



## **Chemistry EUROLABEL®**

### **Statement of LC Procedures**

**July 2017: replaces all earlier versions**



The application for **EUROLABELS®** is submitted in hard copy to the ECTN office in Brussels and archived there, at the same time as an electronic version is sent to the generic address [LC-Submission@ectn-assoc.eu](mailto:LC-Submission@ectn-assoc.eu). The electronic version of the application is forwarded by the mail distributor to the Chair and the Secretary of the Label Committee (LC).

The LC Secretary checks the application for completeness, confirms the receipt to the applicant by e-mail within one week and forwards the application to all LC members. All LC members return initial remarks to the LC Secretary within two weeks after receipt of an application.

Subsequently, LC Chair and LC Secretary propose within one week an Assessment Team (AT). The three AT members are selected from the Panel of Experts (PoE). In case the PoE does not hold a National Advisor, a Young Expert will be preferred as AT member. LC discusses the proposed composition of the AT and approves the final composition of the SVT within two weeks, everything by email.

All PoE members have to have recent experience with evaluation of applications for **EUROLABELS®**. In case their last assessment took place five or more years ago a new training course has to be completed successfully. Successful completion of the training is announced to the Chair and the Secretary of LC. No information about training results is disclosed.

AT evaluates the application. A site visit is obligatory in case of new applications. In case of renewals AT decides about the necessity of a site visit. A new site visit is required if the institution has not been visited within the last 10 years. The team also decides whether additional information is needed, before the site visit can take place. The Rapporteur informs Chair and Secretary of LC within two weeks about the decisions by AT.

A contract between the applicant and ECTN will be issued within one week by the LC Secretary. The invoice is issued by the ECTN Secretary based on the decision of AT and on the contract signed by both partners. The assessment continues only after receipt of the

payment. In the case where a site visit will take place, the Rapporteur negotiates a date for this visit. Site visits can only take place when the students of the particular programme are present at the institution to be visited.

The Rapporteur submits to the LC Secretary within two months after the site visit the Assessment Report together with all files necessary for publication of the label on the LC website. The Rapporteur sends the Assessment Report in parallel to the applicant institution, which has four weeks to respond to the report.

The LC Secretary forwards the Assessment Report to all LC members for electronic approval. LC responds within two weeks to the LC Secretary. If two or more LC members request detailed discussion the case will be discussed at the next LC meeting. The decision for a detailed discussion will be confirmed by the LC Chair. LC is informed immediately in that is the case.

The LC Chair forwards the approved Assessment Report within one week to the ECTN President and the AC Secretary for final approval within two weeks. The *tacit consent* (secret approval) rule may be applied. The President informs the ECTN Secretary, LC Chair and LC Secretary immediately after her/his decision. Signed Award Letters and Certificates are jointly forwarded to the applicant institution by the LC Chair within two weeks after approval by the ECTN President.

The text in the Certificate states:

“This award is valid for five/six/seven academic years.

Graduates who commence their degree programme between months 20XX and months (20XX+4) are entitled (subject to the conditions listed in the attached letter) to receive documentation approved by the University and by the European Chemistry Thematic Network Association showing that their degree carries this label.

Self-Assessment Report and Assessment Report are published on the LC website together with all necessary data from the Transparency Table (part of the Self-Assessment Report).

AT can claim travel expenses using the valid travel expenses form immediately after the site visit. Expert fees according to the currently valid fee table can be claimed using the valid expert fee form after approval of the Assessment Report and the accompanying documents by the ECTN President within six months.

If conditions are attached to the granting of the label, the LC Secretary contacts the label holder 10 months after Award Letter and Certificate were sent and requests a statement evidencing compliance with any conditions imposed. The label holder has four weeks to respond. The response by the label holder will be discussed within LC. It may decide to involve AT. No extra fees need to be paid to AT in case of such an involvement. The label is terminated at the end of the first academic year if the label holder does not respond or does not meet the conditions.