

Chemistry EUROLABEL[®] for institutions and programmes already accredited by other agencies

Guidelines for Applications

January 2019: replaces all earlier versions



A Chemistry **EUROLABEL[®]** (**EUROBACHELOR[®]**, **EUROMASTER[®]**, **DOCTORATE EUROLABEL[®]**) can now be awarded or re-awarded as an add-on to institutions or programmes which are accredited by other agencies, given that the agency is operating in substantial compliance with [the European Standards and Guidelines \(ESG\)](#) and that this agency is listed by the European Quality Assurance Register for Higher Education (www.eqar.eu) or by one of its stakeholder organizations. Throughout this document, such agencies are called “listed agencies”.

The Chemistry **EUROLABEL[®]** as an add-on is awarded on the basis of a simplified procedure at a correspondingly reduced fee.

The process of awarding the Chemistry **EUROLABEL[®]** as add-on can only be initiated once the preceding accreditation by the listed agency has been completed and the complete report has been registered according to the legal requirements in the country of the applying institution.

Awarding the Chemistry **EUROLABEL[®]** as add-on may require a site visit. The decision about the need for a site visit is made by the Label Committee after assessing the application documents, in particular the actual accreditation report by the listed agency.

Assessing the application for a Chemistry **EUROLABEL[®]** as add-on is based on the same quality requirements as the standard Chemistry **EUROLABEL[®]**.

The Chemistry **EUROLABEL[®]** is awarded for a period of five academic years and can be renewed for further periods of five years on the basis of a renewal application. Depending upon national legislation the renewal period may extend up to seven years.

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 Windows[®] and Microsoft Office[®] compatible electronic version of the Self-Evaluation Report is to be submitted to

LC-Submission@ectn.eu .

Before preparing the Chemistry **EUROLABEL**[®] application, please read the **EUROLABEL**[®] document in its latest form and keep it to hand, as questions in the Guidelines will refer directly to points in the paper, see:

www.ectn.eu/committees/label .

The application 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.

ECTN experts submit their assessment on the award of the Chemistry **EUROLABEL**[®] in writing. This report will be discussed by the Label Committee. The applicant receives the decision and the usual certificates for the Chemistry **EUROLABEL**[®].

The application for the Chemistry **EUROLABEL**[®] as add-on should be accompanied by the following documentation:

- The Self-Evaluation Report for this programme
- An example of the Diploma Supplement issued by the institution.
- A complete copy of the accreditation report for the institution or the programme.

Application documents

The application for the Chemistry **EUROLABEL**[®] as add-on should comprise:

- The Cover Page
- The Self-Evaluation Report for this programme (including the signed statement at the end of the Self-Assessment Report and the completed form for the Student Mobility Database).
- A complete copy of the accreditation report for the institution or the programme.

The **Cover Page** of the application for a Chemistry **EUROLABEL**[®] as add-on 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 programme¹.
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 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 mathematics². The Chemistry **EUROBACHELOR**[®] requires at least 150 ECTS credits, the Chemistry **EUROMASTER**[®] requires at least 90 ECTS credits.
7. Number of ECTS credits assigned to the Thesis. The recommendation for the Chemistry **EUROBACHELOR**[®] is 15, for the Chemistry **EUROMASTER**[®] 30 ECTS credits. Less ECTS credits for the Thesis are only acceptable if national regulations require this. A concise explanation is required in the Self-Evaluation Report.
8. The academic year in which this degree programme was or will be introduced.
9. Entry qualifications for this degree programme.
10. Information on the current accreditation of the institution or the programme (name and address of the accreditation body, dates of the initial and of the current accreditation, validity term of the current accreditation).
11. Please give the numbers of graduates from the programme for every graduation year since its accreditation.
12. Was the programme modernised or amended since its last accreditation? What was the reason for this change?
13. How are the requirements of laboratory safety met?

¹ The term "study programme" refers to the complete degree programme.

² 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.

The **Self-Evaluation Report** should be structured according to the Guidelines for the Chemistry **EUROBACHELOR**[®], Chemistry **EUROMASTER**[®], Chemistry **DOCTORATE EUROLABEL**[®]. Only complete Self-Evaluation Reports can be accepted for assessment.

Possible differences between the seal awarded by the listed agency and the requirements for the Chemistry **EUROLABEL**[®] should be listed in the Self-Assessment Report. The equivalence of the objectives of the programme under assessment and the requirements of the Chemistry **EUROLABEL**[®] should clearly be stated there.

A complete copy of the **Accreditation Report** issued by the listed agency should accompany the application.

All documentation prepared for the EUROLABEL[®] application must be in English, which is the working language of ECTN. A translation of official regulations as well as of the Accreditation Report issued by the listed agency is however not required.

Statement of Applicant

As stated in the **EUROBACHELOR**[®] paper:

*"A primary aim of the **EUROBACHELOR**[®] 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**[®] 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[®]. 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**[®], display the official **EUROLABEL**[®] 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**[®] 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® 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 awarded 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® 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 awarded 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®** application. Data contained in the table will be used by ECTN and published on <http://ectn.eu/mobility/>. By submitting the data the responsible authorities of the respective university agree with data basing and publication.

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

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

