EUR ING E-APPLICATION TOOL

User Guide for Applicants

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I. Introduction and Prerequisites

Before filling in the e-application:

a. read the EUR ING section on the FEANI and FEANI National Member websites

b. read the EUR ING “Guide” about conditions and procedures and the FEANI framework “Code of Conduct”

c. make sure that you have all the information about conditions and fees: see national website and/or contact the NMC before filling in the application.

d. ensure that your internet browser is Chrome, Firefox or Internet Explorer 9.0 or higher

e. prepare scanned copies of the following information and documents:
   • a short CV, signed and dated
   • information about your professional title, if any (title name, award date)
   • information and copies of all your academic higher education in engineering
   • employer letters for the years of professional engineer experience to be considered
   • input for the six “experience criteria” (section “experience” – see User Guide Section IIC) for your major jobs

II. E-Procedure

A. Steps

1. Accesses the tool https://euring.feani.org either via the FEANI or FEANI National Member website and
   a. Click on “register first” the first time visiting the website. Give your e-mail address, first/family name and choose a password. You will receive an e-mail inviting you to validate the registration.
   b. Click on “log in” if you have already registered with the tool.

2. Fill in the following Sections:
   a. General
   b. Academic
   c. Experience
   d. Submit
Once an application has been stared (but is not complete), it can be saved as a draft without being submitted. The application can be accessed/finished at a later stage, remaining available for six months.

a. Section “General”:

- “Last Name”: type in CAPITAL letters
- “Dates”: use the format dayday/monthmonth/yearyearyearyear
- “Country where to send application”: select the country
  - where you hold membership with a FEANI member association and
  - where you have obtained your relevant engineer diploma (or relevant professional experience)
- “CV”: the upload of a curriculum vitae is mandatory (usually one to two A4 pages)
- “Professional title”: this reflects your membership with a professional organization/professional license. It does not relate to your academic title. Professional titles are used only in a few European countries.
b. Section “Academic”:

- “Certification Copy”: uploading of a copy of your tertiary education/academic diploma(s) is mandatory, except if you apply as “special case” (cf. 5.4b according to EUR ING Guide). A copy of your secondary education certificate is not needed. You can introduce more than one academic degree.

c. Section “Experience” (six experience criteria):
Engineering analysis

Applicants should be competent to solve engineering problems consistent with their level of knowledge and understanding, and which may involve consideration from outside their field of specialisation. Applicants should demonstrate this, in the course of their professional experience, they have:

- Identified, formulated and solved engineering problems using established methods
- Analyzed engineering problems, processes and methods
- Applied relevant analytic and modelling methods
- Solved problems that are unfamiliar, not explicitly defined, and have competing specifications, applied new or innovating methods in problem solving
- Solved problems in new and emerging areas of their specialisation, apply their knowledge and understanding to conceptualise engineering models, systems and processes
- Otherwise specify

Describe the competence you are demonstrating

Investigations

Applicants should be competent to use appropriate methods to pursue research or other detailed investigations of technical issues consistent with their level of knowledge and understanding. Investigations may involve literature searches, the design and execution of experiments, the interpretation of data, and computer simulation. They should demonstrate that data bases, codes of practice and safety regulations are consulted. Applicants should demonstrate how, in the course of their professional experience, they have:

- Designed, located and obtained required data
- Critically evaluated data and drawn conclusions
- Designed and conducted analysis, modelling and experimental investigations
- Investigated the application of new and emerging technologies in their branch of engineering
- Otherwise specify

Describe the competence you are demonstrating

Engineering design

Applicants should be competent to realize engineering designs consistent with their level of knowledge and understanding, working in cooperation with engineers and non-engineers. The designs may be of devices, processes, methods or artefacts, and the specifications could be either technical, including an awareness of societal health and safety, environmental and commercial constraints. Applicants must demonstrate how, in the course of their professional experience, they have:

- Developed and realised designs to meet defined and specified requirements
- Applied design methodologies, designed solutions to unfamiliar (only encountered) problems, possibly involving other disciplines
- Developed new and original ideas and concepts
- Used their engineering judgment to work with complexity, technical unfamiliarity and incomplete information
- Otherwise specify

Describe the competence you are demonstrating

Engineering practice

Applicants should be competent to apply their knowledge and understanding to solve problems, conduct investigations, and design engineering devices and processes. They should also recognise the wider, non-technical implications of engineering practice, ethical, environmental and commercial considerations. Applicants should demonstrate how, in the course of their professional experience, they have:

- Selected and used appropriate equipment, tools and methods
- Combined theory and practice to solve engineering problems
- Applied appropriate techniques and methods, and recognized their limitations
- Taken account of the non-technical implications of engineering practice
- Integrated knowledge from different branches of engineering, and handled complexity
- Otherwise specify

Describe the competence you are demonstrating

Transferable skills

Applicants should have the skills necessary to compete practice as an engineering professional and more widely. Applicants should demonstrate how, in the course of their professional experience, they have:

- Functioned effectively as an individual and as a member of a team
- Used diverse methods to communicate effectively with the engineering community at different disciplines and levels as well as society at large
- Taken account of the health, safety and legal issues and responsibilities of engineering practice, the impact of engineering solutions in a societal and environmental context, and current to professional ethics, responsibilities and norms of engineering practice
- Applied project management and business practices, such as cost and charge management, and understood their implications
- Engaged in independent, lifelong learning
- Otherwise specify

Describe the competence you are demonstrating
Fill in the six “experience criteria” for the major jobs you have held during your career. Uploading an Employer Letter is necessary for the jobs to be considered for your EUR ING certificate. It is mandatory to fill in all “six experience” criteria and to describe the competence demonstrated. It can be that an “experience criteria” does not apply. In this case, click on “other/please specify” and note “not applicable” (you can explain if you wish).

d) Section “Submit”:

Under “comment” indicate additional information, e.g. in case of name change due to marriage the previous and the new name. Clearly indicate the name that shall be shown on the EUR ING certificate. You can save and close the application without submitting it. However, once the application is submitted, no more modifications can be made.

B. Automatically generated messages; EUR ING documents

A standardized message will be sent to the Applicant that the application was successfully submitted to the NMC.

A standardized message will be sent to the Applicant when the NMC has validated an application for further EMC review.

The Applicant will be informed individually by the NMC about the EMC final acceptance (or deferral/refusal) of the application.

After each EMC meeting, the NMC will receive the EUR ING documents for all accepted Applicants (“Certificate”, “Parchment” in A4 formats) and forward them to the successful Applicants.
III. FAQ Applicant (to be continued)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>I cannot modify the data of my application.</td>
<td>Once the application is submitted, the Applicant can no longer make modifications. If information/documents need to be changed or added, this can only be done by the NMC.</td>
</tr>
<tr>
<td>Section “Experience”: I cannot see the data I have filled in previously in the “Professional Experience” section.</td>
<td>Once data has been saved, they will show at the left side of the section (click on it)</td>
</tr>
<tr>
<td>I saved my application as a draft. Coming back to the draft application, I want to move from the “General” section to the “Academic” section but the system does not allow me to do so.</td>
<td>Click on “save”, even if no changes were made.</td>
</tr>
<tr>
<td>Section “Experience”: Do I have to fill in the experience section for all my jobs/add employer letters for all?</td>
<td>Fill in the “experience criteria” and add the employer letters for all jobs to be considered for your application as “professional experience”. If for one job you do not have an employer letter, please explain why.</td>
</tr>
<tr>
<td>Section “Experience”: Some (all) of the “experience criteria” do not correspond to my job.</td>
<td>Click “other/please specify”: “not applicable” + explanation, if any.</td>
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