

Department for the evaluation of
programmes and degrees

Evaluation of master's degrees Group B (2012 – 2015) Application plan

I – TRAINING PROGRAMME IDENTITY SHEET

State the name of the field, speciality and subspeciality, the name(s) of the director(s) with status(es) and contact details, the support institution and any jointly accredited or partner institutions and their contact details (speciality and subspeciality/subspecialities).

II – OPERATING REPORT FOR THE SPECIALITY

Provide an overall report on the speciality during the last period.

1. Recorded origins (geographical, statuses, etc.) of students, appeal of programme
2. Recorded student numbers and pass rate
3. Known results of the evaluation of courses by students
4. Known results of the analysis of what has become of former students (both graduates and otherwise) after 2 years
5. Known results of the evaluation of the programme by leavers after two years
6. Measures taken in response to these results

III – OBJECTIVES AND CONSISTENCY OF THE SPECIALITY

1. History of the programme and justification for the new project
Clearly state whether the application concerns a creation from scratch, a restructuring operation or a renewal with or without modifications and describe these modifications.
2. Scientific objectives
Describe the scientific orientations of the training.
3. Professional objectives
State the professional skills to be acquired via the programme and the career opportunities.
4. Projected estimates for the next period: academic tracks and recruitment area, expected student numbers and further studies envisaged, etc.

IV – CONTEXT

1. Place of the programme in the range of programmes offered by the institution
Provide a graphical diagram showing the range of BMD programmes offered by the institution and the place of this speciality in this diagram.
2. Place of the programme in the regional and national contexts
3. Association with research
Describe the environment of the speciality in terms of doctoral schools and laboratories, and how the speciality exploits this environment.
4. Association with the socioprofessional environment
Describe the environment of the speciality in terms of partner companies and/or industrial networks, and how the speciality exploits this environment. Also include an analysis of the employment prospects for recent graduates.
5. Regional, national and international academic partnerships (including engineering schools, Institutes of Political Studies, etc.)
6. International exchanges and relations
Describe the different types of international partnerships, number of students concerned, etc., and whether they relate to joint degrees, joint honours, etc.

V – ORGANISATIONAL STRUCTURE OF THE SPECIALITY

1. Structure of the programme and organisation of the teaching team

Describe the subspecialties within the speciality and their type (professional-research-undifferentiated), and any links with a common core, links between the first and the second year of the master's degree, the system of options and/or learning paths and links between specialities used, etc. Include a description of the teaching methods (e.g. use of ICT for education), existence of teaching committees and/or programme enhancement boards, harmonisation of hourly totals and European credits, etc. From amongst these methods, include a presentation of the procedures that allow for the integration of students (or trainees) subject to specific constraints.

2. Policy on training placements

Describe the policy implemented with regard to placements (duration, organisation, agreements, monitoring, academic management, presentation of placement reports, etc.)

3. Pooling and joint accreditations

Describe the pooling of teaching within the speciality, with other specialities offered by the institution and within other institutions, making the distinction between joint accreditations and single partnerships. In the case of joint agreements, a letter of agreement from the different rectors and/or heads of institutions shall be appended.

4. Target public concerned

Describe the recruitment tracks for students, the recruitment procedures at the start of the speciality and in M1 and M2.

5. Teaching team

Provide a list of academic teaching staff with their statuses and attachments (laboratories, departments, etc.) in addition to a list of the external teaching staff (ditto).

6. Management of the speciality

Describe the presence, constitution and role of programme enhancement boards (or their equivalent) and panels, procedures for the evaluation of students, methods for the evaluation of courses by students and tracking procedures for graduates.

7. Self-evaluation

Describe the procedure used for self-evaluation and its inclusion in the drafting of the application.

VI – PRESENTATION OF SUBSPECIALITIES

This part shall be duplicated for each subspeciality.

1. Scientific and professional objectives of the subspeciality.
2. Organisational structure in terms of teaching units and European credits.;
3. Description of teaching units, teaching methods (lectures, tutorials, practicals, projects, placements, etc.) and the teaching staff.
4. Aspects relating to training in research and research-driven training
5. Aspects relating to vocational training and cross-disciplinary skills.
6. Aspects relating to continuing education and work-linked training
7. International exchanges and relations

VII – SUBSPECIALITY operating REPORT

This part shall be duplicated for each subspeciality.

1. Recorded origins (geographical, statuses, etc.) of students and appeal of the programme.
2. Recorded and expected student numbers, pass rate.
3. Known results of the evaluation of courses by students.
4. Known results of the analysis of what has become of former students (both graduates and otherwise) after 2 years.
5. Known results of the evaluation of the programme by leavers after two years.
6. Measures taken in response to these results
7. Projected estimates for the next period: academic tracks and recruitment area, expected student flows and further studies envisaged, etc.

Recommendations for the submission of applications

The applications shall be submitted to the AERES site reserved for this purpose by the support institution in the case of joint accreditation.

The application must not exceed 30 pages per speciality and, if necessary, a maximum of five pages per subspeciality may be added.

The appendices must not exceed 3 MB per bachelor's degree speciality, which implies the need to reduce the number of logos, images and copies of Web pages to the strict minimum.

The application shall include the following items:

- Appendices (organisation chart of the range of training courses, joint accreditation or partnership agreements, etc.) (1 Zip file)
- RNCP (National Directory of Vocational Qualifications) forms and the Descriptive Appendices to Degrees (compulsory) (1 Zip file).
- Self-evaluation form (1 file).