

# *Handbook for European Monitoring Committee (EMC)*

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*FEANI  
Fédération Européenne d'Associations Nationales d'Ingénieurs  
European Federation of National Engineering Associations  
Föderation Europäischer Nationaler Ingenieurverbände*

Avenue Roger Vandendriessche 18, BE-1150 Brussels  
Tel +32-2-639-03 90 Fax +32-2-639 03 99

[www.feani.org](http://www.feani.org)

# **Handbook for the EMC**

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## I. Introduction

The Terms of Reference of the EMC are:

- To approve new programmes in schools listed in the FEANI INDEX,
- To advise the Executive Board on the approval of new schools and their programmes,
- To decide on all applications for the EUR ING designation,
- To advise the Executive Board on all procedures required to maintain and update the standards laid down by FEANI for registration and award of certificates.
- To monitor the composition and working methods of National Monitoring Committees (abbr. NMC).

The purpose of this handbook is to facilitate the work of the European Monitoring Committee (EMC) of FEANI by summarizing the goals and tasks of the EMC and giving in one document all the references to existing documents detailing the requirements and prerequisites relevant to the FEANI INDEX, the FEANI Register/EUR ING and the overall role and tasks of the EMC. It replaces the previous Handbook for the EMC of 15 April 1994.

The EMC has been constituted in accordance with the provisions that are described in the FEANI Statutes (adopted by the General Assembly in Luxembourg on 28 September 2001, with amendments adopted by the National Members by correspondence in May 2002) as follows in Article S21 – Creation of Committees and Working Groups:

“In order to deal expeditiously with issues of common interest, the Executive Board may, from time to time, establish Committees and ad hoc Working Groups. The Executive Board will supervise and co-ordinate the activities of all Committees and Working Groups.”

The FEANI Bylaws additionally specify in Article B9 – Committees – as follows:

“Committees are from time to time established and disbanded by approval of the Executive Board. The Terms of Reference and membership of the Committees are set by the Executive Board. The Executive Board appoints members or invites the National Members to delegate persons to serve as members on Committees. The Executive Board appoints the Chairs of Committees or delegates their election to the members of the Committee. Where the Chairs of Committees are not members of the Executive Board, they can be invited to the Executive Board meeting, when the business of the Committee is included in the agenda.

The Chairs of Committees submit regular activity reports to the Executive Board on a frequency, at least annual, specified by the Executive Board.

The competencies, powers and working methods for each Committee are set forth in separate procedural documents that must be approved by the Executive Board.

Where investigations are to be made among the National Members, prior approval must be obtained from the Executive Board.”

The EMC comprises not more than 12 members plus a Chair.

The **EMC members** are proposed by the NMs and appointed by the Executive Board, after recommendation of the EMC, and work in an independent capacity. They are appointed for a period of 3 years, with provision for re-election for one more period. One EMC member is appointed as Deputy Chair.

The **EMC Chair** can be re-appointed more than once.

The membership of the EMC reflects the spectrum of engineering employment, as well as the variety of geographical regions, cultural background and engineering formation systems in FEANI.

The EMC deals with general policy matters relating to the EUR ING/Register and the INDEX and makes recommendations to the Executive Board. On behalf of the Executive Board it decides upon applications for the award of the EUR ING title. It meets at intervals of approximately 2 months.

Its major tasks include thus the checking of programme submissions for the INDEX from National Monitoring Committees and EUR ING application checking. The Executive Board may delegate further responsibilities to the EMC, indicating the time period of the delegation.

Regarding **programme checking**, please refer specifically to the '*Guide*', the '*Procedures to analyse proposals from National Members*' and the *NMC Handbook* (specifically section IV.1.2.1 'Checklist for NMCs', section IV. 1.2.3 'Form for the Evaluation' and Appendix 4 'Information to be submitted by NMCs for inclusion of programmes in the INDEX'), as well as the '*evaluation form*' itself, including examples.

Regarding **EUR ING application checking**, see specifically the '*EUR ING decision tree*', the '*Guide*' and the *NMC Handbook* (specifically section V.5 'Instructions for checking application forms by NMCs').

After having checked applications please do not forget to put your name and signature in box 8 of the application form ('decision by EMC') and give a clear and complete comment/reasoning in case an application is deferred in order to allow the NMC and the candidate to potentially re-submit the application with full information.

## II. Reference documents for the EMC

The following list gives a complete overview about the work of the EMC within FEANI. The respective documents can be found as an Appendix to this EMC Handbook and/or on the FEANI website [www.feani.org](http://www.feani.org) (please always check the FEANI website for latest versions of those documents):

<i>Document (status)</i>	<i>Content/Reference</i>
<b>I. EMC ‘Constitution/Terms of Reference’</b>	<ul style="list-style-type: none"> <li>- Membership of EMC: appointment, duration of membership term, prerequisites of members</li> <li>- Tasks of members</li> <li>- Regional groups</li> </ul>
<b>II. NMC Handbook and Appendices</b>  <u>Appendices:</u> 1) EMC ‘ <i>Constitution/Terms of Reference</i> ’  2) <i>Certificate of Registration</i> (See always FEANI website for current format)  3) <i>Programme Evaluation Form</i>  4) Overview about <i>information to be submitted by NMCs for inclusion of programmes in INDEX</i> (EMC check for completeness of information submitted by NMCs)	<ul style="list-style-type: none"> <li>▪ Abbreviations and Definitions; FEANI Structure</li> <li>▪ Role/tasks of EMC and NMCs</li> <li>▪ Generalities about the FEANI INDEX and the EUR ING/Register</li> <li>▪ INDEX:               <ul style="list-style-type: none"> <li>- Procedure for INDEX submissions from NMCs/ checklist</li> <li>- How/who to do INDEX ‘Corrections’ and INDEX ‘Updates’, incl. EMC WGs, sample checking</li> <li>- Summary of minimum requirements for INDEX engineering programmes</li> <li>- How to fill in evaluation form</li> <li>- Information that needs to be available from NMCs (checklist)</li> </ul> </li> <li>▪ EUR ING:               <ul style="list-style-type: none"> <li>- Overview of procedure and different EUR ING categories/cases (see ‘Guide’ for more details)</li> <li>- How to fill in (NMC) and how to check completeness (EMC) of application forms</li> </ul> </li> </ul>
<b>III. Programme Evaluation Form</b> (since August 2009 the same form is used for both EMC and NMC)	<ul style="list-style-type: none"> <li>- Excel sheet for programme for the INDEX, incl. formula and examples of classification</li> </ul>
<b>IV. ‘Procedures to analyse proposals from National Members’</b>	<ul style="list-style-type: none"> <li>- Setting up of EMC WGs (it is the WG’s task to follow up with the NMC and assure that necessary information for the input of programmes in the INDEX (Annex 4 to the NMC handbook) are provided.</li> <li>- WG procedures for checking submissions from NMCs</li> <li>- Screening of programmes according to criteria, incl. sample checking (7 programmes); EUR-ACE label</li> <li>- Minimum requirements for INDEX engineering programmes incl. % for basic sciences, mathematics, engineering subjects, non-technical subjects (in ECTS)</li> </ul>

<b>V. 'The Guide to the FEANI Register (EUR ING)'</b>	<ul style="list-style-type: none"> <li>- Terminology</li> <li>- Register: purpose, concept, professional competence, structure</li> <li>- EUR ING formula and four categories: 5.3a (normal case); 5.3b (education outside of FEANI area = not in a FEANI country), 5.4a (education in non-engineering areas); 5.4b (special cases)</li> <li>- Operation of Register and application procedure</li> <li>- Checking of applications</li> </ul>
<b>VI. Note regarding 2nd cycle programmes</b>	Different types of programmes in INDEX: <ol style="list-style-type: none"> <li>1. pre-Bologna programmes</li> <li>2. post-Bologna programmes (after +/- 2005):             <ol style="list-style-type: none"> <li>2.a 'first cycle' (fcd) (duration 3-4 y)</li> <li>2.b 'second cycle' (scd) (duration +1-2y)</li> <li>2.c 'second cycle integrated' (duration 5 years)</li> </ol> </li> </ol>
<b>VII. 'EUR ING decision tree'</b>	- description of the different routes to become EUR ING
<u>More documents on the FEANI website, section 'EUR ING/Register':</u>	
- Overview information for EUR ING applicants on criteria/procedure	
- FEANI Position Paper on Code of Conduct: Ethics and Conduct of Professional Engineers	
- EUR ING certificate and parchment, incl. backside of the parchment	- description of individual EUR ING education/qualifications as well as designation in general

### III. Additional Information

The documents referenced above can be obtained through the FEANI website [www.feani.org](http://www.feani.org) (sections 'EUR Ing/Register', 'INDEX' 'Committees' and the 'Pinboard') or by sending an e-mail request to [secretariat.general@feani.org](mailto:secretariat.general@feani.org) .

An up-to-date list of EMC Members can also be consulted on the website, section 'Committees'.

#### *Use of the title European Engineer*

Regarding the use of the title EUR ING in front of the name, there has been a decision in March 1992:

According to the Guide to the FEANI Register - Article 4.0 -, the professional title EUR ING may be used with the national title as follows:

- The abbreviate title EUR ING is for use before the name and other ranks and titles in the UK.
- In countries which have academic or professional engineering titles used before the name, the title EUR ING is normally written after the name.
- EUR ING is an additional professional title and is never intended to replace or compete with national titles.

### ***Recommendation for procedure for handling complaints about EUR ING***

The FEANI Executive Board in its 125<sup>th</sup> meeting in February 2009 coincided on a pragmatic approach as recommended by the EMC as follows:

If FEANI received complaints from third parties regarding EUR ING:

- The Secretary General should first verify whether the concerned EUR ING was registered on a National basis in a country such as the UK (Chartered Engineers). In this case, the National body could take appropriate steps/disciplinary measures.
- If this is not the case the following procedure applies. The Secretary General to:
  - o Send a copy of the complaint to the EMC Chair and the respective NMC;
  - o Reply to complainer (example letter of 30 October 2008/Silverthorne)
  - o Inform the concerned EUR ING that a complaint has been made and include a copy of the response but without sending the actual complaint
  - o No disciplinary measures have been set up.

In any case, close consultation with the respective NM/NMC is vital.

### ***EMC Working Group for update of EMC documents***

At its 117<sup>th</sup> meeting in November 2008, the EMC set up a Working Group to review and propose changes for EMC documents consisting of two EMC members and the EMC Secretary. This group also determines which documents should be put on the FEANI website.

The Working Group is in charge of proposing annual updates to the EMC for July each year.

## **IV. Specific agreements**

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#### ***EUR-ACE***

In its 108<sup>th</sup> meeting in February 2007, the EMC decided that it will in principle accept for the INDEX programmes accredited by agencies licensed by ENAEE using the **EUR-ACE** procedures and criteria. The (approval for) submissions for inclusion in the INDEX of EUR-ACE accredited programmes need to come from the respective NMCs. (During a transition period, EMC assesses samples for assuring compatibility with INDEX requirements.)

#### ***Procedure for French INDEX submissions***

In its 113<sup>th</sup> meeting in February 2008, EMC accepted all programmes assessed by the French CTI (Commission des Titres d'Ingénieurs - [www.cti-commission.fr](http://www.cti-commission.fr)) habilitated for more than 1 year, with the exception of those in basic sciences (mathematics, computer science, ..) which are to be verified by the EMC Chair first.

### **EUR ING**

#### ***Procedure for British and Irish EUR ING candidates***

At the 118<sup>th</sup> and 119<sup>th</sup> EMC meeting, the procedure regarding applications sent by British as well as the Irish NMCs was clarified: EMC does not need to assess the experience side of those candidates who hold a CEng title, i.e. no detailed CV nor employment letters are required to accompany the application. (However, the same rules as for other countries apply concerning the academic education.)

***Procedure for Greek EUR ING candidates***

At the 120<sup>th</sup> Executive Board meeting in May 2008, the Greek Board member at that time accepted a special procedure for Greek candidates that cannot be accepted by the Greek NMC because the Technical Chamber of Greece (TCG) states that due to legal restrictions they cannot validate professional engineer experience before TCG membership (thus asking at least 2 years of TCG membership). It was agreed that in such cases the respective National Monitoring Committee would forward the application to the EMC for validation of his professional experience.