

# *Handbook for National Monitoring Committees (NMCs)*

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## **Handbook for NMCs**

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## Abbreviations and Definitions

<b>Course</b>	<b>An assembly of lectures, tutorials, and other learning environments in which one or more Subjects are studied</b>
<b>EB</b>	<b>FEANI Executive Board</b>
<b>ECTS</b>	<b>European Credit Transfer System</b>
<b>EMC</b>	<b>FEANI European Monitoring Committee</b>
<b>EUR-ACE</b>	<b>Accreditation of European Engineering Programmes</b>
<b>EUR ING Guide</b>	<b>Guide to the FEANI Register EUR ING</b>
<b>FCD</b>	<b>First Cycle Degree</b>
<b>Programme</b>	<b>An assembly of Courses leading to an award in recognition of the satisfactory completion of the Programme</b>
<b>SCD</b>	<b>Second Cycle Degree</b>
<b>Subject</b>	<b>A topic or area of study. For example, Mathematics, Technical Drawing, Chemistry, etc.</b>
<b>GA</b>	<b>FEANI General Assembly</b>
<b>INDEX</b>	<b>List of Schools and Programmes</b>
<b>INDEX Procedures</b>	<b>EMC Procedures to analyse proposals from National Members</b>
<b>NM</b>	<b>National Member</b>
<b>NMC</b>	<b>National Monitoring Committee</b>
<b>WG</b>	<b>EMC Working Group</b>

- B** represents a high level of secondary education validated by one or more official certificates awarded at about the age of 18 years.
- U** represents a year (full-time or equivalent) of approved University Programme either given by a university or other recognized body at the university level, approved by FEANI and included in the FEANI INDEX - the "List of Schools and Programmes".
- T** represents a year (full-time or equivalent) of Training through a programme - the aim of which is to increase engineering knowledge through practical work, for instance in a construction site, in a factory, laboratory, office or other working environment, defined, supervised and approved by a university - as part of engineering programme.

### I. Introduction

The purpose of this handbook is to facilitate the work of the National Monitoring Committees (NMCs) of FEANI by listing in one document the regulations and requirements relevant to the FEANI INDEX and the FEANI Register/EUR ING. The handbook is reviewed and updated, if necessary, in July each year.

FEANI is a Federation of Professional Engineers that unites National Associations from most European countries. FEANI represents the interests of Professional Engineers in Europe. FEANI is striving for a single voice for the engineering profession in Europe and wants to affirm and develop the professional identity of Engineers.

Through its activities and services, especially with the attribution of the EUR ING professional title, FEANI aims to facilitate the mutual recognition of engineering qualifications in Europe and to strengthen the position, role, and responsibility of Engineers in society.

The Secretariat General of FEANI, managing the activities of the federation, is located in Brussels:

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For details about the FEANI National Members, please visit the FEANI website: [www.feani.org](http://www.feani.org), section 'Members'.

## II. The FEANI Structure

### FEANI National Members (NMs)

FEANI has one National Member in each member country. If there are more than one representative Engineering Organisation in a country, they form a National Committee for FEANI, representing the National Engineering Associations.

### The FEANI General Assembly (GA)

The governing body of FEANI is the General Assembly (GA) which meets at least once a year and each Member Country has a representative member at the General Assembly. The General Assembly elects the FEANI Executive Board (EB).

### The FEANI Executive Board (EB)

The EB is composed of the President, Vice-President, Treasurer, and other members, the "Officers". They are elected for a three-year term and may be re-elected once to the same position. The EB implements FEANI's policy and decisions approved by the GA and initiates new activities supporting FEANI's policy.

### The FEANI European Monitoring Committee (EMC)

The EMC comprises not more than 12 members plus a Chair. The members are proposed by the NMs and appointed by the EB, 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 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 EB it decides upon applications for the award of the EUR ING title. It meets at intervals of approximately 2 months. For details on the duties of the EMC and qualifications of EMC members, see Appendix 1: Constitution/Terms of Reference of the EMC.

### The FEANI National Monitoring Committees (NMCs)

Each FEANI National Member has established a National Monitoring Committee (NMC). The National Monitoring Committee (NMC) is a national body established to represent the interests of Education, Industry, Government and Engineering Associations. The NMC is established by the National Member (NM) for FEANI who should inform FEANI of its composition and changes that may occur but is responsible for determining its own terms of reference, frequency of meetings and financial matters. For contact details of the NMCs, see the FEANI website [www.feani.org](http://www.feani.org), section 'Committees'.

### Duties of the NMCs

It is the task of the NMC to keep the EMC fully informed on the structure of its *Engineering Educational and Professional System* and the standards of the individual Schools and Programmes and to report regularly on any changes in structure or standard. In addition it should bring forward details of new programmes to be considered for *inclusion in the INDEX*. The NMC is responsible for the information given for inclusion in the INDEX in respect of its own country

Applications for *EUR ING registration* from a person must be made through the NMCs. The NMC is required to check all the information given by the applicant and to certify its accuracy in

regard to education, training and professional experience. The NMC should also check that all appropriate instructions in regard to the application form have been followed. Whilst EMC has a final responsibility for approving the granting of the EUR ING title, it looks to the NMCs to ensure that the detailed information given in the application form clearly allows the standards set out in the *FEANI Guide to the FEANI Register EUR ING*, the EUR ING Guide, to be evaluated.

#### The FEANI Secretariat General

The Secretary General and Secretariat are located in Brussels and serve the President, Executive Board and Committees and ensure the continuity of all FEANI activities.

### **III. Generalities: The FEANI INDEX and the EUR ING/Register**

#### The INDEX

FEANI maintains an INDEX listing the institutions of Engineering Higher Education in the European countries represented within FEANI and their Engineering Programmes, which are all recognized by FEANI as fulfilling the mandatory education requirements for the EUR ING title. The INDEX also contains short descriptions of the national educational and professional systems of the countries that have been provided by the respective NMCs.

Schools and programmes are submitted for inclusion in the FEANI INDEX on a regular basis by the respective NMC, subject to approval by the EMC, according to the INDEX Procedures (see IV. of this Handbook).

EMC acknowledges (109<sup>th</sup> EMC meeting) that some older programmes in the INDEX do not correspond to the current prerequisites.

Inclusion of a programme in the INDEX does not necessarily deem acceptance by a State that this meets the educational requirement of that State and equivalence should rely on the criteria set out in the current European Directive on Professional Qualifications.

The INDEX is accessible via the FEANI website ([www.feani.org](http://www.feani.org), section 'FEANI INDEX').

#### The EUR ING Register

The EUR ING Register is a register of Professional Engineers who meet the FEANI requirements for formation as described in detail in the EUR ING Guide (see section 'EUR ING' on the FEANI website).

### **IV. The INDEX**

#### **IV.1 NMC Submission for the INDEX**

These are explained in detail in IV.1.1 and IV.1.2.

Proposals for inclusion of programmes in the FEANI INDEX are made by an NMC to the EMC Secretariat at the FEANI Secretariat General. The NMCs have the responsibility to provide up-to-date information regarding their section in the INDEX.

The submissions from the NMC are

- either '**Updates**' (new member countries, new schools, new programmes at (old or new) schools, changes in the curricula of a programme, ...).
- or '**Corrections**' (typing mistakes, additions of details of a programme, ...)

Since February 2007, EMC accepts in principle for the INDEX programmes accredited by agencies licensed by ENAEE using the **EUR-ACE** procedures and criteria. For those programmes the NMCs are informed by the EMC secretariat when new programmes are accredited, and approval for those programmes is specifically requested from the NMCs.

#### **IV.1.1 NMC Submission of ‘Updates’ for the INDEX**

‘Updates’ are requests for inclusion in the INDEX of:

new member countries, new schools, new Engineering Programmes (at old or new schools), as well as substantial changes in the curricula of a programme already in the INDEX, etc.

Note that programmes can only be considered for the INDEX *after the first graduates have left the school*.

When a NMC submits a proposal to include a **new Engineering Programme** in the INDEX (at an existing or a new school), EMC nominates a **Working Group** to perform a desktop study of that proposal, according to the INDEX Procedures (as outlined in the next paragraphs) and produce a report for EMC approval. In some cases (inclusion of programmes from a new FEANI Member; new types of programmes;...), the EMC WG will need to visit the NM according to an agreed agenda. In such cases, all expenses of the Working Group will have to be arranged by the respective National Member.

Except for inclusion of data from new NMs, where the WG will go into much more detail, if the National Member proposal includes **up to 7 new programmes**, all will be dealt with individually. **Above** this number, the EMC Working Group will select a representative **sample of 7 programmes**.

#### **IV.1.2 NMC Submission of ‘Corrections’ for the INDEX**

‘Corrections’ (typing mistakes, additions of details of a programme, ...) do not need to be discussed in the EMC but can be authorized by the Secretariat.

#### IV.1.2.1 Checklist for NMCs

In their submission of programmes, the NMC should provide the following information to the EMC:

**For all submissions of programmes, the NMC should give the following information. A suggested format is given in Appendix 4.**

- ✓ School name and contact details, including website address
- ✓ Programme Name in English, or French or German (use the exact name to be shown in the INDEX) as well as the Programme Name in the local language. Please also note that Programmes - and not Faculties - are included in the INDEX.
- ✓ Programme given From... Until ... (= start year/end year of programme, the latter only if applicable)
- ✓ Type (for **post-2005** Bologna programmes only: indicate FCD or SCD or Second Cycle Integrated)
- ✓ Total Credits (in ECTS)
- ✓ Short Title of Graduate (as used in the respective country; e.g. Dipl.-Ing.)
- ✓ Long Title of Graduate (as used in the respective country; e.g. Diplomingenieur)

Check by NMC	Resulting action
1. Have the programmes been submitted to a <b>professional accreditation system in that country?</b> →	<p>The NMC - to provide information on this system.</p> <p>The EMC will compare that system with FEANI procedures and take the decision if programmes submitted to that accreditation system will be automatically accepted or have to follow the normal FEANI procedures (below).</p> <p>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 <b>EUR-ACE</b> 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 has assessed samples for assuring compatibility with INDEX requirements.)</p> <p>In its 113<sup>th</sup> meeting in February 2008, EMC accepted all programmes assessed by the <b>French</b> CTI (Commission des Titres d'Ingénieurs - <a href="http://www.cti-commission.fr">www.cti-commission.fr</a>) 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.</p>

<p><b>2. Is the school already included in the Index with other Engineering Programmes?</b></p> <p>Is the new programme structure (characterised by the EMC evaluation form) similar to the structure of programmes from the same school already in the INDEX? →</p>	<p>The NMC</p> <ul style="list-style-type: none"> <li>- to provide programme <b>evaluation form</b> (appendix 3)</li> </ul> <p>The EMC will analyse the data given by the NMC. If complete and clear information has been provided, the programme should be approved by EMC. The respective WG of the EMC might also ask for additional information.</p> <p>Reminder: <b>Above 7 submitted programmes</b>, the EMC Working Group will select a representative sample of 7 programmes for which evaluation forms will be asked (also valid for 3. and 4.).</p>
<p><b>3. If the school is not in the INDEX, but there is a national education system imposing that the vast majority of programmes are delivered to a common nation-wide standard →</b></p>	<p>The NMC</p> <ul style="list-style-type: none"> <li>- to give <b>information</b> about the <b>school</b>, including website link, <b>human resources</b>, available <b>facilities</b> to deliver the programme.</li> <li>- to provide programme <b>evaluation form</b> (appendix 3)</li> </ul> <p>The WG of the EMC will analyse the data given by the NMC, possibly select a sample of 7 programmes – see above, and if necessary liaise with the NMC.</p>
<p><b>4. The proposal does not fit partially or completely in checks 1., 2. and 3. above→</b></p>	<p>The NMC to provide</p> <ul style="list-style-type: none"> <li>- programme <b>evaluation forms</b> (appendix 3),</li> <li>- a brief description of the <b>teaching staff</b> qualification in terms of academic degrees and professional experience</li> <li>- a description of the <b>laboratory facilities</b> used by the programme</li> <li>- examples of diploma/final project work</li> </ul> <p>The WG of the EMC will analyse the data, possibly select a sample of 7 programmes – see above) and if necessary liaise with the NMC.</p>

#### IV.1.2.2 Minimum Requirements for Engineering Programmes submitted by NMCs

The actual EUR ING formation system (high level of secondary education, minimum of 3 years of higher education studies, minimum of 7 years educational/professional formation and a professional review) is considered by FEANI to be a flexible and appropriate methodology that achieves recognition of a level of overall competence to practice the engineering profession.

Thus, the Engineering Programmes included in the INDEX, as the educational basis of the EUR ING designation, must contain a suitable balance of **Mathematics, Basic Sciences, Engineering Sciences, Engineering subjects and Non-technical subjects** (communication skills, management, team working, law, security, environment, languages ...).

Also, as the **European Credit Transfer System (ECTS)** is progressively being adopted by most European Universities, FEANI has also adopted this system of measuring the workload expected from a student to pass a subject. According to ECTS, one full-time academic year of studies corresponds to 60 credits and credits embrace the full student workload, including classes, individual work and exams. In countries where other systems of credit units are used, their **translation to ECTS** will be studied by EMC and implemented.

Taking into consideration that there are many suitable higher educational routes to achieve an **overall competence** to practice the engineering function (after an adequate professional experience), a professional Engineering Programme must have the following minimum requirements:

**Basic sciences (Mathematics, Physics, Chemistry, Biology, Geology, ...) must represent a minimum of 20% of the overall ECTS. Higher Mathematics (linear algebra, analytical geometry, differential and integral calculus, numerical analysis, operational research, discrete mathematics, statistics, ...) must represent a minimum of 24 ECTS.**

**Engineering subjects must correspond to a minimum of 60% or 50% of the overall ECTS, if its duration is 3U or longer, respectively.**

**Non-technical subjects (communication skills, economics, management, team working, law, safety, environment, languages ...) must correspond to a minimum of 10% of the overall ECTS.**

Note that a course may contain more than one of the above subjects.

	3 years	> 3 years
<u>Basic Sciences</u> (Mathematics)	≥ 20% ( ≥24 ECTS)	≥ 20% ( ≥ 24 ECTS)
Engineering subjects	≥ 60%	≥ 50%
Non-technical subjects	≥ 10%	≥ 10%

If a programme does not fulfil the requirements, the school needs to show evidence/provide explanations of equivalence/how the deficiency is compensated, for instance by complying with the EUR-ACE standards.

### **Post-Bologna Degrees**

The Bologna Declaration was first signed in 1999 and subsequently in 2005, Education Ministers approved a framework in which levels of degree programmes are distinguished by the Dublin descriptors and their ECTS content.

EMC agreed that the following terminology be used for INDEX *post-2005 Bologna programmes*:

- *first cycle* (180-240 ECTS);
- *second cycle* (90-120 ECTS, when preceded by a first cycle award)
- *second cycle integrated* (240-300 ECTS)

In its 106<sup>th</sup> meeting in November 2006, EMC stated that both first and second cycle Bologna programmes are eligible for the INDEX.

*First cycle and second cycle integrated programmes* would need to fulfill the usual INDEX criteria.

First cycle awards should either be from a degree programme on the FEANI INDEX or from a programme awarding degrees of an equivalent standard.

In September 2006, EMC had agreed that acceptance criteria for registering *second cycle programmes* on the INDEX should be broadly in line with those for first cycle programmes, except that the standard would be expected to be at Master level.

EMC approved in its 114<sup>th</sup> meeting in May 2008 prior agreements that second cycle programmes need to demonstrate:

- entrance requirements be the possession of a first cycle degree or its equivalent
- around 70% of the programme should comprise basic science and/or relevant engineering subjects at Master level, some of which might include engineering management

*(Note: This does not apply to second cycle integrated programmes.)*

EMC however considered that developing criteria for verifying the designation of second cycle (Master) degrees on the INDEX would duplicate the work already carried out by EUR-ACE and others. Indeed, the EUR-ACE standard has been adopted by the EMC. Second cycle degrees on the INDEX would thus only be applied to those degrees designated as such by a EUR-ACE accreditation or by a process that EMC accepted as being equivalent to a EUR-ACE accreditation.

#### **IV. 1.2.3 Form for the Evaluation of a Programme for the FEANI INDEX**

The "Evaluation form" (Appendix 3) is filled in by the NMC in co-operation with the related university.

##### How to fill in the EXCEL Evaluation Form

1. Give all relevant information to the programme (exact name of programme to be shown in the INDEX!)
2. Specify U = Equivalent Years/Credits of approved University Programme; and T = Equivalent Years/Credits of Training associated with the University Programme.
3. Specify the 'Units': Are these "ECTS" (preferably) or "Hours" or "Hours/Week/Semester", etc.).
4. List all Programme Courses line by line and assign the number of Units for each Course distributed to M (Mathematics), BS (Basic Sciences), ES (Engineering Subject) and NTS (Non-Technical Subject).  
Note that some Courses may contain a combination of M, BS, ES and/or NTS.  
EXCEL calculates automatically the total number of Units for M, BS, ES, NTS and Tot. in the lines "Total" and "Percentages".
5. The Evaluation Sheet should be signed by an NMC Expert.

Note: The use of the descriptors of programmes previously used (Theoretical oriented programme (Th) or Applications oriented programme (A) has been removed by the EMC, as confirmed in its 109<sup>th</sup> meeting in May 2007.

## V. The EUR ING and Register/Registration as EUR ING

### V.1 EUR ING Applicants

Applications from EUR ING candidates must be made to the FEANI EMC Secretariat through the NMCs that have made a prior check of the application. **Application is limited to members of an Engineering Association or Institution represented in FEANI**, as described in paragraph 7 of the EUR ING Guide. All applicants are thus advised to become members of the Society or Institution in the country where they live or have had the major part of their education or engineering experience. The EMC expects a Society to accept as a member an Engineer from another FEANI country, educated in a School/Programme in the FEANI INDEX.

Applicants (nationals or foreigners) must be a member of a FEANI member association in the country where they apply. Furthermore, they should have obtained the relevant diploma or engineering experience in that country (“normal cases”).

### V.2 EUR ING Categories

On the FEANI website there is a detailed description of the EUR ING Categories – please refer to the EUR ING Guide in the section “EUR ING/Register”.

Category **5.3a** in the EUR ING Guide relates to applicants who have been educated at a School on a programme listed in the FEANI INDEX.

Category **5.3b** in the EUR ING Guide relates to applicants whose education is outside the FEANI area (i.e. not in a country represented within FEANI!) but is at a School recognised by the FEANI country as equivalent to one listed in the INDEX (for instance included in the ‘International Section’ of the FEANI INDEX, the Washington Accord, an official recognition from the legally competent authority in the host country, or in some cases a specific NARIC confirmation of equivalence of that the specific programme).

Category **5.4a** in the EUR ING Guide relates to applicants without engineering education but who hold a University degree in Mathematics or Natural Science from a School listed in the INDEX, or if outside the FEANI area, at a school recognised as equivalent to the standards of the INDEX. Such cases require a very strict evaluation of professional engineering experience.

Category **5.4b** in the EUR ING Guide relates to applicants whose professional engineering competence has been developed from none of the previously listed categories. These are special cases where very strict procedures have to be followed by a careful evaluation of engineering competence.

### V.3 EUR ING Application Forms

The application form has been updated in recent years and it is essential that the current form is used. These are available electronically in 3 languages and should be downloaded from the FEANI website at [www.feani.org](http://www.feani.org).

### V.4 The EMC process in dealing with EUR ING applications

The EMC conducts the evaluation and verification of the applications in groups of two members who accept, defer, or refuse the applications. In the case of deferrals or refusals, these arise because the requirements of the EUR ING Guide have not been met, but invariably in case of doubt, they are

considered in a plenary session of the EMC meeting. If this process is to operate efficiently, with a large number of applications being considered at each EMC meeting, it is essential that NMCs carefully follow the requirements set out in the EUR ING Guide and the particular points set out in paragraph 7.3 relating to the checking of the application forms by NMCs.

## V.5 Instructions for checking EUR ING application forms by NMCs

*(for additional guidelines see also the Annex at end of Handbook, updated regularly)*

In order to assist in the completion and verification of application forms, some of the specific points where errors have occurred are listed in this paragraph. Accuracy is essential if delays are not to occur. If errors are identified or information is missing, then the EMC has no option other than to defer an application. With meetings only taking place normally at two monthly intervals this can result in considerable delays to the application, causing irritation to the applicant and additional work for both the EMC and the NMCs

### CHECKLIST:

- ✓ Has the applicant used the latest version of the application form, available on the FEANI website?
- ✓ Are personal data legible? (Preferably typed, or in block letters.)
- ✓ BOX 2: Is the degree mentioned as in the FEANI INDEX (regarding the language, the name of the awarding institution, the discipline and title of the degree)? Is the date awarded the one that is that stated on the diploma (the study period should be month/year commenced to month/year completed). If mentioned in another language than included in the INDEX, please translate it so that it reflects the FEANI INDEX. Is a copy of the certificate/diploma attached?
- ✓ BOX 2: Is the certificate type (5.3a, 5.3b, 5.4a) clearly selected here? Only one of those types is possible. (If type 5.4b – special case: use BOX 3.)
- ✓ BOX 3: Use this for special cases 5.4b. Did you write down here the appropriate comments that will be mentioned on the certificate?
- ✓ BOX 4 requires a statement of the applicants experience gained after graduation, demonstrating increased professional development; a typical example is available from the FEANI website. Is this 'description of their professional experience' (CV) signed by the applicant? Has the applicant sent (signed) copies of letters from employers?
- ✓ Great importance is placed on the validity of professional engineering experience. Thus, is the remainder of BOX 4 completed and signed by NMC? Does it correspond to the FEANI formula as mentioned in point 5.3 of the 'Guide'?
- ✓ BOX 5 ("Professional Title") should only be completed where a *professional* title has been granted by some government or officially recognised body (e.g. CEng in the UK and Ireland or Ing.REG in Switzerland). Job titles in employment should not be used.
- ✓ BOX 6: Is this completed and signed by the applicant?
- ✓ Did the NMC representative verify and sign and put her/his name in BOXES 2, 4, and 7?
- ✓ If there are any additional remarks on the application form from the NMC, check that they are signed by the NMC responsible.

It is recommended that NMC makes a final check that all parts of the document are completed and all attachments accompany the submission.

## **V.6 Procedures following EMC decision**

The process followed by EMC in dealing with applications is described briefly in paragraph V.4.

### **V.6.1 Accepted applications**

In case of accepted applications the Secretariat General will issue a Parchment, a Certificate and congratulatory letter which will be sent to the applicant through the NMC together with a Certificate of Authority to be completed by the new EUR ING and to be returned to the Secretariat General to complete his/her data in the database of EUR INGS (Register).

If the NMC has classified an application as a Standard Case, but the EMC is of the opinion that in fact it is a Special Case, they may retain the application but ask the NMC for an appropriate statement as required in BOX 3 and then deal with the application at a following meeting.

### **V.6.2 Deferred applications**

In case of deferred applications these will be returned to the NMC, if applicable asking for further specified information if the candidate wants to re-submit the application.

### **V.6.3 Refused applications**

In case of a refused application this will be returned to the NMC stating the reason(s) for the refusal.

## **V.7 Registration fees/Finance**

FEANI and each National Member bears the cost of the administrative work involved in operating the Register and are entitled to recover the cost by charging fees to the applicants. Registration fees shall be paid by the NMC to FEANI after receipt of the relevant invoice from the Secretary General. The amount charged to applicants is determined by the NMC. The GA determines the fee that FEANI charges to the NMs/NMCs.

## **V.8 Renewal of Registration**

The EURING designation may be retained as long as the holder remains registered and observes the provisions of the FEANI Position Paper on Code of Conduct: Ethics and Conduct of Professional Engineers. However, some National Members ask for renewal of registrations periodically through the relevant NMC.

**ANNEX**
**to point V.5/Instructions for checking application forms by NMCs:**
**EUR ING applications checking criteria: Some additional guidelines**

<i>Questions</i> ; 114 <sup>th</sup> EMC Meeting, 08/09 May 2008	<i>EMC Response</i>
Is an original signature of applicants on application necessary?	Yes
Does the CV need to be signed?	Yes
Does Box 3 (Special Cases/for completion by NMC) need to be signed/+name or initiated by NMC?	Yes
In case of changes done by the NMC on the application form: is name and signature (or initials?) in that respective part necessary in addition to NMC signature at the end of the form?	Yes
Does EMC accept photocopies of: diplomas; letters of employers; ...  What kind of information does an employer's letter need to contain at minimum?	Yes  Name, date, different function(s) and dates, description of tasks, if possible, indication level of responsibility (reminder: only employment after the degree is taken into consideration)
How many letters of employers are (at least) needed?	EMC can only consider for 'experience' the periods for which letters from employers are provided
What evidence about professional experience (especially for special cases) is required?	CV including professional experience signed by a supervisor/employer; or  The candidate has gone through a previous review process (e.g. in UK)
Is 'education' to be demonstrated for 'special cases'?	No
Does EMC for 'special cases' accept 'experience' if not acquired in 'full time'?	It takes the 'equivalent' into consideration
'Education outside of FEANI area" (case 5.3b):  - Which is exactly the 'International Section' to be considered here?  - Does a NARIC confirmation suffice the prerequisite of "the school and programme must be officially recognized in a FEANI country as equivalent to one listed in the INDEX"?	  - Washington Accord- a paper that states that a specific <i>programme</i> has been considered as equivalent is needed
Does EMC accept 'teaching' activities as	Teaching at secondary level is normally

professional experience?

not accepted; teaching at tertiary level or other relevant activities in engineering can be taken into consideration if for instance also related to some research activities at the same time