

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:
 - a. Access the tool via at <https://euring.feani.org>.
 - 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)

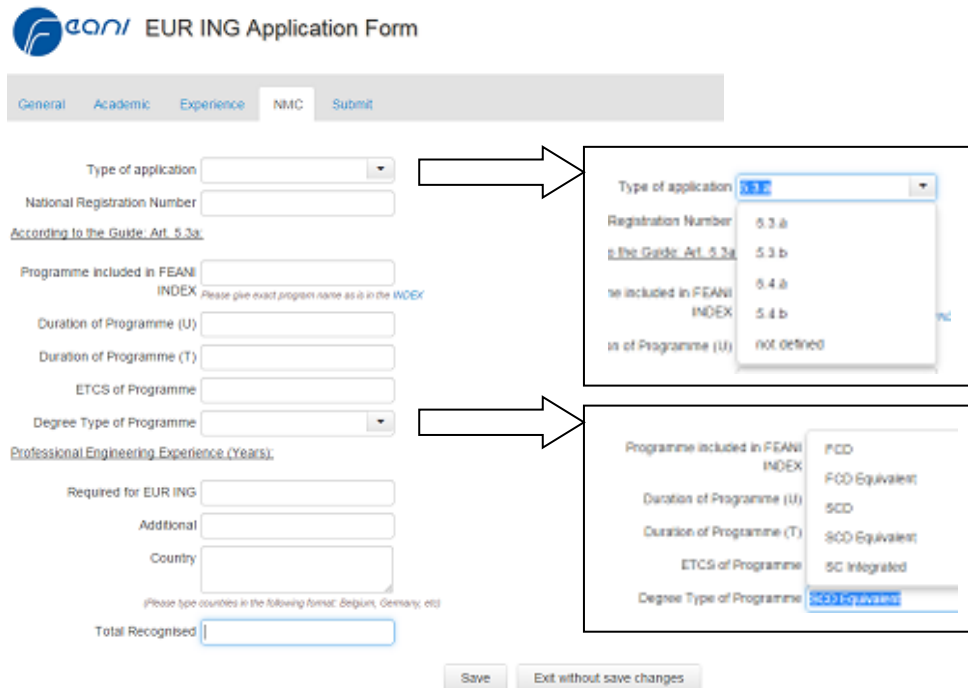
2/NMC Log-In (Validating an Application for EMC Review)

- 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!)

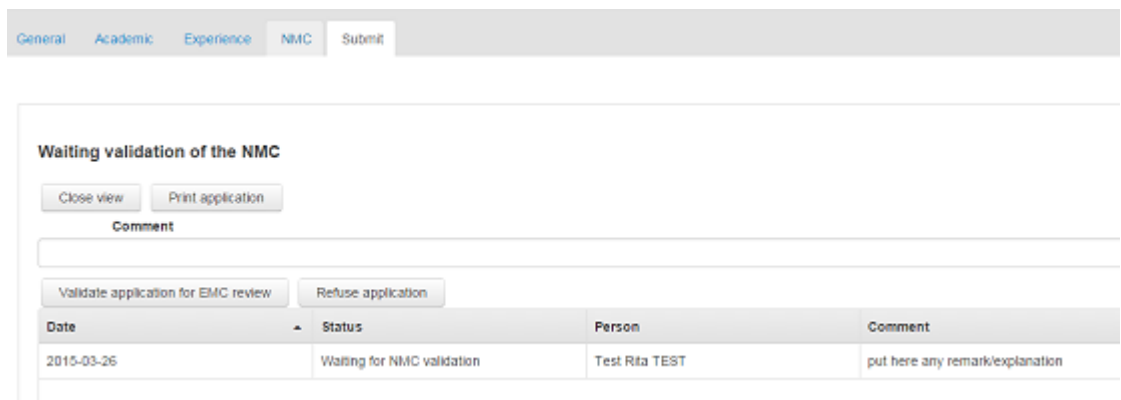
- The NMC fills in the “NMC” section:



The screenshot shows the 'NMC' section of the application form. It includes fields for 'Type of application', 'National Registration Number', 'Programme included in FEANI INDEX', 'Duration of Programme (U)', 'Duration of Programme (T)', 'ETCS of Programme', 'Degree Type of Programme', 'Professional Engineering Experience (Years)', 'Required for EUR ING', 'Additional', 'Country', and 'Total Recognised'. Two callout boxes provide details for the dropdown menus:

- Callout 1:** Shows the 'Type of application' dropdown menu with options: 5.3 a, 5.3 b, 5.4 a, 5.4 b, and not defined.
- Callout 2:** Shows the 'Degree Type of Programme' dropdown menu with options: FCD, FCD Equivalent, SCD, SCD Equivalent, SC Integrated, and SCD-Equivalent.

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



The screenshot shows the 'Submit' section of the application form. It is titled 'Waiting validation of the NMC' and contains buttons for 'Close view', 'Print application', 'Validate application for EMC review', and 'Refuse application'. Below these buttons is a table with the following data:

Date	Status	Person	Comment
2015-03-26	Waiting for NMC validation	Test Rita TEST	put here any remark/explanation

- 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)

<i>Country</i>	<i>Full Name of Person responsible</i>	<i>Tel.No.</i>	<i>Email address (User Name)</i>
AT	Peter Reichel	+ 43 1 587 63 73-26	p.reichel@oiav.at
BG	Boiko Denchev		b.denchev@gmail.com
BE	Nancy Vercammen	+32 3 260 08 51	nancy.vercammen@ie-net.be
CH	Joris van Wezemaal	+41 44 283 15 24	feani@sia.ch
CY	Pavlos Demetriou	+ 357 99 635974, +357 22 49 23 81	estera@cablenet.com.cy
CZ	Zdenka Dahinterova	+ 420 221082202	dah@csvts.cz
DE	Thomas Kiefer	+ 49 30 310078155	nmc@dvt-net.de
DK	Jan Mygind Mortensen		jmm@ida.dk
EE	Arvi Hamburg	+ 372 6203763	arvi.hamburg@ttu.ee; ilen.ruumet@gaas.ee
ES	José Ramirez	+ 34 91 308 4652	sncfeani@iies.es
FI	Mikko Valtonen	+ 358 40 5307681	Mikko.Valtonen@ilry.fi
	Juhani Nokela	+358 40 754 7459	juhani.nokela@tek.fi
FR	Elisabeth Bison	+ 33 1 44 13 66 70	ebison@iesf.fr
GB	Donna Willis	+ 44 20 3206553	dwillis@engc.org.uk
GR	Maria Tsimorakou (with N. Zygouris and K. Pontikakou)	+30 210 3291348	greok@central.tee.gr
HU	-	-	-
HR	Vjera Krstelj	+ 385 1 48 80 985	vk@his-hr.hr
IE	Damien Owens	+ 353 16651333	membership@engineersireland.ie
IS	Jon Vilhjalmsson	+ 354 4126139	jon.vilhjalmsson@efla.is
IT	-	-	-
LU	-	-	-
MK	Hrstina Spasevska (Sasha Hadzi Jordanova)	+ 389 23229040	imi@engineer.org.mk

MT	Robert Ghirlando; Paul J. Micallef	+356 (2133) 4858 + 356 2133 4858	robert.ghirlando@um.edu.mt; intsec@coe.org.mt; pmica@onvol.net
NL	Loes Blik	+31 70 - 3919 813	Loes.Blik@kivi.nl
NO	Marianne Bevum	+ 47 220 53500	eurring@nito.no
	Eli Haugrud	+47 (22) 94 76 30	Eli.Haugerud@tekna.no
PL	Sebastian Lalka	+48 22 3361 270	sebastian.lalka@not.org.pl
PT	Eng. Nuno Matos	+351 21 3132653	nuno.matos@ordemdosengenheiros.pt
RO	Andreea Ploesteanu	+40 21 316 89 93/4	andreea.ploesteanu@agir.ro
SE	Jenny Grensman/Katherine Wong, Christopher Storm	+ 46 8 613 80 00	Jenny.Grensman@sverigesingenjorer.se; Katherine.wong@sverigesingenjorer.se; christopher.storm@sverigesingenjorer.se
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TR	Mufit Gulgec	+90 (312) 233 13 16	mgulgec@cankaya.edu.tr
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Annex 2:

FAQ (specific to NMCs/EMC) – to follow

Annex 3:

User Guide for Applicants

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- I. Introduction and Prerequisites
- II. E-Procedure
 - A. Steps
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- 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

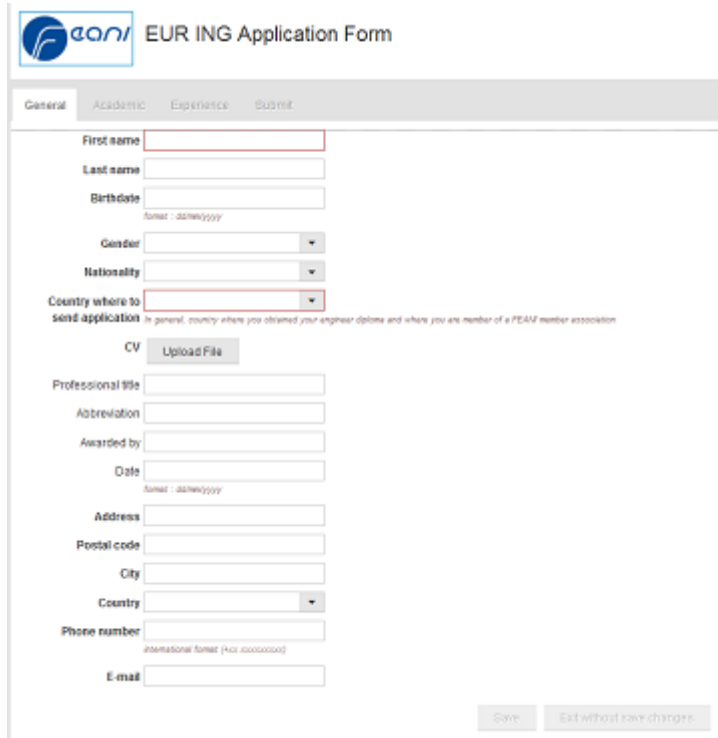
II. E-Procedure

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”:



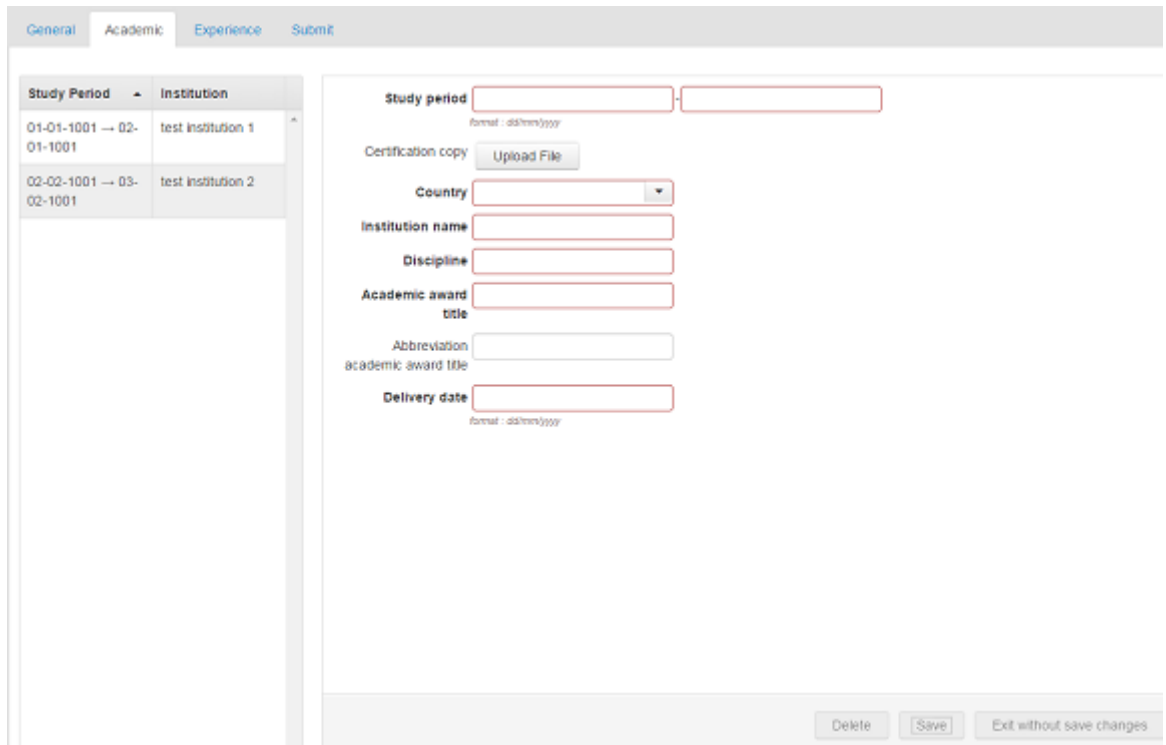
The screenshot shows the 'EUR ING Application Form' with the 'General' tab selected. The form contains the following fields and options:

- First name: text input field
- Last name: text input field
- Birthdate: text input field with format hint 'Format : dd/mm/yyyy'
- Gender: dropdown menu
- Nationality: dropdown menu
- Country where to send application: dropdown menu with a note: 'In general, country where you obtained your engineer diploma and where you are member of a FEANI member association'
- CV: 'Upload File' button
- Professional title: text input field
- Abbreviation: text input field
- Awarded by: text input field
- Date: text input field with format hint 'Format : dd/mm/yyyy'
- Address: text input field
- Postal code: text input field
- City: text input field
- Country: dropdown menu
- Phone number: text input field with format hint 'International format (+xx xxxxxxxxx)'
- E-mail: text input field

At the bottom right, there are two buttons: 'Save' and 'Exit without save changes'.

- “Last Name”: type in CAPITAL letters
- “Dates”: use the format dayday/monthmonth/yearyearyear
- “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”:



Study Period	Institution
01-01-1001 → 02-01-1001	test institution 1
02-02-1001 → 03-02-1001	test institution 2

Study period: -
format: dd/mm/yyyy

Certification copy:

Country:

Institution name:

Discipline:

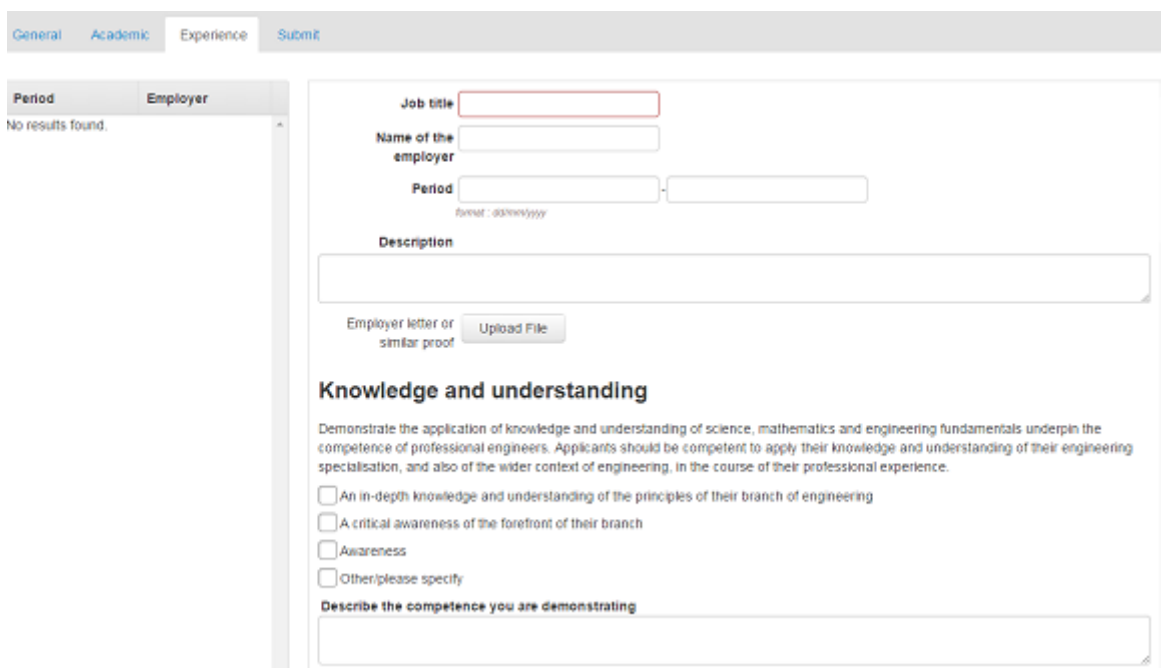
Academic award title:

Abbreviation academic award title:

Delivery date:
format: dd/mm/yyyy

- “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):



Period	Employer
No results found.	

Job title:

Name of the employer:

Period: -
format: dd/mm/yyyy

Description:

Employer letter or similar proof:

Knowledge and understanding

Demonstrate the application of knowledge and understanding of science, mathematics and engineering fundamentals underpin the competence of professional engineers. Applicants should be competent to apply their knowledge and understanding of their engineering specialisation, and also of the wider context of engineering, in the course of their professional experience.

An in-depth knowledge and understanding of the principles of their branch of engineering

A critical awareness of the forefront of their branch

Awareness

Other/please specify

Describe the competence you are demonstrating:

Engineering analysis

Applicants should be competent to solve engineering problems consistent with their level of knowledge and understanding, and which may involve considerations 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
- Analysed engineering products, processes and methods
- Applied relevant analytic and modeling methods
- Solved problems that are unfamiliar, incompletely defined, and have competing specifications. Applied new or innovative methods in problem solving
- Solved problems in new and emerging areas of their specialisation; applied 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 drawing conclusions
- Designed and conducted analytic, modeling 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 realise 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 wider 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, commercial and industrial. 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

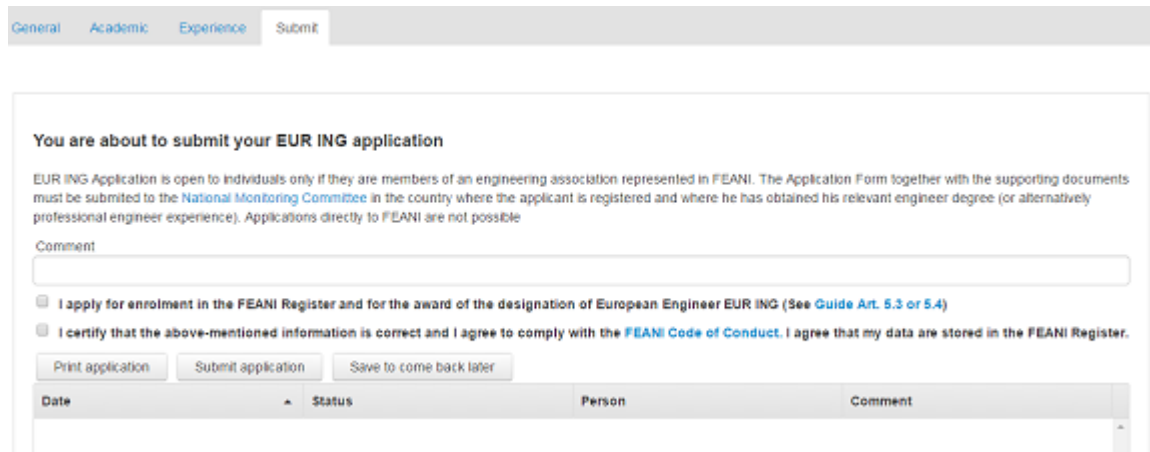
Applicants should have the skills necessary to competently practice as an engineering professional, and more widely. Applicants should demonstrate how, in the course of their professional experience, they have:

- 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 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 commit to professional ethics, responsibilities and norms of engineering practice
- Applied project management and business practices, such as risk and change management, and understood their limitations
- Engaged in independent, life-long 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 obtained his relevant engineer degree (or alternatively professional engineer experience). Applications directly to FEANI are not possible

Comment

I apply for enrolment in the FEANI Register and for the award of the designation of European Engineer EUR ING (See [Guide Art. 5.3](#) or [5.4](#))

I certify that the above-mentioned information is correct and I agree to comply with the [FEANI Code of Conduct](#). I agree that my data are stored in the FEANI Register.

Print application Submit application Save to come back later

Date	Status	Person	Comment

- 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)

Question	Answer
I cannot modify the data of my application.	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.
Section "Experience": I cannot see the data I have filled in previously in the "Professional Experience" section.	Once data has been saved, they will show at the left side of the section (click on it)
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.	Click on "save", even if no changes were made.
Section "Experience": Do I have to fill in the experience section for all my jobs/add employer letters for all?	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.
Section "Experience": Some (all) of the "experience criteria" do not correspond to my job.	Click "other/please specify": "not applicable" + explanation, if any