

INTERNAL REGULATIONS OF TUNIS BUSINESS SCHOOL ACADEMIC YEAR 2022/2023

This regulation aims to allow the harmonious organization of life in common and fruitful educational action at Tunis Business School. It aims to develop a discipline that is freely accepted. Thus, a climate of trust must be established, conducive to the work of each and the development of students, while respecting the rules necessary for the proper functioning of the university community.

General provisions relating to academic training (decree n ° 162 of 2019):

- The mission of Tunis Business School is to train students with the highest level of knowledge and skills, necessary to be able to respond to the requirements of the changing national and global economic environment in order to build a successful march in the field of economics and business. This training leads to obtaining a national degree for a BACHELOR in business administration.
- The study extends over four years (8 semesters), and the English language is taught in teaching.
- The study secures in the form of an attending training or a remote training. It can also be secured as a continuous formation.
- The study includes specializations related to the field of business that respond to the needs of the labor market. Also, during the study period, students can choose some lessons to determine their composition and carve out their path.
- The national bachelor's degree in business administration requires the acquisition of 130 credits at least. The credit represents a unit of measure specific to TBS and which allows a score attributed. The transfer of Greek letters into grades meets specific criteria for the institute in terms of allocation and calculation method.
- The academic program is divided into basic teaching units, which extend over the first and the second level. The specialized units in which Major and Minor cover the third and fourth levels.

Request for postponement of registration:

The student is allowed to withdraw his registration for personal or for health reasons at most twice during the entire study period at TBS:

- 1- Postponement for personal reasons: A request to postpone registration for personal reasons is subject to a maximum period of one month after the start of course. The original copy of the registration certificate accompanies the request.
- 2- Postponement for health reasons: A request to postpone registration for health reasons is made within a maximum of 2 days before the first exam for each semester of the academic year. The original copy of the registration accompanies the request and a medical certificate in a confidential letter and the specialized medical committee will study the file.

Exams and evaluations:

- 1- Continuous assessment is adopted as a basic element of training and assessment. The assessment system represents a common system between continuous assessment, personal work, workshop, project, exams of the first semester and final exams of the second semester.
- 2- Evaluation of students takes place in a regular manner by adopting credits, which represents a unit to measure the student's attendance and the volume of work required of him in order to achieve the pedagogical objectives of each educational unit in terms of knowledge, competencies and skills.
- 3- The student moves from one academic level to the next academic level by providing two elements:
 - Obtaining the credit in all units prescribed for each academic level
 - Obtaining a GPA ≥ 2
- 4- A student who obtains a GPA of less than 2 (< 2) at the end of semester obtain a probation which duration ranges from one or to two consecutive semesters at the most. The probation system seals either with:
 - Deleting at the end of the semester if the student obtains a GPA ≥ 2
 - Either the student will be prohibited from continuing his studies at the institute if he obtains a general average < 2 . The Scientific Council can give an exceptional extension after studying the student's file according to objective criteria.
- 5- The student absent for an exam gets Fail (0/100), in extreme cases of illness (in case the student is hospitalized or has had an operation); the student submits a medical file. The medical file will be treated by the establishment doctor and then by an educational committee. The student will be informed of both decisions to allow the student to take a make-up exam.

Study and trainings in Tunisia and abroad:

- 1- Study abroad: As part of the partnership and international cooperation, students benefiting from scholarships abroad **must inform the administration in advance and register for the entire duration of studies, in order to be able to count the credits studied if these credits are in the TBS program.**
- 2- Training: The internship courses are important for the quality of training at the institute. The fourth level internship is concluded with the graduation project.

Specific action to prevent the coronavirus:

For safety and hygiene reasons and the fight against the spread of Coronavirus (Covid-19) and other viral diseases, students:

- 1- are not allowed to smoke inside buildings and in common areas,
- 2- must respect the safety measures recommended by the Ministry of Health such as distance, wash the hand and use hydro-alcoholic gel,
- 3- must wear the mask in all closed spaces,

General rules of behavior and ethics within the institute:

Regarding the behavior of the students within the institute, students:

- have to bring the "student card" and show it at any time it is necessary (at TBS or Other institution),
- have the duty to respect all officials and employees of the institute and to avoid any behavior that may prejudice public morals or the sanctity of the institute or breach the education system,
- have commitment to mutual respect among students while avoiding any behavior that would push them into conflict or violence,
- have to respect the institute and do not have to label or damage the good reputation of someone,
- have commitment to come to the institute with a decent appearance, and respect the institution in all its behavior,
- have commitment to obtain the prior approval of the coordinating professor and the administration before proceeding to scientific and cultural events or posting any type of comment related to events,
- have commitment to avoid any behavior that would prejudice the sanctity of the institute and the morals of Education,

- have to do no harm the equipment of the institute and rationalize the consumption of energy and water,
- have to not write or draw on the walls of institute buildings or hang up publications except after authorization from the administration,
- do not write or draw on the walls of buildings, or hang up publications before authorization from the administration,
- do not use the mobile during lessons, exams, and in the library,
- do not make noise inside the library,
- It is strictly forbidden to bring food and beverages into the library, review rooms and classrooms,
- Commitment to keep the books acquired in the library, and each misstep in the books obliges the student concerned to make up for the lost book. If the book is not available in the market, the student is required to pay an amount equal to twice the price of the book,
- Commitment to return books borrowed from the library on the specified date for that,
- Any violation of these obligations may result in the student's registration being withdrawn from the institute. It can also, if necessary, give rise to judicial repercussions.

RECEIVED FROM THE INTERNAL REGULATIONS

I, the undersigned (name of the student):
registered at the level: I acknowledge that I have received a copy of
the bylaws of TBS, have read it, and agreed to everything that is state in it and adhere to
it.

Tunis,

Name and Signature: