

Procedure for “Admission par l’Etat”

(Crossborder accreditation procedure leading to the recognition of
foreign engineering degrees in France)

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**Commission
des titres d'ingénieur**

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Foreword

CTI's missions include the evaluation of engineering programmes abroad. CTI therefore works in various countries in Europe and around the world, including Belgium, Bulgaria, Burkina Faso, Cambodia, Cameroon, China, Ivory Coast, Lebanon, Mauritania, Morocco, Switzerland, Tunisia and Vietnam.

This mission can take two different forms, which can be combined:

- 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;
- awarding of the European label for EUR-ACE® Master's engineering degree programmes.

For a national recognition application, a diplomatic process needs to be initiated between the two countries. For a EUR-ACE® Label application, CTI informs the local agency and/or authorities.

Where possible, these procedures are carried out in collaboration with local quality assurance agencies or under mutual recognition agreements.

For joint work with a local agency, CTI and the agency may need to develop shared standards for evaluation of the relevant degree programmes.

Foreign Higher Education Institutions (HEIs) submitting an application must use the CTI standards & guidelines (or ENAEE's for the EUR-ACE® Label).

The reference documents for national recognition can be obtained from the CTI website:

- CTI Standards and Guidelines: <https://www.cti-commission.fr/en/documents-de-reference/procedures/admission-par-letat>
- CTI International guidelines: https://www.cti-commission.fr/wp-content/uploads/2017/12/cti-references-guidelines-2018_web_201712.pdf

Applications can be submitted to CTI under the condition that the programme is open and the first batch of students have graduated.

The admissibility committee meets twice a year, in May and November. Each HEI 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

For all applications, an audit project manager is appointed from the CTI permanent team to be the applying institution's contact person throughout the process.

First application for national recognition (“Admission par l’Etat”)

Step 1: admissibility

The first application involves the foreign institution contacting the CTI permanent team or the CTI registrar.

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”,
- a Word document called “Admissibility application”.

Information on the cost of the evaluation can be found on the CTI website in the document titled “Decision setting billing amounts for crossborder procedures”.

These documents can be downloaded from:

<https://www.cti-commission.fr/en/documents-de-reference/procedures/admission-par-letat>

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 allows CTI to assess the admissibility of the application in line with CTI’s resources and workload, and to prepare for any potential difficulties (degree level, regulatory or structural difficulties, etc.). The analysis is presented to the CTI board, which makes a decision about the admissibility application. After the decision is approved in a plenary meeting, CTI informs the institution within three months on average.

Admissibility applications must be sent to:

CTI International Relations: international@cti-commission.fr

If admissibility is not approved, the institution must wait at least two years to submit a new admissibility application.

If the admissibility application is approved, the institution must have the competent authorities in its country initiate the diplomatic procedure described in Step 2 below.

Please note: The admissibility step does not apply to institutions that already have accredited degree programmes and want to have a new programme evaluated, or to institutions run jointly with an accredited French institution (case of Chinese-French Institutes).

Step 2: diplomatic procedure

If the application is approved, the competent authorities in the institution's country need to send a letter to the French Minister for higher education to inform him/her that they support the institution's initiative, in accordance with Article L.642-7 of the French Education Code. The letter must be sent to the French Minister:

- either by post to:
Madame la ministre de l'enseignement supérieur et de la recherche
1, rue Descartes
75231 Paris Cedex 05
with copy to the Département qualité et reconnaissance des diplômes (DGESIP A1-5)
- or scanned and attached to an email sent to:
Mrs Catherine Malinie, head of higher education and private higher education institutions: catherine.malinie@enseignementsup.gouv.fr,
with copy to: greffe-cti@education.gouv.fr

The French Ministry will send a confirmation of receipt to the authorities in the country, inform the French Embassy and appoint CTI to organise the accreditation procedure.

Step 3: accreditation procedure

The preparation phase for the accreditation procedure includes the following steps:

- CTI schedules the evaluation in its annual calendar and sets the date for the application submission, the site visit period and the date of presentation before the plenary assembly, based on availability and CTI's workload.
- An audit project manager is appointed from within the CTI permanent team.
- The Expert Appointment Committee appoints the expert panel in collaboration with the audit project manager.
- The audit project manager informs the HEI of the calendar and the composition of the expert panel.
- The institution may contest the appointment of one or more experts if it considers that there is a conflict of interest.
- The audit project manager prepares a memorandum of understanding setting out the terms of the accreditation procedure. This document must be signed by both parties.
- The audit project manager prepares the invoice for a 30% advance payment for the cost of the procedure, to be paid upon signature of the memorandum.

The actual accreditation procedure and notification of results take place as follows:

- The institution emails a self-evaluation report to the CTI registrar by the agreed date: greffe-cti@education.gouv.fr
- On-site visit by 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 an evaluation report that is submitted to the HEI to check factual errors.
- The evaluation report is presented during a CTI plenary meeting and national recognition is put to a vote.
- CTI prepares a recommendation for or against national recognition that is submitted to the French Ministry for Higher Education and Research which takes the decision.
- The French Minister for higher education issues a notification of the national recognition decision to the competent authorities of the country, with copy to the institution's management, the French Embassy and CTI.
- The CTI recommendation and evaluation report are published on the CTI website.
- If applicable, the recommendation is forwarded to the local and/or partner agency.
- The institution is invoiced for the remaining balance for the cost of the procedure.
- National recognition is made official in an interministerial order published once a year, which can be consulted online on the French government legal publication website, Légifrance.
Example for 2020: <https://www.legifrance.gouv.fr/jorf/id/JORFTEXT000041776989/>
- Midway between two periodic procedures (six years apart), the institution prepares a report to follow up on the identified guidelines for improvement. (In the event of a limited accreditation term, the new accreditation procedure replaces this report, which no longer applies). CTI's analysis of the follow-up report is taken into account in the upcoming procedure.

Please note: National recognition procedures take place in French or English. This includes all exchanges, the institution's self-evaluation report and the CTI evaluation report. The mandatory documents appended to the application or to be consulted on site during the visit must be provided in one of these two languages. However, CTI's recommendation and the notification from the French ministry will be written in French.

Renewal of an application for "Admission par l'Etat"

The CTI registrar contacts institutions when their national recognition is about to expire in order to remind them of the application procedure if they wish to renew their accreditation. This information is sent via email to the relevant institutions during the last quarter of year N for a CTI procedure to be carried out before July of year N+2 with a view to renewing the national recognition on 1 September of year N+2.

Once the schedule is established, an email from the CTI registrar gives the timetable for submission of the self-evaluation report, the expert panel visit and presentation of the evaluation report before the plenary meeting, along with the name of the panel chair and practical information on the uploading of the documents.

The schedule is included in the summary table for the accreditation campaigns on the CTI website and announced at the CTI annual conference held in February of year N+1.

Once the schedule is established, steps 2 and 3 described above are the same as for the first application. This includes the institution contacting the competent ministry in its own country to initiate a new diplomatic initiative.

As the institution is already known to CTI, the admissibility step remains approved, even if the institution plans to have a new programme evaluated by CTI.