the Dean of the Head of department of.

Subject: Request for justification of my EU membership specify EU in question)

* Request for correction of the spelling of my name on the minutes of the examination
* Request for return of my C.A grade or EU examination (specify EU in question)

In the body, you express clearly and simply your concern but in a style as coherent as possible; by emphasizing the note or name you want to change.

It is important to always include with your request a photocopy of your academic registration form and your university fees receipt for proof of registration for a particular EU; or copy of C.A whose note causes you problem.

.INFORMATION SHEET

Pre-registration at the University of Yaounde I is only and absolutely within the Campus. The documents required for the preparation of the pre-registration file for the academic year 2019-2020 are as follows:

* The receipt of payment of the sum of 10 000 Fcfa in the Union express agencies of your choice or a receipt of payment of 10.000 FCFA in all the agencies S.G.C from the country.
* A pre-registration form drawn online on the website of the University of Yaounde I. (to avoid any scam, please get closer to the AEFALSH).
* A certified copy of the Baccalaureate or GCE A-LEVEL transcript)
* A certified photocopy of the GCE O-level.
* A certified photocopy of the birth certificate dated less than 03 months old signed by a competent administrative authority.
* 08 half-color photo card 4x4 non-digital color of green, white or blue background.
* The last grade reports of your upper sixth class (not required)
* Bachelor's degree or equivalent for access to the Faculty of Education Sciences.
* Make absolutely to validate the file in the computer room that will be indicated when the physical file is filed.