



## Chemistry EUROLABEL® Renewal

### *Guidelines for Applications*

June 2017: replaces all earlier versions



### Procedure

The Chemistry **EUROLABEL®** is awarded for a period of five academic years and can be renewed for further periods of five years on a basis of renewal application. Depending upon national legislation the renewal period may extend up to seven years. As well as the first label awarded, the renewal is subject to a fee. The first step in the renewal application process is the preparation of a simple 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 renewal application, please read the relevant **EUROLABEL®** document in its latest form and keep it to hand, as questions in the Guidelines could refer directly to the points in the paper, see:

<http://www.chemistry-eurolabels.eu> .

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 renewal application 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 study programme<sup>1</sup>.
3. Name (*in the original language and in English*) of the qualification, which is the subject of this application (e.g. BSc in Environmental Chemistry).
4. Name and full address (with fax and e-mail) of the person responsible for producing the renewal application.
5. Number of ECTS credits which the degree programme carries.
6. Number of credits (including the Thesis) derived from modules/course units in chemistry, physics, biology or mathematics<sup>2</sup>. The **EUROBACHELOR**<sup>®</sup> requires at least 150, e.g.
7. The academic year in which this degree programme was introduced.
8. Entry qualifications for this degree programme.
9. Year and reference number of the original **EUROLABEL**<sup>®</sup> award.

The renewal application should be accompanied by the following documentation:

- An example of the Diploma Supplement issued by the institution.
- An example of the certificate mentioning **EUROLABEL**<sup>®</sup> label given to the student.
- Copy of the Label Award Letter and of the Label Certificate.

Please submit **one** hardcopy of the renewal application, 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.***

The receipt of the renewal application will be acknowledged.

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

<sup>2</sup> The term "course unit" refers to defined subunits of the study programme. These may be for example an individual lecture course or a lecture course in combination with a practical course. The term "module" is usually, though not always, used to refer to subunits involving a combination of two or more individual units.

## **Structure of the Renewal Application**

The renewal application is structured according to the following points:

1. Programme status.
2. Graduates.
3. Employability.
4. Second cycle label.
5. Mobility.
6. Any other comments / information.

### **1. Programme status**

- 1.1 Was the **EUROLABEL**<sup>®</sup> labelled programme modernised or amended? If not, why was it kept in the original scheme? How are the requirements of laboratory safety met? Please describe.
- 1.2 Please provide brief details about efforts during the past period for modernisation the programme content with respect to the scientific development in the discipline.
- 1.3 Are electronic media for teaching, learning and/or assessment like the EChemTest officially used in the **EUROLABEL**<sup>®</sup> programme? Please describe.
- 1.4 Were there any ECTS credit values changed or shifted?
- 1.5 Describe how the recommendations from the award letter were applied.
- 1.6 Describe how the conditions from the award letter were fulfilled.

### **2. Graduates**

Please give the numbers of graduates from the labelled course for every graduation year.

### **3. Employability**

Please supply the information of the employability of the labelled course graduates (e.g. direct employment, Master or PhD course at same or other university, unemployment, ...):

### **4. Other cycle label(s)**

Please describe if you have or plan to have the other cycle labelled by the **EUROLABEL**<sup>®</sup> and give your practical experience or expectations:

### **5. Mobility**

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.

### **6. 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.

## **Statement of Applicant**

As stated in the **EUROBACHELOR**<sup>®</sup> paper:

*"A primary aim of the **EUROBACHELOR**<sup>®</sup> qualification is to provide a degree which will be recognised by other European institutions as being of a standard which will provide automatic right of access (though not right of admission, which is the prerogative of the receiving institution) to chemistry Master programmes.*

*The primary aims of the **EUROMASTER**<sup>®</sup> qualification are to provide a second cycle degree of the highest standard, which will be:*

- *Recognised by other European institutions as being of a standard, which will provide automatic right of access (though not right of admission, which is the prerogative of the receiving institution) to chemistry doctoral programmes.*
- *Recognised by employers as being of a standard which fit the graduates for employment as professional chemists in chemical and related industries or in public service*
- *Recognised by the European Chemist Registration Board of EuCheMS as meeting the educational standard necessary to allow the graduates to obtain the status of European Chemist."*

**The Self-Evaluation Report must end with the following declaration in the case of the consortium concerning the use of the **EUROLABEL**<sup>®</sup>. This statement must be made by the coordinating institution, on behalf of all members of the consortium:**

*I (full name, position as head of the institution/department/faculty responsible for the study programme) hereby declare that all members of the above defined consortium accepted the last (submitted) version of the application and agree that this consortium (all members resp.) understand that:*

- *The label will exclusively be re-awarded to the joint programme and not to the individual consortium members or their universities;*
- *The label will only be issued to students registered by the consortium for the joint Master programme and not to students of other programmes of the universities.*

*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 the ECTN to archive the information provided as well as to use it (without giving the source) to further scientific, statistical, publicity, 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 (if available) and dated by the person making the declaration.

The EUROBACHELOR® renewal application must therefore 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 renewed the EUROBACHELOR® label, continue to recognise Bachelor degrees in chemistry awarded by other institutions holding the EUROBACHELOR® label as providing automatic right of access (but not of admission) to chemistry second cycle (Master) programmes offered by this (institution/department/faculty).*

*I hereby agree that this (institution/department/faculty) will, if awarded the EUROBACHELOR® label, display the official EUROBACHELOR® 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 EUROBACHELOR® label 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.

The EUROMASTER® renewal application must therefore 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 renewed the EUROLABEL®, continue to recognise equivalent degrees in chemistry awarded by other institutions holding the EUROLABEL® 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 EUROMASTER® label, display the official EUROMASTER® 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 EUROMASTER® label 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**<sup>®</sup> 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.

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

## **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