

# **T.I.M.E. Association**



## **T.I.M.E. Association Internal Regulations (Bye-Laws)**

### **New version subsequent to the General Assembly in Valencia (October 2008)**

#### **1. Institutional membership and applications**

Applications for membership are to be sent to the T.I.M.E. Advisory Committee.

The Advisory Committee will designate an Admissions Committee consisting of five representatives of T.I.M.E. member institutions. Each member of the Admissions Committee will sit for two years. The Admissions Committee will submit its report on applications no more than two months after receiving them. At its next meeting, the Advisory Committee will make a decision concerning any such application, or may postpone its decision until it receives further information.

In the case of an application being accepted, the candidate will automatically become an Associate Member, as defined in the Statutes.

#### **2. General Assembly**

There may be Ordinary (Annual) or Extraordinary Meetings of the General Assembly.

The Report to the Annual General Assembly will be circulated by the President at least two months before the agreed date for the Meeting. The Agenda will be set by the Advisory Committee and sent to member institutions at least one month before the date of the meeting.

Invitations to attend the General Assembly are sent by the President of the Association.

#### **3. Advisory Committee**

The Advisory Committee will determine the date and place of its meetings. The Agenda will be prepared by the Management Committee.

Invitations to attend the Advisory Committee are sent by the President of the Association.

#### **4. Secretary**

At the beginning of its operation, the office of the Secretary of the Association is located at the following address:

c/o. Ecole Centrale Paris  
Grande Voie des Vignes  
F-92295 CHÂTENAY-MALABRY Cedex  
France

The Advisory Committee is to nominate a Coordinator of the Association.

#### 5. Budget and Accounts

To conform to the Statutes, the annual membership fee is determined at the Annual General Assembly on the recommendation of the Advisory Committee and is due on July 1<sup>st</sup> for the following academic year. The Treasurer will provide annual accounts certified by an Auditor.

#### 6. Language

The working language of the Association is English.

#### 7. Resignation

Member institutions may withdraw from the Association by notifying the President of their intention by letter no later than June 30<sup>th</sup> of the current year.

#### 8. Quorum and Majority

The quorum for the Annual General Assembly is fixed at no less than 50% of member institutions represented. The required majority is at least 50% of the members present.

For an Extraordinary General Assembly, the invitation to attend is sent by the President of the Association as laid out in Article 7 of the Statutes. The quorum and the majority are the same as for an Ordinary General Assembly.

If an Extraordinary General Assembly is called at the request of more than one third of the members, the President must set its date within two months.

For Advisory Committee meetings, the quorum is at least 50% of member institutions represented and the required majority is at least 50% of the members present.

#### 9. Internal Regulations (Bye-Laws) and Modifications

The Internal Regulations (Bye-Laws) are set on the proposal of the Advisory Committee. A two-thirds majority of the members present is required.

#### 10. Operation and Communication

In a normal year, there should be at least one General Assembly and at least one Advisory Committee meeting.

Other meetings of the Advisory Committee should be held only when called for by exceptional circumstances.

The use of facsimile (fax) machines for signatures is left to the discretion of members. It is always necessary to confirm such messages by an official letter.

#### 11. 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.

A survey of any applicant will be made by the T.I.M.E. Admissions Committee from publicly available information such as brochures and websites, and through discussion with colleagues.

The General Assembly will decide each year on the maximum number of new members that may be admitted the following years.

The Advisory Committee, on recommendation of the Admissions Committee, will ask the president of TIME 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.

#### 12. 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.

#### 13. Principles of Operation

The following principles of operation of the T.I.M.E. Association are laid down in addition to the T.I.M.E. Charter of October 13<sup>th</sup>, 1989, in order to implement the aims of T.I.M.E. as stated in the said Charter, through the specific actions of T.I.M.E. Association members.

- (a) The T.I.M.E. programme must lead to the award of either two Degrees from two different countries or a single, supranational Degree equivalent to the existing national Degrees, and be achieved through a joint curriculum of at least two member Universities in the T.I.M.E. Association. T.I.M.E. programmes are exclusively those in which students undergo educational periods in at least two different countries, with

periods abroad of two academic years. In very specific circumstances, this period may be shortened to at least one year.

- (b) Curricula leading to Double (or Joint) Degrees must be a regular option in the framework of the local study regulations. Regulations are set by appropriate boards.
- (c) The institutionalisation of a T.I.M.E. cooperative degree programme must be materialised in written form. Copies should be forwarded to the T.I.M.E. Association.
- (d) Two years after admission as an Associate Member, the institution must be able to show that it has taken the necessary measures regarding its regulations on the awarding of Degrees to enable a student to obtain a Double Degree. The discussions with partner institutions leading to the definition of the curriculum for a Double Degree must be well advanced. Considering the results which have been achieved, a review by the Admissions Committee may lead to admission as a Full Member.
- (e) From the third year of membership, at least one student per year must be engaged in a T.I.M.E. Double Degree programme.
- (f) From the fifth year of membership, there must be at least two different foreign countries engaged in a T.I.M.E. Double Degree programme with the institution.
- (g) Subject area-specific bilateral agreements must set the equivalencies of the relevant study periods and Degrees in order to facilitate the international mobility of students and graduates.
- (h) The Admissions Committee will be in charge of reviewing the different levels of activity of T.I.M.E. member institutions. This review will take place regularly at the initiative of the Committee and at least every two years. Should the review reveal difficulties, the Admissions Committee will describe precisely what the obstacles are.
- (i) Only those institutions which prove that they are following these principles of operation may hold membership of the T.I.M.E. Association.
- (j) T.I.M.E. members must have an official correspondent in their institution.