

# **TEK-UP university**

## **Student Guide**

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## 1. Welcome Message, About TEK-UP University, Vision, Mission, and Core Values

TEK-UP University is the corporate name of the Private Higher School of Technologies and Engineering approved by the Tunisian Ministry of Higher Education and Scientific Research (MESRS) in September 2014 (approval No.2014-05).

The creation of TEK-UP University was a vision in order to participate in the reforms of higher education in general and in engineering training specifically. TEK-UP University board share:



- A vision of a new institution driven by public interest—despite its private status—designed to address a missing profile in the national educational landscape: operational engineers who meet industry-driven competency requirements while ensuring both economic sustainability and social inclusion.
- A set of interdependent missions covering initial training, continuing education, and research & development, optimized to ensure excellence while making rational use of resources.
- A commitment to international standards, aligned with the quality benchmarks defined by global accreditation bodies.
- A strategic approach focused on complementing, rather than duplicating, the public educational offer; strengthening partnerships with the industrial sector; and integrating international cooperation networks that promote student and staff mobility, and allow the establishment of joint programs, with or without dual degrees.

TEK-UP is authorized to award two national engineering degrees in computer science and telecommunications.

- National Engineering Diploma in Computer Science
- National Engineering Diploma in Telecommunication

## Academic Structure

Studies at TEK-UP are organized as follows:

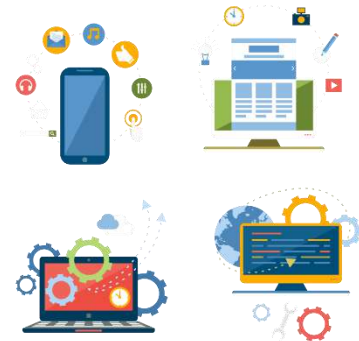
- Integrated Preparatory Cycle (IPC) for engineers – 2 years (for high school graduates)
- Engineering Cycle in Computer Science – 3 years  
(for bachelor's graduates or students coming from a preparatory cycle)

Candidates holding a Master's degree (M1) or students who have successfully completed the first year of engineering may directly join the second year of the engineering cycle.

## Engineering Specializations

From the second year, computer engineering students can choose one of the following five specializations:

- Software and Information System Engineering - GLSI
- Mobile Development, Web and Multimedia - DMWM
- Security of Computer Systems and Networks - SSIR
- Data Science and Artificial Intelligence - SDIA
- Embedded System & IoT



## Learning Tracks

Courses are offered through two complementary tracks:

- Mandatory Track: academic courses, practical sessions, projects, and tutorials required in any engineering education.
- Optional Professional Track: industry-focused training delivered in partnership with major international technology companies (Google, Microsoft, Amazon, Oracle, etc.), providing students with practical skills and exposure to real-world challenges.



## 2. Evaluation and Grading System

The Engineering Cycle at TEK-UP University lasts three years and is structured into six semesters. The first two semesters constitute a common core, covering:

- fundamental scientific and technical modules
- practical work and projects
- general culture and opening modules
- English and French language courses
- professional certifications
- a mandatory internship



### Specialization Phase

Starting from the third semester, students choose one of two majors that prepare them for the engineering specializations:

- Telecommunications and Networks
- Computer Science

The following two semesters form the specialization phase. They include:

- specialized courses and seminars
- teamwork and communication modules
- personal development and human skills training
- a learning project
- professional certifications
- entrepreneurial challenges
- a mandatory professional internship

### Assessment of Modules (“Paniers”)

Each module group, referred to as a “Panier,” is graded from 0 to 20.

The grade reflects the weighted average of assessments within the module, which may include:

- homework
- lab work (TP)
- exams (DS and final exams)

- mini-projects
- presentations

A Panier is validated if its average is  $\geq 08/20$

### **Admission After the Main Session**

A student who has:

- an overall yearly average  $\geq 10/20$ , and
- no Panier with an average  $< 08/20$

is declared admitted in the main session and is not allowed to attend the remedial session.

Students with at least one Panier  $< 08/20$  and an overall average  $< 10/20$  may attend the remedial session, but only for modules with an average  $< 10/20$  that belong to a non-validated Panier.

### **Calculation After the Remedial Session**

For the modules concerned:

- the remedial exam score replaces the original exam score
- alternatively, the remedial exam score may replace the DS score

The higher of the two resulting averages is retained.

If the student meets the same conditions required for the main session, they are declared admitted after the remedial session.

### **Redemption (Compensation Rules)**

At the end of each academic year, the class council may grant redemption for:

- Up to two non-validated Paniers (average  $< 08/20$ )  
if the student's overall average is  $\geq 10/20$ ,  
OR
- One Panier with an average  $< 08/20$   
if the overall average is in the range  $[9.50/20 - 9.99/20]$

Admitted students are ranked by merit based on their results in the main session.

### **Grade Review Procedure**

Students who wish to review a module grade must submit a request to the university assistant within 48 hours of the publication of results.

The instructor will re-evaluate the exam and may:

- keep the original grade, or
- update it

If the student is still not satisfied, the department appoints two additional instructors to review the work and provide a final decision.

## Presentations and Project Grades

No remedial session is organized for presentations or project defenses. However, students may request a grade review within the 48-hour deadline.

The review is conducted by the instructor and/or jury who attended the presentation.

## End of Study Project (PFE)

The sixth semester is entirely devoted to the End of Study Project (PFE), lasting at least 15 weeks. The subject is provided by the host company and approved by the Program Department.

- Start and end dates must be documented.
- Extensions are possible only once, upon request and after validation by the Training and Internship Department.

The PFE includes:

- project management
- technical execution
- interim reports
- a written thesis
- an oral defense

The thesis counts for 30 ECTS credits.

## Evaluation of the PFE

The defense lasts one hour, including presentation and Q&A. The PFE grade classification is as follows:

Scale with Pass Grade	Meaning
10 - 12	Fair
12 - 14	Pretty good "Assez Bien"
14 - 16	Good
16 - 18	Very good
18 - 20	Excellent

Students who fail the PFE (grade < 10/20) may obtain an extension to complete the required improvements.

## Repetition Rules

Students not admitted after the remedial session are considered repeaters.

Upon request and with administrative approval, they may keep validated modules ( $\geq 10/20$ ) and must retake all others.

### Requirements for Obtaining the Engineering Degree

The National Engineering Diploma is awarded when the student has validated:

- all five academic semesters
- the first-year internship
- the second-year internship
- the End of Study Project (PFE)



## 3. Internships

Throughout their academic journey, engineering students at TEK-UP must complete three mandatory internships, each serving a specific pedagogical and professional purpose:

1. Initiation Internship  
Introduces students to the professional environment and basic workplace practices.
2. Professional Internship  
Strengthens technical skills and allows students to apply what they have learned during their specialization.
3. End of Study Internship (PFE)  
Conducted during the final semester as part of the End of Study Project.



## Summer Internship Process

### Duration:

- 1st-year internship: Minimum of 4 weeks
- 2nd-year internship: Minimum of 6 weeks



Process:

1. Complete the “*Summer Internship Proposal Form*” provided by the host company.
2. Create the internship on the EDX platform (see user guide).
3. Collect the assignment letter from the Internship Office at TEK-UP University.
4. Submit the internship report and the internship certificate in accordance with the instructions and deadlines communicated by the Internship Office.
5. Defend the internship as part of the validation process, according to a schedule set by the Internship Office.

## Final Year Project (PFE) Internship Process

Duration: Minimum of 16 weeks

1. Complete the “*PFE Internship Proposal Form*” and the internship agreement, provided by the host company.
2. Validate the internship topic with the Program/Option Coordinator.
3. Request the assignment of an academic supervisor.
4. Create the internship on the EDX platform (see user guide).
5. Collect the signed internship agreement and the assignment letter from the Internship Office at TEK-UP University.
6. Submit the internship report and the internship certificate in accordance with the instructions and deadlines communicated by the Internship Office.
7. Defend the internship as part of the validation process, according to a schedule set by the Internship Office.

## 4. Incubator

To leverage TEK-UP University’s strategic proximity to the AI Ghazala Technopark and to strengthen its integration within the national and international innovation ecosystem, the university launched its incubator in June 2024.

The incubator provides a structured environment where students, alumni, and young entrepreneurs can transform ideas into viable products, services, or startups. It offers a comprehensive set of resources including:



### Key Services and Resources

- Expert Mentorship  
Guidance from TEK-UP academic staff, industry experts, and experienced entrepreneurs.

- **Dedicated Workspaces and Labs**  
Access to modern facilities equipped with the necessary technologies for prototyping and development.
- **Workshops & Training Programs**  
Regular sessions covering entrepreneurship, design thinking, product development, business modeling, intellectual property, fundraising, and go-to-market strategies.
- **Networking Opportunities**  
Exposure to investors, technology companies, accelerators, and the broader startup community.
- **Entrepreneurial Support**  
Assistance in developing business models, building prototypes, validating concepts, and preparing for market launch or investment pitches.

The incubator also promotes cross-disciplinary collaboration, enabling participants to work with peers from various fields such as business, design, or electronics to enhance the quality and feasibility of their projects.

By integrating entrepreneurship into the academic experience, the TEK-UP incubator fosters a new generation of tech leaders capable of creating innovative, high-impact solutions within a supportive university ecosystem.

## How to Apply

Students or project teams interested in joining the incubator can apply through:

1. **Annual Call for Applications**  
Published each year on TEK-UP's official social networks.
2. **Spontaneous Application**  
Applicants may submit their projects at any time by emailing:  
[incubator@tek-up.de](mailto:incubator@tek-up.de)

## 5. Certification

At TEK-UP University, we are deeply committed to equipping our students with not only academic knowledge, but also industry-recognized qualifications that make a real difference in the job market. As part of our IT Engineering program, students benefit from access to a wide portfolio of **146 international certifications**, delivered in partnership with **38 globally recognized organizations**.

## Certification process

1. Choose the certification to be taken from our catalogue (if the certification is not listed in our catalogue, inform the relevant department).
2. Request the course materials for self-learning or enroll in one of the preparation sessions for the selected certification.
3. Once the certification preparation is completed, request to take the white tests to validate your acquired skills (the number of white tests to be taken and the required passing scores depend on the chosen subject area).
4. Request the official certification exam voucher.

## 6. Scholarship

The TEK-UP Merit-scholarship was launched in 2022. It is awarded exclusively to new students based on their academic performance from previous years.

### Conditions:

- You are Tunisian citizen or an international student resident in Tunisia and you have a Tunisian Baccalaureate
- You have a Baccalaureate OR a bachelor degree (Licence, Bac +3) OR a preparatory degree (Bac +2) OR a master degree (M1 / M2)

In order to apply for TEK-UP Merit-scholarship you need to complete the form

The Merit-scholarship is only valid for the year of admission to TEK-UP, regardless of academic level.

Other scholarship options are available for current students to grant continuity for following years:

– **Skills-scholarship**, granting scholarships based on Certifications. For more information, please visit: <https://tek-up.de/skills-scholarship/>

– **Elite-scholarship**, granting scholarships based on Academic Performance. For more information, please visit: <https://tek-up.de/elite-scholarship/>

## 7. Internationalization

As part of its growing internationalization strategy, TEK-UP University actively encourages and supports student mobility through a range of exchange programs with academic partners across Europe, Asia, and beyond.

Each year, a selected group of engineering students participate in outgoing exchange programs, allowing them to spend one or two semesters at a partner institution abroad.

These mobility experiences are designed to strengthen academic knowledge, intercultural competence, and professional readiness in an international context.

Students are selected through a competitive application process based on academic performance, language skills and motivations.

### Main International events:

- **Digital Future:**  
organized yearly during November
- **TEK-UP Study Trip (TST):**  
organized yearly during January (Turkey) and during July (Germany)
- **Digital Congress:**  
organized yearly during April



All details and how to apply are posted in timely manner on TEK-UP's social networks and website.

### Exchange Semester

The Exchange Semester is an important opportunity offered by the university to broaden students' academic and cultural horizons. It allows engineering and computer science students to spend one semester at one of our international partner institutions while continuing their studies and earning credits that count toward their degree. This experience is designed to strengthen students' global perspective, enhance their adaptability, and expose them to new learning environments, technologies, and professional practices.

Following the list of our partners:

Partner Universities	Country	Number of Semesters	Exchange Period
<b>SUAS: Schmalkalden University</b>	Germany	2	Winter Semester: October Summer Semester: April
<b>CESI</b>	France	2	Winter Semester: September Summer Semester: March
<b>INP Bordeaux</b>		1	Winter Semester: September
<b>INP Lorraine</b>		1	Winter Semester: September

### Eligibility Criteria

To participate in the Exchange Semester, students must meet a set of academic and administrative requirements that ensure they are prepared for studying abroad and representing the university effectively. Following the eligibility criteria:

- Undergraduate with minimum 2nd year standing (Semester 9 /Semester 10).
- Undergraduate students must have completed at least full academic year in specialty at TEK-UP University.
- Graduate students must have departmental approval (End of Study Project Extension).
- A minimum B2 English is required for the German exchange program.
- A minimum B1 English & B2 French for the French Exchange Program.
- A committee approval for the French Exchange Program.

All students must have NO credit remaining in their degree program at their current university.

### Exchange Process

The exchange process follows several key steps that guide students from nomination to departure, ensuring a smooth and well-organized transition to the host university.

Step 1: Complete the nomination form sent by TEK-UP University within the deadline and stay connected.

Step 2: Complete the form and upload the documents required by the host university.

Step 3: Apply for the VISA appointment through the TLS portal.

Step 4: Prepare the VISA Files.

Step 5: Complete your pre-departure assignment.

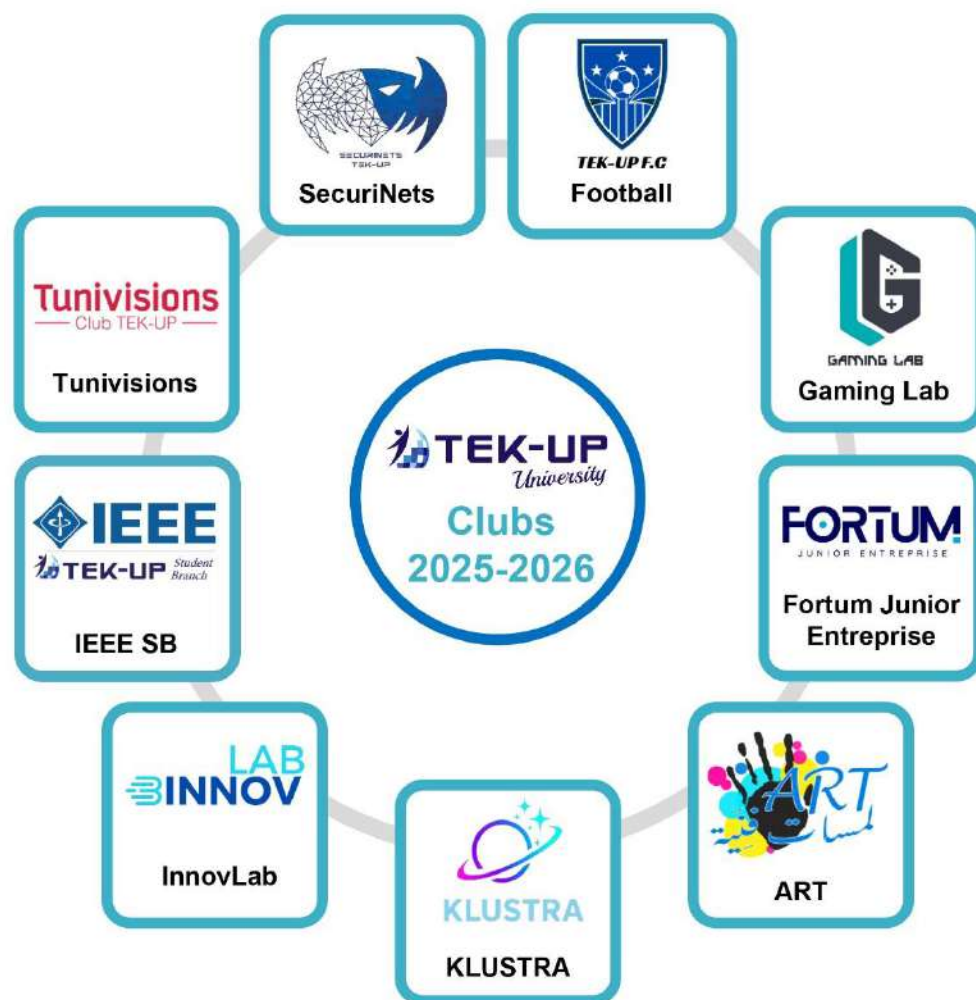
Step 6: Attend your VISA Appointment.

Step 7: Departure.

## 8. Student Life

At our IT university, student clubs play a vital role in enhancing both academic and personal growth. They serve as dynamic platforms where students can explore their interests, apply what they learn in class, and develop essential professional and soft skills.

Clubs create a vibrant ecosystem that encourages innovation, teamwork, and leadership. Whether focused on coding, cybersecurity, robotics, entrepreneurship, or digital design, each club provides students with the opportunity to collaborate on real-world projects, participate in competitions, and organize events or workshops that enrich campus life.



## How to Register a new club?

Registering a club at the university is a straightforward process. The interested group or individual must contact the Head of the Clubs Department to express their intention to create a new club.

After that, they need to fill out a registration form with the required information about the club's purpose, members, and planned activities. Once the form is submitted and approved, the club will be officially recognized by the university and can begin its activities.

At the beginning of the academic year, we also organize a Club Integration Day, during which students can explore the different clubs and choose to join the ones that interest them.

## 9. Administrative Procedures

### Admission Requirements and Procedures

#### Eligibility Criteria

To be admitted to TEK-UP University, candidates must hold one of the following qualifications:

- Baccalaureate (High School Diploma)
- Two years of preparatory studies
- Bachelor's degree
- Master's degree (1 or 2 years)



#### Required Documents

Applicants are required to submit the following documents:

- Two certified copies of the Baccalaureate diploma or an equivalent qualification
- Two certified copies of the Baccalaureate transcript
- Two certified copies of the Bachelor's degree or an equivalent qualification (if applicable)
- Two certified copies of all university transcripts and certificates of completion for post-baccalaureate studies
- Two recent passport-size photographs
- Two birth certificates (in Arabic and French)

- A photocopy of the National Identity Card
- Medical record booklet
- Proof of payment of registration fees: 1,500 TND (standard registration) or 2,000 TND (adapted daytime program)

## Administrative Enrollment

The application file must be submitted to the Admissions Office. Once the application has been reviewed and confirmed by the relevant department, the student must proceed with the payment of registration fees at the Financial Office.

## Re-enrollment Procedures

Re-enrollment at TEK-UP requires payment of the registration fees according to the calendar set by the University administration.

### **Note:**

In the case of repeating a year, the Academic Affairs Department will review the student's record to identify the modules that need to be retaken. Tuition fees for the following academic year will then be calculated accordingly.

## Payment Deadlines and Late Payments

Tuition fees for each academic year must be fully paid no later than May 31 of the corresponding academic year.

In the event of late payment, the remaining balance will automatically be converted to the M3 plan (facilitated payment mode).

## Absence Justification

In case of absence, students must submit a medical certificate within 48 working hours.

Any absence from a midterm exam (DS) or a compulsory activity (e.g., laboratory work, validation session) must be justified within 48 hours after the absence.

For final examinations, any absence—whether justified or not—will require the student to sit for the resit session.



## Grade Review and Appeal Procedure

Students wishing to request a review of an examination grade must submit a ticket through the Edx platform within 48 hours following the publication of the grade.

The request will be validated by the administration before being forwarded to the instructor for re-evaluation.

## Request for Official Documents

Requests for official documents such as certificates of enrollment, transcripts, or certificates of achievement must be submitted either:

- Through the Edx platform
- or
- By email to: [documents@mailing.tek-up.de](mailto:documents@mailing.tek-up.de)

## 10. Code Of conducts

As members of our academic community, all students are expected to uphold the values of integrity, respect, and professionalism that define our university. The following Code of Conduct outlines the standards of behavior required to maintain a positive, inclusive, and productive learning environment.



### Academic Integrity

Students must demonstrate honesty and responsibility in all academic activities.

- Plagiarism, cheating, and falsification of information are strictly prohibited.
- Assignments, exams, and projects must reflect the student's own work and understanding.
- Collaboration is encouraged only when explicitly permitted by the instructor.

### Respect and Professionalism

Respect is the foundation of a healthy academic community.

- Students must treat faculty, staff, and peers with courtesy and consideration.

- Discrimination, harassment, or any form of disrespectful behavior will not be tolerated.
- Communication, both in person and online, should remain professional and constructive.

## **Use of University Resources**

University resources, including labs, equipment, and digital platforms, must be used responsibly.

- Students should protect the confidentiality and security of university systems.
- Unauthorized access, software piracy, or misuse of IT resources is forbidden.
- All facilities must be kept clean, organized, and ready for collective use.

## **Attendance and Engagement**

Active participation is essential in an engineering education.

- Students are expected to attend classes regularly and arrive on time.
- Participation in labs, projects, and teamwork is mandatory for academic success.
- Absences must be justified according to university regulations.

## **Ethics and Professional Behavior**

As future engineers, students must act with integrity and accountability.

- They should follow ethical standards in technology use and development.
- Confidentiality, intellectual property, and data privacy must be respected.
- Students represent the university at all times, on and off campus.

## **Community and Citizenship**

The university encourages a sense of belonging and social responsibility.

- Students are invited to contribute positively to campus life and student initiatives.
- They should promote collaboration, inclusion, and mutual support.
- Misconduct that disrupts the academic or social environment will lead to disciplinary action.

## 11. Contacts and useful information

### Departments' Contacts

Internship	<a href="mailto:Stages@tek-up.tn">Stages@tek-up.tn</a>	Office N° 015
End of year Study project	<a href="mailto:PFE@tek-up.tn">PFE@tek-up.tn</a>	Office N° 015
Certification	<a href="mailto:Certif@mailing.tek-up.de">Certif@mailing.tek-up.de</a>	Office N° 016
Internal Communication Department	<a href="mailto:tek-up-university@mailing.tek-up.de">tek-up-university@mailing.tek-up.de</a>	Office N° 027
Clubs and student life	<a href="mailto:Clubs@mailing.tek-up.de">Clubs@mailing.tek-up.de</a>	Office N° 027
International Office	<a href="mailto:international@mailing.tek-up.de">international@mailing.tek-up.de</a>	Office N° 027

Academic Affairs	<a href="mailto:Etudes@mailing.tek-up.de">Etudes@mailing.tek-up.de</a>	Office N° 011
ING-1&2 Department	<a href="mailto:ING.PREPA@mailing.tek-up.de">ING.PREPA@mailing.tek-up.de</a>	Office N° 110
ING-3 Department	<a href="mailto:ING-3@mailing.tek-up.de">ING-3@mailing.tek-up.de</a>	Office N° 037
GLSI Department	<a href="mailto:GLSI@mailing.tek-up.de">GLSI@mailing.tek-up.de</a>	Office N° 037
SSIR Department	<a href="mailto:SSIR@mailing.tek-up.de">SSIR@mailing.tek-up.de</a>	Office N° 110
SDIA Department	<a href="mailto:SDIA@mailing.tek-up.de">SDIA@mailing.tek-up.de</a>	Office N° 110
DMWM Department	<a href="mailto:DMWM@mailing.tek-up.de">DMWM@mailing.tek-up.de</a>	Office N° 037

Complaints	<a href="mailto:SPOC@mailing.tek-up.de">SPOC@mailing.tek-up.de</a>	
Logistics	<a href="mailto:Logistics@mailing.tek-up.de">Logistics@mailing.tek-up.de</a>	Office N° 015
Compliances	<a href="mailto:Compliance@mailing.tek-up.de">Compliance@mailing.tek-up.de</a>	
Finance	<a href="mailto:Finances@mailing.tek-up.de">Finances@mailing.tek-up.de</a>	Office N° 021
Request for administrative documents/student services	<a href="mailto:Documents@mailing.tek-up.de">Documents@mailing.tek-up.de</a>	Office N° 021

 TEK-UP University of Digital

 [info@tek-up.de](mailto:info@tek-up.de)

 TEK-UP University

 [www.tek-up.de](http://www.tek-up.de)