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## I - ON DISCIPLINE

**Article 1:** Students must comply with the Internal Regulations of the institution. Violators are subject to disciplinary action taken against them by the Director of ESSAT Gabès or the institution's Disciplinary Council.

**Article 2:** One of the most imperative duties of students is the respect each must show toward all teachers as well as the administrative and manual staff of the institution. Any student reported for disrespect toward a teacher, an official, or a worker is liable to disciplinary action if the offense is proven. It is strictly forbidden to enter the premises of the institution in attire deemed inappropriate. It is also strictly prohibited to smoke in class, even outside examination periods.

**Article 3:** Any student who has received a disciplinary sanction cannot benefit from a make-up exam.

## II - ON ATTENDANCE

**Article 4:** Attendance at lectures, tutorials, and practical sessions is mandatory. Student attendance is rigorously monitored by teachers and regularly tracked by the administration. Absences are tolerated up to a maximum of 25% of the scheduled sessions of a module within a semester, irrespective of the number of weekly sessions dedicated to that module. Beyond this 25% limit, elimination from the examination sessions of the module is systematically pronounced without notice, regardless of the reasons for the unauthorized absences.

## III - ON EXAMINATIONS

**Article 5:** The following rules apply to semester examinations:

- Each semester module results in a final examination.
- Two final examination sessions are scheduled for each module: a main session and a resit session.

**Article 6:** Students at the same level and in the same program take the same exam for each module, even if the teaching is not conducted by the same instructor.

**Article 7: Grading System** Grading for each module is awarded on a scale from 0 to 20. A module is passed only if the student obtains a final average of at least 10/20.

**Article 8: Average of Teaching Units** The average of a teaching unit is the average of all the modules that make it up, calculated at the end of each semester. This average must be equal to or greater than 10/20 to validate the teaching unit. The marks obtained by the student are recorded on the transcript and retained therein; they contribute to the calculation of the general average. This average includes modules that were failed and later retaken. Validation of the teaching unit average does not permit compensation for a failed compulsory module.

**Article 9:** Passing a Module A student passes a module when they obtain at least 10/20 in that module, in accordance with the weighting of continuous assessment and examinations defined by the Scientific Council. A mark below 10/20 results in failure of that module and requires the student to sit the official resit examination for that module, subject to the applicable attendance and disciplinary rules. Compensation between compulsory modules is not permitted. Each compulsory module must be passed individually, and the corresponding learning outcomes must be achieved. A module that has been passed may not be retaken.

**Article 9 bis:** Progression from one academic year to the next is permitted only after the student has successfully validated the full 60 ECTS credits assigned to the current academic year, including all compulsory modules. Students who have not validated the full 60 ECTS credits may not progress automatically to the next academic year and must take the official resit examinations for all failed modules, subject to the applicable attendance and disciplinary rules. ECTS credits obtained for passed modules remain acquired; only failed modules are subject to resit or repetition.

**Article 10:** Final admission to diploma award is announced only if students have passed all compulsory modules, validated all required teaching units and ECTS credits of the program, obtained an overall average equal to or greater than 10/20, satisfied the language requirement set out in Article 29, and, where applicable, obtained a mark of at least 10/20 at the defense of the thesis or the final project.

**Article 11:** If the score obtained at the defense of the thesis or the final project is less than 10/20, the student concerned must defend the thesis or project again after improving the content or form according to the directives of the defense jury.

**Article 12:** The average for each semester module is calculated considering the weights of the semester examinations and continuous assessment, as decided by the Scientific Council and displayed by the registrar at the beginning of each academic year.

**Article 13:** Any absence recorded during a final exam is penalized with a zero. Cases of hospitalized students with justification will be reviewed by the exam jury.

**Article 14:** In cases of blatant cheating or attempted cheating, the student must comply with the directives of the supervising professors by handing in the exam paper along with any documents supposed to prove their guilt and leave the examination room without disturbing the proceedings. A student accused of cheating appears before the Disciplinary Council, which may impose disciplinary sanctions ranging from a warning to definitive expulsion from all university institutions.

**Article 15:** The following rules apply in the examination room:

- Candidates are prohibited from entering the examination room with any documents unless expressly stated otherwise on the exam paper.

- Examination and scrap paper are provided by the institution.

**Article 16:** Candidates must keep to the seats assigned to them during exams. Anyone who violates this instruction faces severe sanctions.

**Article 17:** Whatever the reason for the delay, a latecomer is allowed to take the examination only if no more than fifteen minutes have passed since the start of the test. In this case, a latecomer authorized by the administration to enter the examination room is not entitled to any extension of time.

**Article 18:** Once the exam papers are distributed, candidates are not allowed to leave the examination room until at least forty-five minutes after the start of the test. It is strictly forbidden to leave the examination room before handing in the paper, even if it is blank, and signing the attendance sheet after possibly adding the following note: "I submit a blank paper."

**Article 19:** After the posting of final exam grades for the first semester and after the announcement of year-end examination results, any student may request to review the exam papers in order to verify their physical authenticity. Requests for review must be submitted to the registrar within 48 hours following the posting of grades or the announcement of results. The deadline for requests is 15 days.

**Article 20:** Verification of the physical authenticity of examination papers means the following:

- The paper is recognized by the student as their own.
- The total points scored correspond to the overall grade awarded.

## IV - ON CONTINUOUS ASSESSMENT

**Article 21:** Generally, semester modules involve a continuous assessment task and/or written quizzes, or any other form of intra-semester evaluation deemed appropriate by the instructor.

**Article 22:** Grades from continuous assessment contribute to the arithmetic average of each module to the extent of a percentage decided by the Scientific Council and displayed by the registrar at the beginning of each academic year.

## V - ON RESEARCH PROJECTS

**Article 23:** The following provisions apply to research projects:

- Undergraduate students must prepare research papers either in the form of a thesis or an internship report.
- Final-year engineering students must prepare research projects in the form of an end-of-studies project.
- Master's students who have passed their final exam must write research papers in the form of a master's thesis.
- These projects must invariably be defended before a jury.

**Article 24:** Research project topics must be proposed in writing to the studies and internships office no later than the end of the first month of the academic year. For this purpose, a form is made available to students at the said office. This form must be signed by both the student and the instructor directing the student's research work.

**Article 25:** Research projects must be submitted to the internships office within strict deadlines, decided by the Scientific Council and displayed by the registrar at the beginning of each academic year.

**Article 26:** The defense must take place before a jury composed of teachers and professionals. The composition of the jury must be approved by the director and the supervising instructor.

## VI - COMMITMENTS OF EACH PARTY

**Article 27:** The following commitments apply to both ESSAT and students:

- The choice of program and level of study is free for all students and, by enrolling, they commit to taking responsibility for this choice.
- ESSAT commits to issuing a diploma to any student who passes the examinations at the end of a cycle of studies. Certificates of success are issued at the end of each academic year for students who pass the year-end examinations. In both cases, payment to the financial service is essential.
- ESSAT commits to following the agreed-upon programs for each field of study in order to give all students a fair chance to present a suitable file to the equivalences directorate.

**Article 28:** The following financial commitments apply:

- By enrolling, students commit to respecting the payment schedule for tuition fees agreed with ESSAT's financial service.
- ESSAT commits to providing any documents that might be necessary for students or their parents to justify any expenses incurred.

**Article 29:** To obtain an engineering degree, all students enrolled in the Engineering Cycle must demonstrate at least a B2 level in English.

The Director

Dr. Abdallah Zrell

The Student

Read and approved

