



## **Chemistry Doctorate EUROLABEL®**

### ***Guidelines for Applications***

**June 2017: replaces all earlier versions**



### **Who can apply for the Chemistry Doctorate EUROLABEL® ?**

The Chemistry Doctorate **EUROLABEL®** can be applied for by both institutions which are introducing new Doctoral programmes in the chemical sciences and institutions which have already introduced Doctoral programmes in chemical sciences.

The Chemistry Doctorate **EUROLABEL®** is awarded for a period of five academic years and can be renewed for further periods of normally five years. Depending upon national legislation the renewal period may extend up to seven years. Applications for renewal will require a much less detailed self-evaluation report.

It is expected that the Institution and the Faculty/Department will adhere to the European Charter for Researchers published by the European Commission

([https://euraxess.ec.europa.eu/sites/default/files/am509774cee\\_en\\_e4.pdf](https://euraxess.ec.europa.eu/sites/default/files/am509774cee_en_e4.pdf)).

### **Procedure**

The first step in the application process is the preparation of a Self-Evaluation Report according to the Guidelines outlined below.

This report is to be submitted on paper to ECTN at the following address:

**ECTN Label Committee**  
c/o EuCheMS Office  
Rue du Trône 62  
1050 Brussels  
Belgium

The electronic version of the Self-Evaluation Report is to be submitted to

[LC-Submission@ectn-assoc.org](mailto:LC-Submission@ectn-assoc.org).

Before preparing the Self-Evaluation Report, please read the paper "Designing European Third Cycle Programmes in Chemistry" in its latest form and keep it to hand, as questions in the Guidelines will refer directly to points in the proposal.

The report will be considered by the ECTN Label Committee responsible for making decisions on the award of the Label and its receipt will be acknowledged. Further correspondence will take place between the person responsible on the ECTN Label Committee and the person responsible for preparing the Self-Evaluation Report.

**The cover page of the Self-Evaluation Report should contain the following information:**

1. Name, full address and VAT number of the University
2. Name of the Faculty, Department etc. responsible for the Doctoral study programme
3. Name (*in the original language*) of the qualification which is the subject of this application (e.g. PhD in Chemistry)
4. Name and full address (with fax and e-mail) of the person responsible for producing the Self-Evaluation Report
5. Number of doctoral credits which the degree programme carries
6. The academic year in which this degree programme was or will be introduced
7. Entry qualifications for this degree programme.

**The Self-Evaluation Report should be accompanied by the following documentation:**

1. Outline of the doctoral programme<sup>1</sup>
2. A brief statement on resources available for the programme: laboratories and arrangements for laboratory safety, libraries, ICT, other resources.
3. Numbers of the academic staff (teaching staff) involved in delivering the doctoral programme. For each member of the academic staff (teaching staff) involved in delivering the study programme: a short Curriculum Vitae (one page) and a publications list covering the last three years.
4. Official institutional regulations relevant to the doctoral programme which is the subject of the application.
5. An example of the Transcript issued by the institution.

Please submit **one** hardcopy of the Self-Evaluation Report, including the documentation listed above, to the address given above and in addition an **electronic version in the form of a Windows-compatible CD (preferably as one single file, e.g. PDF)**. Text should be prepared using a Microsoft Word-compatible programme with a 12-point font and a line separation of not more than 1.5.

**Please keep all answers brief and do not exceed the requested page lengths!**

***All documentation must be in English, which is the working language of ECTN. A translation of official regulations is however not required.***

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<sup>1</sup> The term "doctoral programme" refers to the complete degree programme.

## Structure of the Self-Evaluation Report

The Self-Evaluation Report is structured according to the following points in the paper “Designing European Third Cycle Programmes in Chemistry”:

1. Judging the Quality of European Chemistry Doctoral Programmes: “Fitness for Purpose”
2. Entry to the Programme
3. Length of Studies
4. Study Programme Structure
5. Coursework and Credits
2. Other Elements of the Programme
3. Transcripts
4. Graduate Schools
5. Supervision
6. Examinations
7. Assessment
8. Quality Assurance
9. Joint Degree Programmes

### **1. Judging the Quality of European Chemistry Doctoral Programmes: “Fitness for Purpose”**

The Budapest Descriptors describe the goals of a doctoral programme in the chemical sciences, and applicants are asked to provide a statement which defines the aims and the profile of the programme. **Such a statement will describe the elements of the programme with reference to the above descriptors and show how the terms of the Descriptors are met. It will also describe the skills and competences which the graduate will have developed at the end of the programme.**

This statement defines the **purpose** of the programme, and the accreditation process will then be designed to find out whether the programme as set out in detail in the application is **fit for the purpose** for which it is designed.

### **2. Entry to the Programme**

Please summarize admission criteria and the way in which entry to the doctoral programme is regulated and provide answers to the following questions:

- How are doctoral students funded in this programme?
- Are there contracts between the doctoral candidate and the faculty/department or the institution?
- If so, which points do they regulate (length of studies, funding, supervision etc.)

If there are departmental, faculty or institutional regulations which deal with entry procedures please provide a copy of them in the national language and describe their contents briefly in English.

### 3. Length of Studies

Please supply the following information:

- 3.1 The defined length (in years) of the doctoral programme for full-time doctoral candidates, and whether there is a minimum or maximum
- 3.2 The circumstances under which the defined maximum can be extended
- 3.3 Whether part-time doctoral studies are possible and if so what period is envisaged for their completion

**Please keep your answers as brief as possible!**

### 4. Study Programme Structure: Coursework and Credits

The term “coursework” is used here in the widest possible sense. It does ***NOT*** refer only to course units/modules offered by the department/faculty or the institution (which will normally carry ECTS credits).

It refers also to elements such as those under 4.5 to 4.10 which may be awarded credits.

Please give a brief description of the structure of the doctoral programme which is the subject of this application.

This description should contain information on the following points:

- 4.1 Use of credits a) for the degree programme as a whole, b) for coursework and c) for the thesis work
- 4.2 Total amount of coursework required (expressed in credits)
- 4.3 Definition of credits and their allocation<sup>2</sup>
- 4.4 Course units/modules (carrying ECTS credits) offered by the department/faculty or institution
- 4.5 Specialised lectures, lectures by visiting scientists
- 4.6 Research seminars
- 4.7 Workshops, intensive schools
- 4.8 Intermediate reports on the research project
- 4.9 Participation in national and/or international conferences
- 4.10 Publications
- 4.11 Assessment and (if applicable) grading of coursework
- 4.12 Whether coursework counts towards the award of the degree
- 4.13 Periods to be spent abroad, in other institutions or in industry
- 4.14 Additional relevant information

**Please do not exceed two pages of text!**

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<sup>2</sup> Institutions can allocate credits in any way they wish. A definition of credit allocation MUST be provided in the Transcript issued to the graduate.

It is NOT sufficient to refer to the credits as “ECTS credits”, since there is at present no accepted definition of ECTS credits for the third cycle.

## 5. Other Elements of the Programme

### 5.1 Teaching

Please supply the following information:

- 5.1 Can doctoral candidates be asked to carry out teaching duties?
- 5.2 If so, which kinds of teaching are involved?
- 5.3 How are doctoral candidates selected for teaching duties?
- 5.4 How are they trained?
- 5.5 What is the maximum load of teaching per candidate?
- 5.6 Do doctoral candidates who teach receive (extra) payment for this work?
- 5.7 Are credits awarded for teaching?
- 5.8 Is the teaching assessed? If so, how?

**Please keep your answers brief!**

### 5.2 Generic Competences

Generic competences are often acquired in special course units/modules of the Doctoral programme or by teaching duties. Some institutions chose different approaches. Please describe briefly how the acquisition and assessment of generic competences are dealt with in the programme, structuring your answer with respect to the items listed below:

According to the Budapest Descriptors, third cycle degrees in chemistry are awarded to graduates who in addition to their scientific competences:

- are capable of critical analysis, evaluation and synthesis of new and complex ideas;
- can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise;
- are able to develop and apply methodology to the solution of novel problems, defining a strategy and an action plan to solve that problem;
- developed skills for working effectively with people and are able of leading small teams.

Generic competences for the third cycle are necessary for entering the labour market; and are addressing environments the candidate is likely to meet during any forthcoming career connected to his/her qualifications.

They presume original, independent and critical thinking; and should demonstrate that the future doctor in chemical sciences is well acquainted with the following issues:

- The planning process – objectives, strategies, policies, decision making.
- The structure and process of organizing – decentralization of authority, organizational flexibility, adaptability to novel situations, time management.
- The management of human resources – qualifications vs. requirements, orienting new team members, formulating motivation strategies.
- The management of information – analysis, evaluation and synthesis of complex concepts and facts.
- The communication process – tutoring and training skills, ability for knowledge transfer and interaction with peers, the scholarly community and society in general

under multilingual conditions.

- The development process – internal and external training, handling innovation.
- The management of financial issues – facing budgetary and market-oriented questions.
- The process of controlling and assessing quality.
- Social responsibility and ethics.

The generic competences under consideration are developed while performing the research project, and/or in the frame of specialised workshops or relevant course units/modules. Please specify which of the generic competences under consideration are developed while performing the research project, and which in the frame of specialised workshops or relevant course units/modules.

**Please keep your answer as brief as possible!**

## 6. Transcripts

Please supply the following information:

- 6.1 Which format does the transcript use (European Diploma Supplement/other)?
- 6.2 What information does it contain regarding the thesis and its accessibility to interested persons?
- 6.3 What information does it contain regarding coursework?
- 6.4 What information does it contain regarding teaching done by the doctoral candidate?
- 6.5 What other relevant information may it contain?

## 7. Graduate Schools<sup>3</sup>

Please supply the following information:

- 7.1 Does your **institution** have “Graduate Schools”<sup>2</sup> of its own?
- 7.2 Is your **department/faculty** involved in one or more “Graduate Schools”?
- 7.3 If so, please describe this/these briefly (not more than half a page please!)
- 7.4 Is your department/faculty involved in any other type of research network or cooperation?

If so, please describe this/these briefly (not more than half a page please!)

## 8. Supervision

- 8.1 Please give a brief description of how doctoral supervision is organized in your department/faculty (not more than half a page please!)
- 8.2 Is there a contract with respect to supervision, defining rights and responsibilities of both sides, between the doctoral candidate and the department/faculty or institution?

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<sup>3</sup> The term „Graduate School“ is used in a general sense. Other terms often used are “research school” or “doctoral school”.

- 8.3 How are conflicts between the candidate and his/her supervisor(s) dealt with if they arise?
- 8.4 Is there any kind of training for doctoral supervisors in your institution or department? If so, describe briefly (not more than half a page please!) how this is organized.

## 9. Final Examinations

Please give information on the following points:

- 9.1 In which languages can the thesis be written?
- 9.2 How is the doctoral examination organised?
- 9.3 Are external examiners involved and if so how?
- 9.4 Are examinations open?
- 9.5 If so, who is entitled to attend?
- 9.6 And who is entitled to ask questions?
- 9.7 In which language is the doctoral examination carried out (teaching language of the institution, language of the thesis, other?)

**Your answers should not exceed half a page of text**

## 10. Assessment

Please provide information on the following points:

- 10.1 Are there intermediate assessments prior to the final examination?
- 10.2 Is the doctorate graded?
- 10.3 If so, does the grade involve only the thesis?
- 10.4 Or is coursework also included in the grading process?
- 10.5 How is the grade decided on?
- 10.6 Does your institution have guidelines on how doctoral assessment should be carried out?

**Please keep your answers brief!**

## 11. Quality Assurance

Please give a short account of the quality assurance procedures in

- Your department/faculty
- Your institution

Please provide brief details about efforts during this application period for modernisation the programme content with respect to the scientific development in the discipline.

**Please do not exceed half a page of text!**

## 12. Ethical concern

Please provide a short description how your institution takes care about “ethics in chemistry” (plagiarism, proper citations, originality and trustworthy results, EuCheMS Code of Conduct, etc.)

**Please do not exceed half a page of text!**



### 13. Any other comments / information

Please summarise any relevant information you wish to communicate to ECTN.

Which months is the most appropriate for you to start of the validity term of the awarded label? You may best use the validity term if it starts exactly with the registration months in your university.

**The answer to this point should not exceed half a page of text!**

### 14. Additional Information on Applications for Accreditation of Degree Programmes Involving More Than One Institution

1. The opening statement must make it clear how the programme which is the subject of the application is organised. Mobility is obviously a vital aspect of any joint programme, so the statement should refer particularly to the possibilities for both student and staff mobility within the programme.
2. The application should be submitted by one institution (the "coordinating institution") on behalf of the members of the consortium
3. It should give the names of all the departments in the consortium, together with contact details for one responsible person per institution
4. A short Curriculum Vitae (one page) and a publications list covering the most important of the last three years (not more than 10!) is required for each member of the academic staff involved in the study programme
5. Significant deviations within the consortium with respect to points **2 to 11** above should be described.
6. Details of the diploma(s) to be awarded should be given
7. A statement is required as to how the preparation of the Transcript is organised

The application fee will cover one single site visit, normally to the coordinating institution but also as an alternative to the site of a consortium meeting. Consortium members will be asked to send a representative to the site visit. If a member institution cannot be represented, the ECTN Rapporteur for the application will obtain necessary additional information from the contact person at the institution involved.

**Please keep your answers brief!**

### 15. Student Mobility Database

Please use the form further below in order to register your study programme in the Student Mobility Database. The database can be freely accessed via <http://transparency.inp-toulouse.fr/> . It helps selecting appropriate study programmes or courses for mobile students.

***The self-evaluation report must end with the following declaration:***

***I (full name, position as head of the institution/department/faculty responsible for the study programme) hereby agree that this (institution/department/faculty) will, if awarded the EUROLABEL<sup>®</sup>, recognise equivalent degrees in chemistry awarded by other institutions holding the EUROLABEL<sup>®</sup> as providing automatic right of access (but not of admission) to higher educational or qualification programmes offered by this (institution/department/faculty).***

***I hereby agree that this (institution/department/faculty) will, if awarded the EUROLABEL<sup>®</sup>, display the official EUROLABEL<sup>®</sup> logo on the website of this (institution / department / faculty) and remove this label from the website as soon as the validity term of the awarded EUROLABEL<sup>®</sup> expired.***

***I hereby authorise ECTN to archive the information provided as well as to use it (without giving the source) to further scientific, statistical, promotional, and educational use.***

***I agree that the Self-Evaluation report together with the Site Visit Report will be published on the ECTN website in case the label is awarded.***

It must also be signed, (stamped) and dated by the person making the declaration.



## Student Mobility Database



Table to be filled in on each programme that is submitted to **EUROLABEL®** application. Data contained in the table will be used by ECTN and published on <http://transparency.inp-toulouse.fr/>. By submitting the data the responsible authorities of the respective university agree with data basing and publication.

<b>Institution (&amp; ERASMUS Code)</b>	<i>English name of the institution</i>	<i>ERASMUS Code</i>
	<i>Name of the institution in the original language</i>	
<b>Faculty/Department</b>	<i>Name of the faculty or department</i>	
<b>Qualification awarded (&amp; ERASMUS Subject Area Code)</b>	<i>Title of the qualification awarded</i>	<i>ERASMUS Subject Area Code</i>
<b>Level of qualification (Bologna &amp; EQF)</b>	<i>Level of Qualification (Bologna)</i>	<i>Number of EQF (ex: 6 for EQF6)</i>
<b>Name of qualification (programme)</b>	<i>In English</i>	
	<i>In Original language</i>	
<b>Person in charge of this programme</b>	<i>First name, last name, position, postal address, phone, e-mail address</i>	
<b>Specific admission requirements</b>	<i>Specific admission requirements (Entry qualifications)</i>	
<b>Language of instruction</b>	<i>Main language</i>	
<b>Website of the programme</b>	<i>Address of the institution Web site</i>	
<b>Short description of the programme (500 characters)</b>	<i>Key-words for scientific content</i>	
<b>Mode of study</b>	<i>Full time or part time</i>	
<b>Duration</b>	<i>Number of semesters in the program (ex: 4)</i>	
<b>Number of ECTS credits</b>	<i>Number of ECTS in the whole program</i>	
<b>Academic year in which this degree was, or will be, introduced (valid for 5 years)</b>	<i>e.g. 2012 (5 entry years written as followed 2012-2016)</i>	
<b>Beginning of the program (month):</b>		
<b>Academic calendar:</b>		
<b>Application deadline (if any):</b>		
<b>Hyperlink to course guide: ECTS Catalogue</b>	<i>Link where the ECTS catalogue is available</i>	
<b>Hyperlink to further documents</b>	<i>Link to further documents</i>	
<b>EUROLABEL® awarded?</b>	<i>Date of award by (Agency or ECTN), Certificate N° of the <b>EUROLABEL®</b> awarded (<b>EUROBACHELOR®</b> / <b>EUROMASTER®</b> / <b>DOCTORATE EUROLABEL®</b>)</i>	
<b>Person to be contacted for information about this programme</b>	<i>First name, last name, position, postal address, e-mail address</i>	
<b>Last modification of this programme</b>	<i>Year of last modification</i>	

## **Note**

*ECTS Specification for the Module/Course Unit Descriptions (from the "Key Features")*

- Course title
- Course code
- Type of course
- Level of course
- Year of study
- Semester/trimester
- Number of credits allocated (student workload based)
- Name of lecturer
- Objective of the course (expected learning Learning Outcomes and competences to be acquired)
- Prerequisites
- Course contents
- Recommended reading
- Teaching methods
- Assessment methods
- Language of instruction

The ECTS Users Guide 2015 can be downloaded from

[http://europass.cedefop.europa.eu/sites/default/files/ects-users-guide\\_en.pdf](http://europass.cedefop.europa.eu/sites/default/files/ects-users-guide_en.pdf) .

## ***Suggested Schedule for Site Visit***

**Evening prior to visit:** Arrival of experts and internal discussion in preparation for visit

### **Visit**

**09:00 Discussion with those responsible for the programme, together with one or more representatives of the institution's leadership**

Topics: Position of the chemistry department within the institution; profile and development of the department from the point of view of the institution's leadership; research profile of the department; personnel development; equipment situation; quality assurance in the department and the institution.

09:30 Break, internal discussion

**09:45 Discussion with those responsible for the programme**

Topics: Degree profile; curriculum; teaching and learning methods; student advisors; examinations; student success (dropout rate etc.); employability.

10:30 Break, internal discussion

**10:45 Discussion with members of the teaching staff**

Topics: Curriculum; teaching and learning methods; student advisors; staff development.

**11.30 Discussion with students**

Topics: Degree profile; curriculum; content, organisation and delivery of the programme; possibilities for obtaining advice; examinations; working conditions; studies abroad.

12.15 Break, internal discussion

**12.30 Tour of the institution**

Dependent on the wishes of the experts

13.15 Lunch break with snack, internal discussion

**14.15 Final discussion with those responsible for the programme**

Topics: Results of the day's discussions, recommendations on possible modifications to the programme.

15.00 End of visit