



Commission
des titres d'ingénieur

By-Laws

of the Commission des titres d'ingénieur

Approved at the plenary session of July 11th, 2023

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The present regulations are in line with the provisions of the French Education Code, on which the Commission des titres d'ingénieur is based (see "Legislative and regulatory texts" in the appendix).

As in its other official documents, the CTI uses the following generic terms in its internal regulations:

- **The term "school" is used** to designate colleges, university centers, establishments, institutes of higher education or foreign universities that offer engineering programmes,
- **The term "president"** refers to the person (man or woman) who chairs an organisation,
- **"director"** to designate the person (woman or man) in charge of running an organisation,
- The term **"engineering student"** refers to students, apprentices, trainees or students (men and women) enrolled in engineering programmes.

I. The Commission des titres d'ingénieur

The Commission des titres d'ingénieur (CTI) is an independent body created by the law of July 10th, 1934 on the conditions for issuing and using the title of "ingénieur diplômé", now codified in articles L.642-1 to L.642-12 of the French Education Code.

In particular, the Commission is responsible for:

- accreditation procedures for engineering schools awarding the title of graduate engineer,
- analysing the conformity of the Bachelor of Sciences and Engineering (BSE) programmes offered by accredited engineering schools with the CTI's BSE Standards & Criteria, with a view to awarding the academic grade of "Licence".
- develop the quality of the programmes,
- promote the title and profession of engineer in France and abroad,
- issue quality labels.

I.1 Composition

The Commission is made up of 32 members, in accordance with the rules set out in article R. 642-5 of the French Education Code.

I.2 Appointment and involvement of the CTI's members

I.2.1 Designation

The list of members is drawn up by the ministry in charge of higher education, in accordance with the provisions of the French Education Code (art. R. 642-5). Members are appointed for a 4-year term, renewable once. No one may be a member of the CTI for more than 8 consecutive years.

The Commission's membership is renewed every two years when some of its members reach the end of their first or second terms (on June 30).

In the event of a vacancy occurring during the term of office, for whatever reason, the ministry in charge of higher education appoints a replacement for the remainder of the term. At the end of the current term, the organisation responsible for proposing candidates may present the replacement for a new term in its own name.

The ministry presents to each of the organisations responsible for proposing candidates the constraints and skills required to perform the duties of a CTI member.

I.2.2 Time availability

In view of the CTI's schedule constraints, Commission members must be able to provide the equivalent of 40 to 60 working days per year on the CTI's behalf. To this end, it must be possible to offer time off, if necessary, to members designated or proposed by their support organisation. In the case of members whose professional activity is placed under the authority of an employer, employers must grant them the time necessary to enable them to take part in the CTI's work (cf. Labour Code, Art. L 3142-42; Order of May 20th 1980). Each member must make every effort to obtain this authorization.

I.2.3 Repeated absence of a member

In the event of a member's repeated absence from plenary sessions, as determined by the Board, the president will inform the ministry and the organisation that nominated the member, with a view to replacing him or her.

I.2.4 Signing the Code of Ethics

CTI members are chosen on the basis of their abilities, and in such a way that decisions are made taking into account a plurality of viewpoints. Within the CTI, they do not represent their company, organisation or institution as such, but develop the CTI's positions and criteria. Within the framework of their missions, they represent the CTI.

By agreeing to become a member of the CTI, they undertake to abide by the rules of procedure and the code of ethics appended thereto, which they must sign at the first meeting they attend. At the same time, they sign an individual declaration of non-conflict of interest.

I.2.5 Breach of ethics

Any member of the CTI or any authority in charge of an engineering school may refer the matter to the CTI presidency team in the event of a breach of ethics by a CTI member. The CTI Board (in the absence of the member concerned if he or she is a member of the Board) is responsible for investigating the matter.

In the event of a proven breach of ethics, the president informs the ministry and the nominating body, with a view to his/her replacement. A generic report is issued at the next plenary session.

I.3 Attendance and quorum

I.3.1 Attendance and proxy rules

Members receive a mission order from the ministry in charge of higher education to attend the Commission's plenary sessions. A record of attendance is drawn up at each meeting by the CTI registry.

When the CTI sits for two consecutive days, each day is considered a separate session.

A quorum must be reached at the start of the meeting for the Commission to deliberate, except for accreditation decisions concerning private schools, where a quorum must be reached at the time of the vote.

Proxies are only accepted for voting on accreditation recommendations for public-owned schools (article R. 642-9 of the Education Code) and for day-to-day management matters. Proxies are not accepted for administrative decisions, in particular for private schools, or for judicial decisions (art. R. 642-10).

I.3.2 Quorum and majority rules

Quorum:

When the CTI exercises an **advisory role** under article R. 642-9 of the French Education Code, in application of article R. 133-10 of the French Code of Relations between the Public and the Administration (CRPA), a quorum is reached when at least **half** of the members of the Commission are present, including members taking part in debates by means of a telephone or videoconference, or have given a proxy.

When the CTI has **decision-making powers** in administrative or jurisdictional matters, in application of article R. 642-10 of the French Education Code, the number of members present must **exceed half of the** total number of members for a quorum to be reached.

Majority: An **absolute** majority is equal to **half** the votes cast plus one if there is an even number, or half the next highest even number if there is an odd number. If there are 32 votes cast, an absolute majority is obtained from 17 votes cast.

The **relative** majority results from the **greater number of votes obtained** for a competitor/choice compared to the other competitors/choices.

Invalid votes and abstentions are counted as votes cast.

In application of article R. 642-9 of the French Education Code, when the CTI exercises an advisory role, decisions are taken by an absolute majority of those voting.

Pursuant to article R. 642-10, when the CTI exercises decision-making powers in administrative or jurisdictional matters, decisions are taken by an absolute majority of those voting, and no member may vote by proxy.

In both cases, the president has the casting vote in the event of a tie.

In other cases, for the day-to-day management of the CTI's activities, such as the composition of expert panels, the development of surveys, partnership agreements, etc., decisions are taken by a relative majority.

If a quorum is not reached or a majority is not obtained, the position is postponed until the next plenary session.

Situations		Type of quorum	Majority rules
Changes to reference texts (e.g.: R&O, deliberations... R. 642-10 of the Education Code)	1 st & new plenary session	More than half the members present (no proxies)	Absolute majority
Accreditation recommendations (R. 642-9 of the Education Code and R. 133-10 of the French code of relations between the public and the administration)	1 st & new plenary session	At least half of the members present or represented	Absolute majority
Accreditation decisions (R. 642-10 of the French Education Code)	1 st & new plenary session	More than half the members present (no proxies)	Absolute majority
All other situations and acts of day-to-day management (e.g.: composition of expert panels, satisfaction surveys, cooperation agreements, etc.)	1 st plenary	At least half of the members present or represented	Relative majority
	New plenary session	No quorum	Relative majority

I.4 Adoption of reference texts

Details of how the Commission operates and how evaluation processes are carried out are set out in reference texts, which in particular constitute the guidelines it uses in its procedures.

The Commission must update these texts as necessary. Each version of these texts must include its publication date.

I.5 External and internal assessment of the quality of CTI's work

The CTI's members are committed to implement the standards & criteria of the CTI and European quality assurance bodies.

The CTI agrees to periodically undergo external quality assurance processes on a voluntary basis by European quality assurance bodies: the *European Association for Quality Assurance in Higher Education* (ENQA) and the *European Quality Assurance Register* (EQAR). Its accreditation to award the EUR-ACE® European quality label for engineering programmes is renewed every 5 years after evaluation by the ENAEE association.

Every two years, at the end of the first half of a membership renewal period, a survey of the CTI members' evaluation processes is carried out. The results are presented at a plenary session and published on the CTI's website.

Every year, a survey of the CTI's evaluation processes, focusing on the past campaign, is carried out among the experts. The results are presented at a plenary session and published on the CTI's website.

Every year, a survey of the CTI's evaluation processes, focusing on the previous year's campaign, is carried out among the directors of the schools evaluated in the previous campaign. The results are presented at the plenary session and annual conference and published on the CTI website.

II. President, vice-presidents and Board

A president and two vice-presidents are elected from among the members of the Commission. A Board made up of the president, the two vice-presidents and members of the Commission organizes the work of the CTI.

II.1 The CTI's presidency and vice-presidency

II.1.1 The principle of collegiality

In the spirit of the Commission's composition, the team made up of the president and two vice-presidents should be as representative as possible of the diversity of the Commission's constituents: members representing academia and industry.

II.1.2 The president's duties

He/she oversees the CTI's internal operations and relations with other organisations. He/she chairs and coordinates the Board and the plenary sessions of the members, where he/she votes on proposed accreditation periods and the wording of recommendations for improvement and injunctions. He represents the Commission in all actions involving it (accreditation recommendations and decisions, cooperation agreements, etc.). He/she assumes management responsibilities.

The president may take legal action on behalf of the Commission.

II.1.3 The missions of the two vice-presidents

They assist the president. They chair the meetings in the president's absence. They are ex officio members of the Board.

II.1.4 Term of office

The president and the two vice-presidents are elected for 2 years from among the members of the Commission; they may be re-elected for as long as they remain members.

II.1.5 The beginning of the mandate

The three elections take place at the first plenary meeting following the biennial partial renewal of member appointments (July).

II.1.6 Election of the president and two vice-presidents

In accordance with art. R. 642-8 of the French Education Code, the president and then each of the two vice-presidents are elected successively in accordance with the same provisions:

- the meeting is chaired by the oldest member,
- candidacy declarations are unrestricted and may be made during the meeting,
- candidates are free to make general policy statements during the meeting.

Voting system:

- voting is by secret ballot,
- ballots must contain a maximum of one name,
- an absolute majority is required for the first two rounds,
- a relative majority is required in the third round,
- in the event of a tie, the oldest candidate is elected.

The two vice-presidents are therefore elected in succession. However, there is no hierarchy between the two vice-presidents.

II.1.7 End of terms of office for the president and the vice-presidents

It is set on the last day of the month corresponding to the end of the two-year appointment period (June 30).

The outgoing president and vice-presidents continue to represent the CTI and manage its day-to-day business until their successors are elected.

In the event of the president's resignation or permanent unavailability, the Commission's plenary session votes to appoint one of the two vice-presidents to act as interim president for the remainder of the term.

In the event of the resignation or permanent unavailability of one of the two vice-presidents more than five months before the next election of the presidentship team, the plenary session of the Commission appoints a new vice-president by plenary vote for the remainder of the term.

II.2 The Board

II.2.1 Board composition and term of office

It comprises the president, the two vice-presidents and a maximum of 9 other members. Its composition must be as representative as possible of the diversity of the Commission's members.

The end of the Board members' term of office coincides with the election of the new presidency team (July). However, the outgoing Board will continue to carry out its duties until the new Board is elected.

Members of the permanent team appointed by the president and the registrars also attend Board meetings, without voting rights.

II.2.2 Appointment of Board members

The list of Board members is approved by the plenary session, on the proposal of the president, at the meeting following his/her election. He/she may call for nominations.

The composition of the Board may change during the term of office of a president; any such change is submitted to the plenary session. During the term of office, a new member of the Board is appointed by the plenary session on the proposal of the president.

II.2.3 Board meetings

The Board meets two weeks before each plenary session, for which it draws up the agenda in collaboration with the Registrar's Office and the permanent CTI team.

II.2.4 Tasks of Board members

Board members are responsible for assisting the team comprising the president and vice-presidents in the day-to-day running of the CTI, in particular: advice on evaluation processes programming; proposals for Commission decisions; development of the CTI's organisation and procedures; monitoring of cooperation projects; external representation; examination of reference or general policy documents prepared by steering committees and working groups for submission to the plenary session; etc.

The Board prepares the work and organisation of plenary sessions (agenda, deliberations, decisions, etc.). Board decisions do not require a quorum, and are taken by relative majority. In the event of a tie, the president has the casting vote. Decisions are taken by the plenary session.

III. Experts and special advisors

The choice of CTI experts and special advisors should enable the CTI to cover the full range of scientific and technical skills required for engineering education evaluation processes, as well as providing expertise in more cross-disciplinary areas, such as quality assurance, pedagogy, innovation, international relations, human and social sciences, digital technology, sustainable development and societal and environmental responsibility.

The list of experts and special advisors is public and accessible on the CTI's website.

III.1 Expert categories

Several types of experts are involved in the Commission's evaluation processes:

- French, European or foreign experts working in France, participating in evaluation processes in their areas of expertise,
- French, European or foreign experts, working abroad and taking part in evaluation processes, to provide an international perspective and expertise in their fields of competence,
- engineering student experts, from France, Europe and abroad, to contribute with their student's vision,
- occasional experts, French or European or foreign, participating in the CTI's activities for a short period (for rare profiles: language or country; speciality; field; for replacement needs)

In order to deal with special situations, the CTI can entrust the role of co-chair of the expert panel to experienced experts.

III.2 Appointment of CTI experts

III.2.1 Principle of collegiality

The composition of the CTI's list of experts should respect the Commission's principle of collegiality, with members representing academia on one side, and members representing industry on the other.

III.2.2 Updating the list of CTI experts

The composition of the list of experts must be analysed and reviewed regularly to ensure the best possible complementarity of profiles between experts and members.

Normally, an expert is appointed for two years; he/she may be renewed 1 or 2 times, or even for a longer period, depending on his/her involvement and profile, and in line with the CTI's needs.

A list of experts working for the CTI is drawn up on the recommendation of the members of the Commission, with a possible call for external experts. This list is drawn up by the president on the advice of the Board, and put to the vote at a plenary session.

The composition of the CTI's group of experts may change during a president's term of office. This change is submitted to the plenary session.

III.3 Experts' missions

The CTI's experts are mainly involved in evaluating engineering programmes in France and abroad.

At the CTI's request, they may be invited to take part in its working groups and steering committees, in internal studies and assessments, and in international and European cooperation initiatives.

When explicitly invited by the CTI president, they may attend meetings of the CTI Board and/or plenary session. Experts do not have voting rights in CTI bodies.

Unless explicitly authorized by the president, they are not authorised to distribute to the outside world any documents or information they receive in the course of their work at the CTI.

III.4 Code of ethics for CTI experts

All CTI experts, including engineering students, must sign a code of ethics.

III.5 Engineering student experts

III.5.1 Designation of engineering student experts

The list of candidate engineering student experts is proposed by the national engineering students' association (Bureau National des Élèves Ingénieurs - BNEI) and approved by the CTI president after consultation with the CTI Board, and submitted to the vote of the plenary session. A student engineer expert must be duly enrolled in one of the accredited engineering schools at the time of appointment.

III.5.2 Duration of a student engineer's appointment

The maximum term of appointment for a student engineer is 2 years, renewable once.

III.5.3 Student engineer on assignment

For each of his/her missions within the framework of the Commission, the student engineer must obtain a leave of absence from his/her school to carry out this expertise and from his/her company in the case of an apprentice or a student during a training period: this commitment is the subject of a specific paragraph in the student engineer expert charter which must be signed by each student engineer expert (cf. § III.4 above).

III.6 Special advisors

Special advisors (experts or not), are appointed for a renewable two-year term (or on an ad hoc basis); they have a role in a specific field: participation in internal or external working groups, study, representation, etc. They receive a letter of assignment signed by the President.

IV. How the CTI operates

IV.1 The CTI's registry

The CTI registrar's office is staffed by "secrétaires greffiers" (registrar secretaries), civil servants employed by the Ministry of Higher Education's Direction Générale de l'Enseignement Supérieur et de l'Insertion Professionnelle (DGESIP), who register applications from schools, plan the accreditation process in conjunction with the CTI's permanent team, and ensure the administrative follow-up of accreditation procedures. They notify institutions of accreditation decisions (with the exception of cases where notification is handled by another ministry), as well as state admissions for foreign degrees. During the CTI's plenary sessions, the Registrar's Office digitally records debates, takes note of votes (including proxies) and archives files. It is responsible for drawing up the annual inter-ministerial decree establishing the list of schools accredited to award the title of graduate engineer. The CTI presidency and permanent team contribute to the proofreading of the decree.

IV.2 The permanent team

The CTI has a permanent staff responsible for monitoring evaluation processes and working groups, and for the day-to-day management of its activities in coordination with the CTI's members and special advisors. Members of the permanent team also play a representative role with the CTI's stakeholders and the general public. The team is headed by an executive director who reports to the president. The general procedures for managing these staff members are described in chapter VI.2 "Managing the permanent team" below.

IV.3 The CTI's headquarters

The CTI's head office comprises offices and meeting rooms. The choice of the location is approved by the plenary session on the recommendation of the Board.

Any member working on the CTI's premises is under the responsibility of the CTI. Commission members, special advisors, experts and visitors undertake to comply with the internal regulations of the building in which they work. The Commission may meet at any other address or remotely, with the place or means of remote communication specified in the meetings agenda.

IV.4 Board meetings

IV.4.1 Board meetings schedule

It is proposed by the president for the academic year. The rhythm is usually monthly, but exceptions can be made.

IV.4.2 Official Board meeting invitations

They are drawn up in the form of a mission order issued by the Ministry of Higher Education and Research, and sent to all Board members and to the special advisors whose attendance at meetings is scheduled. This mission order is essential for the attendance at meetings. Without a mission order, participation is by remote means, using technical resources provided by the CTI.

IV.4.3 Agenda

It is drawn up by the president and sent electronically by the Commission's permanent team to the Board members.

The president may submit to the Board, for a vote at the plenary session, texts governing the Commission's work, in particular the budget statement, the budget performance report, international relations guidelines, the activity report, deliberations...

Each Board meeting is the subject of a statement of conclusions, sent to all CTI members, enabling the preparation of votes and the follow-up of actions undertaken.

IV.4.4 Location – remote meetings

Board meetings are usually held on the CTI premises. They can also be held at other locations or remotely.

IV.5 Plenary sessions of the CTI

IV.5.1 Calendar of the plenary sessions

The calendar is proposed by the Board for the coming academic year. The schedule is usually monthly, with one or two full-day meetings per month.

An annual schedule of meetings is drawn up. Representatives of the CTI registry and the CTI permanent team, appointed by the president, are systematically invited to plenary sessions of the Commission, but do not have the right to vote. The General Director for Higher Education and Professional Integration at the Ministry of Higher Education and Research or his deputy may attend Commission plenary sessions in an advisory capacity.

IV.5.2 Official plenary sessions invitations

They are drawn up in the form of a mission order issued by the ministry in charge of higher education to each CTI member (and, where applicable, the concerned special advisor). The first meeting of a new member is convened by the ministry, which has appointed the new members. Before each meeting, members receive an e-mail from the Registrar's Office, containing a reminder of the date of the plenary session, a link to the application containing school files and the agenda.

IV.5.3 Agenda

Prior to each plenary session, the Board validates the precise agenda proposed by the president.

IV.5.4 Location – remote meetings

The CTI's plenary sessions are usually held on the CTI's premises. They may, however, be held at other locations or remotely.

IV.5.5 Validity of a CTI plenary session

The Commission may validly sit as soon as the quorum mentioned in § I -3-2 is reached at the opening of the debates.

If the president and vice-presidents are absent at the same time, the oldest member present may chair the meeting.

IV.5.6 Recording of debates and minutes of the CTI's work in the plenary sessions

The CTI registrars make a digital recording of plenary session discussions. This recording can be used to draft accreditation recommendations and decisions.

The summary minutes are drawn up by the CTI permanent team and voted on at the following plenary session. They are then published on the CTI's website.

IV.5.7 Participation

The following persons attend the plenary sessions: the CTI's members, registrars, members of the permanent staff appointed by the president, a representative of the Ministry of Higher Education and Research (articles R. 642-5 to R. 642-10 of the Education Code), experts invited by the president, generally at the request of the expert panel chair. The presence of any other person is subject to the approval of the CTI's members.

IV.6 Steering committees, working groups and thematic referents

Specific commissions, steering committees and permanent or occasional working groups may be set up to examine recurring or occasional issues dealt with by the CTI, particularly in the following areas:

- budget
- evaluation processes
- composition of expert panels
- Standards and criteria (R&O and BSE)
- monitoring the CTI-Hcéres partnership agreement
- quality assurance

Each working group is led by a member of the CTI, generally assisted by a member of the permanent team. Terms of reference are drawn up by the CTI member in charge. It specifies the working group's objective, composition, expected deliverables and associated timetable. The terms of reference are validated by the Board, and a progress report and finalized deliverables are presented to the Board on a regular basis.

Participation in these working groups is open to all the CTI members on call, and to special advisors whose mission statement so stipulates. At the beginning of the term, the composition of the permanent working groups is approved by the CTI. An annual schedule of working group meetings is desirable, together with a global mission statement.

Working groups can invite any participant as required.

The CTI may also appoint representatives to attend external meetings and events on its behalf. These persons may be members, experts, special advisors or members of the permanent team.

In particular, the CTI appoints referents for various themes such as: international, digital, human and social sciences...

Representatives have also been appointed to monitor the CTI's relations with its stakeholders, including: CDEFI, BNEI, France Compétences, IESF, INRS, INPI, IDPE, CampusFrance, France Education International and various international organisations such as: ENQA, EQAR, ENAEE (EUR-ACE® label), AFD, AUF, ECA, FrAq-Sup, OIQ...

Referents undertake to monitor projects and partnerships, take part in meetings and working groups, and draw up regular written reports to be presented to the Board and, where appropriate, to the plenary session.

IV.7 Strategic Orientation Council

The CTI can call on a consultative Strategic Orientation Council ("SOC") for all strategic thinking and analysis concerning its role, missions, quality approach and major criteria.

Set up for a limited period, the SOC is made up of:

- representatives of national and international CTI partner institutions
- qualified personalities recognized for their expertise in educational, scientific, technological, quality assurance, international, economic or industrial fields.

Prior to each new membership, the CTI's plenary assembly draws up a list of the institutions to be asked to designate representatives. Qualified personalities are appointed by the plenary session, on the recommendation of the Board.

The SOC meets on the initiative of the CTI's president or by a vote of the plenary session.

Persons appointed by institutions may be represented at SOC meetings by a member of the same institution.

The president and vice-presidents of the CTI attend SOC meetings.

Travel and accommodation expenses for SOC members are paid by the CTI.

V. Evaluation processes

The conduct of evaluation processes is part of the accreditation procedures described in the R&O reference document, the CTI Procedures booklet. Some additional aspects relating to the members of the expert panel and their activities are described in this section.

Two specific internal documents complete this section:

- Role of the expert panel chair
- The expert's role

These texts are revised regularly.

V.1 Expert panels

V.1.1 Composition of the expert panels

A special committee is responsible for setting up and monitoring the composition of the expert panels: it adapts the number of experts and their profile to the specificities of each process, while ensuring the principle of collegiality, the independence of the experts and the skills required in terms of evaluated programmes.

The expert panel normally comprises two CTI members: one representative of academia and one representative of industry. This general rule can be relaxed with the agreement of the plenary session. In order to smooth out the workload of the CTI members, expert panels may be composed of a single CTI member. Confirmed experts and former CTI members may take on the role of co-chair in place of the second member. The expert acting as co-chair must represent a different sector (academia or industry) from that of the CTI member. Experts assuming the role of co-chair will sign a confidentiality charter specific to their new responsibility, and may be invited to attend the CTI plenary sessions.

Experts are appointed according to the characteristics of the evaluation process. Normally, an expert panel is made up of two CTI members, a national expert, an international expert and a student-engineer expert. The panel's composition may vary according to the size and complexity of the process.

Observers may be appointed under agreements with French, European or foreign partner institutions or stakeholders. Observers may only take part in missions if they sign a specific code of ethics.

The composition of the expert panels is subject to a vote by the plenary session.

Some of the CTI's periodic evaluation processes are coordinated with the Haut Conseil de l'évaluation de la recherche et de l'enseignement supérieur (Hcéres). In such cases, a partially joint site visit by the two teams of experts is organised. The evaluation processes concerned by these procedures are proposed by the CTI-Hcéres working group and validated by the CTI's plenary session. Even in the case of an already confirmed planning, the CTI may - with the agreement of the plenary assembly - decide that CTI-Hcéres coordinated site visits will no longer be carried out jointly for a given period, in order to meet deadlines and avoid delaying school accreditation recommendations and decisions.

V.1.2 Panel chair

The panel chair is one of the CTI members. He/she is the coordinator of the expert panel and, as such, has specific duties. The committee responsible for setting up the teams ensures that the same member does not act as panel chair for the same school several times in succession.

Members whose term of office has just come to an end may remain panel chair for several months, throughout the transition period following the arrival of their successors.

V.1.3 Experts

It is not desirable for the same CTI member or expert to be an expert of the same school more than twice.

The Code of Ethics stipulates that members of the expert panel and observers must not have any direct or indirect links with the evaluated school.

V.1.4 A school's objection to the composition of an expert panel

The head of each school is officially informed of the composition of the expert panel. He/she may reject any proposed panel member without justification, by sending a letter to the president within a week. The committee in charge of the composition of the expert panels proposes a replacement.

V.1.5 Framework for participation in an evaluation process

The practical organisation of an evaluation process is the responsibility of the school being evaluated, under the supervision of the panel chair. As far as possible, the school should avoid any financial commitment on the part of the members of the expert panel. Where appropriate, the school will pay the experts' travel and accommodation expenses.

Experts must respond promptly to the school's requests, so that it can organize the mission in the best possible conditions.

The CTI members, CTI experts and engineering student experts receive a no-cost mission order from the ministry. As a CTI member, CTI expert or engineering student expert, each member of an expert panel has signed a code of ethics in which he/she declares to be in good standing with the authority to which he/she may be answerable when taking part in an evaluation process. The CTI and the Ministry of Higher Education and Research cannot be held liable for any false declaration made by an expert panel member.

In cases where an observer takes part in an evaluation process, the CTI issues the mission order. If the participation is at the request of a CTI partner, the latter is responsible for mission expenses. The CTI covers the costs of its own observers.

V.2 The school's application file

Schools must comply with the reference texts that define the framework of the file to be completed. No evaluation process will be undertaken on the basis of an incomplete file, and the school alone will bear any consequences of postponing the mission.

As soon as the school's file is received, the Registrar's Office forwards it to the permanent team, which checks that all the essential elements have been included. Where necessary, the permanent team requests additional information from the school, which must be supplied as soon as possible.

As it is not the role of the Commission to co-produce files with the schools, incomplete applications after follow-up by the permanent team are not subject to additional requests from the CTI. (During the evaluation process, however, the panel chairs may request additional information on certain aspects identified by the expert panel, cf. chapter V.2.2. below).

V.2.1. Application deadlines

The deadlines for schools to submit their applications, together with their appendices, is the date shown on the calendar published by the Commission and available on its website.

On legitimate grounds, as assessed by the CTI's Board, the deadlines for submission may be postponed and re-set.

The schools' applications and appendices must be sent electronically to the CTI registry (except for label applications, which are sent directly to the CTI). Their form and content are considered to be final on the date of the submission deadline. They form the basis of the evaluation process. They are made available to the expert panel members in the dedicated area of the CTI's website.

V.2.2. Any additions to the files

Before or after the site visit, and by a specific date that must necessarily be before the plenary session of the concerned process, schools may be asked to provide corrections to information already provided (more precise documents or additional information) at the sole request of panel chair, who will inform the Board, the Registrar's Office and the CTI's permanent team.

Any additions to the files thus requested must be supplied in electronic form (in paper form if explicitly requested by the panel chair), at the agreed date, to both the expert panel and the Registrar's Office. Where appropriate, the panel chair will forward to the Registrar's Office and the other experts any documents which he alone would have received.

V.2.3. Validity of the documents provided by the schools

Only files supplied by schools by the initial submission deadline, and additional documents and information requested and received within the allotted time, are admissible for the Commission's evaluation and accreditation recommendations and decisions.

V.3 The evaluation report

The panel chair is responsible for producing the evaluation report, which must be drawn up in accordance with the CTI's quality tools.

The panel chair defines the contribution of each expert to the drafting of the report, as well as the distribution of members between parallel meetings during the site visit, if applicable (in the case of coordinated processes with the Hcéres). The steps and deadlines for the drafting of the evaluation report must be planned by the panel chair in order to respect the date of submission of the draft and final versions of the report (i.e. two weeks (date of the preceding Board meeting) before the date of the plenary session at which it will be presented).

"The evaluation report is one of the official documents of the outcome of an evaluation process, but its conclusions are not binding on the CTI's recommendations/decisions". This warning must appear in every copy of the said report.

After consultation with all members of the expert panel, the draft evaluation report, including a list of strengths, weaknesses and tools for decision making, is sent by the panel chair to the head of the school for consultation. This document contains no information on the proposed duration of accreditation and recommendations to be made to the plenary assembly.

The director's comments are due within one week. Certain comments may be incorporated into the draft evaluation report if the panel chair agrees.

Once the draft evaluation report has been finalized, the panel chair deletes the tools for decision making and thus obtains the final evaluation report, which he sends to the school's management. The school's official response may take the form of a brief, circumstantial document, separate from the evaluation report, which will be attached to the final report and published with it. The school's response must reach the CTI before the date of the plenary session, so that it can be taken into account during the discussions.

The draft evaluation report and the final evaluation report must be sent by the panel chair to the registry and the permanent team before the Board meeting preceding the concerned plenary session.

The documents are made available to the CTI members one week before the plenary session on the CTI's registry extranet. All CTI members receive the draft evaluation report and the school's official response before the relevant plenary session.

The main issues of the evaluation process are presented in summary form at the plenary session by the panel chair or, in his/her absence, by one of the members of the expert panel, in accordance with the CTI's quality tools and within the allotted time. The CTI experts may be invited to attend the plenary session dealing with an evaluation process in which they have participated. In this case, their travel expenses are covered by the CTI.

V.4 Preparing accreditation recommendations and decisions

The procedure for drawing up accreditation recommendations and decisions is described in the CTI's Standards & Criteria (R&O and BSE). Some aspects are mentioned or explained below.

V.4.1 Application of the Code of Ethics

Before issuing an accreditation recommendation or decision, the assembly must apply the rules of professional conduct governing member participation, and designate those who do not take part in deliberations and must leave the meeting, or those who do not take part in debates and votes.

V.4.2 Review of a programme

This involves the presentation of the school's file and the evaluation report, followed by a debate at a plenary session of the CTI, and then an accreditation recommendation or decision, with recommendations for improvement to the school.

V.4.3 Duration of the review of a file

At the start of the accreditation campaign, the CTI presents the timetable for the CTI's plenary sessions, drawn up in collaboration with the Ministry of Higher Education and Research. The plenary session validates the timetable and assigns evaluation processes to members who commit to meet the deadlines.

In view of the large number of evaluation processes to be debated, the time allotted for the panel chair's presentation is governed by the agenda of the plenary session. The panel chair commits to respect the agenda.

V.4.4 Formulation of a proposal for an accreditation recommendation or decision

Following the presentation by the panel chair and any comments made by other experts who took part in the evaluation process (and in the case of a private school, after hearing the head of the school or his authorized representative), the president opens the debate.

The panel chair then presents the expert panel's accreditation proposal, which is discussed.

V.4.5 Vote on an accreditation recommendation or decision

Before issuing an accreditation recommendation or decision, the quorum has to be reached, in accordance with § 1-3-2. The plenary session must apply the rules of deontology specified in the charters governing member participation and designating:

- members who do not take part in the vote,
- members who may vote by proxy (for accreditation recommendations only).

The president puts a number of proposals to the vote, including those concerning the duration of the accreditation and recommendations and decisions on the possible awarding of labels.

In order to ensure the fair treatment of the various applications, the CTI applies the deliberation rules and criteria for evaluation results approved at the plenary session in June 2021 (see table in Appendix 2). It should be noted that the Commission is sovereign in its decisions taken during plenary sessions, which may differ from the expert panels' proposals.

V.4.6 Validation and publication of accreditation recommendations and decisions

The minutes of the plenary sessions and the notifications of the CTI's accreditation recommendations and decisions are approved at the plenary meeting following that of the accreditation deliberations.

For accreditation decisions concerning private schools, the names of the CTI members who took part in the vote are mentioned in the decision notification (cf. Education Code, art. R.642-10).

Accreditation recommendations and decisions are published on the CTI's website as soon as they have been approved. They are sent to the schools by the CTI together with the evaluation reports and forwarded to the Registrar's Office.

V.4.7 Withdrawal of an accreditation

In the case of a withdrawal of an accreditation envisaged by the CTI, a "notice period" of one year must be formulated by the CTI in order to give the school time to implement the recommendations deemed essential, in accordance with article L.642-6 of the French Education Code: "the decision to withdraw an accreditation can only be taken following a warning given on the basis of a report by an expert specially appointed for this purpose by the CTI, and whose ineffectiveness has been confirmed by a new evaluation carried out at a one-year interval. The CTI takes all necessary measures to safeguard the rights of students studying for the engineering degree".

V.5 Complaints and appeals

V.5.1 Complaints

In addition to the satisfaction survey completed at the end of the evaluation process, a school may submit a complaint to the president of the CTI concerning a specific aspect of the quality of the process (behaviour of one or more experts; delays in responses for the efficient organisation of the site visit; lack of information; etc.).

In this case, the problems raised are referred to the referents or the specific "quality" and "evaluation process" committees. Where necessary, they submit proposals for corrective actions or changes to the CTI Board and the plenary session. Depending on the problem raised and the decisions of the plenary session, the consequences may be varied, for example: an update of the by-laws, a special point to be included in training sessions, a warning to a member or an expert, or even the end of an expert's mandate, etc.

The CTI president sends a reply to the concerned institution.

V.5.2 Request for the review of a CTI recommendation/decision

After deliberation and voting at the plenary session, the opinion/decision is drafted and voted on at the following plenary session. Following validation, the final version is sent to the school and the Ministry(s), and published on the CTI website.

On receipt of the signed opinion/decision, a school which considers that evidence has not been taken into account, that a criterion has not been considered, or that an error remains in the final document, has two weeks - and therefore before the official notification is drawn up by the ministry(ies) - to send a request for revision to the CTI, together with supporting documentation.

In the event of a request for review, the CTI Chair informs the Ministry(ies) to suspend preparation of the official notification. The next CTI Bureau mandates an external independent committee of people familiar with the context (3 former CTI members) to analyze the application and the evidence provided by the school. The review committee transmits its conclusions to the Commission via the Bureau within two months of its appointment. Its conclusions include a recommendation to maintain or modify the initial opinion/decision.

The members of the Commission vote in plenary session. When the Commission's decision is favorable to a revision of the opinion/decision, the amended version is sent to the school and the ministry(ies), and published on the CTI website.

By law, the decision is final for private schools, as "the CTI decides in the first and last instance" (article L. 642-4).

V.5.3 Appeals to supervisory ministries by public schools

Public institutions may lodge an appeal with their supervisory ministry within two months of receiving official notification of accreditation from the ministry. Where the ministry is different from the higher education ministry, the ministries consult each other on the action to be taken. The outcome of an appeal may be either to uphold the initial decision, or to issue a new decision.

V.5.4 Appeal to the Conseil d'Etat concerning an accreditation procedure

All establishments (private and public) may appeal to the Conseil d'Etat concerning the accreditation procedure within two months of notification of the accreditation decision.

The Conseil d'Etat only verifies compliance with procedural rules, not content.

After examining the application, which takes an average of one year, the Conseil d'Etat rules on the legality of the procedure, and may confirm or annul the accreditation decision.

If the accreditation decision is annulled, the procedure must be repeated.

V.6 International labels

The Commission is empowered to award international labels to engineering programs. When the label evaluation is carried out during the accreditation process, the decision to award the label is mentioned in the accreditation notice or decision.

V.7 Expert fees

Optional fees are offered to experts for their participation in evaluation processes, the amount of which is set by a deliberation of the CTI. The fees are a lump sum for all involvement in the evaluation process, calculated on the basis of the number of days spent for the site visit. The panel chair may receive an additional lump sum. Four or five times a year, the CTI pays out the fees for applications dealt with in plenary sessions during the previous period.

(Cluster and network consultations, as well as analyses of intermediate reports, follow-up reports on recommendations and action plans following injunctions, are carried out as part of the follow-up to evaluation processes and do not give rise to fees).

VI. CTI management procedures

VI.1 Financial management

CTI is responsible for the financial management of its activities.

VI.1.1 Contractual agreements

The CTI has placed its accounting management under the responsibility of a partner association, the Conférence des directeurs des écoles françaises d'ingénieurs (CDEFI), in accordance with an agreement approved at a plenary session. This agreement guarantees the CTI's freedom to make its own decisions, and full mutual transparency with its partner association.

The execution of decisions must comply with all legal and regulatory aspects binding on CTI and its partner.

VI.1.2 Budget guidelines

The budget guidelines for year "n+1" are drawn up by the Budget Committee and approved by the Board. It is presented by the president and put to the vote of the Commission at the plenary session in November of year "n".

VI.1.3 Budget execution

The CTI's permanent team executes the budget in liaison with its partner organisation.

The budget performance report for year "n-1" is drawn up by the Budget Committee and approved by the Board. It is sent to the partner association, which may make comments. After presentation of the report and communication of any comments made by the partner association by the president to the Commission at its plenary meeting in March of year "n", the Commission votes to approve the report.

VI.1.4 Main budget items

Income

The CTI receives a subsidy from the Ministry of Higher Education and Research, via the Directorate General for Higher Education and Professional Integration (DGESIP); an annual contribution from French schools, based on a fee per-student; billing for evaluation processes in France and abroad, and registration fees for the participation in the annual conference.

Expenses

The main expenses are rent and charges for the used premises, salaries for the permanent staff, information systems and internal and external communication tools for the CTI, logistics costs including the organisation of the annual conference, expert fees, mission expenses for representation or participation in events and working groups in France and abroad, and management costs.

VI.1.5 Authorizing officer for expenditure

Orders are signed by the president or delegated by him. The president may authorize one of the members of the Board, the permanent team or the special advisors to monitor the budget.

VI.2 Permanent team management

VI.2.1 Agreement

The members of the CTI's permanent team are salaried employees of the CTI's partner association, the Conférence des directeurs des écoles françaises d'ingénieurs (CDEFI), which makes them available to the CTI under an agreement that guarantees the CTI's freedom of decision and total mutual transparency with the partner association.

The execution of decisions must comply with all legal and regulatory aspects binding on CTI and its partner.

VI.2.2 Definition of the role of the permanent staff

The functions to be performed by these staff members are defined by the CTI.

VI.2.3 Recruitment choice

The persons made available are chosen by the president of the CTI. Candidates are interviewed by one or more CTI representatives appointed by the CTI president. The president's choice is ratified by the Board.

VI.2.4 Regulatory aspects of the partner association

The regulatory aspects applicable to the CTI permanent staff are those of the association that hired them. However, the CTI reserves the right to grant special social conditions to the employees of its permanent team, within the limits of the legal and regulatory aspects that apply to the CTI and its partner. The terms and conditions are described in a specific document and/or in memos.

VI.3 Mission orders and expense reports

Any **member of the CTI or the permanent team, expert, special advisor or representative mandated** by the CTI, who travels - as part of his or her activities for the CTI - **outside his or her administrative residence** (in the case of civil servants or temporary staff of a public administration) **or family home** (personal residence), is considered to be on assignment.

Expenses may only be reimbursed for missions for which a prior invitation or mission order has been issued. Travel and subsistence expenses are covered by the rectorates for participation in plenary sessions and Board meetings, and by the evaluated higher education institutions, in accordance with the procedures of these bodies in direct contact with the parties concerned. Other missions are paid for by the CTI on presentation of an expense report and supporting documents, subject to the limits set by memorandum.

Version approve
on July 11th, 2023
Elisabeth CRÉPON, President

APPENDIX 1: Legislation and regulations

Extracts from the French Education Code concerning the Commission des titres d'ingénieur

The Commission des titres d'ingénieur (CTI) is an independent body created by the law of July 10th, 1934 on the conditions for issuing and using the title of graduate engineer, now codified in articles L.642-2 to L.642-12 of the French Education Code. Article L.642-1 specifies the various institutions involved in the training of graduate engineers, and the terms of their accreditation.

Pursuant to articles L.642-2 et seq., the French Education Code specifies the CTI's operating procedures. Articles D. 642-1 to 4 concern the maximum duration of accreditation; articles R. 642-5 to R. 642-10 concern the composition of the Commission, the election of the President and Vice-presidents, and decision-making rules.

An order dated September 13th, 1985 sets the allocation of seats to professional engineering organisations on the Commission des titres d'ingénieur.

Education Code - Legislative part

Part Three: Higher education - Book VI: Organisation of higher education - Title IV: Technological training - Chapter II: Long-term technological training.

Article L.642-1

The training of engineers and managers is provided by schools, institutes, universities and major institutions. It includes basic and applied research.

Accreditation to award the title of "ingénieur diplômé" (graduate engineer) is granted by the competent administrative authority after consultation with the Commission des titres d'ingénieur instituted by article L. 642-3.

Article L.642-2

Persons who call themselves "ingénieur diplômé" must immediately follow this reference with one of the engineering titles created by the State or recognized by the State, or one of the engineering titles legally registered in accordance with articles L. 642-4 and L. 642-10.

Article L.642-3

The Commission des titres d'ingénieur, whose members are appointed by the minister for higher education, is consulted on all matters concerning engineering degrees.

The composition of this commission is set by decree by the Conseil d'Etat, and includes representation from universities, institutes, schools and major institutions, as well as professional organisations.

Article L.642-4

The Commission des titres d'ingénieur decides, at their request, whether legally operating private technical schools offer sufficient programmes and teaching to award engineering degrees.

The Commission des Titres d'Ingénieur rules in the first and last instance, in reasoned decisions, on applications submitted to it.

Its decisions can only be taken on the basis of a report presented on these programmes and teaching by one or more experts.

Article L.642-5

Representatives of the schools concerned receive the evaluation report(s) and may ask to be heard; they are entitled to provide any information they consider useful.

Article L.642-6

At the request of the Minister of Higher Education, the right to award engineering degrees may be withdrawn. The withdrawal decision is taken in the manner and by the bodies provided for in articles L. 642-4 and L. 642-5. However, the decision to withdraw may only be taken following a warning issued on the basis of a report by an expert specially appointed for this purpose by the Commission des titres d'ingénieur, and whose ineffectiveness has been confirmed by a new evaluation carried out one year later. The Commission takes all necessary measures to safeguard the rights of students studying for the engineering degree.

Article L.642-7

At the request of the relevant governments and on the recommendation of the Commission des titres d'ingénieur, engineering degrees and titles may be admitted by the French State. They must indicate the country of origin.

Article L.642-8

Educational institutions which have obtained the right to award engineering degrees or which award an engineering degree in accordance with article L. 641-5 are subject to evaluation by experts or persons in charge of evaluation assignments, in order to ensure the conditions under which professional engineering training is provided.

The Commission des titres d'ingénieur draws up a list of experts in charge of these tasks, and is informed of evaluation reports.

Article L.642-9

Self-taught technicians, auditors from various schools and correspondence students with five years' industrial experience as technicians may, after passing an examination, obtain an engineering degree.

The conditions for awarding these degrees are laid down by decree, following a favorable recommendation from the Commission des titres d'ingénieur.

Article L.642-10

The titles constituted by the engineering degree must be accompanied by the name of the school whose programmes and teaching have been recognized as sufficient in accordance with articles L. 642-4 to L. 642-9, and the models of the degree documents certifying their issue must be deposited.

No use may be made of one of these engineering titles unless it has been registered. The conditions under which registration is carried out are laid down by decree. At the time of registration, a fee is payable to the Treasury. Engineering qualifications created or recognized by the State are not subject to the registration formality.

Article L.642-11

Groups of engineers and associations of graduates of engineering schools may be authorized, after an administrative inquiry and a positive recommendation from the Conseil supérieur de l'éducation, to register the titles of their groups or associations. Under the same conditions, they may also register abbreviations that have been used for at least ten years and that they have adopted to designate their members.

Article L.642-12

Infringements of the provisions of this chapter are punishable in accordance with the provisions of the Penal Code relating to forgery and usurpation of titles.

Education Code - Regulatory part

Book VI: The organisation of higher education - Title IV: Technological training - Chapter II: Long-term technological training - Section 2: The Commission des titres d'ingénieur

Article R.642-5

Created by Decree n°2013-756 of August 19, 2013 - art.

The Commission des titres d'ingénieur is made up of thirty-two members:

1° Four members chosen from the staff of public scientific, cultural and professional institutions under the authority of the Ministry of Higher Education, in which the title of graduate engineer is awarded, with two representatives of the universities, including one representative of National Polytechnic Institutes, one representative of institutes and schools outside the universities and one representative of "Grands établissements".

2° Four members chosen from the staff of schools and institutions under the Ministry of Higher Education and awarding the title of graduate engineer.

3° Eight members chosen for their scientific and technical competence, including at least five from the staff of institutions awarding the title of graduate engineer other than public institutions under the authority of the Ministry of Higher Education.

4° Eight members chosen by the most representative employers' organisations.

5° Eight members chosen by the most representative engineering associations and professional organisations. The members of the commission referred to in 1° are chosen by the Ministry of Higher Education from a list proposed by the Association of deans of French engineering schools referred to in article L. 233-1, which brings together the deans of institutions authorized to award the title of graduate engineer. This list must include twice as many names as members to be appointed for each type of public institution mentioned in 1°.

The members of the CTI referred to in 2° and 3° are appointed by the Minister of Higher Education.

An order from the Minister of Higher Education and the Minister of Labor sets the number of seats allocated to each of the organisations and associations mentioned in 4° and 5°.

The Director General for Higher Education and Professional Integration at the Ministry of Higher Education and Research, or his or her deputy, attends CTI plenary sessions in an advisory capacity, except where he or she is performing the duties assigned to him or her by article R. 642-10.

Article R.642-6

Created by Decree n°2013-756 of August 19, 2013 - art.

Members of the CTI are appointed by order of the Minister of Higher Education, for a four-year term. They are renewable by half every two years. No one may be a member of the commission for more than eight consecutive years.

Article R.642-7

Created by Decree n°2013-756 of August 19, 2013 - art.

Any member of the Commission des titres d'ingénieur ceases to be a member if he or she loses the capacity for which he or she was appointed. In the event of a vacancy for any reason whatsoever, the Minister of Higher Education shall appoint a member for the remainder of the term within three months, in accordance with the procedures set out in article R. 642-5.

Article R.642-8

Created by Decree n°2013-756 of August 19, 2013 - art.

The Commission des titres d'ingénieur, meeting under the presidency of the oldest member, elects a president and two vice-presidents from among its members. If the president is unable to act, he is replaced by one of the vice-presidents. The president and vice-presidents are elected by absolute majority in the first two rounds, and by relative majority in the third round. In the event of a tie in the third round, the oldest candidate is deemed elected. Voting is by secret ballot. The president and vice-presidents are elected for a two-year term. They may be re-elected.

A secretary-registrar to the CTI is appointed by the Director General for Higher Education and Professional Integration at the Ministry of Higher Education and Research from among the civil servants of the central administration.

Article R.642-9

Modified by Decree no. 2016-308 of March 17, 2016 - art. 2 (V)

When exercising an advisory role, the Commission des titres d'ingénieur carries out its functions under the conditions laid down in articles R. 133-1 to R. 133-15 of the Code of relations between the public and the administration and in the second and third paragraphs of this article.

Recommendations and decisions are passed by an absolute majority of votes cast. In the event of a tie, the president has the casting vote.

Any commission member unable to attend all or part of a plenary session may give written proxy to another member. Proxies are handed to the committee's secretary-registrar before the first vote for which they are valid. No person may hold more than one proxy.

Article R.642-10

Created by Decree n°2013-756 of August 19, 2013 - art.

When the Commission des titres d'ingénieur has decision-making powers in administrative or legal matters, it can only deliberate if more than half of its members are present. Decisions are taken by an absolute majority of votes cast. No member may vote by proxy. In the event of a tie, the president has the casting vote.

When the CTI exercises its jurisdictional functions under articles L. 642-4 and L. 642-6, it rules on the report of one of its members, appointed by the president, after hearing the observations of the Director General for Higher Education and Professional Integration or his deputy, and those of the parties or their representatives. This report consists of an objective statement of the facts and means.

The CTI's decision is substantiated. It is read out in open session, transcribed onto the minutes of the deliberations and signed by the president, the expert panel chair and the secretary-registrar. Mention is made in the decision of the members who deliberated.

Other major texts referred to by the CTI

- **Law no. 2018-771 of September 5, 2018 "for the freedom to choose one's professional future."**
- **Order of January 27, 2020 relating to the specifications for the bachelor's and master's degrees.**
- **Publication in the JORF of the list of accredited schools (Art. D642-3)** by an annual inter-ministerial decree "fixing the list of schools accredited to award an engineering degree" and mentioning the degree titles concerned.
- **Code of relations between the public and the administration:** articles R.133-1 to 15.
- **Education code:** various texts specify the status of higher education institutions and their components, if any, that can be accredited to award a degree in engineering:
 - o Article L711-2 on the different public-owned scientific, cultural and professional higher education institutions (EPCSCP) and articles L.713-1, 2 and 9 on the different internal components of universities
 - o Articles L.715-1 to 3 on institutes and schools that are not part of universities (and articles R. and D.715-1 et seq.)
 - o Article L.717-1 on large-scale establishments "Grands Etablissements) (and articles D.717-1 et seq.)
 - o Articles D.754-2 et seq. list various schools under ministries other than the Ministry of Higher Education (industry, sustainable development, energy).
- **French Labor Code:** Article L.3142-42 to 45 (employees designated to sit on the Board) and Order of May 20, 1980 listing the Commission des titres d'ingénieur among the bodies responsible for employment and training covered by Article L.3142-42.

APPENDIX 2: Rules and criteria for deliberations

Deliberation rules and criteria:

Evaluation of: Compliance with the major criteria Implementation of the guidelines for improvement	Recommendation/Decision regarding the duration of the accreditation
Several major criteria not compliant Several guidelines for improvement not implemented →	- 1 year for existing programmes - No accreditation for new programmes/campuses
At least one of the major criteria: Not compliant Several guidelines for improvement not implemented →	Limited duration (with or without an urgent action plan to provide within 6 months)
One or several major criteria partially compliant Some guidelines for improvement not implemented → (according to trajectory: in progress or not & depending on the usefulness for the HEI to undergo a new review in the short or medium term) →	Limited duration of 2 years
	Limited duration of 3 years
Most major criteria overall compliant Guidelines for improvement implemented →	Maximum duration of 5 years

It should be noted that the Commission is sovereign in its decisions taken during plenary sessions, which may differ from the expert panels' proposals.