EUR ING E-APPLICATION TOOL

USER GUIDE FOR NMCs

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I. Introduction
The e-application tool has been set up and tested in a pilot period with three NMCs (DE, IE, NL) during 2014. All other FEANI countries, except for IT and UK at this stage, were added in July 2015. The overall procedure/responsibilities for NMCs are the same as with hardcopy applications (cf. EUR ING Guide). The e-tool is currently an alternative to the hardcopy applications. Either one of them can be used.

II. Preliminary Remarks/Prerequisites
- The tool is optimized for Chrome, Firefox and Internet Explorer 9.0 or higher only!

The NMC on its local website is invited to put the following link to the e-tool: https://euring.feani.org.

- It is also recommended to give also the following link for general information about the EUR ING title and application procedure, etc: http://www.feani.org/site/index.php?id=111, or reproduce similar information for applicants on the local website

- It is recommended that the NMC should give on the local website the necessary information about its costs charged to the Applicant, the contact details of the NMC person in charge and further information related to the local situation, if applicable.

- For each NMC, one person/one e-mail is registered with FEANI for e-application checking (see Annex I). If the person is both NMC responsible and an EMC member, two separate accounts with two different e-mails must be used.

- The first step for each NMC-responsible is to validate his/her NMC-account. With this account, the NMC has access to all applicants from its country. Please proceed as follows:
  b. Click “please log in”
  c. Give the e-mail address that was registered with FEANI for your NMC (see Annex I)
  d. Click “forgot password”
  e. You receive an e-mail, click on the link given and create your own password.
If the e-mail address registered with FEANI for your NMC is not/no longer correct: send an e-mail to rita.heissner@feani.org to inform her the new e-mail address.

III. E-Procedure

A. Steps and Statuses of Application

The steps in the database are as follows:

1/ The Engineer (Applicant) submits an application →

2/ The NMC checks and submits its validation of the application →

3/ The Secretariat checks the submission →

4/ The EMC accepts/not-accepts the application (remotely for all 5.3a cases; in an EMC meeting for all other cases)

5/ See sections III.1 and III.2 regarding information and documents to the applicants.

The statuses of applications in the database are as follows:

The overview-list of all applications contains the “status” of the applications accordingly. Those can be:

a. “in progress”: the application was not (yet) submitted to the NMC. No action is required.

b. “waiting for NMC validation”

c. “waiting for secretariat validation”

d. “accepted” or “not accepted”: this relates to the final EMC decision

1/Applicant Log-In (Sending an Application)

➢ The Applicant accesses the tool https://euring.feani.org. - either via the NM or the FEANI website and fills in the different sections (ref. NMC User Guide section V.1)

2/NMC Log-In (Validating an Application for EMC Review)

➢ The NMC accesses the tool https://euring.feani.org, with the NMC responsible’s previously created email address and password.

➢ The NMC verifies the data given by the Applicant in the different sections.

➢ The NMC contacts the Applicant in case of missing documents/information.

➢ The NMC then corrects/uploads any missing documents/information where necessary. (The Applicant at this stage can no longer modify application data!)
➢ The NMC fills in the “NMC” section:

![EUR ING Application Form](image)

➢ The NMC validates the application for EMC review in the “Submit” section:

![Submit Section](image)

➢ The NMC can close/save modifications to the application without final validation, for instance if the application is not considered complete, if the Applicant needs to be contacted, etc. The review can be resumed/terminated at a later stage.

➢ If the NMC makes any changes in the data entered by the Applicant, this must be noted in the section “Submit” under “Remark”!

➢ The NMC terminates the session by clicking on “close view”.

3/Secretariat Log-In  (Consolidating an Application)

➢ The FEANI Secretariat collects/consolidates all applications that have been validated by NMCs and invites EMC members for the review of the applications.
4/EMC Log-In  (Deciding on an Application)

- Only 5.3a cases are reviewed by EMC members remotely. All other cases are reviewed at EMC meetings.
- EMC members verify the data given by the Applicant and the validation from the NMC.
- The EMC member can close/save modifications to the application without making a decision. The review can be resumed/terminated at a later stage or postponed to an EMC meeting.
- If the EMC makes any changes in the data entered by the Applicant or the NMC, this must be noted in the section “Submit” under “Remark”!
- If an application is not accepted (deferred), the EMC member must give the reasons for this decision in the section “Submit” under “Remark”!
- EMC members are not allowed to review applications from their own country!

B. Automatically generated messages

- When the Applicant successfully submits an application to the NMC, he receives a standardized message that his application was sent to the NMC he has selected.
- When the NMC has validated an application for further EMC review, the Applicant receives a standardized message about this step.
- When the EMC has accepted or not accepted/ deferred an application, the NMC is informed accordingly. For further details, the NMC can access the respective application with its respective NMC log-in at https://euring.feani.org.

The Applicant does not get any information about EMC acceptance or non-acceptance. It remains up to the NMC to inform the Applicant about the EMC checking result according to its usual procedures, as is also the case with hardcopy applications.

C. EUR ING Documents for Successful Applicants

After each EMC meeting, the NMC will receive altogether the EUR ING documents for all accepted Applicants (“Certificate”, “Parchment” in A4 formats) – for both the Applicants having sent hardcopy applications and the ones having sent e-applications.

IV. Other

A. Changes of Applicant Data

At the current stage, it is not possible to track changes made in an application. Therefore, please use the “remark” field in the “Submit” section to explain any changes you have made.

B. Refusal or Deletion of Applications

At the current stage, applications cannot yet be refused or deleted from the system. Please inform the secretariat

- of applicants that need to be deleted from the system, i.e. in case applications are refused/not considered eligible by your NMC (name/first name of applicant)

- of applicants that were sent by error to your NMC, e.g. which should have been sent to another NMC (name/first name of applicant)
Annex 1:

List of NMC-responsibles for EUR ING e-application checking *(status: July 2018)*

<table>
<thead>
<tr>
<th>Country</th>
<th>Full Name of Person responsible</th>
<th>Tel.No.</th>
<th>Email address (User Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT</td>
<td>Peter Reichel</td>
<td>+43 1 587 63 73-26</td>
<td><a href="mailto:p.reichel@oiav.at">p.reichel@oiav.at</a></td>
</tr>
<tr>
<td>BG</td>
<td>Boiko Denchev</td>
<td></td>
<td><a href="mailto:b.denchev@gmail.com">b.denchev@gmail.com</a></td>
</tr>
<tr>
<td>BE</td>
<td>Nancy Vercammen</td>
<td>+32 3 260 08 51</td>
<td><a href="mailto:nancy.vercammen@ie-net.be">nancy.vercammen@ie-net.be</a></td>
</tr>
<tr>
<td>CH</td>
<td>Joris van Wezemael</td>
<td>+41 44 283 15 24</td>
<td><a href="mailto:feani@sia.ch">feani@sia.ch</a></td>
</tr>
<tr>
<td>CY</td>
<td>Pavlos Demetriou</td>
<td>+357 99 635974,</td>
<td><a href="mailto:estera@cablenet.com.cy">estera@cablenet.com.cy</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+357 22 49 23 81</td>
<td></td>
</tr>
<tr>
<td>CZ</td>
<td>Zdenka Dahinterova</td>
<td>+420 221082202</td>
<td><a href="mailto:dah@csvts.cz">dah@csvts.cz</a></td>
</tr>
<tr>
<td>DE</td>
<td>Thomas Kiefer</td>
<td>+49 30 310078155</td>
<td><a href="mailto:nmc@dvt-net.de">nmc@dvt-net.de</a></td>
</tr>
<tr>
<td>DK</td>
<td>Jan Mygind Mortensen</td>
<td></td>
<td><a href="mailto:jmm@ida.dk">jmm@ida.dk</a></td>
</tr>
<tr>
<td>EE</td>
<td>Arvi Hamburg</td>
<td>+372 6203763</td>
<td><a href="mailto:arvi.hamburg@ttu.ee">arvi.hamburg@ttu.ee</a>; <a href="mailto:ilen.ruomet@gaas.ee">ilen.ruomet@gaas.ee</a></td>
</tr>
<tr>
<td>ES</td>
<td>José Ramirez</td>
<td>+34 91 308 4652</td>
<td><a href="mailto:sncfeani@iies.es">sncfeani@iies.es</a></td>
</tr>
<tr>
<td>FI</td>
<td>Mikko Valtonen</td>
<td>+358 40 5307681</td>
<td><a href="mailto:Mikko.Valtonen@ilry.fi">Mikko.Valtonen@ilry.fi</a></td>
</tr>
<tr>
<td></td>
<td>Juhani Nokela</td>
<td>+358 40 754 7459</td>
<td><a href="mailto:juhani.nokela@tek.fi">juhani.nokela@tek.fi</a></td>
</tr>
<tr>
<td>FR</td>
<td>Elisabeth Bison</td>
<td>+33 1 44 13 66 70</td>
<td><a href="mailto:ebison@iesf.fr">ebison@iesf.fr</a></td>
</tr>
<tr>
<td>GB</td>
<td>Donna Willis</td>
<td>+44 20 3206555</td>
<td><a href="mailto:dwillis@engc.org.uk">dwillis@engc.org.uk</a></td>
</tr>
<tr>
<td>GR</td>
<td>Maria Tsimorakou (with N. Zygouris and K. Pontikakou)</td>
<td>+30 210 3291348</td>
<td><a href="mailto:greok@central.tee.gr">greok@central.tee.gr</a></td>
</tr>
<tr>
<td>HU</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>HR</td>
<td>Vjera Krstelj</td>
<td>+385 1 48 80 985</td>
<td><a href="mailto:vk@his-hr.hr">vk@his-hr.hr</a></td>
</tr>
<tr>
<td>IE</td>
<td>Damien Owens</td>
<td>+353 16651333</td>
<td><a href="mailto:membership@engineersireland.ie">membership@engineersireland.ie</a></td>
</tr>
<tr>
<td>IS</td>
<td>Jon Vilhjalmssson</td>
<td>+354 4126139</td>
<td><a href="mailto:jon.vilhjalmssson@efla.is">jon.vilhjalmssson@efla.is</a></td>
</tr>
<tr>
<td>IT</td>
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<tr>
<td>LU</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MK</td>
<td>Hrstina Spasevska (Sasha Hadzi Jordanova)</td>
<td>+389 23229040</td>
<td><a href="mailto:imi@engineer.org.mk">imi@engineer.org.mk</a></td>
</tr>
<tr>
<td>Country</td>
<td>Name</td>
<td>Phone</td>
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</tr>
<tr>
<td>MT</td>
<td>Robert Ghirlando; Paul J. Micallef</td>
<td>+356 (2133) 4858 + 356 2133 4858</td>
<td><a href="mailto:robert.ghirlando@um.edu.mt">robert.ghirlando@um.edu.mt</a>; <a href="mailto:intsec@coe.org.mt">intsec@coe.org.mt</a>; <a href="mailto:pmica@onvol.net">pmica@onvol.net</a></td>
</tr>
<tr>
<td>NL</td>
<td>Loes Bliek</td>
<td>+31 70 - 3919 813</td>
<td><a href="mailto:Loes.Bliek@kivi.nl">Loes.Bliek@kivi.nl</a></td>
</tr>
<tr>
<td>NO</td>
<td>Marianne Bevum</td>
<td>+47 220 53500</td>
<td><a href="mailto:euring@nito.no">euring@nito.no</a></td>
</tr>
<tr>
<td></td>
<td>Eli Haugrud</td>
<td>+47 (22) 94 76 30</td>
<td><a href="mailto:Eli.Haugerud@tekna.no">Eli.Haugerud@tekna.no</a></td>
</tr>
<tr>
<td>PL</td>
<td>Sebastian Lalka</td>
<td>+48 22 3361 270</td>
<td><a href="mailto:sebastian.lalka@not.org.pl">sebastian.lalka@not.org.pl</a></td>
</tr>
<tr>
<td>PT</td>
<td>Eng. Nuno Matos</td>
<td>+351 21 3132653</td>
<td><a href="mailto:nuno.matos@ordemdosengenheiros.pt">nuno.matos@ordemdosengenheiros.pt</a></td>
</tr>
<tr>
<td>RO</td>
<td>Andreea Ploesteanu</td>
<td>+40 21 316 89 93/4</td>
<td><a href="mailto:andreea.ploesteanu@agir.ro">andreea.ploesteanu@agir.ro</a></td>
</tr>
<tr>
<td>SE</td>
<td>Jenny Grensman/Katherine Wong, Christopher Storm</td>
<td>+46 8 613 80 00</td>
<td><a href="mailto:Jenny.Grensman@sverigesingenjorer.se">Jenny.Grensman@sverigesingenjorer.se</a>; <a href="mailto:Katherine.wong@sverigesingenjorer.se">Katherine.wong@sverigesingenjorer.se</a>; <a href="mailto:christopher.storm@sverigesingenjorer.se">christopher.storm@sverigesingenjorer.se</a></td>
</tr>
<tr>
<td>SER</td>
<td>Prof. dr Časlav Lačnjevac</td>
<td>mob+ 381638339184 + 381 113235891</td>
<td><a href="mailto:office@sits.rs">office@sits.rs</a></td>
</tr>
<tr>
<td>SI</td>
<td>Karl Gotlih</td>
<td>+386 2 220 7961</td>
<td><a href="mailto:karl.gotlih@um.si">karl.gotlih@um.si</a></td>
</tr>
<tr>
<td>SK</td>
<td>Ing. Jozef Krajcovic</td>
<td>+421 2 5020 7629</td>
<td><a href="mailto:krajcovic@zsvts.sk">krajcovic@zsvts.sk</a></td>
</tr>
<tr>
<td>TR</td>
<td>Mufit Gulgec</td>
<td>+90 (312) 233 13 16</td>
<td><a href="mailto:mgulgec@cankaya.edu.tr">mgulgec@cankaya.edu.tr</a></td>
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<tr>
<td>RU</td>
<td>Kirill Korovitsin</td>
<td></td>
<td><a href="mailto:Usea1866@gmail.com">Usea1866@gmail.com</a></td>
</tr>
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Annex 2:

FAQ (specific to NMCs/EMC) – to follow
Annex 3:

User Guide for Applicants

CONTENT

I. Introduction and Prerequisites

II. E-Procedures

   A. Steps
   B. Automatically Generated Messages; EUR ING Documents

III. FAQ

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 started (but is not complete), it can be saved as a draft without being submitted. The application can be accessed/finished at a later stage.

### a. Section “General”:

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<th>Experience</th>
<th>Draft</th>
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<tr>
<td><strong>Phone number</strong></td>
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</tr>
<tr>
<td><strong>E-mail</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- “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 require consideration from outside their field of specialisation. Applicants should demonstrate how, 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 analysis and modeling methods
- Solved problems that are unfamiliar, not explicitly defined, and have conflicting specifications; Applied new or innovative 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
- Other please 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:

- Identified, 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
- Other please specify

Describe the competence you are demonstrating

Engineering design

Applicants should be competent to devise 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 artifacts, and the specifications could be written than technical, including an awareness of societal, health and safety, environmental and commercial considerations. Applicants should 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 (newly encountered) problems, possibly involving other disciplines
- Developed new and original ideas and methods
- Used their engineering judgment to work with complexity, technical uncertainty and incomplete information
- Other please 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
- Other please specify

Describe the competence you are demonstrating

Transferable skills

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

- Work 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 with 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 change management, and understood their interactions
- Engaged in independent, lifelong learning
- Other please 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”:

You are about to submit your EUR ING application

EUR ING Application is open to individuals only if they are members of an engineering association represented in FEANI. The Application Form together with the supporting documents must be submitted to the National Monitoring Committee in the country where the applicant is registered and where he has established his relevant engineer degree (or alternatively professional engineer experience). Applications directly to FEANI are not possible.

➢ 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>
</tr>
</tbody>
</table>
