

CIVIL ENGINEERING ADMISSION REQUIREMENTS AND PROCEDURE

National Engineering Diploma in Civil Engineering

Revised transparency and admission framework complementing the existing public Civil Engineering Admission Procedure

Institution	ESSAT Private Higher School of Applied Sciences and Technology of Gabès
Programme	National Engineering Diploma in Civil Engineering
Qualification level	EQF Level 7
Approved by	Mr Abdallah Zrelli, Director of ESSAT
Effective date	1 September 2024
Application deadline	Applications accepted until 30 November
Application processing fee	Free of charge

Public reference document: Existing Civil Engineering Admission Procedure (Appendix 16)

[https://www.essat-gabes.com/wp-content/uploads/2026/04/
civil_engineering_admission_procedure_ESSAT.pdf](https://www.essat-gabes.com/wp-content/uploads/2026/04/civil_engineering_admission_procedure_ESSAT.pdf)

1. Purpose and Relationship to the Existing Admission Procedure

This procedure defines the admission requirements, application process, selection criteria, responsibilities, fees, notification arrangements and appeal mechanism applicable to applicants to the National Engineering Diploma in Civil Engineering at ESSAT Gabès. It complements the existing public Civil Engineering Admission Procedure (Appendix 16), which already defines the academic eligibility pathways for entry to Level 1 and Level 2.

The purpose of this revised procedure is to make admission decisions transparent, predictable, equitable and externally verifiable by specifying the information that applicants need before applying: eligible entry routes, application deadline, required documents, applicable fees, selection steps, responsible units, notification and appeal arrangements.

2. Scope and General Principles

- The procedure applies to Tunisian and international applicants.
- Applicants must come from an initial scientific higher-education pathway relevant to Civil Engineering. Applicants from non-scientific pathways are not eligible for admission to the engineering programme.
- The same academic standards apply to Tunisian and international applicants.
- Recognition of foreign qualifications is carried out under D1 — Procedure for the Recognition of External Qualifications, Study Periods and Credits.
- Admission is based on documented academic eligibility, relevance of prior studies, prerequisite verification and availability of places.
- Applicants must demonstrate sufficient proficiency in the language of instruction to participate effectively in teaching, assessment, projects and professional activities.

3. Academic Eligibility and Entry Routes

The academic eligibility pathways below reproduce and clarify the routes already presented in the existing Civil Engineering Admission Procedure. Eligibility does not automatically guarantee final admission; all applications remain subject to transcript review, field relevance, prerequisite verification, recognition of prior studies where applicable, and institutional admission capacity.

Entry level	Eligible prior pathway	Civil Engineering relevance / example	Outcome
Level 1	Two-year Preparatory Programme for Engineering Studies (Bac+2)	Scientific preparatory studies providing mathematics, physics and engineering foundations.	Eligible for Year 1
Level 1	Relevant Scientific Licence (Bac+3 / Bachelor-level qualification)	Examples may include applied sciences, geology, hydrology, materials, environmental sciences or another closely	Eligible for Year 1

Entry level	Eligible prior pathway	Civil Engineering relevance / example	Outcome
		related scientific field.	
Level 2	Scientific Bac+4 level, including completion/admission to the first year of a relevant scientific Master's pathway	Examples may include structures, hydraulics, geotechnics, construction materials or construction management.	May be considered for Year 2
Level 2	Four-year Bachelor's degree in Civil Engineering or a closely related engineering field	Prior programme must contain substantial core Civil Engineering content.	May be considered for Year 2

3.1 Conditional Admission

Where the applicant satisfies the general admission level but specific prerequisite gaps are identified, admission may be granted conditionally. The applicant may be required to complete additional modules, prerequisite learning activities or other academic requirements specified by the Director of Studies and Internships and the Head of the Civil Engineering Department. The additional requirements must be communicated to the applicant in writing.

4. Application Period and Deadline

Applications are accepted until 30 November. The opening of applications and any operational updates are communicated through ESSAT's official institutional channels. Applications submitted after the deadline may only be considered in duly justified exceptional circumstances and subject to the availability of places.

5. Application File — Required Documents

The application file must contain the documents relevant to the applicant's admission route. ESSAT may request additional evidence when necessary to verify academic eligibility or prior learning.

- completed application form;
- copy of the national identity card or passport;
- certified copy of the Baccalaureate diploma or equivalent secondary-school qualification;
- certified copy of the latest university diploma or official certificate of successful completion;
- official transcripts of records for all relevant prior higher-education studies;
- detailed curriculum, programme or module descriptions where required for academic comparison;
- passport-size photographs where required for final registration;
- recognition/equivalence documents for foreign qualifications, where applicable;

- any additional supporting document requested by the Director of Studies and Internships for the assessment of prerequisites or field relevance.

Official documents may be required in legalised or officially certified form where applicable. Documents issued in another language may be subject to an official translation requirement according to ESSAT's recognition rules.

6. Fees and Financial Information

Application / file processing fee	Free of charge
Registration fee	TND 6,400
Payment condition	Final enrolment is completed after academic authorisation and fulfilment of the required administrative and financial registration formalities.

Any formally approved change in the registration fee must be communicated transparently to applicants through ESSAT's official information channels before enrolment.

7. Selection Criteria

- scientific academic background relevant to Civil Engineering;
- level and recognition status of the previous qualification;
- academic performance and transcripts of records;
- relevance and coherence of prior studies with the requested entry level;
- satisfaction of programme prerequisites;
- interview, only where necessary to clarify academic readiness, prerequisites, motivation or programme fit;
- availability of places.

No single criterion is interpreted in isolation where a holistic academic review is necessary. Admission decisions must rely on documented and verifiable information.

8. Roles and Responsibilities

Role / Unit	Responsibility
Head of Academic Affairs / Student Affairs	Welcomes and informs applicants, provides procedural information, receives or verifies the administrative application file and supports final registration.
Director of Studies and Internships	Applies the academic admission criteria, reviews the application file, coordinates the selection process and may request an

Role / Unit	Responsibility
	interview or additional documents where necessary.
Head of Civil Engineering Department	Assesses the academic relevance of prior studies, prerequisites and compatibility with the requested entry level, and may recommend additional academic requirements.
Registrar / Student Affairs	Completes final enrolment after academic authorisation and fulfilment of administrative and financial formalities.
Director of ESSAT	Provides institutional oversight and decides on appeals against admission decisions.

9. Admission Process — Step by Step

Step 1 — Information and application — The applicant consults the published eligibility requirements and submits the required application file before the deadline.

Step 2 — Administrative completeness check — Student Affairs verifies that the required documents have been submitted and requests missing documents where necessary.

Step 3 — Academic eligibility review — The Director of Studies and Internships and the Head of the Civil Engineering Department assess the applicant's qualification level, scientific background, field relevance, prerequisites and prior academic performance.

Step 4 — Recognition of foreign qualifications — For international or foreign qualifications, D1 Recognition Procedure is applied before or as part of the admission decision.

Step 5 — Additional clarification, if needed — The applicant may be asked to submit supplementary documents or attend an interview. The interview is not systematic and is used only where necessary.

Step 6 — Admission decision — The applicant may be admitted, admitted conditionally, requested to complete additional requirements, or refused on academically justified grounds.

Step 7 — Notification — The decision is communicated by e-mail and through the Student Affairs / Registrar service.

Step 8 — Final enrolment — Accepted applicants complete the administrative and financial registration formalities, including payment of the applicable registration fee.

10. International Applicants and Language of Instruction

International applicants are subject to the same academic entry standards as Tunisian applicants. Their previous qualifications are reviewed under ESSAT's D1 Recognition Procedure. Where necessary, applicants must provide evidence establishing the level, authenticity, recognition status and academic content of the prior qualification.

Applicants must demonstrate sufficient proficiency in the language of instruction to participate effectively in teaching, assessment, project work and professional activities. No separate nationality-based academic standard is applied.

11. Admission Decision and Notification

The admission decision is communicated to the applicant by e-mail and through the Student Affairs / Registrar service. Where admission is conditional, the additional academic requirements are stated clearly. Where admission is refused, the applicant is informed of the decision and of the available appeal mechanism.

12. Appeal Procedure

An applicant may submit a written appeal to the Director of ESSAT within 10 working days following notification of an adverse admission decision. The appeal is reviewed in consultation with the Director of Studies and Internships and, where appropriate, the Head of the Civil Engineering Department. A reasoned response is communicated within 15 working days of receipt of the complete appeal file.

13. Records, Traceability and Quality Assurance

Admission files, academic assessments, decisions, conditional-admission requirements and appeal records are retained in accordance with ESSAT's institutional archiving and quality-management rules. Admission statistics, recurring prerequisite gaps and admission-related complaints may be reviewed as part of programme monitoring and periodic quality review.

14. Public Information and Accessibility

The admission requirements and procedure are made publicly accessible through ESSAT's institutional communication channels and the Civil Engineering programme webpage. Public information must allow applicants to identify, before applying, the eligible entry routes, required documents, application deadline, processing and registration fees, selection process, responsible services, notification mechanism and appeal procedure.

Civil Engineering programme webpage	https://www.essat-gabes.com/genie-civil/
Existing public admission procedure (Appendix 16)	https://www.essat-gabes.com/wp-content/uploads/2026/04/civil_engineering_admission_procedure_ESSAT.pdf
Revised A2 procedure	Approved public version — this document

15. Related Documents and Evidence

- Appendix 16 — Existing Civil Engineering Admission Procedure (eligibility pathways and Tunisian examples);
- D1 — Procedure for the Recognition of External Qualifications, Study Periods and Credits;
- Procedure for the Selection and Orientation of Students (GES-PRO-07);
- Registration Management Procedure (AFE-PRO-01);
- Engineering Student Guide / Student Handbook;
- ESSAT Internal Regulations.

16. Approval

Approved by	Mr Abdallah Zrelli — Director of ESSAT
Effective date	1 September 2024
Signature	Signed by the Director
Institutional stamp	

This procedure remains applicable until formally revised or replaced.