

**Decision 2017/07-01
Setting billing amounts
for evaluation & accreditation
procedures abroad**

Subject: Billing amounts for evaluation & accreditation procedures at foreign Higher Education Institutions (HEIs)

- Considering Decision 2014-03-01, setting billing amounts for crossborder evaluation & accreditation procedures
- Considering the memo "Pricing principles for crossborder evaluation & accreditation procedures" approved during the CTI plenary meeting of 14 April 2015,

The members of the *Commission des titres d'ingénieur*, gathered for the plenary meeting of 11 July 2017, approved the following decision:

The costs of evaluation & accreditation procedures carried out by CTI outside France shall be paid in full by the relevant institutions.

✓ **Memorandum of understanding:** Any procedure carried out by a panel of CTI experts shall be preceded by the signature of a memorandum of understanding setting out the financial terms and conditions of the mission.

✓ **The reference scale** of the costs to bill to institutions is as follows:

- a. Fixed costs (contextual preparation, preparatory CTI meetings, training, administration, overheads, etc.):
Fixed cost per institution: €8,750
Fixed cost per degree: €1,000.
- b. EUR-ACE® Label: €300 per label awarded (sum invoiced according to the outcome of the procedure).
- c. Expertise costs billed according to the number of experts and length of visit (in days). Invoicing includes time for travel and, where necessary, for preparation. The prices are €200 (all taxes included) per expert per day, plus €600 (all taxes included) per mission for the panel chair.

✓ **Logistics:** the institution directly pays for logistics costs (economy class transport, food and accommodation, visa and vaccination costs, etc.) for experts commissioned by CTI. Logistics arrangements for the expert panel shall be managed directly by the HEI.

✓ **Payment:** 30% of fixed costs (point a. above) shall be invoiced upon signature of the memorandum of understanding between the two parties. The outstanding balance (outstanding fixed costs and points b. and c. above) shall be invoiced following the relevant plenary meeting of the Commission.

✓ **Special cases:** when procedures are carried out in cooperation with another agency, the scale above may be adapted on a case-by-case basis to harmonise expertise & administrative costs with the rates applied by the partner agency. The exceptional scale applied shall be set by the President of CTI upon signature of the memorandum of understanding with the institution.

This decision shall apply to all missions as from the 2017-2018 accreditation campaign and to those for which a memorandum of understanding has already been signed.

Approved during the plenary meeting held in Paris on 11 July 2017

Laurent MAHIEU, President