



Agreement for Final of Engineering School Project

Academic year 2023-2024

**Article 1: Parties**

The agreement hereof settles the relationship between the 4 parties specified below:

- **The host company (name and address):**

.....

Represented by the counselor at the company (name and quality)

.....

Email address\*:

- **HIGHER SCHOOL OF STATISTICS AND INFORMATION ANALYSIS (ESSAI)**
- **represented by its director, 6 rue des métiers chargaia II, Tunis, Tunisia. Phone:**

**70 839 440 – Fax: 71 942 568**

- **Engineering student from ESSAI (name, forename)**

Permanent address

Email address (mail)\*

- **University counselor (name, forename)**

Institution

Email address\*

\*Mandatory

**Article 2: Educational project**

The final of engineering school project (PFE) is aimed to complete the education given at ESSAI. The head of the host company undertakes to make the engineer student execute only works that contribute to this training and to the elaboration of his PFE.

**Article 3: Project content and data availability**

PFE program is drawn by the counselor at the hosting company in agreement with university counselor of the engineer student, depending on the overall program of the intended degree and the available data at host company. The project hereof is brought to the knowledge of the student engineer who accepts it.

Place, date

Place, date

Place, date

Place, date

The student engineer for ESSAI, the

For hosting company

university counselor

Director



#### **Article 4: Counselors**

Each engineer student is supervised by one university counselor making part of higher education teaching staff and by a counselor at the company. The engineer student should call upon both counselors. It is compulsory to request a prior appointment through email.

The host company counselor provides data related to the topic, makes the engineer student Benefits from framework favorable to the progress of training, advises him/her about company useful for the smooth running of PFE.

The university counselor ensures the link with the company. When needed, he/she reports the problems encountered by the engineer student at the company and/or at the committee. She/he examines the mid-term report prior to its transmission to the committee by the engineer student. In coordination with the host company counselor, she/he suggests in writing members for the board of examiners. This letter should be transmitted by the engineer student to the committee together with his/her mid-term report. She/he supervises the engineer student when writing his dissertation. Finally, she/he coordinates with board of examiners and ESSAI administration to propose a date and time for the academic defense while respecting the schedule specified by committee and got acquainted of any possible modification concerning PFE.

Remuneration for the university counselor is made in accordance with applicable higher education regulations. ESSAI does not remunerate the counselor company.

#### **Article 5: Period and dates of the project**

PFE lasts four months starting from 5th February 2024. Important dates and Periods related to PFE will be determined by the committee and made known in the web site of ESSAI and through the bulletin in ESSAI. All parties commit to respect these periods.

The internship period is from ...../...../..... to ...../...../.....

#### **Article 6: Committee role**

Represented by its president, the committee sets up the different modalities related to PFE and notifies all parties thereof. It reviews the submitted subjects to validate or refuse them, appoints a university counselor for each project, authorizes or refuses the academic defense based on PFE factors: mid-term report, PFE report, letters of university counselor, appraisal of the company counselor and any other factor related to the running of PFE, the respect of periods and the general behavior of the engineer student, and takes the steps it deems necessary for the smooth running of PFE. It posts different news concerning PFE at ESSAI and the website and through electronic mail.

#### **Article 7: Hosting and supervision modalities**

The host institution will assume the role of guide for this first research activity with professional feature required to be performed by ESSAI student in view of getting his engineering degree. However, the student remains an engineer student of HIGHER SCHOOL OF STATISTICS AND INFORMATION ANALYSIS (ESSAI) and enjoys university supervision.

Place, date	Place, date	Place, date	Place, date
The student engineer	For ESSAI, the	For hosting company	university counselor
	Director		



### **Article 8: Social Welfare**

The engineer student enjoys the usual school insurance if She/he undertakes her/his PFE in Tunisia but should also subscribe for individual liability insurance and other risks uncovered by HIGHER SCHOOL OF STATISTICS AND INFORMATION ANALYSIS (ESSAI).

### **Article 9: discipline and confidentiality**

During his training, the engineer student should respect the regulations of the host company especially sanitary, security and discipline rules. The head of the host company undertakes to advise the engineer student about effective security regulations applied in the company. The engineer student is bound as well as the company staff professional secrecy.

### **Article 10: Project abroad**

When PFE is performed abroad, the engineer student commits to subscribe for an insurance that covers all his stay. ESSAI is not liable for providing the engineer student fees for accommodation and transport.

### **Article 11: Mid-term report**

The engineer student should take care of transmitting the mid-term report (10 to 15 pages) to the committee within fixed deadlines after its validation by his university counselor. This mid-term report should be enclosed to a letter signed by his university counselor where he briefly describes the running of PFE and suggests three members of the board of examiners by stating their affiliations, ranks and email addresses.

### **Article 12: Appointment of the board of examiners**

The board of examiners is composed of the university counselor, the host company counselor or any other person appointed by the company and one or two other members. It is for the committee to decide the composition of the board of examiners further to the suggestions of the university counselor.

### **Article 13: PFE report**

The PFE is recapitulation of the performed work, it should be written by the engineer student under the supervision of both university and host company counselor. The engineer student takes care to transmit report to the committee pursuant to PFE schedule enclosed to a letter signed by the university counselor that expressly authorize the academic defense and another letter signed by the company counselor where he outlines the PFE running and the seriousness and quality of the student engineer work.

### **Article 14: Academic defense**

The university counselor coordinates with other members of the board of examiners and ESSAI administration in order to set the date and time of the academic defense and communicates it to committee. The academic defense will then take place at ESSAI on the announced date and time. Any change therein should be notified in written to all parties and to ESSAI administration while observing physical and timing constraints of ESSAI.

Place, date

Place, date

Place, date

Place, date

The student engineer    For ESSAI,the

For hosting company    university counselor

Director

Tunisian Republic

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Ministry of Higher Education and  
Scientific Research

\*\*\*\*\*

Carthage University

\*\*\*\*\*

Higher School of Statistics and Information  
Analysis



**Article 15: Relation with counselor being abroad**

When the PFE has been elaborated abroad, and when the host institution counselor does not attend the academic defense, this latter will send to ESSAI director a letter where he describes the quality of the work made by the supervised engineer student. The letter should distinguish the part exclusively aimed to the members of the board of examiners and from part to be publicly read before the question during the academic defense.

The parties acknowledge having read the provisions hereof and PFE schedule and declare accepting them.

Agreement made up in four copies.

Place....., on.....

Place....., on.....

The student engineer

For ESSAI, The Director

Place....., on.....

Place....., on.....

For the hosting company

The university counselor

Specify the name and forename of each signatory and the quality of the company representative. Add the seal of the hosting company and that of ESSAI.