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- **The Scientific Council:** This council provides advice on academic and strategic matters. It contributes to the development and monitoring of the institutional strategy and oversees the organization of academic programs, research activities and internship frameworks. It also reviews the proposed budget and can recommend the creation of new departments. The Council is composed of the Director, Deputy Director, Heads of Departments, elected teaching and research staff, student representatives and representatives from relevant economic, social and cultural sectors.
- **The Disciplinary Council:** This body is convened in cases of violations of university regulations or student obligations and is responsible for examining and ruling on disciplinary matters.
- **The Pedagogical Committee:** This committee is responsible for supervising and coordinating all pedagogical aspects within ISBB.
- **The Quality Committee:** responsible for promoting a culture of quality by strengthening internal quality assurance, implementing relevant policies and coordinating self-assessment and improvement initiatives.
- **The Examination Committee:** is responsible for ensuring the proper conduct of exams, deliberations, and the announcement of results.

4. Student representatives

Three student representatives are elected each academic year. They represent their peers before the administration and teaching staff. One of the elected students also serves on the Disciplinary Council. All representatives are involved in the Scientific Council.

B. Rules & Procedures

1. Principle of neutrality

All individuals involved in the educational mission (teaching staff, administrative staff, visiting lecturers, guests, occasional collaborators, etc.) are required to observe strict neutrality.

They have the right to express their personal convictions, provided this expression respects the principle of neutrality and does not compromise public order, safety, health, or hygiene.

Any expression of discrimination, incitement to hatred, or any physical or psychological pressure intended to impose a religious, philosophical, or political ideology is strictly prohibited.

2. Freedom of Information and Expression

All individuals involved in the educational mission have the freedom to express and receive information on political, economic, social and cultural matters. This freedom must be exercised in a manner that does not harm the institution, interfere with teaching and research activities, or disturb public order.

The school provides noticeboards for staff and users. Any individual or group is responsible for the content of materials posted or distributed. These materials must clearly indicate the author's identity to avoid any confusion with official school communications.

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Posted or distributed materials must not:

- Contravene the principle of neutrality in educational services;
- Harm the dignity of individuals or the image of the School;
- Incite public disorder;
- Disregard environmental considerations.

No meeting or event may be held on school premises without the prior authorization of the general management. Organizers are responsible for the content of their activities and must return the premises in perfect condition. They must also provide proof of authorization to publicly broadcast music or any audiovisual or cinematographic work.

3. Health, Safety and conduct policies

To ensure a respectful, healthy and secure educational environment, the following rules apply to all members of the institution:

Tobacco use: In accordance with Decree No. 98-2248 of 16 November 1998, smoking is strictly prohibited inside all campus buildings, including entrances, corridors and restrooms.

Alcohol: The consumption of alcohol and appearing on campus in a state of intoxication are strictly forbidden. Violations may lead to disciplinary action.

Drug use: The use, possession, or distribution of illegal drugs (e.g., heroin, cocaine, ecstasy, cannabis) is strictly prohibited and subject to criminal prosecution. Encouraging drug use or trafficking is also a punishable offense. Penalties are heightened if minors are involved or if violations occur on school premises.

Harassment : Moral and sexual harassment are serious offenses under the penal code. The institution will also apply internal disciplinary measures in response to such violations, recognizing the importance of protecting personal dignity and rights.

Dress code: All individuals must wear clothing that is respectful and appropriate to the context, particularly during professional and sporting activities. Technical and laboratory staff are required to wear suitable work clothes for safety reasons.

4. Student conduct

ISBB students are expected to comply with the internal regulations and behave in a respectful, disciplined and responsible manner. They must refrain from:

- Any behavior that disrupts academic activities;
- Disrespectful, undisciplined, or violent conduct toward faculty staff or fellow students;
- Immoral or inappropriate behavior during academic activities, visits, trips or internships;
- Intentional damage to property, equipment, furniture, or facilities at ISBB or host institutions and companies;
- Violations of rules at ISBB or host institutions and companies;

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- fraud or attempted fraud during examinations.

Any interference with these principles will automatically be referred to the Disciplinary Council.

5. Library rules

ISBB has recently taken steps to implement a hybrid/electronic library model. Computers with high-speed internet access have been installed within the library to support this initiative, leading to a noticeable increase in daily library usage.

Additionally, ISBB offers students access to external electronic library resources, expanding the range of academic materials available for study and research.

To ensure a productive and respectful environment for all users, the following rules apply in the ISBB Library:

5.1. Access and identification :

- Students must present a valid student ID to access the library and borrow materials.
- Library cards are personal and non-transferable.

5.2 Borrowing and returns

- Books and other materials must be borrowed according to established procedures.
- Items must be returned by the due date.

5.3. Conduct and behavior

- Silence must be maintained at all times.
- Mobile phones must be on silent mode; calls must be made outside the library.
- Food, drinks and smoking are strictly prohibited.

5.4. Use of computers and internet

- Library computers are for academic use only.
- Users must not tamper with hardware or software settings.

5.5. Study rooms and group work

- Group study is only allowed in designated areas.
- Reservations for group study rooms must be made in advance.

5.6. Penalties and Disciplinary Actions

- Failure to comply with library rules may result in suspension of library privileges or other disciplinary measures.

C. Studies regulations

The purpose of these regulations is to outline students' rights and responsibilities and to define the academic and evaluation framework governing studies at the institution.

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1. Enrollment and social coverage

1.1 Admission Requirements

- Bachelor's Degree:

Applicants must hold a Baccalaureate in Experimental Sciences, Mathematics, or an equivalent qualification. Admission criteria and deadlines are published in the national orientation guide (guide-orientation.rnu.tn).

Transfers into the 2nd or 3rd year are possible for students from similar public institutions, provided they are enrolled in the same program, meet academic requirements and subject to availability of places and approval by the University of Jendouba.

- Master's Degree:

Applicants must hold a National Bachelor's degree (Licence Nationale) or an equivalent diploma relevant to the field. Each year, ISBB publishes a call for applications (isbb.rnu.tn/fra/mastere), detailing eligibility, procedures, deadlines and required documents. Applications are submitted online ([application form](#)).

At least 15% of the intake capacity is reserved for candidates from other institutions. No compensatory measures are provided for missing entry qualifications. The Master's Commission may exempt holders of higher education degrees (≥ 3 years) from common course units. Admission interviews evaluate whether candidates meet the required knowledge, skills and competences.

Entry into the second year is open to those with a 4-year degree, engineering diploma, or successful completion of the first year of a related Master's program. No bridging courses are offered.

- Foreign Students:

Admission is subject to authorization by the General Directorate of International Cooperation of the Tunisian Ministry of Higher Education and Scientific Research (MHESR).

1.2. Enrollment and Registration

- All students must register before the start of each academic year.
- Registration is confirmed only after full compliance with administrative and financial requirements.
- Continuing students must meet academic progress requirements and remain within the maximum study duration.
- Registered students receive a personal student card valid for the current academic year.
- Students who fail to complete registration within the official deadlines automatically lose their student status. For detailed steps, refer to the enrollment management procedure published on the ISBB website: [EMP](#)

1.3. Documents Required for Registration

- Common Documents (for all students)

- Registration receipt from the online registration site: www.inscription.tn.
- Three recent passport-size photos

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- Copy of national identity card
- Completed and printed personal information form (via the ISBB website)
- Two completed and signed commitment forms (available on the ISBB website)

- Specific Documents

1. New Bachelor's Students

- Copy of baccalaureate transcript
- Medical record (provided by secondary school)

2. Returning ISBB Students

- Transcript from the previous academic year

3. Transfer Students (from another HEI)

- Copy of baccalaureate transcript
- Medical record
- Certified copies of academic transcripts and internship certificates from previous years
- Official certificate of withdrawal from the former institution

Note: A registration announcement, specifying the deadlines and required documents, is published on the Institute's official website before the start of each academic year.

1.4. Deferral or withdrawal of registration

Students may request a deferral or withdrawal of registration under the following conditions:

- Personal Reasons:

Enrolled students may request a deferral by submitting a formal written request to the Director, supported by relevant documentation, within one month of the start of the academic year and prior to the first examination contributing to the final grade. Requests are reviewed by a committee chaired by the Director and including the Secretary General and the student representative on the Scientific Council.

- Medical Reasons:

Students with health issues may submit a deferral request along with a confidential medical file to the registrar's office before the final session of the main examination period. Approval is subject to a medical review and written authorization from the university physician. The deferral becomes effective only upon written confirmation from the Director. Any denial will also be communicated in writing.

Deferral is valid only for the academic year in question. Students granted a medical deferral must re-enroll in person no later than two years from the approval date. A one-time extension may be granted upon written request.

Students who defer or withdraw their registration must return their registration certificate but may retain their student ID card to continue receiving healthcare benefits.

1.5. Student social coverage

Tunisian students are mandatory members of the national health insurance system. Foreign students

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are eligible only if there is a reciprocal social security agreement between Tunisia and their home country. The student card also serves as the "insurance card" for social security, providing access to healthcare services at public and semi-public institutions contracted with National Health Insurance Fund (CNSS), with a co-payment required. Students can request a healthcare booklet from CNSS. The annual contribution for health coverage is 5 Tunisian dinars, payable during registration. This coverage is valid throughout the academic year, including during vacations.

Additionally, students are enrolled in the School and University Accident Mutual Fund for 1 dinar per year. This fund covers medical expenses in case of an accident on institute premises, during commuting, or at institute-organized events. Care is provided free of charge at public health institutions with a certificate from the institute and private clinic expenses are reimbursed upon submission of required documentation. The fund also offers financial compensation for students with lasting effects from an accident.

1.6. Students with special needs

ISBB is committed to ensuring that students with disabilities or specific educational needs have equitable access to all academic and campus activities.

Procedures and support:

- Any student with recognized special needs must fill out a specific needs form, available at the Student Services Office or on the institutional portal.
- The form must be submitted at the beginning of the academic year or as soon as the need is identified, accompanied by valid supporting documents (e.g., medical certificate, psycho-educational assessment).
- Based on the information provided, the administration will assess the student's needs and determine appropriate accommodations in collaboration with the relevant teaching staff.

Possible Accommodations Include:

- Extra time or alternative arrangements for exams and assessments
- Access to adapted materials or assistive technologies
- Preferential seating or adapted physical access to classrooms and laboratories
- Individualized learning support when required

Respect and Confidentiality:

- All submitted information will be treated with strict confidentiality.
- The school promotes a culture of inclusion and respect for diversity within its learning community.

Facility Accessibility:

- ISBB ensures its physical infrastructure is accessible to all students.
- In case of limitations or necessary adaptations, appropriate corrective measures will be implemented as quickly as possible.

1.7. Psychological support

ISBB provides a dedicated listening cell to support students facing personal, emotional, or academic

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difficulties that may impact their well-being or academic progression.

- The listening cell is staffed by trained and compassionate counselors.
- It offers a private and judgment-free environment where students are encouraged to express their concerns openly.
- Through empathetic and confidential counseling, students are guided to develop resilience, manage stress and explore constructive solutions.
- The aim is to help students regain focus, confidence and emotional balance throughout their educational journey.

Accessing the support:

- Students can schedule in-person sessions with counselors via the Student Services Office.
- A licensed psychologist is also available through the university's secure digital platform for direct and confidential contact. (<https://uso.uvt.tn/consult/#6>)

Confidentiality:

- All interactions with the listening cell and psychological services are strictly confidential.
- Information shared will not be disclosed without the student's consent, except in situations of serious and imminent risk.

1.8. Student attendance

Attendance at lectures, seminars and practical sessions is mandatory. The teaching staff monitors student attendance, which is also regularly reviewed by the administration. Students must adhere to the class schedule set by the administration and attend the assigned classes. To be eligible for the final semester exam, students must attend at least 80% of the total course sessions (out of 14 sessions) and 100% of practical activities.

In case of valid reasons for non-attendance, students must notify the institution within 48 working hours from the beginning of their absence. The administration is solely responsible for determining the validity of any supporting documentation provided.

2. Study regime

The undergraduate programs at ISBB are structured according to the national framework for bachelor's degrees under the LMD system, as defined by Presidential Decree No. 2022-631 of July 14, 2022. Similarly, the Master's programs follow the national framework for master's degrees, as outlined in Head of Government Decree No. 2012-1227 of August 1, 2012.

All programs are officially accredited by the Ministry of Higher Education and Scientific Research (MHESR). The objectives, intended learning outcomes and detailed study plans for each degree program are published on the ISBB website.

Each program is based on the European Credit Transfer and Accumulation System (ECTS). Students holding the "Baccalauréat" earn a bachelor's degree after successfully completing three years of study, equivalent to 180 ECTS (over six semesters). A master's degree is awarded after two additional years (120 ECTS over four semesters) following the bachelor's degree.

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Each semester includes 14 weeks of instruction and one week for final exams. An additional week per year is allocated for exam retakes. Except in the final year, four weeks annually are dedicated to internships.

Each semester comprises 10 to 12 modules grouped into 5 to 6 teaching and learning units, totaling 30 ECTS. Modules are classified as either compulsory or elective. Compulsory modules, nationally coordinated by specialization, are divided into fundamental, transversal and practical activity components:

- Fundamental modules cover core disciplinary knowledge.
- Transversal modules focus on language proficiency, digital skills, entrepreneurship, soft skills and personal development.
- Practical activity modules are delivered through industry/research internships.

Elective modules aim to deepen specialization. Students select optional modules from a list defined by ISBB.

3. Internships and graduation research projects

Each study program at ISBB includes compulsory internships as part of the curriculum. These internships provide practical work experience that complements academic learning, helping students to acquire hands-on skills and develop interpersonal abilities critical for their future careers. They often serve as a pathway to employment.

The bachelor's or master's thesis marks the culmination of the program and is based on a project or research activity carried out independently under the supervision of both academic and industrial mentors.

ISBB is responsible for ensuring the quality of internships in terms of structure and content. To this end, it coordinates with partner companies and oversees student supervision during the internship period. While support is provided throughout the process, students are expected to take an active role in securing internships that align with their career goals. They are also encouraged to explore opportunities through personal and professional networks.

To facilitate the supervision and evaluation of these internships, the Internship Office has established clear operational guidelines for including the use of an internship journal and defined reporting procedures. The general principles for organizing and conducting internships are outlined in the Internship Handbook.

Throughout their internships, students benefit from social security coverage through their existing affiliation. In addition, students may choose to undertake extracurricular internships on a voluntary basis. While these serve similar developmental goals, they are not part of the formal curriculum.

Undergraduate internships: During their studies, undergraduate students complete three internships:

- **Internship in a professional setting (1 month)**

Conducted at the end of the first academic year, this introductory internship introduces students to the professional environment. It follows two semesters focused on core academic subjects. Students are exposed to company structure, operational procedures and socio-economic aspects of the food industry. They typically observe and occasionally assist in basic tasks, assuming an entry-level operator role.

- **Internship in the food industry (1 month)**

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Conducted at the end of the fourth semester, this advanced internship builds on students' growing expertise in their discipline. Under the guidance of an experienced company supervisor, students work on a specific project, often focused on solving a technical issue relevant to the host company.

- **internship graduation project and bachelor thesis (12 weeks minimum)**

Conducted during the final semester, this internship allows students to apply their cumulative knowledge and skills. It concludes with the writing and defense of a bachelor's thesis, which is presented and defended before a panel.

Master's Internships : Master's students complete two internships:

- **First-year internship (1 month)**

Conducted at the end of the first year, this internship allows students to begin applying theoretical and practical knowledge in a professional context. It supports the development of technical and communication skills.

- **internship graduation project and master thesis (16 weeks minimum)**

Conducted during the final semester, this internship enables students to integrate their academic training with real-world challenges in the dairy and meat industries. It involves working on substantial projects and culminates in a master's thesis, which is presented and defended before a panel.

4. Credit system

A credit is a unit that quantifies the student's workload required to achieve the learning objectives of each course unit or its components, in terms of knowledge, skills and know-how.

One credit corresponds to 25 to 30 hours of total work per semester, including lectures, tutorials, practicals, hands-on activities, personal study and exam preparation. Each learning unit is assigned a fixed number of credits (between 4 and 7) based on workload. The course coefficient equals half the number of credits.

Each semester includes at least 14 weeks of instruction and no more than six course units, totaling 30 credits.

The credit system aims to:

- Align the national higher education system with international standards,
- Facilitate pathway adjustments and recognition of prior learning,
- Support student and graduate mobility within Tunisia and abroad,
- Ensure recognition of academic results and diploma equivalence,
- Promote international employability of graduates,
- Strengthen partnerships with foreign universities.

5. Evaluation system

5.1. Course-based Evaluation:

- Formative evaluation (such as class discussions and quizzes) is designed to track the ongoing progress of students, support learning through feedback and prepare students for summative evaluations.
- Student progression through the different academic tracks is based on the evaluation, validation and accumulation of learning units. Evaluation is conducted on a semester basis.

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Once a learning unit or its modules are validated, the corresponding credits are earned and can be transferred to other academic tracks.

- Summative evaluation system consists of the student taking the required exams for each modules of a learning unit, with grades assigned by the instructors and includes two main approaches following the MHESR regulations: (i) a mixed assessment regime that combines continuous assessment with final semester exams (followed by a single remedial session/academic year) and (ii) an exclusive continuous assessment regime.
- In the mixed regime, final exams contribute 70% of the final grade (through written exams) while continuous assessment accounts for the remaining 30% divided as follows: 20% for in-person exams, including practical work when applicable, 10% for other types of assessments (written and oral and examinations, working reports and workshops).
Final exams are held in two sessions: a main session at the end of each semester scheduled by the Director in consultation with the Scientific Council and approved by the president of university of Jendouba. A make-up session will take place one week after the announcement of the results of the main session of the second semester of each academic year. For final year students, the remedial session will take place one week after the announcement of the results of the main session of the first semester of the final year.
- The evaluation system based solely on continuous assessment includes various forms of exams set by the academic structures of the institute, such as supervised assignments, practical work, exercises, oral exams and presentations. The continuous assessment system is weighed as follows: 80% for in-person exams or equivalent assessments, 20% for other types of assessments. Learning units assessed through continuous assessment only are not eligible for the make-up session.
- Exam grades for each subject are presented as absolute numbers on a scale from 0 to 20.

5.2. Internship Evaluation:

Internships form an essential part of ISBB's educational approach, aiming to develop students' skills in innovation, practical application and entrepreneurship. ISBB actively monitors internship progression to maintain quality and ensure alignment with institutional standards and learning outcomes.

Early and Advanced Internships: Upon completing these internships, students must submit an individual internship report along with their internship journal. The Internship Director reviews the internship journal and the internship report is validated by a jury which assigns a score on a scale from 0 to 20. If the jury deems the internship invalid, the student is required to redo the internship, which will be conducted and evaluated under the same conditions.

- *Bachelor/Master Thesis Internship:* students are expected to complete their projects independently under the guidance of advisors, culminating in a formal thesis.
- The defense of the thesis takes place publicly in front of a jury.
- The jury committee is responsible for evaluating and assigning scores (on a scale from 0 to 20) according to assessment rubric.

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- To validate last semester, students must pass the Final-Year Project (Bachelor/master) with a minimum grade of 10/20.
- Students who have not completed their internships or who have not successfully defended the bachelor's or the master's degree or who have not defended it may benefit from an exceptional extension for a maximum duration of three and six months, respectively.
- To prevent and manage plagiarism, all submitted theses are checked for similarity by the Internship Director, ensuring that the similarity index does not exceed 25%.

5.3. Progression and the issuance of Diploma

- Student progression within the "LMD" system is based on evaluation, validation and capitalization of credits for each learning unit.
- Validation certifies that a student has successfully completed a learning unit or a set of learning units for a semester or academic year.
- Capitalization certifies that the student has acquired the skills and competences defined in the training program for a specific learning unit, based on the examination board's official record.
- A learning unit or a module is capitalized when the student obtains an average grade of 10/20 or higher.

Progression is annual. A student progresses to the next academic year in one of the following ways:

- By obtaining a grade of 10/20 or higher in all course units for the academic year.
- By achieving an annual average of 10/20 or more through compensation across all units.

ISBB retains exam papers for three years. Minutes of deliberations and result announcements are kept permanently.

The awarding of the degree is contingent upon the clearance of all administrative obligations, as evidenced by an official clearance certificate issued by the Registrar's Office. This includes full payment of tuition fees, return of borrowed library materials and restitution of any loaned equipment.