

# APPENDIX C

## Rules & Regulations Handbook

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# C.1 Admission Regulations

## **1. Goal**

The purpose of this procedure is to ensure the registration of a new / former student. This procedure ensures the availability of registrations in the correct version.

## **2. Scope**

This procedure is applicable to all registrations for new and former students within ESAT

**3. References** ISO9001 (2015 version) standard Enrolment process

## **4. Terminology Rules of Procedure:**

A written document from the Directorate specifying, in particular, the measures for the application of the regulations, the general and permanent rules relating to the discipline and the nature and scale of sanctions and the provisions relating to higher education

### ***Pedagogical regulation:***

Written document emanating from the Direction and specifying in particular the educational practices in a given field, the method of teaching and at the time of the first registration which follows its admission or its readmission to a program, except in cases where:

- a- In the opinion of the dean, a subsequent amendment is favorable to him,
- b- An amendment that, while not involving any particular advantage, is subject to a written acceptance by the student,
- c- An amendment is imposed by the Study Board.

## **5. Process of Enrolment**

### **5.1. Information request:**

The candidate first asks for information about the training and admission requirements, as well as the hiring opportunities, the student affair service provides him with the necessary information.

### **5.2. Preparation of the administrative file:**

The applicant receives the registration file which contains:

- Application form (SCL-EN-02);
- Rules of Procedure (SCL-NT-01)
- Educational Regulations (SCL-NT-01)

To prepare the necessary administrative documents those suit the desired specialty.

### **5.3. Validation of the file:**

The Director validates the applicant's file (Application Form (SCL-EN-02)) based on the legal and regulatory texts of Higher Education defined by the Ministry of Higher Education, according to the level desired by the interested party.

Note: In case of absence of the Director, he is replaced by his interim.

#### **5.4. Collection of fees:**

a- For new students: After validation of the file the candidate receives an order of collection (SCL-EN-03), by the student affair service, for processes to the payments of the expenses according to the desired specialty and the level of study.

b- For the former student: The former student is called to contact the student affair service to check if there are updates to his file to receive a collection order (SCL-EN-03) based on the PV of the year N -1 for processes to the payment of expenses according to the desired specialty and the level of study

#### **5.5. Saving student data on the application**

After payment of the fees, the tuition service records the new student's data on the ESAT Platform (an application) which contains:

- Contact Information's;
- The level of study;
- The class;
- The specialty

In order to have a student status (SCL-EN-26) that contains the details of the students.

#### **5.6 Assignment of the student:**

a- For the new student: The student assigned by course and class defined by the Secretary General (List of students by class (SCL-EN-27)).

b- For the former student following the results of the previous year, the student is assigned to the following stream and class (List of students by class (SCL-EN-27))

#### **6. Admission Requirements:**

Overall, the following are the general admission requirements for admission in the Preparatory Cycle:

- High School Diploma or Equivalent Diploma
- Official transcripts in French/Arabic
- National ID card or Passport and Visa for international students
- Motivation Letter
- Medical certificate
- Health insurance
- Proof of finances
- Entrance Interview

Overall, the following are the general admission requirements for admission in the Engineering Cycle:

- High School Diploma or Equivalent Diploma
- Bachelor of Science/Bachelor of Engineering or End of Preparatory Studies Degree/Diploma
- Official transcripts in French/Arabic
- National ID card or Passport and Visa for international students
- Motivation Letter
- Health insurance
- Medical certificate
- Proof of finances
- Entrance Interview

The table below summarizes the access/admission requirement to the engineering degree program.

**Table 1. Access/admission requirement**

<i>Student Acquired/Awarded ECTS Points</i>	<i>Level of Study of admittance</i>	<i>Certificate or Degree/Diploma already acquired by Student at admittance</i>
<b>0</b>	1 <sup>st</sup> year of the Preparatory Cycle	-General Education Degree (GED) -Scholastic Aptitude Test (SAT) -Baccalaureate
<b>60</b>	2 <sup>nd</sup> year of the Preparatory Cycle	-Certificate of Completion of the first year of the Preparatory Cycle
<b>120 to 180</b>	1 <sup>st</sup> year of the Engineering Cycle	-Bachelor of Science -Bachelor of Engineering -First cycle University Diploma/Degree -Certificate of Completion of the Preparatory Cycle
<b>240</b>	2 <sup>nd</sup> year of the Engineering Cycle	-Master of Science -Master of Engineering -Certificate of Completion of the first year of a Master Degree program -Certificate of Completion of the first year of a Engineering Degree program

## **C.2 Conduct and Internal Regulations**

### **The preamble:**

These regulations define the rights and duties of ESAT students. It allows them to adopt self-discipline in schools where all the conditions are favourable so that they can succeed in their studies on the one hand, and on the other hand integrate into the university environment and prepare for professional life

This regulation contains the following chapters:

- General provisions
- Admission and registration
- University life
- Studies
- Attendance
- Assessment and Examination System
- Disciplinary proceedings and sanctions
- Library

### **General provisions:**

**Article 1** These internal regulations apply to all ESAT students without exception. The school administration alone is responsible for its implementation and revision if necessary.

**Article 2** All students and their parents must read the content of the regulations by posting or any other means of communication in addition to a copy kept in the student's file for reference if necessary.

**Article 3** The provisions of the regulations shall enter into force as soon as the student has officially completed the registration formalities.

**Article 4** the information notices posted within the ESAT University are binding on all students and are considered as addressed to each of them individually, including the regulations governing tuition and university life

**Article 5** Students and their parents have a duty to notify the school in a timely manner of any change of address, e-mail or telephone numbers.

### **Admission and registration:**

**Article 6** ESAT student status is acquired by enrolment at the institution after having paid the enrolment fees and at least the first instalment of the tuition fees. The second instalment must be paid before the end of December of each academic year and exceptionally before the first semester exams.

ESAT reserves the right to cancel registration in the event of non-payment of tuition fees during the current academic year. It also reserves the right not to authorize the student to take the examinations for the main session or to withdraw the status of student in the event of non-payment of the 2nd instalment within the time limit in accordance with the provisions of these regulations.

**Article 7** Tuition fees may not be refunded after the official opening date of the academic year set by the responsible ministry. Similarly, any interruption during the year due to the student or a decision of the Disciplinary Board shall not give rise to any reimbursement.

**Article 8** Registration and tuition fees are fixed annually well before the beginning of each academic year.

### **University life :**

**Article 9** Discipline within ESAT and its annexes is required. The principle of mutual respect governs relations between students in order to preserve a climate conducive to the success and development of each student.

**Article 10** Students are bound by the following obligations:

- Maintain a clean and supportive environment at ESAT University by refraining from smoking, eating or drinking any kind of beverages within the institution.
- avoid any verbal or physical violence or carry out an activity that is contrary to the ESAT University mission.
- Do not use mobile phones within the ESAT University and do not bring them to exams.
- Dress appropriately in non-obtrusive or extravagant clothing that would damage the reputation of the ESAT University and the working environment. The school reserves the right to carry out checks at any time.
- Follow the recommendations of their teachers and apply them throughout the academic year.
- Obey the instructions of the agents and managers of the administration.
- Refrain from any disruptive action or compromise the normal conduct of the courses.
- Ensure the proper conservation of ESAT University property and equipment. Any damage found exposes the perpetrator to disciplinary sanctions and proceedings. The school reserves the right to claim compensation.

### **Studies :**

**Article 11** The ESAT University reserves the right to decide on the study programme, to set the time schedule and to make changes if necessary.

**Article 12** Attendance is mandatory at all courses. Any absence, duly noted by the teachers or the administration, is systematically recorded. A student who is late may only return to the classroom with written authorization from the administration.

**Article 13** The teacher is solely responsible for the application of the rules during the course. It is his/her right to take any action he/she deems necessary. The administration will take note of this.

### **Attendance:**

**Article 14** Attendance at courses, tutorials, internships and ESAT University various activities is mandatory. Any absence noted is automatically entered on the application. Any unjustified delay or exclusion from class is considered as an absence and counted as such.

The Scientific Council periodically evaluates absences. Any student who has been the subject of excessive non-reasoned absence is liable to the Disciplinary Board, which will take appropriate measures.

**Article 15** All students are required to respect the course schedule set by the administration and the class to which they have been assigned.

**Article 16** Medical certificates and records must reach the school within 48 working hours of the beginning of the absence. The administration reserves the right to carry out the medical examination by a doctor of its choice, including recourse to the CEMEDA centre. And it is up to it alone to judge the validity or otherwise of the supporting documents.

### **Evaluation and examinations :**

**Article 17** Taking the examination is a right of every student duly enrolled unless the administration decides otherwise by a justified decision.

**Article 18** Evaluation shall be governed by the system of continuous monitoring. The student undergoes regular theoretical and practical knowledge tests (Tests and DS), 40% of which are on average. The (partial) exams account for 60%.

**Article 19** The Scientific Council shall determine, at the beginning of each academic year, the rate of tolerated absence from the total hourly volume. Beyond that, the student will not be allowed to take the tests of the main session.

**Article 20** In the event of elimination, the student and his parents will be notified immediately.

**Article 21** The ESAT University reserves the right to redeem students according to criteria set by the Scientific Council each year and after studying their files in order to take the appropriate decision.

**Article 22** Any absence in a subject during the continuous examination and final examinations shall be sanctioned by a zero. In the event of absence due to force majeure, only the ESAT University administration is authorized to take the appropriate decision.

**Article 23** Engineering education includes, at the end of the Curriculum, a Graduation Research Project GRP in the form of engineering work. A student who is eliminated from the exams has his or her GRP postponed to the next academic year.

### **Disciplinary proceedings and sanctions:**

**Article 24** Each student undertakes to comply with all the clauses cited in these regulations, otherwise appropriate disciplinary measures shall be taken against him/her according to the seriousness of the misconduct: immediate sanction and/or referral to the disciplinary board.

### **Immediate sanctions**

**Article 25** Whenever a fault is deemed urgent and requires immediate action, a sanction shall be immediately imposed. The authorities to take such measures are the administration, teachers in the classroom, and supervisors within the ESAT University.

**Article 26** the sanctions are:

- Exclusion from the class by the teacher.

- The prohibition to enter the classroom in the event of a delay of more than ten (10) minutes.
- Suspension in the event of a violation of the dignity of persons and of the institution's property and equipment until a decision is taken.

**Appearance for a Disciplinary Hearing**

**Article 27** Any student to appear for a disciplinary hearing by the Disciplinary Board shall be summoned in writing and shall have the right to defend himself.

**Article 28** The Disciplinary Board shall deliberate on one of the following sanctions:

- 1st degree sanctions: 1 / Warning 2 / Blame
- 2nd degree sanctions: 1 / Prohibition to take the exams of one or two sessions  
2 / Dismissal from the ESAT University for a maximum period of one academic year
- Sanction of 3rd degree: Definitive dismissal from the ESAT University.

In the last two cases, the student is not entitled to reimbursement of tuition fees as specified in Article 7.

**Library :**

**Article 29** The library service makes books, textbooks and documents available to its students for consultation in the reading room.

**Article 30** The opening hours fixed by the school administration are posted at the entrance of the library.

**Article 31** Beneficiary students must use the books carefully by refraining from tearing sheets or annotating pages. They are required to remain silent and close their laptops in the library.

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**We, the undersigned, Mr/Ms..... and Mrs/Mr/.**

**Tutor's signature**

**Student's signature**



## C.3 Pedagogical Regulations

### Chapter1: Admission:

#### **Article 1: In the preparatory cycle / Licence (LMD regime)**

Students admitted to enrol in the 1st preparatory year or Licence of the ESAT UNIVERSITY must hold a scientific baccalaureate diploma (technical/ maths/ computer science/ experimental sciences) or a diploma admitted in equivalence.

#### **Article 2: In the engineer / Master's degree cycle (LMD scheme)**

Students admitted to enrol in:

- 1st year engineer must hold a first cycle university degree or, if admitted to the national preparatory studies competition or a scientific/technical degree
- 1st year Master's degree must hold a scientific or technical degree

#### **Article 3: Administrative registration**

Registration is final after acceptance of the complete administrative file and payment of the registration and tuition fees fixed at the beginning of each year as well as the present signed pedagogical regulations.

### Chapter2: Organisation of studies

#### **Article 4: Program of Studies**

The courses are organized into semesters. Each semester is spread over 14 weeks. The study program contains the following information:

- The hourly volume per subject
- The coefficients of the materials
- The duration of the tests by subject.

### Chapter3: Monitoring attendance and knowledge

#### **Article 5: Control of attendance**

The attendance control system is based on the rate of absence. When absences in a subject exceed 20% of the semester's hourly volume, the student concerned is eliminated from the main sessions of the related tests.

The elimination of the main sessions is done by semester for each subject, whether semester or year, on the basis of exceeding the 20% unjustified absence rate of the semester hourly volume achieved per subject. If the above-mentioned tolerated rate is exceeded by 50% in all subjects, the student will be liable to the Disciplinary Board after consulting the Scientific Board.

Any elimination in one or more subject's results in the automatic assignment of a zero mark to the subjects concerned, the marks will only be counted when the student arrives at the control session.

Are concerned by the control sessions:

- Eliminated students due to exceeding the 20% absence rate mentioned above

- Students whose annual overall average is less than 10 out of 20

#### **Article 6: Knowledge test**

The knowledge test, carried out continuously throughout the academic year, can take various forms: Tests of control / D.S. (Supervised Duty) / Practical work / Oral questions / Homework or projects carried out outside the teaching sessions / unannounced tests / Semi-annual exam. The Graduation Research Project GRP presented by engineering students will be validated and scored by a jury after their defence.

The evaluation system adopted is the mixed system: 60% for examinations and 40% for continuous checks. Any absence from the DS is sanctioned by a ZERO. DS may under no circumstances be caught up.

#### **Article 7: Reviews**

- Semester1: one main session
- Semester2: one main session
- Two control sessions:
  - 1st Session (second semester subjects for the students concerned)
  - 2nd Session (first semester subjects for the students concerned)

#### **Article 8: Main Sessions**

Any student duly registered may attend the main sessions if he has not been eliminated in accordance with Article 5

#### **Article 9: Control Sessions**

Students who have not met the conditions for passing as defined in Article 10 of Chapter 4 and taking into account the restrictions defined in Article 5 of Chapter 3 may attend the examination sessions.

At the end of the control sessions, the highest score is recorded for each subject.

### **Chapter4: Passage conditions**

#### **Article 10: Passage**

Any student who gets an overall average Final Grade of 10 out of 20 and does not have a high unjustified absence rate is admitted to the higher class. Students declared eliminated must pass the control session.

#### **Article 11: Redemption**

The redemption is not a right. The decision to buy back is made by the class council. Discipline is taken into consideration, including attendance and progress. The buyback does not apply to the engineering cycle.

#### **Article 12: Repetition**

The student who has not been declared admitted to the higher class repeats the year. Repetition is allowed only once for each training cycle. However, requests for exemptions may be considered.

### **Chapter5: Foreign scholarships**

**Article 13: Conditions of grant**

ESAT University students can benefit from GRP scholarships and internships through partnerships or exchange programmes (ERASMUS+...).

**Article 14: Terms and Conditions of Grant**

Scholarships are awarded on the basis of a merit list drawn up by a committee according to a set of criteria.

**Chapter6: Internships and Completion Project (EYP)****Article 15: Internships**

The following are mandatory:

- The work placement for the 1st Engineer and the 1st Licence
- The technical internship for the 2nd engineer and the 2nd Licence
- The GRP internship for the final year classes.

**Article 16: Assignment of GRP Internships**

Only students declared admitted from the final classes at the 1st semester examination session (January session) and having validated their work and technician internships will be assigned to a GRP internship according to the procedure in force.

**Article 17: Obligations**

The assigned student is required to respect both the company's internal regulations and the work requirements assigned to him/her. Otherwise, the company may, after consultation with ESAT UNIVERSITY, terminate the internship without notice.

**Article 18: Monitoring**

The student will be regularly monitored by the ESAT University administration.

**Article 19: Defence**

Delivery of 03 paper copies + 1 digital support by the student

Authorization to file signed by the academic supervisor with a sustainability report.

**Chapter7: Procedures for awarding the diploma****Article 20: Allocation**

The diplomas awarded by ESAT UNIVERSITY (Bachelor / Engineering / Master) are awarded to student who has fulfilled all the conditions relating to each diploma.

When collecting his diploma, the student must present a clearance certificate from the financial department and the library.

The diploma shall be given only to its holder in person or to another person duly authorised by him/her

**Article 21: Terms and Conditions**

The diplomas are awarded by ESAT UNIVERSITY on the basis of a proposal from the jury. They include: the specialty and the mention. They are only authenticated if they bear the ESAT UNIVERSITY dry stamp. Only one original copy shall be issued.

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I certify that I have read these pedagogical rules, that I have seen them posted and approved.

**Done at..... the ...../...../..... .**  
**Name, first name and signature of the student: .....**

## **C.4 Internships' Regulations**

### **Internships**

The Engineering Curriculum includes a compulsory internship in first and second year of the Engineering Cycle.

These internships must be held in companies allowing students from different specialties, to invest some of the knowledge they acquired in classes. During the internship period, student will gain professional experience and skills.

Students are also encouraged to seek out opportunities through networking contacts. While every effort is made to help students in the process, they must actively engage in the internship process to secure the internship best suited to their career goals.

### **End of Studies Dissertation**

#### **GOAL**

The general objective of the End of Studies Dissertation project is to confront students to real world technological problems. Given its vocation, the project cannot be considered as a simple internship. The prospective graduate must prove his ability to practice an engineering profession by being able to carry out a project lasting for at least 5 months. Therefore, he must show autonomy, creativity, and capability to apply his theoretical knowledge in real world situations. The project is considered to be the last test a student must take in order to get his engineering degree.

#### **Calendar**

- Until the end of November: collection of proposals and initial selection.
- December: presentation of topics.
- Mid-January: attribution of subjects.
- From January to the beginning of February, part-time work: contacts with the supervisor, bibliographic research, structuring of the study, plan chart, estimate.–
- From February to June, full-time work on the study: assignments, short-term stays, or full-time at the company.
- June: Thesis Dissertation submission and seminar

#### **Jury & Defense Sessions**

The end-of-studies project is supported by a jury appointed by the school director after consulting the director of studies and the head of the department. The jury is composed of three (3) members including the academic advisor. The director may also invite any other person whose competence is recognized in the field to be part of the jury.

## C.5 Evaluation & Exams Regulations

### 1. Goal

The purpose of this procedure is to ensure the smooth running of the ESAT examinations. This procedure ensures that documents are available in the right place, at the right time, and in the right version.

### 2. Scope

This procedure is applicable to all levels of ESAT exams regardless of their medium (paper, electronic, etc.).

### 3. References

ISO9001: 2015 standard

### 4. Terminology

- Monitoring schedule: schedule created to identify teachers who will be responsible for monitoring.

### 5. Mastery of exams

#### 5.1-Communication to teachers:

The general secretary communicates the schedule, the period, organization of the exams to the teachers on time.

#### 5.2 Preparation:

The general secretary ensures the preparation of the plan of the rooms, the need, and the placement of the students according to the plan.

#### 5.3 Communication to students:

The general secretary communicates the schedule to students via ESAT University website within one month before the exam starting date.

#### 5.4 Preparations for examinations:

The general secretary organizes an information meeting with the supervising professors to ensure the transmission of information on the rules of the examinations and the individual Invitation.

#### 5.5 Draw schedule:

The general secretary ensures the planning of the production of the necessary copies of the examination materials under the supervision of the university teacher.

#### 5.6 Conduct of examinations:

The general secretary ensures compliance with the monitoring schedule, the delivery of copies after monitoring and the discharge of copies for correction.

### 6. Assessment Methods and Grades Calculation

The assessment methods adopted in any course are decided by the teacher in charge of the course and they are presented in the study guide. The type of examination must be in line with the course learning outcomes. At the beginning of the teaching term, examinations and pre-examination requirements are explained to students. Students can also find this information in the course description part for each course. Most of the examinations are implemented as

written ones. The use of oral and other types of examinations, such as marked exercises, reports, presentations, demonstrations, documented case-studies and home works may also be taken into account when giving the final grade. The assessment criteria and methods are directly related to the ways of study adopted in the course and are selected to accomplish the course objectives.

In general, for every course/module studied per semester, a mid-term exam (40%) and a final exam (60%) are scheduled. The mid-term exam is scheduled after six or seven weeks of study. The final exam is scheduled at the end of the semester. The number of exams taken per semester depends, directly, on the number of modules/courses taught per semester.

Teachers in charge of the modules prepare and mark the examinations as determined by the head of the degree program. In most cases, the examinations include tasks related to writing short essays, problem-solving questions, and calculation problems. Written examination has a standard duration of 2 hours as mentioned in the University Regulations on Education and Completion of Studies. In every course, the student gets a grade out of 20. A student is considered to have failed an exam when he gets less than 10 as a grade.

The Academic staff hands over the grades to the Student Affairs Office which informs students and post the grades online right after the results deliberation board takes place. The examination scripts and other equivalent material, and participant lists of the examinations are kept in the Student Affairs Office. The Student Affairs Office is responsible of entering grades into the student register.

The Tunisian grading system is similar to French grading System. It is mostly a 20-point grading scale used primarily in high schools and universities. The table below represents the grading scale - GPA (Grade point Average) equivalence chart.

**Table 23. Grading Scale – GPA Equivalence Chart**

<b>Tunisia Grading Scale</b>	<b>GPA</b>	<b>US Grade</b>	<b>Grade Description</b>
18.00 to 20.00	4	A+	Highly Honorable with Praise
16.00 to 17.99	3.7	A	Very Good - Highest Honors
14.00 to 15.99	3.3	A-	Good - High Honors
12.00 to 13.99	3	B	Fairly Good - Honors
10.00 to 11.99	2	C	Satisfactory
0.00 to 9.99	0	F	Fail

The examination sessions timeline is set at the beginning of the academic year by the scientific committee. If a student fails to attend an exam he/she gets a grade of zero. A student is considered to have successfully finished a year of study if he/she gets a total average

score/final grade equal to or greater than 10 out of 20. Students who fail to success after taking the exams scheduled in the two main sessions have the opportunity to retake the exams they already failed in a second session. Mains sessions are, usually, scheduled right after the end of the first and the second semester of each year. The second session is scheduled at the end of the year for all classes and in January for terminal classes. The mains sessions last for one week each; however, the second session lasts for two weeks.

The Engineering degree includes a thesis, which is the final project/task required to get the National Engineering Diploma. The thesis documents independent work of the student. Its topic, content and learning outcomes are discussed with the thesis advisors/supervisors before beginning the work. It demonstrates the student's knowledge of a curriculum related field of expertise. The final project requires approximately six months of work and involves a seminar. Students are encouraged to work on thesis' topics that target industrial needs and problems in the related field of expertise. However, they are free to work on research projects as well. Students spend approximately six months working on their thesis/research projects either in hosting industries or in certain foreign universities under a Memorandum of Understanding or international partnership programs.

Thesis topics and research proposals are usually elaborated by ESAT University academic and professional partners. Nevertheless, students can present their research proposals to ESAT University partners. This task is organized by the Internship and Professional Support Office in charge of developing and maintaining cooperation relationships and agreements with international universities and professional networks. In the seminar, the student answers to questions from the members of the jury. Adopted methods and obtained results are carefully discussed. Graduation projects are graded on a numerical scale (0 to 20).