

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 towards all teachers as well as the administrative and manual staff of the institution. Any student reported for disrespect towards 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 of 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. However, absences are tolerated within the limit of a quarter of the number of weeks per module (lecture + tutorial + practical) per semester; this is irrespective of the number of weekly sessions dedicated to each module. Beyond this limit, the elimination from the final exams of the 1st and 2nd semesters is systematically pronounced without notice, regardless of the reasons for the unauthorized absences.

III - ON EXAMINATIONS: Article 5:

- Each semester module results in a final exam.
- Two final exam sessions are scheduled for each module.

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 will be on a scale from 0 to 20. The student must achieve an average of more than 10 to pass the module.

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 to validate the teaching unit. The marks obtained by the student are recorded on their transcript and kept therein; they contribute to the calculation of the general average. This average includes modules that were failed and retaken.

Article 9: Passing a Course A student passes a module when they score at least 10 for all assigned coursework and exams. A score below 10 results in a failure of that module. The student is not allowed to retake a module they have passed.

Article 10: Final admission of students to diplomas is announced if they achieve an average equal to or greater than 10, taking into account, respectively, the score obtained 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, the concerned student must defend their 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 exams 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 their exam paper along with any documents supposed to prove their guilt and leave the exam 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:

- Candidates are prohibited from entering the exam room with any documents unless expressly stated otherwise on the exam paper.
- Exam and scrap papers 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: No matter the reason for their delay, a latecomer is only allowed to take their exam 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 exam room is not entitled to any extension of time.

Article 18: Once the exam papers are distributed, candidates are not allowed to leave the exam room until at least forty-five minutes after the start of the test. It is strictly forbidden to leave the exam room before handing in their 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 end-of-year exam results, any student may request to review their exam papers 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 exam 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:

- 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 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 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 for any student who passes the exams at the end of a cycle of studies. Certificates of success will be issued at the end of each academic year for students who pass the year-end exams. In both cases, payment by the financial service is essential.
- ESSAT commits to following the agreed-upon programs for each field of study to give all its students a fair chance to present a suitable file to the equivalences directorate.

Article 28:

- 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 mandatorily validate a minimum B2 level in English through external certification.

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