Bachelor in Sciences and Engineering (BSE)

of French accredited engineering schools

BSE EVALUATION PROCESS

WITH A VIEW TO AWARDING
THE ACADEMIC GRADE OF "LICENCE"
TO INSTITUTIONAL BACHELOR'S DEGREES

Table of content

For information:
The layout of the CTI documents is not justified to facilitate reading by dyslexic people.

I. Introduction

In 2020, the French ministry in charge of higher education gave the CTI a new mandate to carry out the evaluation processes with a view to confer the academic grade of "Licence" to institutional bachelor's degrees offered by accredited engineering schools This document details the evaluation process for these Bachelor in Sciences and Engineering (BSE) programmes for the 2023-2024 campaign.
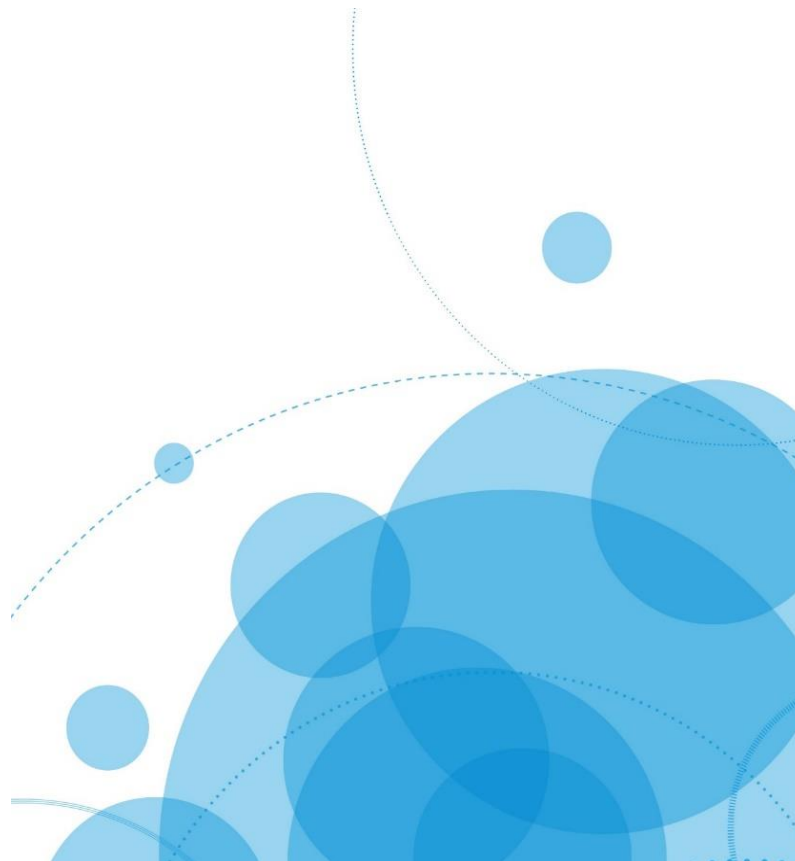
II. The evaluation process of the bachelor's programmes

The CTI carries out the evaluation of Bachelor in Sciences and Engineering (BSE) programmes offered by accredited engineering schools in accordance with the CTI's internal quality assurance system.
For the engineering schools the process consists of three phases:
1. Preparatory phase
2. Evaluation phase
3. Recommendation for the award of the academic grade of "Licence" and communication to the school

II. 1. Preparatory phase

A procedure is implemented jointly by the *Direction Générale de l'enseignement supérieur et de l'insertion professionnelle* (DGESIP) of the ministry and the CTI in order to identify declarations of intent concerning new applications for the award of the academic grade of "Licence" to institutional bachelor's programmes.
For new courses starting in 2025, schools must provide a letter of intent in the requested format by 1st June 2023.

The specific schedule of the 2023-2024 evaluation campaign is as follows:

30th May 2023	Submission of the engineering schools' application files
June-September 2023	Site visits by the expert panels
November 2023	Presentation of the evaluation reports at the CTI's plenary session, deliberation and votes for the recommendations regarding the award of the academic grade
December 2023	Approval of the CTI's written recommendations for the award of the academic grade at the CTI's December plenary session Oral information to the engineering schools by the panel chair Communication of the CTI's recommendations to the schools and to the ministry
January 2024	The ministry submits a draft decree with its decisions to the National Council for Higher Education and Research (CNESER) Decision by the ministry and notification of the results to the schools Registration of the successful BSE programmes on the national recruitment platform *Parcoursup* Publication of the CTI's recommendations and evaluation reports on its website and in the European DEQAR database

February-March 2024	Publication by the ministry of the decree with the list of institutional bachelor's programmes that have been awarded the academic grade of "Licence"
September 2024	Starting of the first class of the BSE programmes with the academic grade of "Licence"

Contents of the application file for the academic grade of "Licence"

The preparation of the application file for the award of the academic grade is carried out under the responsibility of the school's director and the person responsible of the concerned BSE programme. The file should be made collectively, built on the work of a representative working group open to the school's stakeholders and represent an opportunity to reflect on the school's overall educational offer. It should be part of the school's quality system.

The application file should be approved by the board of directors (or equivalent) and signed by the school's director. In the case of an internal school within another HEI, the application file should be submitted by a co-signed letter from the school's management and the head of the entity having the legal personality.

The application file for the academic grade consists of the following documents:
- Application form cover page (BSE Standards & Criteria, Appendix 1)
- Self-evaluation report (following the structure of the BSE Standards & Criteria) of a maximum of 30 pages
- Completed table of the 27 January 2020decree on the specification of "Licence's" and Master's academic grades (BSE Standards & Criteria, Appendix 2, quantitative indicators)
- Table presenting the pedagogical template (BSE Standards & Criteria, Appendix 3)
- Programme syllabus (BSE Standards & Criteria, Appendix 4)
- Teaching staff's short CVs (BSE Standards & Criteria, Appendix 5)
- All the necessary items of evidence and additional items referred to in the self-evaluation report (see BSE Standards & Criteria)
- For the apprenticeship tracks, do not forget the presentation of the apprenticeship training centres' (CFA) support and the agreements concluded between the external CFA and the school with their financial and pedagogical appendices relating to the concerned BSE programme.

The application file is sent directly by the school, in digital format, to the CTI's registry (greffe-cti@education.gouv.fr).
Items of evidence are included in the self-evaluation report as hyperlinks directly in the relevant paragraph and are transmitted in digital form (download link, URL link to a dedicated site of the school…) or, if applicable, in an appendix.

II.2. Evaluation phase

Once the application file has been registered by the CTI registry, the documents are placed on the registry's digital portal (Pléiade) and on the CTI extranet, with an access for the expert panel. The application file is confidential and is only shared with CTI members, the expert panel and the CTI permanent team and Registry. The procedure complies with the GDPR (general data protection regulation).

Composition of the CTI expert panel

The size of the expert panel depends on the number of programmes to be reviewed. Its composition complies with the European standards and guidelines (ESG), the rules of deontology and observes academic and socio-economic parity. The panel chair is appointed by a specific committee and confirmed in a plenary assembly. The members of the expert panel are CTI members or experts; they are selected according to their skills and trained in the CTI BSE evaluation process. The panel includes an international expert and a student expert (except in exceptional circumstances, when their systematic presence may be waived by agreement of the plenary assembly).

The school's objection to an expert panel composition

The management of each engineering school is officially informed of the composition of the expert panel that will evaluate the BSE programme(s). The school's management can object to its composition by a letter sent to the CTI within a week. In that case the concerned expert is changed.

Organisation of the site visit

The expert panel's site visit is carried out remotely and is based on a videoconference with the school and its stakeholders.

The panel chair and the school director get in touch as soon as possible to set the date of this videoconference site visit. It will last about 2 hours for a single programme, and time may be extended in the case of multiple applications by the same school.

This remote site visit is carried out under the conditions required by the deontology charter "Engagement à la charte de déontologie des écoles dans le cadre des audits en distanciel de la Commission des titres d'ingénieur" that the school must sign and send back to the CTI. The school's management should appoint a contact person in charge of this organisation and communicate his/her contact details to the panel chair.

The list of the school's participants in the remote site visit specifying their functions must be provided by the director to the panel chair. The list of up to 5 people from the school will include the person in charge of the evaluated BSE programme. For "hybrid" bachelor's programmes or BSE programmes in partnership involving another institution, a manager from this institution should attend the videoconference. In the case of an explicit request from the experts, a

person from the apprenticeship training centre (CFA) may participate in the visit. In the case of an already existing programme, an additional exchange can be carried out between members of the expert panel and students or apprentices enrolled for the programme.

Preparation of the remote site visit

The panel chair has access through the CTI's extranet to the history of previous missions –including as part of the engineering school's accreditation for engineering degree programmes– and the corresponding evaluation reports and accreditation recommendations or decisions. These documents are called "anteriority elements".
The expert panel reviews the application file and may request additional information from the school, in particular prior to the videoconference. The panel chair can send a list of additional questions to the school's director to conduct a more constructive dialogue. The school must gather the various documents and make them available to the expert panel in digital format, namely all information necessary for the CTI's evaluation work.

Drawing up the evaluation report

With the support of all the members of the expert panel, the panel chair draws up the evaluation report. The report should reflect the main features of the BSE programme(s).

Key elements of the evaluation report for initial assessments:
- the general environment of the programme, in particular its positioning in the educational offer of the school, the site, the partnership agreements in France and abroad and its suitability for the labour market,
- the overall economics of the project (the costs and relevance of the final set-up, registration fees, etc.), the anticipated student flows,
- adaptation of the school's quality system,
- intended learning outcomes of the programme,
- adequacy of the pedagogical choices to the project,
- level of the scientific and technical environment,
- composition of the teaching staff: permanent teacher-researchers, temporary lecturers from companies, etc.,
- dedicated educational resources (hardware, software),
- student recruitment pool,
- summary table that assesses the compliance with the 7 criteria of the decree of 27th January 2020 relating to the specifications of the academic grades of "Licence" and Master.

Two CTI members, representing academia and industry, work with the panel chair to prepare the draft recommendation regarding the award of the academic grade to be presented at the plenary session. The work of this "reviewer" two-person team is based on the evaluation report written by the expert panel on the basis of the CTI's BSE Standards & Criteria. The "reviewer" two-person team should pay a particular attention to the summary table that facilitates the assessment of the

compliance of the programme with the 7 criteria of the decree of 27th January 2020 on the specifications of academic grades of "Licence" and Master.

Taking into consideration the school's management comments

The draft evaluation report, listing the strengths and weaknesses, with no conclusions or proposed recommendation, is sent to the school's management (and possibly to the head of the institution with the legal personality). This draft report is accompanied by a decision-making tool (in the form of tables for monitoring the compliance with the criteria of the academic grade) which is shared with the school's management and will remain confidential. The school's management may share its observations and report factual errors to the expert panel.

The expert panel takes into account the school's comments that it deems admissible and removes the confidential tables in order to come to the final evaluation report that will be published. The final evaluation report is sent to the school that has a right of reply which will be published with the report.

The draft report, possibly amended after the school director's comments, with the tables that are not intended to be published, and the final evaluation report that will be published with the school's right of reply, are forwarded to the CTI's registry which makes them accessible to all the CTI's members on the ministry's platform before the plenary assembly.

The draft recommendation for the award of the academic grade (including the recommendations for improvement for the attention of the school) Is also sent to the CTI registry, which makes it available to the CTI members before the CTI's plenary assembly. This draft document is not binding on the official recommendation that will be voted on by the CTI's plenary assembly.

II. 3. Recommendation for the award of the academic grade of "Licence"

The CTI issues a recommendation regarding the award of the academic grade of "Licence" during a plenary assembly.
After the presentation of the evaluation report by the panel chair and the analysis by the "reviewer" two-person team, followed by deliberations, the president puts to the vote a recommendation proposal and the associated recommendations for improvement for the attention of the school.
The written recommendation proposal and the associated recommendations for improvement are approved at the following plenary session.
The panel chair informs the school orally of the CTI's recommendation regarding the award of the academic grade.
The CTI sends the final recommendation to the school and to the ministry, which then draws up the draft decree of awarded academic grades that will be sent to the National Council for Higher Education and Research (CNESER) for discussion. Subsequently, the ministry sends the official notification of the results to each school and publishes the decree listing the bachelor's programmes conferring the

academic grade of "Licence".
The CTI publishes its recommendations and evaluation reports on its website and in the European DEQAR database.

II. 4. Satisfaction surveys

At the end of the evaluation process, the CTI conducts a survey for schools that underwent an evaluation procedure. Like all CTI evaluation processes, this survey is analysed and presented in a plenary session as part of its internal quality assurance process. Results and actions taken are then presented during the annual CTI conference.
Each school's responses to the survey are sent to the concerned panel members.

II. 5. Complaints and appeals

Before, during or after any evaluation process, the CTI president or permanent staff may be contacted to report any particular incident or malfunction.
The collected information helps to optimise the procedures for the schools, and is also very useful for the CTI's quality approach. The received complaints (ethics, behaviour, non-compliance with procedures, etc.) allow the procedures within the CTI to evolve.
A school can also make a more formal claim or appeal to the CTI. The first step consists in sending a detailed letter to the CTI. Depending on its assessment of the response provided by the CTI, the school can sue through a formal action according to one of the procedures described in the Procedure for engineering degree programmes, "R&O" (Références et orientations, procédures), chapter II.3.d.

III. Financial aspects

Schools are billed for the costs of carrying out the BSE evaluation process. This lump sum, validated by the plenary assembly, is set at €2,000 per programme.

Commission des titres d'ingénieur

44 rue Cambronne, 75015 Paris – France

Tél. : +33 (0) 1 73 04 34 30

www.cti-commission.fr

contact@cti-commission.fr