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|  | <p style="text-align: center;">PROCESS</p> <p style="text-align: center;">MANAGEMENT AND DESIGN OF STUDIES</p> <p style="text-align: center;">AND INTERNSHIPS</p> | Réf : GES-PRO-06 |
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1. PURPOSE, SCOPE, AND AUDIENCE

This procedure outlines the various stages of managing the design and development of study programs and educational tracks.

It applies to Bachelor's, Master's, or Engineering programs within the Higher School of Applied Sciences and Technology (ESSAT) in Gabes.

2. REFERENCE DOCUMENTS

- ISO 21001: 2018 standard,
- GES-PRO-01: Procedure for managing schedules.

3. TERMINOLOGY, ABBREVIATIONS, AND DEFINITIONS

- **SMQ:** Quality Management System,
- **RMQ:** Quality Management Officer,
- **AC:** Corrective Action,
- **MESRS:** Ministry of Higher Education and Scientific Research.

4. ROLES AND RESPONSIBILITIES

- **Director of Studies and Internships:** Responsible for the program accreditation or re-accreditation project.
- **Deputy Director:** Responsible for monitoring the project in communication and coordination with the Director of Studies and Internships.
- **Department Heads:** Responsible for supervising the working groups.
- **Teachers:** Responsible for preparing course descriptions and study plans.

5. PROCEDURE DESCRIPTION

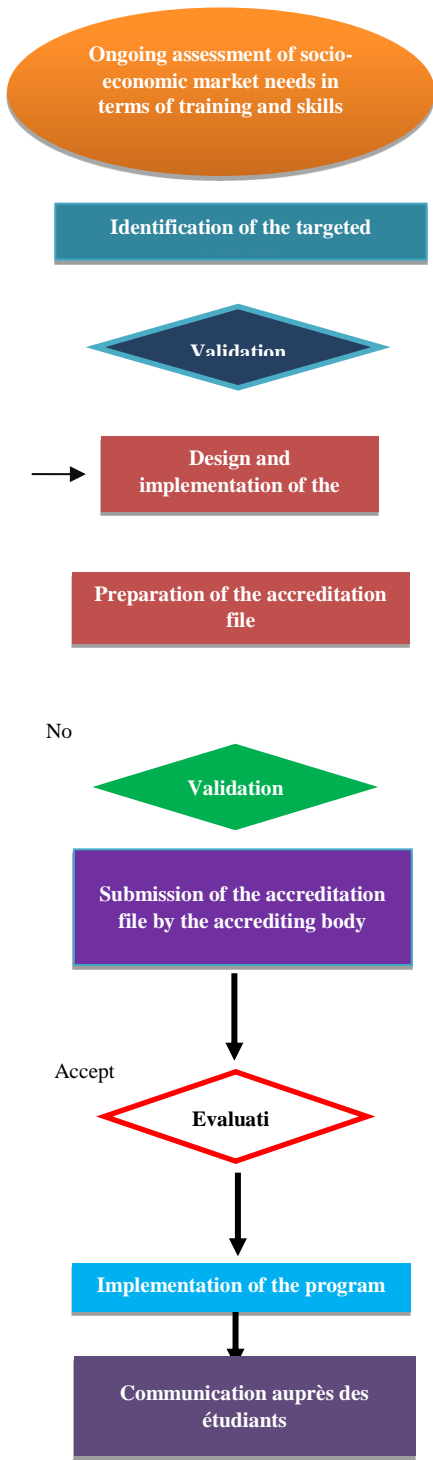
5.1 Flowchart

PROCESS MANAGEMENT AND DESIGN OF STUDIES AND INTERNSHIPS

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| Who? | QUOI ? | What? | DOCUMENTS |
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| <p>The Director of Internships and Studies in collaboration with the Department Heads</p> <p>Department Heads and Teachers</p> <p>Department Heads</p> <p>The Director of Internships and Studies and Internships, and the Deputy Director</p> |  <pre> graph TD A([Ongoing assessment of socio-economic market needs in terms of training and skills]) --> B[Identification of the targeted] B --> C{Validation} C --> D[Design and implementation of the] D --> E[Preparation of the accreditation file] E --> F{Validation} F -- No --> C F -- Accept --> G[Submission of the accreditation file by the accrediting body] G --> H{Evaluati} H --> I[Implementation of the program] I --> J[Communication auprès des étudiants] </pre> | <p>Following a labor market needs assessment and communication with socio-economic and industrial stakeholders, a list of proposed programs is prepared. The Director of Studies and Internships schedules a meeting for the planning of the programs and the feasibility study of the study plans.</p> <p>After the validation of the feasibility of the study plans and their alignment, on one hand with the job market and on the other hand with the applicable regulations, the preparation of the course descriptions by the teachers responsible for each subject will take place. The Director of Studies and Internships holds a meeting to summarize and review the work of the teachers' working groups, then validates it with the Deputy Director.</p> <p>The accreditation files for the programs are submitted .</p> <p>If necessary, and following a request for modification or completion of the file by the Pedagogical Renovation Directorate of the MESRS or AZIIN , the concerned teachers' working groups will be informed, and a follow-up work session will take place. The files will then be updated after the final modifications</p> | <p>List of Programs:</p> <p>Meeting Minutes</p> <p>Study Plans:</p> <p>Syllabus</p> <p>curriculum</p> |