

STUDENT GUIDE



FACULTÉ DE MÉDECINE DE TUNIS
Université de Tunis El Manar



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Preamble

The Faculty of Medicine of Tunis (FMT) is a Tunisian academic institution of the University of Tunis - El Manar. Over 1,500 reputable academics, who are internationally recognized in various fields, actively dedicate themselves to offering excellent training at the Faculty of Medicine of Tunis (FMT). By choosing the Tunis Medical School, you have access to Tunisia's largest network of university hospitals. Our commitment to providing stimulating and enriching medical training is stronger than ever. With more than 5,000 students, the FMT is one of the largest faculties and indeed one of the jewels of the Tunisian university landscape. Teachers, students, and administrators are united around a project based on strong values: Commitment, Integrity, Transparency, Equity, and Respect.

Over the years, the Faculty of Medicine in Tunis has been able to renew itself and innovate to keep pace with the digital age, and educational and scientific advances.

More than ever, the Tunis School of Medicine is engaged in a great project of societal responsibility. The FMT strives for excellence and quality in medical education through collaboration and openness.

During your career at the Faculty of Medicine of Tunis, you will be constantly encouraged to surpass yourself and embrace the excellence that has established our institution as a reference in the medical field in Tunisia. The years to come will require effort, perseverance, and rigor

from you. The Student Support Committee remains at your disposal for any requests for assistance.

Welcome to the Faculty of Medicine of Tunis and good luck.

By Mohamed JOUINI
Dean of FMT

Chapter 1: Discovery of the Faculty of Medicine of Tunis

1.1 History and Prestige of the Faculty

The Faculty of Medicine of Tunis was founded in 1964 and began its activities in October of the same year with a promotion of fifty-nine first-year students. The courses were initially given in premises borrowed from the Faculty of Science of Tunis, then in facilities dedicated to the Faculty of Medicine from January 1965. In 1996, the construction of the new premises began, and the inauguration took place on 28 October 2002.

Over the years and thanks to the efforts of several generations, the Faculty of Medicine of Tunis obtained in 2020 an accreditation certificate from the International Conference of Dean of the Faculties of Medicine of French Expression (CODA/CIDMEF), attesting to the quality of its teaching and research.

Since its creation, several decanal teams who have contributed their expertise and their commitment to its development have led the Faculty of Medicine of Tunis. They helped shape the Faculty of Medicine of Tunis and make it an institution of excellence, accredited in the field of medical training in Tunisia.

1.2 Infrastructure and equipment

The Faculty of Medicine of Tunis has a simple yet elegant architecture. The faculty's current infrastructure and facilities include:

A. Administrative Building:

A building dedicated to administration, offering a functional space for administrative activities and management of the faculty.

B. Amphitheatres:

Six modern and well-equipped amphitheatres offer comfortable teaching spaces for lectures and conferences.

A 500-seat ceremonial amphitheater used for academic ceremonies and special events.

C. Classrooms:

Twenty-four classrooms are equipped, providing an environment conducive to learning and small group work.



D. Laboratories, Research Units and Departments:

Twelve laboratories and research units, including a research platform in 'Sciences and Technologies of Medicine', enable students and researchers to carry out scientific work and contribute to the advancement of medical knowledge. In addition, the Research Platform of the Faculty of Medicine of Tunis offers technical and logistical support to researchers, thus promoting the development of innovative research projects. Experienced teams are present to assist researchers in planning, implementing, and analyzing their experiments.

E. Library and Media Library:

A modern and well-stocked library, offering a wide range of documentary resources and access to specialized databases.

A media library equipped with audiovisual and computer equipment to facilitate learning and research.

**F. Thesis Defense Room:**

A room dedicated to the defense of theses, offering an adapted space for presentations and academic discussions.

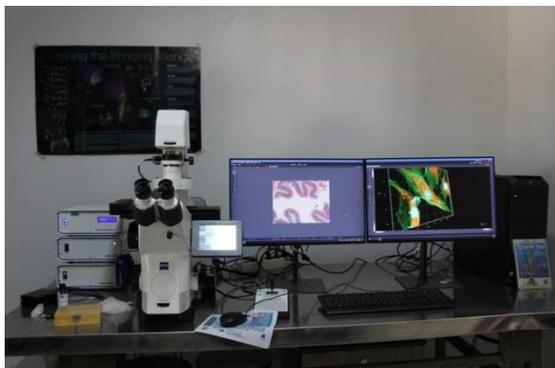
G. Pet Shop and Pavilion of Experimental Medicine:

An animal factory, respecting ethical standards, for carrying out experiments and research requiring animal models.

A dedicated experimental medicine pavilion, offering specialized facilities and equipment for preclinical studies and an operating room for animal simulation.

H. Confocal Microscopy Pavilion:

A pavilion equipped with state-of-the-art electron microscopes, allows students and researchers to explore cell structures and samples at the microscopic scale.



I. Simulation Platform:

The Simulation Platform of the Faculty of Medicine of Tunis offers students a practical and immersive learning experience. Using realistic scenarios, active practice, and a secure environment, helps to develop the clinical skills, decision-making, and interprofessional skills of future doctors.

J. Sports Facilities, Bar and Parking:

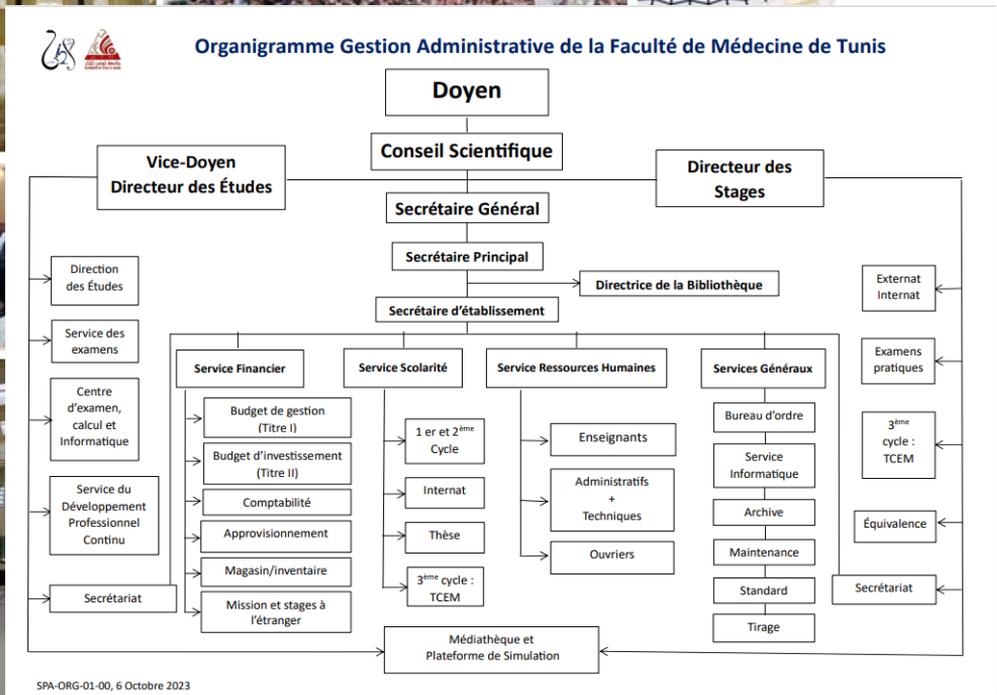
The Faculty of Medicine of Tunis includes sports facilities, a bar, and parking to offer students an environment conducive to a healthy and balanced lifestyle.

- **Sports fields:** The faculty has well-maintained sports fields, offering students the opportunity to practice various physical activities. Students can relax, have fun, and stay active while promoting their physical and mental well-being.
- **Beverage:** The presence of a refreshment bar in the faculty allows students to eat and refresh themselves during breaks between classes. It is a meeting place where students can meet, exchange, and regain strength before continuing their academic activities.
- **Parking:** The faculty also provides parking to facilitate access for students and staff. This reduces parking constraints and promotes mobility for members of the university community.

Our premises are equipped with safety features, including strategically distributed fire extinguishers to deal with any possible incident. In addition, an Automated External Defibrillator (AED) is available in the Main Lobby for rapid response to an emergency.



1.3 The Faculty Bodies



1. The Scientific Council

The Executive body of the faculty is composed of the University Hospital and University Teachers of the FMT elected by their peers. It is composed of seven elected university-hospital teachers from Corps

A, including the Dean and Vice-Dean; director of studies, and director of internships, as well as six elected university-hospital teachers from Corps B, in addition to student representatives, heads of departments and invited members.

2. Administration

Administrative and labor staff, both incumbent and individual, under the supervision and coordination of the Dean and the Secretary-General, carry out the organization of administrative and financial affairs.

3. The departments

Grouping sections (representing the different specialties).

4. The sections: there are 48 distributed among the eight departments:

Department of Surgery A: General Surgery, oncologic Surgery, Cardiovascular Surgery, Orthopedics and Traumatology, Pediatric Surgery, Plastic and Reconstructive Surgery, Urological Surgery.

Department of Surgery B: Anesthesia-intensive care, neurological surgery, emergency medicine, ophthalmology, otolaryngology, stomatology, and maxillofacial surgery.

Department of Medicine A: Dermatology, Endocrinology, Clinical Hematology, Internal Medicine, Radiology, Nutrition, Infectious Diseases, Nephrology, Medical Resuscitation.

Department of Medicine B: Cardiology, Pneumology, Rheumatology, Neurology, Radiotherapy, Medical oncology, Physical Medicine, Gastroenterology

Department of Community Health A: Genetics, Pediatrics, Gynecology-Obstetrics, Neonatology.

Department of Community Health B: occupational medicine, forensic medicine, preventive and social medicine, psychiatry, and child psychiatry.

Basic sciences A: Anatomy, biochemistry, biophysics and nuclear medicine, histology, embryology, physiology.

Basic sciences B: Pathological anatomy, bacteriology, virology, immunology, parasitology, pharmacology, hematology, biology.

- The text of the Department of Family Medicine is being drafted.

5. Section, Theme, and Panel Coordinators:

In addition to the section coordinators, the subject coordinators coordinate undergraduate teaching and the jury presidents coordinate the conduct of examinations within the FMT.

1.4 Faculty Committees

Committees	Committee Email
Publishing Help	comite.aide.publication@fmt.utm.tn
Library	comite.biblio.media@fmt.utm.tn
Communication	comite.communication@fmt.utm.tn
Ethics	comite.ethique@fmt.utm.tn
Evaluation & Sociology	comite.docimologie@fmt.utm.tn
Experimental Medicine	comite.med.experimentale@fmt.utm.tn
Partnership	partenariatfmtnordouest@gmail.com
Pedagogic	comite.pedagogique@fmt.utm.tn
Digital pedagogy	comite.ped.numerique@fmt.utm.tn
Preparation of the Resident Competition	comite.residanat@fmt.utm.tn
Quality	comite.qualite@fmt.utm.tn
Support for students	comite.relations.etudiants@fmt.utm.tn
Simulation	comite.simulation@fmt.utm.tn
Theses & Memoirs	comitethesesmemoires@fmt.utm.tn
Cultural & Associative Life	comite.culturel@fmt.utm.tn
Research	comite.recherche@fmt.utm.tn
Innovation in biotechnology and health sciences	comite.innovation@fmt.utm.tn

Chapter 2: Guidance and Integration

2.1 Admission and Registration Process

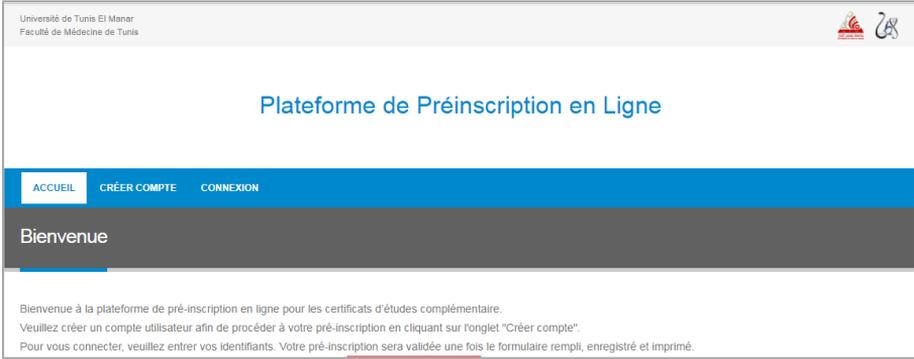
The enrollment of students in the Faculty is annual, compulsory, and personal. It is exclusively on the national university registration site www.inscription.tn at the beginning of each academic year.

Online Registration Issues Guide:



[http://www.utm.rnu.tn/utm/documents/Inscription-En-Ligne%20 Type%20de-Problemes.pdf](http://www.utm.rnu.tn/utm/documents/Inscription-En-Ligne%20Type%20de-Problemes.pdf)

Pre-registration via the application form is made on the FMT website via a link published in the annual registration press release and on the internship platform. Students from the 1st, 2nd, and 3rd cycles, as well as candidates for Continuing Professional Development (CPD) programs (Professional or Research Masters, Certificates of Complementary Studies (CEC)...) and pre-enrolled students in medical doctoral thesis having validated their 2nd cycle and completed at least two semesters at the 3rd cycle of medical studies (TCEM), are required.



The screenshot shows the homepage of the online pre-registration platform. At the top left, it identifies the 'Université de Tunis El Manar' and the 'Faculté de Médecine de Tunis'. On the top right, there are logos for the university and faculty. The main heading is 'Plateforme de Préinscription en Ligne'. Below this is a navigation bar with three buttons: 'ACCUEIL' (highlighted), 'CRÉER COMPTE', and 'CONNEXION'. A dark grey banner below the navigation bar says 'Bienvenue'. At the bottom, a welcome message in French reads: 'Bienvenue à la plateforme de pré-inscription en ligne pour les certificats d'études complémentaires. Veuillez créer un compte utilisateur afin de procéder à votre pré-inscription en cliquant sur l'onglet "Créer compte". Pour vous connecter, veuillez entrer vos identifiants. Votre pré-inscription sera validée une fois le formulaire rempli, enregistré et imprimé.'

The application is submitted to the School Department of the Faculty or the Department of DPC for postgraduate courses (CEC, Masters, Theses of Science) according to a pre-established schedule.

2.2 Integration programs for new students

The Integration and Reception Program for New Students at the Faculty of Medicine of Tunis is a fundamental initiative aimed at facilitating the transition and providing comprehensive support to students who are beginning their academic journey.

New students benefit from in-depth orientation, which includes information sessions on the curriculum, available resources, and support services, as well as meetings with more experienced students and faculty members. It is also an opportunity for students to meet with members of the decanter, and the administration and ask questions about everything related to their academic career. Social events are also organized by the different clubs of the FMT to promote the creation of links between students and to promote a spirit of collaboration.



2.3 Institutional Accounts

Our University, being fully aware of its role in promoting the knowledge society and fully committed to the development of new information and communication technologies, their use and implementation in higher education, makes available to all research teachers, researchers, students, and administrative bodies of all educational and research institutions under its supervision the tool: Google For Education

ALLOCATION RULES:

Account for Students: prenom.nom@etudiant-fmt.utm.tn

CREATE A NEW GOOGLE FOR EDUCATION UTM ACCOUNT:

- The accounts are created as soon as the university returns.
- If you need assistance, email the local administrator:
haifa.ounissi@fmt.utm.tn

Chapter 3: Participation of learners in the educational process that concerns them

3.1 Conduct of Studies

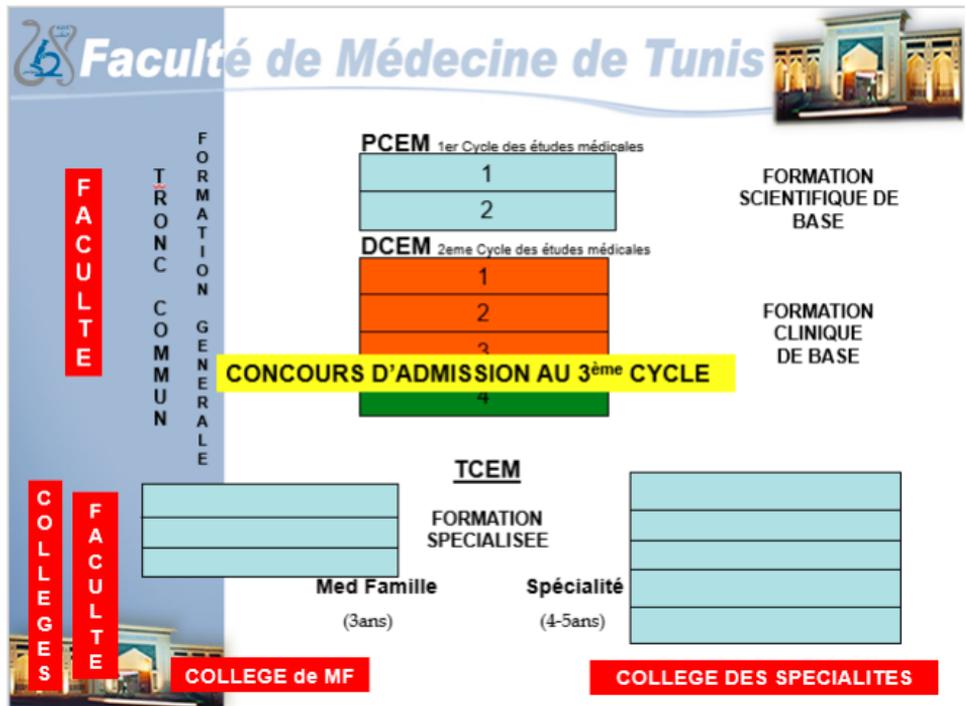


Figure 2 : Schéma synoptique du cursus des études médicales de la FMT

The course of medical studies includes:

-A **first cycle of medical studies PCEM**: consisting of two years. It aims to acquire the prerequisites in basic science and semiology. This cycle is completed by the completion of the Certificate of Completion of Basic Studies in Medicine

A second cycle of medical studies (DCEM) consists of four years. Its purpose is to acquire the skills necessary for the practice of any general practitioner.

- The fourth year is a year of full-time hospital internships. The Diploma of Clinical Studies in Medicine closes this cycle

- **a third cycle of medical studies (TCEM)** offering specialized training, either in family medicine (3 years) or in one of the specialties provided for in Tunisian legislation (4 or 5 years).

Access to this training depends on passing the CEDW entrance exam. The selection of the specialty is final, it is made according to the order of merit among the specialties open to the competition, and this is within the limit of the number of positions to compete for per specialty.

3.2 Courses and Teaching Materials

Faculty teachers provide their students with the appropriate teaching materials, including:

- Self-learning mini-modules for undergraduate and graduate students divided according to subjects and teaching certificates. Intellectual property law protects these materials. They are produced by the teachers and validated by the Studies Directorate after the opinion of the Program Management Unit. They are sent to students at the beginning of each semester via their institutional emails.

- Courses submitted on the online learning platform. The Studies Directorate validates these courses produced by the teachers after the opinion of the Program Management Unit. These courses are protected by intellectual property, shared between the Faculty (legal person) and the author of the work (the teacher).

- Multimedia materials for students of different cycles. These materials are produced by faculty teachers and validated by the pedagogical committee. They are considered individual works and are protected by the intellectual property of the teacher who developed them.

3.3 Internships and Clinical Practices

The teaching provided in the context of medical studies is carried out according to needs, in the most appropriate places of learning within the faculty or the approved training grounds (more than 300). They use teaching and learning techniques that are best suited to the cognitive, sensorimotor, and interpersonal skills that the student needs to acquire.

Traineeships are based on pre-defined learning objectives and communicated to the student in their traineeship diaries.

❖ **The First year :**

- Hospital Immersion Courses
- Internships in medical ethics
- Four-week courses in community medicine during the summer holidays in basic health care centers or any other non-university structure whose list is determined by the departments concerned, after consulting the scientific council and the head of the host institution.

❖ **Second year.:**

- Four courses in general semiology (one in Medicine, one in surgery, one in pediatrics, one in psychiatry and obstetric gynecology) of 15 days each, carried out in university-hospital services under the faculty's responsibility, under the responsibility

of the Head of Service concerned and the supervisor appointed by the Head of Service.

- First aid courses lasting four weeks will be carried out during the summer holidays in hospital departments providing emergency services or in pre-hospital medical facilities (SMUR, SAMU, etc.) approved by the scientific council.

- Societal responsibility internships during the summer

❖ **Internships in the second cycle DCEM 1, 2, and 3:**

- The internships of the first three years of graduate teaching take place in the hospital and university departments of the faculty under the responsibility of the heads of departments.

Specialties include medicine, surgery, pediatrics, obstetric gynecology, psychiatry, social, family, and community medicine, medical imaging, basic sciences, and research carried out in FMT laboratories.

Internships are carried out at the rate of 6 half-days per week throughout the academic year and are distributed over the first three years of the DCEM's teaching in coordination with the theoretical teachings of the year in question according to the teaching schedules posted at the beginning of each academic year.

Choice of 1st and 2nd cycle courses:

The choice of internships is made online via a dedicated platform accessible on the Faculty's website (<https://stages-fmt.rnu.tn>).

For undergraduate courses (immersion and semiology courses), students will be assigned to hospital services by the internship directorate.

For the second cycle of DCEM1, 2, and 3 courses, the choice will be made according to the ranking of the previous study year taking into account the number of registrations and sessions.

For internship DCEM4, the choice of the internship will be made according to the score of the three years of study of DCEM 1, 2, and 3, taking into account the number of registrations and sessions. The choice of internship is only allowed to students who are permanently registered (remote registration and filing)

❖ **Third-cycle courses in TCEM**

The TCEM postgraduate internships are a crucial step for our students, offering them the opportunity to develop advanced clinical expertise in their field of specialization, while significantly contributing to the advancement of medical practices.

3.4 Use of educational technologies

The Faculty of Medicine of Tunis was the pioneer in Tunisia for the integration of educational technologies and in particular simulation as a tool for learning, continuing medical training, and evaluation. A space dedicated entirely to simulation has been created within our faculty while waiting for the creation of a new, more modern, and spacious room. Currently, the simulation committee offers our students throughout their studies several simulators (procedural and high-fidelity) to master technical gestures such as sutures, track-first poses, drains, intubation (adult and pediatric), cardiac and pulmonary auscultation, ENT examination, ophthalmological... as well as mastering the skills of working in teams and communication through high-fidelity simulation.



3.5

Employability perspective



Candidates who have validated the requirements for obtaining the diplomas of Doctor of Medicine and Specialist Doctor become eligible to register in the table of the National Council of the Medical Association by the conditions laid down in Law No. 91-21 of 13 March 1991 on the exercise and organization of the professions of doctor and dentist.

The registration in the Table of the Medical Order allows the practice of medicine in Tunisia. Modes of exercise may be hospital-based or liberal. The hospital medical exercise may be provided in the hospital-health setting or the hospital-university setting.

The liberal exercise may be provided for in the context of individual private practice, single- or multidisciplinary group practice, or professional civil society. The conditions and specific characteristics of each of these modes of exercise are provided for in the Code of Medical Ethics (Decree No. 93-1155 of 17 May 1993). The liberal exercise may

also take place in a private establishment approved by the Minister of Health by the regulations in force (notably Decree No. 93-1915 of 31 August 1993).

The medical practice may take place in a medical biology laboratory for the biology specialties.

Doctors may also practice in an administration, a local authority, or a public or private undertaking by the laws and regulations in force. Doctors may practice preventive or occupational medicine. Doctors may be assigned to carry out medical checks or inspections as required by an administrative authority or a social security fund. They may also be called upon to provide medical expertise requested by a judicial authority or an insurance company.

Holders of the diplomas of Doctor of Medicine and Specialist Doctor may perform duties other than those of medicine intended for care inspection or expertise. The possibilities of performing these functions may be enhanced or depend on additional training, including the EQF in Public Health, the EQF in Health Services Management, etc.

Chapter 4: Developing Medical Skills

4.1 Continuous professional development

It is provided by the DPC service, which provides administrative support for these procedures:

❖ **Masters and Doctoral Thesis in Science**

The FMT offers you the opportunity to enroll in research and professional master's courses that comply with the regulations provided for in Decree No. 2012-1227 of 1 August 2012, laying down the general framework of the system of studies and the conditions for obtaining the national master's degree in the "LMD" system.

❖ **Supplementary study certificates**

Certificates of further studies are university diplomas intended to acquire specialized and in-depth training in one or more subjects relating to health sciences and similar subjects. Supplementary study certificates may attest to a professional competence validated by the regulations in force and recognized by the Council of the Medical Association. An EQF has a minimum of 50 hours of teaching per year, which can be delivered in one or two years. The list of CECs is drawn up by the Faculty's Scientific Council on the proposal of the teachers and is available on the faculty's website.

4.2 Research opportunities

The Faculty of Medicine of Tunis offers a stimulating environment rich in research opportunities for students and researchers. The research opportunities at the Faculty of Medicine of Tunis are diverse and cover a wide range of medical disciplines.

Research internships and ethics from the first years of study at the Faculty of Medicine of Tunis are of great importance. These internships offer multiple benefits to students, allowing them to learn essential skills and ethical aspects of medical practice.

Research internships are a valuable opportunity for students to become familiar with research methodology and scientific processes. They learn how to design research protocols, collect and analyze data, and interpret results.

During these research internships, students are mentored by experienced researchers and clinicians, allowing them to learn best practices and benefit from the appropriate mentoring.

Students are also made aware of the ethics of medical research during these internships. They learn fundamental ethical principles. This early awareness of ethical issues prepares them to deal with ethical dilemmas that may arise throughout their medical careers.

In addition, the FMT offers its teachers and students research laboratories equipped with modern infrastructure and advanced technologies, thus

providing researchers with a favorable environment for exploration and discovery.

In addition, the Faculty of Medicine of Tunis maintains partnerships with other national and international research institutions, thus promoting scientific exchanges and interdisciplinary collaborations.

Finally, the Faculty of Medicine of Tunis regularly organizes conferences, symposia, and masterclasses to promote the exchange of ideas and the dissemination of research results. These events provide a platform for students and researchers to showcase their work, get expert feedback, and build successful collaborations.

Rankings- Université de Tunis El Manar- 2021-2022-Médecine

Rankings	2021	National Rank	2022	National Rank
Shanghai				
Public Health	301-400	#1	201-300	#1
Clinical Medicine	401-500	#1	401-500	#1
THE				
Clinical and Health	601-800	#1	601-800	
Life Science	601-800	#1	601-800	
QS			Not Ranked	
USNews				
Clinical Medicine	561	#1		#1
THE Impact Ranking (ODD3)	201-300	#1	201-300	#1

4.3 Foreign cooperation

Aware of the need for student and teacher mobility, the faculty has integrated international partnerships into its cooperation strategy, seeing it as a key indicator of the quality of teaching.

In recent years, significant progress has been made in the area of international cooperation. Cooperation agreements have been signed and scientific and academic cooperation activities have been planned with our traditional partners in the Maghreb region, the Euro-Mediterranean area, the Francophone Community, and countries in the American and Asian continents.

The faculty has established a list of framework agreements with various academic institutions around the world. These agreements offer students opportunities for mobility, exchange, and academic enrichment. They enable students to participate in exchange programs, and internships abroad, participate in international conferences, and collaborate with world-class researchers and professionals.

In addition, the faculty has also established specific agreements that meet the needs and specificities of certain programs or fields of study. These specific agreements enable students to access opportunities for research, training, and collaboration in specific areas of medicine.

The Faculty of Medicine of Tunis thus positions itself as a dynamic player in international cooperation, opening doors to students and teachers for a rich and diverse academic experience. It encourages

mobility and promotes open-mindedness, cultural exchange, and international understanding in the medical field.

The list of conventions, available on the faculty's website and that of Tunis El Manar University, reflects the continuing commitment to international cooperation and the desire to provide students with the best opportunities for learning and personal development.

4.4 Societal Responsibility

Academic institutions in general, and medical faculties in particular, are called upon to better adapt their intellectual potential and resources in education, research, and service delivery to changing social and community needs.

For example, the FMT has become part of the Global Consensus on Medical School Social Responsibility. In this context, the “Faculty-Territory Contract” has been in place since 2013. It has established a partnership program with regional hospitals in northwestern Tunisia. The goal was to better coordinate and improve the delivery of health services in the region and across the three levels of care. As part of the project, a Continuing Medical Education program for frontline physicians and hospital physicians was established. Capacity building focuses on addressing priority health issues at the regional level identified by local partners. In addition, the Faculty of Medicine of Tunis played a very important role in the establishment of two international summits (Hammamet and Djerba), from which the concept of social responsibility of training institutions was concretized by the Hammamet Declaration (2017) and the Djerba Declaration (2022). Finally, a summer internship in social responsibility was offered to students



**Global Consensus for
Social Accountability**
OF MEDICAL SCHOOLS

of PCEM2, DCEM1, and DCEM2 to realize the opportunity for experiential learning in community internships and outside health facilities.

In addition to the summer internships, our program also includes social responsibility courses for PCEM1 students. These



courses aim to raise awareness of social and ethical issues related to medicine among our future health professionals, preparing them to practice their profession in an honest and socially responsible manner.

Chapter 5: Student Welfare

5.1 Health and Psychological Support Services

Counseling is provided by the Student Support Committee.

- Counseling, Listening, and Guidance for any difficulties in the course of your studies.
- Direct contact with psychiatrists or psychologists to help you through a difficult passage in your life.
- Free speech space to share and express your concerns.
- Information and awareness-raising on various health issues, including those with psychological components.
- Psychological assistance and support in case of psychological distress

**To this end, we invite you, if necessary, to ask us
via the following email address:**

comite.soutien.etudiants@fmt.utm.tn

Anyone with a specific need (temporary or chronic) is encouraged to contact the Student Support Committee or the decanter. A request for assistance can be submitted by completing the corresponding Request Form.

Financial Assistance for Students in Need

At our university, we provide financial assistance to students in need so that they can continue their education with dignity. If you are facing financial difficulties, our student support service is here to help you find solutions. Contact us to learn more about the available financial aid programs. Your academic success is our priority.

5.2 Mentoring Service

The faculty provides a tutoring service. This is a free service organized by the “Student Support Committee (SSC)”. It aims to guide and support students with difficulty who request it, to help them improve their working methods and thus contribute to their success. The primary roles of the tutor are to facilitate learning, advise, support, and refer the student to other support services as needed, and to promote self-reliance. The individualized tutoring option chosen by our faculty, like the international recommendations, consists not in ensuring missed lessons or not prepared by the student but in helping him to solve his difficulties. The tutorship is currently reserved for undergraduate medical students.

5.3 Accommodation and Catering

1. ACCOMMODATION

Requirements:

- Be admitted to the baccalaureate and directed to one of the public higher education institutions.
- Residence of the parents beyond 30 km from the city of higher education of the student.

Building the file:

- Printed paper and envelope to be collected from the secondary school upon submission of the guidance document.
- Certificate of residence.
- Copy of the guidance document.
- Copy of the national identity card.
- Two postage-paid envelopes (one of which is recommended) bearing the student's permanent address.
- Two photos of the student with his first and last name.
- The file must be sent in the envelope submitted for this purpose by post and recommended within a period not exceeding one week after receipt of the guidance document to the University Works Office concerned.
- The response to any request will be sent to the interested party by post from 30 August, within the limits of available places.

For more information, visit www.ooun.rnu.tn

2. Catering

Any student enrolled in a public higher education institution can have access to the university restaurant. For students residing in a hostel or university city, the name of the restaurant will be indicated on the map of university works. For non-resident students, registration in a university restaurant will be done after the constitution and filing a file to be collected at the restaurant nearest to the place of their higher education. For more information, visit www.ooun.rnu.tn

In addition, the presence of a refreshment bar in the Faculty of Medicine of Tunis is an essential element to meet the needs of students in terms of catering and refreshments throughout the day.

5.4 Sports, cultural and associative activities

Student association life allows individual and collective development of the student. It is a privileged means of meeting, expressing differences, sharing values, and being open to the outside, thus contributing to the faculty's dynamism and influence.

The clubs:

The Faculty of Medicine of Tunis offers students a variety of clubs. These clubs offer students of the Faculty of Medicine of Tunis an opportunity to engage in activities outside the academic framework, explore new interests, and develop their social and organizational skills. They also create an inclusive and stimulating environment that fosters personal development and the development of lasting bonds between students.

These clubs include:

❖ **ASTROBIOMED**

This club is dedicated to Astronomy and Astrophysic

❖ **Club Fand'Asia:** This club aims to promote Asian culture within the faculty. It organizes events and activities that highlight new cultures and create links with other Asian culture enthusiasts.

The Cultural Committee of the Faculty of Medicine of Tunis:

This committee aims to provide a space for students to express their creativity, share their artistic talents, and explore different forms of cultural expression. It organizes a variety of cultural events throughout the year that enrich student life at the faculty. Music shows are regularly organized, showcasing the artistic talents of the students. The Cultural Committee also promotes cultural exchanges by inviting artists, writers, musicians, and other cultural professionals to share their expertise and experiences with students. Conferences on cultural topics, debates, and meetings with influential personalities from the Tunisian cultural scene are organized to stimulate discussion and reflection. The Cultural Committee of the Faculty of Medicine of Tunis was honored by receiving the Presidential Prize in 2016.

Associa-Med

(Tunisian Association of Internal Trainees and Medical Students):

It is a non-profit, non-governmental student organization that was founded in 1989 within the Faculty of Medicine of Tunis. She became a full member of the International Federation of Medical Students Associations (IFMSA) in 1999. The association regularly organizes events, workshops, conferences, and seminars on relevant topics such as medical education, research, ethics, and the challenges of the medical profession. These activities allow members to deepen their knowledge, develop their skills, and stay up to date with advances in medicine. In addition to fostering academic development, Associa-Med pays particular attention to the well-being and mental health of its members. At the same time, the association actively engages in social and humanitarian initiatives. It organizes awareness-raising campaigns, fundraising, and voluntary activities to help vulnerable populations and promote public health. Associa-Med also maintains close relationships with other national and international organizations, allowing students to benefit from opportunities for cultural exchange, internships abroad, and access to additional resources and knowledge.

Sports clubs:

The Faculty of Medicine of Tunis also offers students the opportunity to participate in various sports clubs supervised by a qualified professor, thus promoting a balance between their demanding medical studies and their physical well-being. These sports clubs provide a space for

students to relax, entertain, and engage in sports activities that contribute to their overall health and well-being. Popular sports clubs at the Faculty of Medicine of Tunis include the Basketball Club, which is recognized as one of the best in the country. The members of the club are passionate and talented students who have won several championship titles.





Chapter 6: Useful Contacts

6.1 Addresses

Faculty of Medicine of Tunis

- **Address:** Road of Dr Hassouna Ben Ayed 1007 Bab Saadoun Tunis



- **Virtual tour:** <https://goo.gl/maps/NpWhkVpNZp5azrTX9>

6.2 Contact Information for Administrative Officers

- **The Dean:** doyen@fmt.utm.tn
- **Vice-Dean, Research Directorate:** vice-doyen.etudes@fmt.utm.tn
- **Vice-Dean, Internship Directorate:** vice-decanat.stages@fmt.utm.tn
- **Secretary-General:** boubaker.saidi@fmt.utm.tn
- **Useful numbers of the Faculty of Medicine of Tunis**
 - Tel. : (216) 71 563 7 09/10,
 - Fax: (216) 71 569 427
 - Decanat: (216) 71 562 762
 - Secretary-General: (216) 71 563 715

6.3 Teacher contacts and pedagogical supervisors

- List of Teachers of the FMT:

<http://www.fmt.rnu.tn/liste-des-enseignants-de-la-fmt/>

- List of heads of departments and sections:

<http://www.fmt.rnu.tn/departement-section/>

- List of Theme Coordinators

<http://www.fmt.rnu.tn/coordonateurs-de-themes-2/>

- List of traineeship coordinators

<http://www.fmt.rnu.tn/coordonateurs-de-stages-2/>

6.4 Website, platforms, and social networks

- **Website:** <http://www.fmt.rnu.tn>
- **Facebook page:** <https://web.facebook.com/fmtofficielle>
- **LinkedIn page:** <https://www.linkedin.com/in/faculté-de-médecine-de-tunis-826636293>
- **Online teaching platform** of the Faculty of Medicine of Tunis (FMT) via the Virtual University of Tunis (UVT) and in collaboration with the University of Tunis El Manar (UTM): <http://ent.uvt.rnu.tn/course/index.php?categoryid=110>.
- **Theses And Memoirs Platform:** <http://theses.fmt.rnu.tn>
- **Internship platform:** <https://stages-fmt.rnu.tn>

6.5 Complaints and Appeals

You wish to inform us of a problem encountered: Your complaint will be examined carefully and will be the subject of a reply which will be communicated to you as soon as possible.

Complaints and appeals forms and an online form are available on the FMT website. If you wish to file a complaint, you must complete the online form. Your complaint is automatically sent to the service concerned. You can also fill in a paper complaint form available for download on the website or at the Registry and file it there.

For complaints concerning traineeships, they can be registered directly on the FMT platform.

For those concerning theses and memoranda, complaints can be logged directly on the platform dedicated to theses and memories.

Persons wishing to submit a complaint anonymously must download and fill in the complaint form and then submit it to the registry. In the event of a verbal or telephone complaint, the reception officer will fill in the form of the complaint form. We have also put a suggestion box at your disposal. Feel free to share your comments and ideas with us so we can continue to improve our academic environment.

If you disagree with the decision or action proposed, you have the right to request a reevaluation of your situation internally. If, after this reevaluation, you are still not satisfied, you can refer to external contact points available on the website under the "complaints" section