

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

### *General informations*

*Establishment: Private Faculty of Management Sciences and Technology (UPES)*

*Creation date:* November 12, 2001

*Address:* 122 Avenue de la République, Mégrine 2033, Tunisia.

*Such:* (00216)52126354

*WhatsApp:* (00216)21123054

*Website:* [www.upes-megrine.com](http://www.upes-megrine.com)

*Access:* - By train: Banlieue Sud line – Sidi-Rezig station

- By bus: 54, 54A

### *General organization of the establishment*

#### **Article 1 – Status of the establishment**

The Private Faculty of Management Sciences and Technology (UPES) is a private higher education establishment approved by the Ministry of Higher Education and Scientific Research. It is governed in accordance with current higher education laws and regulations.

After the higher education reform of 2008, UPES was renamed the Private Faculty of Management Sciences and Technology

#### **Article 2 – Management of the establishment**

UPES is managed by a director assisted in his duties by a team of executives from higher education. The director ensures, within the framework of the regulations in force, educational management; he is responsible for the smooth running of the establishment and the maintenance of order and discipline within it.

The director ensures the supervision of the proper scientific and educational functioning of the faculty as well as the coordination of teaching activity; he sees to the organization of the exams and appoints the jury presidents. The director sets the agenda of the scientific council and chairs its meetings.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

### **Article 3 – Scientific Council**

UPES has a scientific council composed, in accordance with the provisions of the decree of the Ministry of Higher Education and Scientific Research of September 28, 2000 approving the specifications, by:

- The Director of the Faculty: President
- The representative of the President of UPES: Member
- Four permanent teachers: Members
- Four teachers representing different sectors and specialties: Members
- The Secretary General: Rapporteur
- Two elected student delegates: Sitting at the request

The scientific council meets at least two (2) times a year and each time it is convened by the director of UPES.

The scientific council examines questions relating to the organization and conduct of studies, the improvement of training content and the promotion of university life within UPES. It proposes training programs and ensures their execution, and validates accreditation and rehabilitation files. It also ensures the harmonization of teaching methods as well as their improvement. The scientific council approves the schedule for the current academic year, sets the quotas for tolerated absences and the plagiarism threshold. He can also make any proposals to the UPES administration.

### **Article 4 – Educational supervision**

The UPES teaching staff is made up of higher education teachers. In addition, UPES collaborates with the professional community by calling on experts and experienced industrialists.

### **Article 5 – Disciplinary Council**

The director of UPES may take immediate disciplinary measures for the student's breach of the internal regulations of this establishment. In the event of serious misconduct, the director of UPES refers the student concerned to the disciplinary council.

The UPES disciplinary council is composed of:

- The Director of the Faculty: President

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- The representative of the President of UPES: Member
- Two teachers from the scientific council: Members
- The Secretary General: Rapporteur
- An elected student delegate: Member

The disciplinary council intervenes in the event of any breach of academic obligations emanating from students within the establishment and sanctions any deviation from the rules in force governing student – teacher relationships, student – administration relationships and student – student relationships.

Depending on the seriousness of the fault, the disciplinary sanctions pronounced by the disciplinary council, or possibly the director, take several forms and this in accordance with the regulations of the Ministry of Higher Education and Scientific Research in force:

- The warning,
- The blame,
- The ban on participating in one or two examination sessions,
- Exclusion from the Faculty for a period of up to one academic year,
- Exclusion.

The student benefits from all the rights of defense, before the imposition of disciplinary sanctions against him. He must be invited at least fifteen days before the meeting of the disciplinary council by registered letter with acknowledgment of receipt to the address mentioned in the registration documents. In the fifteen days preceding the disciplinary council, the director of UPES may, by internal administrative measure, prohibit the student's access to the establishment. The warning and the reprimand automatically result in the non-possibility of retaking the exams.

### *General organization of studies*

#### **Article 6 – Field of training and duration of studies**

UPES specializes in IT and economics/management. It offers training within the framework of the LMD system (Bachelor's, Master's, Doctorate), as well as a preparatory cycle and an engineering cycle.

UPES is authorized to issue the following national diplomas:

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- Professional license and master's degree, integrated into the LMD system since the 2010-2011 academic year.
- National engineering diploma in Computer Science.

Each course at UPES culminates in a university diploma according to the general framework of the study regime and the conditions for obtaining each diploma.

Each academic year consists of two semesters of at least 14 weeks of teaching.

### **Article 7 – Study plan and teaching content**

The study plans for training at UPES are approved by the Ministry of Higher Education and Scientific Research. Any modification of the study plans is subject to the decision of the UPES scientific council.

Each semester consists of 5 to 6 teaching units, each worth 30 credits.

The teaching units are divided into three categories:

- The core units are compulsory for all students.
- The transversal units are common to several courses.
- Optional units are chosen by students based on their training project.

Each unit has one or more constituent elements.

Lessons are taught in French and English, in the form of theoretical lessons, tutorials, practical work, projects or supervised personal work. Courses can be taught face-to-face or remotely, within the limits of the proportions set by the regulations in force.

Training at UPES is supplemented by internships, end-of-year projects (for engineering students) and an end-of-study project.

---

### ***Registration at UPES***

---

### **Article 8 – Registration conditions**

To register at UPES, students must provide the following documents:

- A certified copy of the baccalaureate diploma or a diploma accepted as equivalent.
- A certified copy of the baccalaureate transcript.

	Information	Code: GSC-IN-03-00
	Student's guide	Date: 05/08/2023

- A certified copy of the last diploma obtained.
- A certified copy of transcripts from higher years.
- A duly completed and signed registration form.
- A photocopy of the national identity card or passport.
- **Four** recent ID photos.
- **Two** birth certificates (one in Arabic and one in French).
- A medical file collected from its original establishment or a medical certificate of fitness.
- Recognition of debts in the event of payment in installments.
- The internal regulations signed.
- Certificates of achievement or diplomas obtained (also conforming to the original), if necessary.

**Notes:**

- The administration cannot issue any certificate if the file is incomplete.
- Registrations take place immediately after the close of the previous academic year and close on November 30 of the new academic year.
- All registration is final and is valid for the entire academic year.
- Any change of residence or civil status must be reported to the administration within eight days.
- It is important that students update their contact information in the tuition office if their phone number or email address changes.
- To obtain a certificate or any other university document, you must submit a request three days in advance.
- A change of sector or specialty is possible, but it must be approved by a committee. To do this, the student must submit a form to the tuition service before October 15 of the current year.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

### Article 9 – Registration and study fees

- Registration and study fees are acquired at UPES and are not refundable, even in the event of interruption, abandonment, unjustified prolonged absence or exclusion by the disciplinary council.
- Registration and study fees are paid in three installments:
  - The first installment (including registration fees) is paid upon registration:
  - The second installment is paid before the first semester exams.
  - The third installment is paid before the second semester exams.
- Late arrivals must pay tuition fees before being able to take the exams in the make-up session.

### Article 10 – Insurance

All students registered at UPES are covered by insurance from the Mutuelle Assurance d'Enseignement (MAE) throughout the academic year.

## *Admission to UPES*

### Article 11 – Admission to the license/preparatory cycle

To enroll in the first year of the license or in the preparatory cycle at UPES, new students must meet the following conditions:

- Hold a baccalaureate diploma or an equivalent diploma.
- Provide the documents required for admission, in accordance with article 8.

Students holding higher technological studies diplomas are authorized to enroll in the third year of the licenses corresponding to their specialty.

Holders of a diploma attesting to a university training cycle lasting two years after the baccalaureate, with recognition of the units they have obtained, are also authorized to enroll in the third year of the license corresponding to their specialty. To do this, a detailed admission report is drawn up by the UPES admissions committee, after studying the files.

Studies towards obtaining the national bachelor's degree last three years after the baccalaureate and include 180 credits spread over six semesters.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

Studies in the preparatory cycle last two years after the baccalaureate and include 120 credits spread over four semesters.

### **Article 12 – Admission to the professional master's degree**

To register for the preparation of the national professional master's diploma, candidates must meet the following conditions:

- Hold a national diploma of applied license, fundamental license or license in the LMD system or an equivalent diploma.
- Hold a diploma attesting to university training which lasts at least three years after the baccalaureate.

Candidates wishing to enter a second year of a professional master's degree must have successfully completed their first year in the same specialty. Their credits are valued in an admission report.

Studies towards obtaining the national professional master's degree last two years and include 120 credits spread over four semesters.

### **Article 13 – Admission to the engineering cycle**

Admission to UPES, with a view to preparing for and obtaining the national computer engineering diploma, is done solely by competitive examination in accordance with the provisions of Decree 95-2602 of December 25, 1995.

For admission to the 1st year engineering cycle: Candidates must meet one of the following conditions:

- Holder of a Bachelor's degree in computer science, science, technology or equivalent specialty.
- Have successfully completed a specific preparatory cycle in engineering.

For admission to the 2nd year of the engineering cycle: Candidates must meet one of the following conditions:

- Having successfully completed their 1st year Computer Engineering Cycle in another university institution.
- Having successfully completed their 1st year in a Master's degree (M1), or having a Master's degree (M2) in computer science or equivalent specialty.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

An admissions committee is formed for this purpose and establishes admission report detailed and respecting the steps of the admission procedure.

### *Discipline at UPES*

#### **Article 14 – Attendance at lessons**

- Attendance at classes, tutorials and practical work is compulsory for all students.
- Students must respect scheduled schedules and avoid lateness and absences.
- Latecomers are not allowed to return to the classroom. Their late arrival will be considered an unexcused absence.
- Student attendance is rigorously monitored by teachers and regularly monitored by the administration.
- Beyond a limited number of absences per semester, the student is prohibited from taking the main session exams for the modules of the semester concerned.
- The limit number of absences is set and published at the start of each academic year following the decision of the scientific council.

#### **Article 15 – Behavior within UPES**

Students registered at UPES must respect the following rules:

- Attire and behavior
  - Adopt a correct outfit
  - Respect the teaching staff and administrative staff
  - Avoid disruptive behavior
  - Show courtesy and tolerance
- Hygiene
  - Respect the rules of general and individual hygiene
- Teachings and exams
  - Respect schedules



	<b>Information</b>	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- Avoid disruptive behavior
- Turn off cell phones and other electronic devices
- Educational materials and equipment
  - Take care of materials and equipment
  - Repair or compensate for damage caused
- Internal regulations of the internship location
- Prohibited behaviors
  - Introducing a foreign person to UPES
  - Remove or exchange property from UPES without authorization
  - Go to administrative services outside reception hours
  - Smoking in common areas
  - Carry out political or union activities
  - Committing fraud or attempted fraud

Students who do not respect these rules are subject to sanctions, up to and including exclusion from the faculty.

### *Exams at UPES*

#### **Article 16 – Examination regime**

- The knowledge acquired is evaluated in the form of continuous assessment and exams.
- Continuous assessment includes supervised homework and other forms of assessment.
- Each semester ends with a main examination session including written tests.
- A make-up session is open to students who were not declared admitted to the main session.
- The dates, distributions and times of any evaluation are set and posted by the administration one week in advance.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- The evaluation system is generally based on the mixed system combining continuous assessment and final exams at the end of the semester.
- A student who is absent from a supervised assignment or a final exam is penalized by receiving a zero grade for the module in question.
- In the remedial session, the student benefits from the better of the two final averages obtained in the main session and the remedial session.
- There is no provision for a remedial session for exams taken as part of the continuous assessment regime.
- The repeating student keeps the benefit of the modules in which he obtained the average and only retakes those in which he did not obtain the average.
- The end-of-year examination board for a class is made up of all its teachers.
- An examination report is drawn up during the deliberation and must be signed by more than half of the teachers.
- Exam results are communicated to students mainly by posting.

#### **Article 17 – Conduct of examinations**

- Students must be present 15 minutes before the start of the test.
- Students cannot permanently leave the exam room for 30 minutes.
- Students must comply with the following conditions in the examination room:
  - Present their student card or identity document.
  - Get rid of all personal items, including cell phones.
  - Correctly fill in the header of their copy.
  - Sign the signature form at the start and end of the test.
  - Do not leave the examination room until you have returned your paper.
- Students are strictly prohibited from:
  - To talk to each other.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- To obtain or attempt to obtain information from another student.
  - To exchange supplies.
  - To use programmable hardware.
  - Smoking in the exam room.
  - To disrupt the progress of the test.
  - To have unauthorized documents.
  - To leave, even temporarily, the examination room after the opening of the subjects.
- Any student who wishes to leave the examination room must hand in their copy, even a blank copy (in this case it must be marked “I am handing in a blank copy”).
  - The student must only use documents provided by the administration.
  - Exam and draft sheets are provided by the administration.
  - Any failure to comply with these obligations will result in the implementation of disciplinary measures.

---

*System of credits and transition to UPES*

---

**License and Master:**

**Article 18 – Transition from one year to another**

In the national bachelor's and master's degrees of the LMD system, the student passes from one year to another by obtaining an annual average greater than or equal to 10/20, or by obtaining 75% of the credits for the year concerned.

**Article 19 – Credit system and conditional passage**

A student who has not obtained the required annual average may move on to the following year if:

- He obtained 75% of the credits for the year concerned, or at least 45 credits.
- He obtained all of the credits from the previous year.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

In this case, he remains liable for the teaching units which have not been validated. The grades for these units are counted with the grades for the year concerned.

**Engineering course :**

**Section 20–Calculation of averages**

For each module, an average is calculated resulting from the marks obtained in the different assessment tests according to the study plan for the current year. The weighting coefficients assigned to these tests are fixed according to the form of the lessons specific to each module as follows:

- Modules organized in the form of integrated courses (Courses and tutorials only): 70% final exam and 30% continuous assessment (80% DS, 20% Other forms);
- Modules organized in the form of integrated courses, practical work and/or tutored project: 50% final exam and 50% continuous assessment (60% TP and/or Project, 40% DS);
- Modules organized exclusively in the form of practical work and/or tutored projects: 100% continuous assessment (100% practical work or 100% project or 50% practical work and 50% project). These modules do not have a final exam and cannot be retaken.

The calculation of the average of a teaching unit (UE) takes into account the weighting coefficients set in the study plans for the current academic year. The credits allocated to a unit and those allocated to the modules which constitute it according to the study plan for the current year are validated and capitalized upon obtaining an average greater than or equal to 10/20 in the unit in question. The credits allocated to a module are validated and capitalized upon obtaining an average greater than or equal to 10/20 in the module in question.

The average for a semester is obtained from the averages of the EU for the semester in question affected by their respective coefficients set in the study plans for the current academic year. The general annual average is the arithmetic average of the averages of the first and second semester.

**Article 21 – Conditions of passage**

Is declared admitted to the upper year by the director of UPES on the recommendation of the class council, the engineering student having satisfied the following two conditions:

- Obtaining a general average equal to or greater than 10/20, after the main or remedial tests. The general average is obtained from the averages of the teaching units assigned their respective coefficients.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- Obtaining an average equal to or greater than 08/20 in each of the teaching units, after the main or remedial exams.

The calculation of the average of a teaching unit takes into account the weighting coefficients set by the study plan.

### **Article 22 – Credits**

A fixed number of credits is granted for each module proportional to the workload necessary for the engineering student to achieve the expected results at the end of the module. The workload includes hours of actual attendance at all forms of educational activities supervised by teachers, personal work, and assessment tests. A semester includes a total of (30) credits.

The engineering student who, after the remedial session, has obtained a general average equal to or greater than 10/20 and an average lower than 08/20 in one or more teaching units, may be admitted to the higher year with credit. Credit is granted for the module(s) whose average is greater than 10/20, for the modules of the year of study considered. For the transition to the third year, credit can only be granted if the credit modules of the first semester are validated. The average retained for a credit module corresponds to the maximum of the following 3 grades:

- The new credit examination score,
- The new average calculated according to the provisions of article 20,
- The old average.

A credit module is validated when the new average of the teaching unit to which it belongs is equal to or greater than 08/20.

The validation of credit modules is carried out under the same conditions as those of the make-up exam session. The credit modules are decided, for each credited engineering student, by the director of UPES on the recommendation of the class council.

---

## ***Internships and PFE at UPES***

---

### **Article 23 – Professional internships**

#### *Undergraduate internship:*

Bachelor's degree students in management sciences and economics must complete a two-month internship in a company related to their specialty, during the summer between the second and third year. This internship is compulsory for all students who have successfully progressed from

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

the second to the third year. At the end of the internship, the student must write a report which will be evaluated by a jury.

**Internship in engineering cycle:**

Engineering students must complete two compulsory internships, one in the first year (introductory internship) and one in the second year (engineering internship). These internships must be carried out in companies related to the student's specialty. At the end of each internship, the student must write a report which will be evaluated by a jury.

**Further information :**

- *Students are generally accompanied by a supervisor in the internship host company.*
- *For more information on how internships work, students can consult the professional internship guide.*

**Article 24 – End of Study Project (PFE)**

Bachelor's, professional master's and engineering cycle students must complete an end-of-study internship (PFE) during their final year of study. This internship must be professional in nature and related to their specialty. At the end of the internship, students must write a report which will be evaluated by a jury. A PFE development guide is made available to them.

The defense of the PFE is public and takes place in front of a jury composed of at least three members:

- The president of the jury is a high-level teacher-researcher designated by the director of UPES.
- The rapporteur is a teacher-researcher specializing in the field of PFE, designated by the department director.
- The internship supervisor is also a member of the jury.

The director of UPES can also invite competent people in the field of PFE to be part of the jury. These may be industrialists or professionals participating in the training.

For students who have not submitted their PFE on time, a commission is established to study their cases. Based on the supporting documents presented, the commission may grant an extension. The duration of this extension is set by the director of UPES.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

### *Student life at UPES*

Student life at the faculty is livened up by numerous events and clubs.

Every year, students organize the election of student representatives, under the supervision of UPES. The faculty also offers integration days, sports and cultural activities, as well as student clubs. These clubs offer students the opportunity to get involved in the faculty's community life, through various actions, such as conferences and workshops on various subjects.

### *UPES Library*

The UPES library is a place of learning and research that offers students a wide choice of resources. Students can borrow books and use computers to consult digital resources.

Thanks to an agreement signed with the CNUDST, UPES students have access to the CNUDST premises to consult additional resources, such as books, periodicals, databases and digital resources.

### *Values, rights and duties at UPES*

#### **Article 25 – Recognition and commitment**

UPES students undertake to:

- Emphasize studies, academic training and scientific research.
- Become actively involved in university life and learn the language of the host country, particularly the Tunisian dialect for international students.
- Be aware of their role as ambassadors of their countries in Tunisia and of Tunisia in their countries.
- Adopt mutual tolerance as the golden rule of conduct.

#### **Article 26 – Fraternity and cohabitation**

UPES students believe in:

- Equal opportunities for all, without discrimination.
- Freedom of expression and listening in academia.
- Cohabitation in an environment of fraternity.

	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

### **Article 27 – Solidarity, diversity and open-mindedness**

UPES students believe in:

- The importance of cultivating solidarity in society.
- Solidarity as a means of security.
- The mutual enrichment of students through their interaction.

### **Article 28 – Right to quality education**

UPES students are entitled to:

- Quality, equitable and accessible education.
- Qualified teachers.
- Validation and recognition of their skills.
- A safe and supportive learning environment.

### **Article 29 – Access to university spaces**

UPES students are entitled to:

- Access to university spaces, places of cultural mixing.
- Sharing these spaces while respecting the values of living together.

### **Article 30 – Respect for authorities, administrative and legal procedures**

UPES students are entitled to:

- Respect for authorities and administrative procedures.
- Fair and transparent treatment.

### **Article 31 – Be responsible towards your community**

UPES students undertake to:

- Represent their community well.
- Refrain from any behavior that could harm your image.



	Information	<b>Code: GSC-IN-03-00</b> <b>Date: 05/08/2023</b>
	<b>Student's guide</b>	

- Promote the strengths of their culture and country.

### **Article 32 – Discipline and respect for the environment**

UPES students must:

- Adopt civic and respectful behavior.
- Take care of the premises, equipment and tools made available to them.
- Respect safety and hygiene rules.

### **Article 33 – Openness, adaptation and respect: culture and communication (International students)**

International students must:

- Recognize, accept and celebrate their differences.
- Integrate into a universal identity.
- Respect the principles of non-discrimination, equal opportunities and equal treatment.
- Respect Tunisian traditions and customs.
- Communicate with respect for others.

### **Article 34 – Respect the authorities, laws and regulations in force (International Students)**

International students must:

- Respect the laws and regulations of Tunisia and refrain from committing acts harmful to national security, public order or the rights and freedoms of others.
- Respect administrative procedures in university establishments.
- Get involved in training and respect the ethics of higher education and the ethics of scientific research.