

Evaluation procedure for awarding the EUR-ACE® Master's Label

For foreign Higher Education Institutions

Foreword

Over the last decade, CTI has increased its evaluation activities for foreign engineering degree programmes.

It has been asked to assess programmes in many countries in Europe and beyond, including, to date, Belgium, Bulgaria, Burkina Faso, Cambodia, Cameroon, China, Ivory Coast, Lebanon, Mauritania, Morocco, Switzerland, Tunisia and Vietnam.

These evaluation activities can take two forms:

- accreditation procedure in view of recognition of the degree in France (*admission par l'Etat*), which gives graduates from the relevant degree programmes the title of *ingénieur diplômé* in France,
- evaluation procedure with the aim to award the EUR-ACE® Master's Label. This can be done separately or coincide with the accreditation procedure for national recognition.

These procedures are carried out as part of the applying institution's quality and continuous improvement approach.

All new requests start with a preliminary application which is used to assess the admissibility of the request.

The admissibility committee meets twice a year, in May and November. Each institution must submit its application no later than one and a half months before the committee meeting. To find out the exact submission deadlines, please refer to CTI's schedule (www.cti-commission.fr) or send an email to: secretariat@cti-commission.fr.

In order to be considered admissible, the degree programmes covered by the application must have been in existence for several years and have **at least one graduating class**.

Evaluation procedures are carried out as much as possible in coordination with the quality assurance agencies of the applying institution's country (where applicable) or within the framework of mutual recognition accords (*EUR-ACE®* ENAEE Accord, etc.).

For joint work with a local agency, shared standards or reference terms may need to be established.

The EUR-ACE® Framework Standards & Guidelines (EAFSG) is used for an application to award the EUR-ACE® Label.

The original version of this document is in English. A French translation has been provided by the network of French-speaking quality assurance agencies, FrAQ-Sup.

I. First application for the EUR-ACE® Master's Label

The first application involves the foreign Higher Education Institution (HEI) contacting the CTI permanent team.

ADMISSIBILITY PHASE

Once contact has been made, CTI reviews the admissibility of the request, based on an admissibility application. It contains two documents to be filled out:

- an EXCEL table of figures on the HEI and for each of the relevant degree programmes, called “certified data by the HEI management”, available in French and English,
- a Word document called “Admissibility application”.

Information on the cost of the evaluation are reported in the document titled “Decision setting billing amounts for crossborder procedures”. It can be download from the CTI website.

These admissibility application documents can be downloaded from:

<https://www.cti-commission.fr/en/documents-de-reference/procedures/eur-ace>

Please click on “[Télécharger le dossier de recevabilité](#)”

The admissibility application is reviewed by the CTI internal Admissibility Committee, which includes at least one member of CTI and one member of the permanent team.

This review allows CTI to assess the admissibility of the application in line with CTI’s resources and workload, and to prepare for any other potential difficulties (e.g. regulatory or structural difficulties).

The analysis is presented to the CTI board, which makes a decision about the admissibility of the application. After the decision is approved in a plenary meeting, CTI informs the institution within three months on average.

The institution and CTI may communicate with each other to define the scope of evaluation, terms of reference, etc.

Admissibility applications must be sent to:

International relations

Commission des titres d’ingénieur

international@cti-commission.fr

If the admissibility application is not approved:

The institution must wait **at least two years** to submit a new admissibility application.

If the application is approved:

CTI will propose a timetable to schedule the audit based on availability and CTI’s workload.

EVALUATION PROCESS FOR OBTAINING THE EUR-ACE® LABEL

- CTI schedules the evaluation in its annual calendar and sets the date for application submission, the site visit period and the date of presentation at the plenary meeting.
- A project manager is appointed within the permanent team to oversee the application.
- The Expert Appointment Committee appoints the expert panel in collaboration with the project manager.
- The project manager informs the HEI of the calendar and the audit team.
- The institution may contest the appointment of one or more experts if it considers that there is a conflict of interest.
- The project manager prepares a memorandum of understanding setting out the terms of the evaluation procedure. This document must be signed by both parties.
- The project manager prepares the invoice with a 30% advance payment for the cost of the evaluation procedure, to be paid upon signature of the memorandum.
- The procedure continues until the plenary meeting:
 - Submission of the self-evaluation report at the agreed date, to: international@cti-commission.fr
 - On-site visit with the CTI expert panel, exchanges with the relevant degree programme stakeholders (management, teaching staff, students, business and research partners, graduates, etc.), consultation of documents and tour of the facilities.
 - The expert panel prepares the evaluation report that is submitted to the HEI to check factual errors.
 - The evaluation report is presented at the plenary meeting.
 - The institution is notified of CTI's recommendation to award the label(s).
 - The ENAEE database is updated and certificates are issued after confirmation of the decision by the ENAEE Label Committee.
 - The institution is invoiced for the balance of the cost of the evaluation procedure.
 - If applicable, the local agency and/or partner is notified of the decision.
 - Publication of CTI's recommendation and evaluation report on the CTI website.

Once the label has been obtained, HEIs must observe the following:

- Recommendations on the proper use of communication tools set out in the "EUR-ACE® Logo Charter of Use". (*"Charte d'utilisation du logo EUR-ACE"*)
- The validity period of the label, in accordance with the document "Awarding of the EUR-ACE® Label to foreign institutions (2018/06)". (*"Attribution du Label Eur-ACE aux établissements étrangers"*)

These documents can be downloaded from:

<https://www.cti-commission.fr/en/documents-de-reference/procedures/eur-ace>

Furthermore, the HEI must implement actions and solutions to comply with the guidelines for improvement issued by CTI in the published recommendation.

II. Application to renew the EUR-ACE® Master's Label

When preparing its annual schedule, CTI will contact institutions whose label is close to expiry.

CTI will remind the institution of the practical and financial terms and ask it to confirm whether it wants to renew its EUR-ACE® Master's label(s).

Upon receiving confirmation, CTI will schedule the evaluation in its annual calendar and the same procedure is followed as for the first application (minus the admissibility step, which remains approved, even if the institution plans to have a new programme evaluated).