

External review of the "Commission des Titres d'Ingénieurs" (CTI) by the European Association for Quality Assurance in Higher Education (ENQA)

Annex I: TERMS OF REFERENCE

Approved by the CTI Board, April 30th 2013

Revised on 6th August 2013

Revised on 29th January 2014

1. Background and Context

The CTI missions, defined by a law in 1934, are respectively: the assessment and accreditation of all French engineering programmes which award the title of "*ingénieur diplômé*" (graduate engineer); on their demand, the assessment and accreditation of foreign engineering programmes; the promotion of engineering curricula and careers in France and abroad.

CTI is full member of ENQA since 2005. In June 2009, its membership has been renewed by the ENQA board, after a review coordinated by the NVAO (Accreditation Organisation of the Netherlands and Flanders). In November 2010, EQAR has included CTI in the register of quality assurance agencies operating in Europe which substantially comply with the European Standards.

CTI is founding member of ECA, the European Consortium for Accreditation in higher education. It is founding member of the EUR-ACE® project, which provides a set of standards to identify high quality engineering programmes in Europe and worldwide.

As a member of these European institutions, the CTI is periodically reviewed to assess the compliance of its activities with the European standards. After the ENQA coordinated reviews in 2005, 2008 and 2010, before the ENAEE/EUR-ACE review and the EQAR renewal in 2014, CTI considers that the ENQA coordinated review is an essential tool for its quality management.

CTI has been Full member of ENQA since 2005. Full membership was confirmed following an external review on 2 June 2009.

2. Purpose and Scope of the Evaluation

The review coordinated by ENQA is a type A review, as defined in the *Guidelines for external reviews of quality assurance agencies in the European Higher Education Area*. It will evaluate the way in which and to what extent CTI fulfils the criteria for the ENQA membership and thus the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*. Consequently, the review will also provide information to the ENQA Board to aid its consideration of whether CTI should be reconfirmed Full Membership of ENQA. The review panel is not expected, however, to make any judgements as regards granting CTI Full Membership in ENQA.

3. The Review Process

The process is designed in the light of the *Guidelines for external reviews of quality assurance agencies in the European Higher Education Area*.

The evaluation procedure consists of the following steps:

- Formulation of the Terms of Reference and protocol for the review;
- Nomination and appointment of the review panel;
- Self-evaluation by CTI including the preparation of a self-evaluation report;
- A site visit by the review panel to CTI;
- Preparation and completion of the final evaluation report by the review panel;
- Scrutiny of the final evaluation report by the Review Committee of the ENQA Board;
- Analysis of the scrutiny by the ENQA Board and their decision regarding ENQA membership;
- Follow-up of the panel's and/or ENQA Board's recommendations by the agency.

3.1 Nomination and appointment of the review team members

The review panel consists of six members, including a review chair and a review secretary: one quality assurance expert, three representatives of higher education institutions, one representative of employers and one student member. An employer representative is appointed to better reflect the composition of CTI membership, made of an equal number of academics and professionals. Three of the reviewers (including the review chair and secretary) are nominated by the ENQA Board on the basis of proposals submitted to ENQA by the national agencies, and are drawn from senior serving members of Board/Council or staff of ENQA member agencies. ENQA will also nominate the representative of employers on the basis of proposals submitted by the Board of ENQA or the European Association of Employers BusinessEurope. The fifth external reviewer is drawn from a nomination provided by the European University Association (EUA). The nomination of the student member is asked from the European Students' Union (ESU).

Current members of the ENQA Board are not eligible to serve as reviewers.

ENQA will provide CTI with the list of suggested experts with their respective curricula vitae to establish that there are no known conflicts of interest. The experts will have to sign a non-conflict of interest statement as regards the CTI review.

3.2 Self-evaluation by CTI, including the preparation of a self-evaluation report

CTI is responsible for the execution and organisation of its own self-evaluation process and shall take into account the following guidance:

- Self-evaluation is organised as a project with a clearly defined schedule and includes all relevant internal and external stakeholders;
- The self-evaluation report is broken down by the topics of the evaluation: background description of the current situation of the Agency; analysis and appraisal of the current situation; proposals for improvement and measures already planned; a summary of perceived strengths and weaknesses;

- The report is well-structured, concise and comprehensively prepared. It clearly demonstrates the extent to which CTI fulfils its tasks of external quality assurance and meets the criteria for the ENQA membership and thus the ESG. The report is submitted to the review panel a minimum of four weeks prior to the site visit.

3.3 A Site Visit by the Review Panel

CTI will draw up a draft proposal of schedule for the site visit to be submitted to the review panel at least three months before the planned dates of the visit. The schedule includes an indicative timetable of the meetings and other exercises to be undertaken by the review panel during the site visit, the duration of which is 2 days. The approved schedule shall be given to CTI at least two months before the dates of the visit, in order to properly organise the requested interviews.

The review panel will be assisted by CTI in arriving to Paris, France.

Where appropriate, the site visit will close with an oral presentation and discussion of the major issues of the evaluation between the review panel and CTI.

3.4 Preparation and completion of the final evaluation report

On the basis of the review panel's findings, the review secretary will draft the report in consultation with the review panel. The report will take into account the purpose and scope of the evaluation as defined under article 2. It will also provide a clear rationale for its findings with regards to each ENQA membership criteria. A draft will be submitted for comment to CTI within two months of the site visit for comment on factual accuracy. If CTI chooses to provide a statement in reference to the draft report it will be submitted to the chair of the review panel within two weeks after the receipt of the draft report. Thereafter the review panel will take into account the statement by CTI, finalise the document and submit it to CTI and ENQA.

The report is to be finalised within three months of the site visit and will not exceed 40 pages in length.

4. Follow-up Process and Publication of the Report

CTI will consider the expert panel's report and inform ENQA of its plans to implement any recommendations contained in the report. Subsequent to the discussion of the evaluation results and any planned implementation measures with ENQA, the review report and the follow-up plans agreed upon will be published on the CTI website.

The final review report will be published on the ENQA website, regardless of the review outcome and decision by the Board.

5. Use of the report

ENQA shall retain ownership of the report. The intellectual property of all works created by the expert panel in connection with the review contract, including specifically any written reports, shall be vested in ENQA.

The review report is to be used by the Board of ENQA for the purpose of reaching a conclusion on whether CTI has or has not met the membership criteria/ESG.

The working paper authored by the Panel is to be considered as a report owned by ENQA only after being approved by the ENQA Board.

Once submitted to CTI and ENQA and until the decision by the Board is made, the working paper may not be used or relied upon by CTI, the panel and any third party and may not be disclosed without the prior written consent of ENQA. CTI may use the report at its discretion only after the Board decision has been made.

CTI shall be aware that, should an application to the European Quality Assurance Register for Higher Education (EQAR) be submitted, the Chair of the panel might be approached by the Register Committee for any request for clarification. The Chair of the panel may give a response but he/she is requested to copy the Director of ENQA on all correspondence.

6. Budget

CTI shall pay the following review related fees:

Fee of the Chair	4,750 EUR
Fee of the Secretary	4,750 EUR
Fee of the 4 other panel members	11,000 EUR (2,750 EUR each)
Administrative overhead for ENQA Secretariat	5,000 EUR
Experts Training fund	1,250 EUR
Travel and subsistence expenses (approximate)	6,000 EUR

This gives a total indicative cost of 32,750 EUR for a review team of 6 members. In the case that the allowance for travel and subsistence expenses is exceeded, CTI will cover any additional costs after the completion of the review. However, the ENQA Secretariat will endeavour to keep the travel and subsistence expenses in the limits of the planned budget, and will refund the difference to CTI if the travel and subsistence expenses go under budget.

In the event of a second site visit required by the Board and aiming at completing the assessment of compliance, and should the agency accept a second visit, an additional fee of 500 EUR per expert, as well as travel and subsistence costs are recoverable from CTI.

7. Indicative Schedule of the Review

The duration of the evaluation is scheduled to take about 18 months, from March 2013 to September 2014:

CTI begins self-evaluation	March 2013
Agreement on terms of reference and protocol for review	July 2013
Appointment of review panel members	October 2013 – February 2014
CTI self-evaluation completed	December 2013
Preparation of site visit schedule and indicative timetable	February-March 2014
Briefing of review panel members	February 2014
Review panel site visit	Beg April 2014

Draft of evaluation report to CTI	Beg June 2014
Statement of CTI to review panel if necessary	June 2014
Submission of final report to CTI and ENQA	June 2014
Consideration of the report by ENQA and response of CTI	September 2014
Publication of report and implementation plan	September 2014