



Top International  
Managers in Engineering

## **T.I.M.E. Admissions: Regulations and Procedure**

### **Admissions**

Regulations (2008 Bye-Laws) (extract)

#### **1. Proposals to invite Applications for Membership**

The proposal to invite an institution to apply to be an Associate Member of the T.I.M.E. Association may be made to the Admissions Committee by **any T.I.M.E. member institution**.

**The Advisory Committee, on recommendation of the Admission Committee**, will ask the President of T.I.M.E. to **invite high quality institutions to apply for available positions**. The General Assembly, on report of the President, will decide on whom to admit as a member (if any). Any application is valid only one year.

#### **2. Prerequisites for Admission to the T.I.M.E. Association as an Associate Member**

(a) The full engineering curriculum concerned must be of **the highest standard in the applicant's country**, entitling its graduates to enter a doctoral programme.

(b) The institution must be recognised for its **level of excellence**:

- by other institutions in its own country;
- by institutions in other countries operating exchanges with it;
- by industrial and other companies recruiting its graduates.

(c) The Institution must have a **sufficient flow of graduates for exchanges** to reach a significant number of students.

- (d) The institution must present significant research activity of international level, leading to the award of Doctorates.
- (e) The links between the institution and industry must be strong and diversified.
- (f) The institution must already have developed significant international activities.
- (g) **Three letters of recommendation** coming from current T.I.M.E. member institutions in three different countries must be produced.

### 3. Admission Criteria

#### 3.1 **Composition**

The Admission Committee will review proposals received for T.I.M.E. Membership and then will make recommendations to the T.I.M.E. Advisory Committee.

It is composed of the following institutions:

1. Mr. Torsten WERGE	KTH (Sweden)
2. Prof. Jocelyn FIORINA	CentraleSupélec (France)
3. Prof. Juan Jesús PEREZ	Universitat Politècnica de Catalunya (Spain)
4. Prof. Krisztina LASLO	BME (Hungary)
5. Prof. Arantxa QUEROL MONTFORTE	Universitat Politècnica de Valencia (Spain)
6. Prof. Pierre DEHOMBREUX	Université de Mons (Belgium)
7. Prof. Anastasia ZABANIOTOU	Aristotle University of Thessaloniki (Greece)
8. Prof. Line DUBE	Polytechnique montréal (Canada)

#### 3.2 **Criteria**

This committee was also in charge to re-define the quality criteria that **need to be presented at the time of the application.**

1. Description of the University and of the Faculty/School of Engineering, including domains of excellency and type of institution (private or public).
---

2. Position in recognized international and national rankings (also in research, if possible), including accreditations and quality labels.	
3. Degrees offered (bachelor / master) as well as PhD (particularly co-tutelle) and research activity (domains of excellency, including Chairs of excellence, and Industrial Chairs).	
4. Among the academic offer:	<ul style="list-style-type: none"> <li>- number of courses/programmes taught in English</li> <li>- % of foreign students among the student population</li> <li>- % of professors with a PhD among the faculty</li> </ul>
5. Monitoring and assessment of the quality of training and employability of the graduated.	
6. List of international partners (or at least the most active partners) and other networks and affiliations. Precise, if Double Degree or co-tutelle are offered.	
7. List of the T.I.M.E. universities with whom collaboration already exists. (student mobility, double degrees, co-tutelle, joint research/publications...).	
8. Specify the list of Double Degree agreements and the average of double degrees per academic year. Does your institution currently exchange students within double degree agreements where the students get the master or engineering degrees from the two institutions? Please give examples, especially of cooperation with partners of the T.I.M.E. Association.	
9. The name of the 3 supporting T.I.M.E. members (since 3 letters from at least three T.I.M.E. members are required to apply)	
10. Support letters from Industry or specify collaboration with industry in the application letter	
11. Commitment/Motivation letter from the top representative of the institution specifying: <ul style="list-style-type: none"> <li>- the openness to establish double degree agreements</li> <li>- Why the institution wants to apply for the T.I.M.E. Membership</li> <li>- What does the institution want to do within T.I.M.E.</li> </ul>	

It does not mean that all requirements are compulsory. The idea is to have a **global picture** and **help at maximum the T.I.M.E. Members** to decide whether or not the institution can be accepted.

### 3.3 Schedule

Dates	Procedure
October 2020	<ul style="list-style-type: none"> <li>- Call of application will be launched on <b>October 19<sup>th</sup>, 2020</b></li> <li>- Members are invited to send proposals for new members (deadline: <b>January 15<sup>th</sup> 2021</b>).</li> </ul>
Advisory Committee February 2021	<ul style="list-style-type: none"> <li>- The <b>Admission Committee</b> will review proposals and make recommendation to the Advisory Committee.</li> <li>- The <b>Advisory Committee</b> will decide which to investigate further</li> </ul>
March/April 2021	<ul style="list-style-type: none"> <li>- Information to proposers (=Sponsor) for presentations to be made at the July 2021 Advisory Committee meeting.</li> </ul>
Advisory Committee July 2021	<ul style="list-style-type: none"> <li>- Invited proposing members make a presentation of their candidates (supporting members must attend the meeting to do the presentation). The <b>Advisory Committee makes recommendations to the GA for new members who could be invited to apply.</b></li> </ul>
General Assembly October 2021	<ul style="list-style-type: none"> <li>- The proposed new members are presented by their supporters, before <b>a vote on admission. The institutions with a positive vote are invited to apply and to send documents</b> (letters of application and commitment to our principles, <b>3 letters of support</b>). Admission is effective at the next Advisory Committee on condition of reception of all documents.</li> </ul>
Advisory Committee February 2022	<ul style="list-style-type: none"> <li>- Review documents received. Formally admit new members whose information is complete. Send reminders for missing documents to other new members.</li> </ul>
Advisory Committee July 2022	<ul style="list-style-type: none"> <li>- Write report (list of effective new members) for the GA based on documents received and reviewed.</li> </ul>
General Assembly October 2022	<ul style="list-style-type: none"> <li>- New members can attend the General Assembly</li> </ul>

This document compiled by Gwenaëlle GUILLERME.