



Chemistry EUROLABEL®

EUROLABEL® Application Process

February 2016: replaces all earlier versions



Procedure

Step 1:

Contact the Label Committee to inform that an application can be expected.

Step 2:

Download the appropriate Guidelines for Applicants (which describe the different steps and the required information), and the corresponding documentation; all can be downloaded from the "**EUROBACHELOR® / EUROMASTER® / DOCTORATE EUROLABEL®**" page. For full details, read the framework documents in the Archive section.

Step 3:

Submit the hardcopy of the Self-Assessment Report prepared according to the Guidelines and an electronic version to the addresses given in the Guidelines.

Step 4:

Receipt of the Self-Assessment Report will be confirmed by the Executive Secretary of the Label Committee. An assessment team is nominated, which will decide about the necessity of a site visit. A contract between ECTN and the applying institution will be sent to the institution. The contract will describe terms and conditions for the assessment and the fee which will apply. The invoice for the assessment process will be issued subsequently. The assessment process shall start only after payment has been received.

Step 5:

The assessment will be carried out by three members of ECTN's Panel of Experts. A site visit will require one day and usually follow the model schedule included in the Guidelines.