**TEACHERS' ADMINISTRATIVE GUIDE**

**PREAMBLE:**

Dear teacher, we strongly invite you to respect this teacher's administrative guide, our teaching charter, in order to harmonize everything administrative and pedagogical, your strong collaboration, understanding and help are the pillars of our collective success.

**Article 1: The administrative file of the temporary teacher**

1. The Head of Department is requested to invite the Teachers to contact the Secretary General for the constitution of their file: detailed CV with supporting documents, request for teaching for part-time teachers and **teaching authorizations** from their parent institution and this - at the latest during the first week.
2. In case of collective absence, only one hour of teaching will be counted.

**Article 2: The schedules of permanent teachers**

1. Each permanent teacher must ensure, as indicated in his or her contract, 20 hours of work per week (classes, administrative work, revisions, supervision, etc.), changes in the volume of hours may be due according to the objectives and strategies of the school.
2. Class hours: the class hours must be spread over a maximum of 5 days.
3. Office hours: office hours should be spread over 2 to 3 days for a total of 5 hours.

**Article 3: The timetable**

1. The head of the department is invited to finalize the timetables according to the dates fixed by the ESIP management. Beyond these dates, no modification will be accepted except with the express authorization of the General Secretariat after justification.
2. Each teacher is asked to regularly consult his or her schedule on the teacher's private space portal.

**Article 4: Examination and supervision**

1. Each permanent or temporary teacher must assume and ensure periodic and programmable sessions of supervision within the school and undertakes to complete and sign the supervision charter issued by the administration.
2. The management charter comes into effect after the first week of receipt and/or signature.
3. The payment of the supervision of the PFE subjects is made following the validation of the supervision charter by the school director.
4. Each part-time teacher is required to supervise a maximum of three final projects per academic year.

**ARTICLE 5: COURSE COMPLETION AND EXAMINATIONS**

1. Each teacher must commit to printing out the course or practical booklets one hour before the start of the session
2. Each teacher must commit to uploading all parts of the course or lab on the Moodle platform before the next session starts.
3. The preparation of the TP room by the software necessary for the training of the high engineers must be carried out by a request (direct or by email) with the administration 24 hours before the concerned session.
4. Each teacher is cordially invited to correct the tests of the supervised homework and exams just after the first resumption of classes.
5. The teacher is invited to submit the DS and exam subjects no later than 48 hours before the date of the test in question.
6. The invigilator must arrive at the examination office at least 15 minutes before the start of the test.

**NB: the corrected exams must be handed in to the administration one week after the envelopes have been received.**

**Article 6: Monitoring**

The teacher assigned to the examination room is primarily responsible for the conduct of the test in that room during the test, and must pay particular attention to

* Candidates are reminded that any fraud or attempted fraud will result in the removal of the Candidate concerned from the examination room and disciplinary action will be taken against that Candidate.
* To maintain order and discipline in the room.
* Putting the students' cell phones out of use.
* That all Candidates keep in their possession only those documents provided by the administration or authorized by the teacher in charge of the subject.
* Examination papers and draft sheets must be stamped.
* That students sign the attendance sheet before the start of the test and at the end after their papers have been handed in.
* That the number of papers is always equal to the number of candidates who sat for the examination in the room, even if one or more of them are blank.
* To collect signed copies not used by the candidates
* Any fraud or attempted fraud detected during a test will be referred to the Disciplinary Board following a report by the supervising teacher.

**NB: All teachers are invited to be in continuous contact with the head of the accreditation committee in mutual cooperation.**

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| **Gafsa, on:** .................................................................... .................. | |
| ***THE TEACHER***  Name:........................................................................... ...........  First name :.................................................................... ...........  Discipline:.............................................................. ...........  **Signature** | ***THE DIRECTOR***  DR. Oussama BOUFARES |