

Annex 3:

User Guide for Applicants

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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

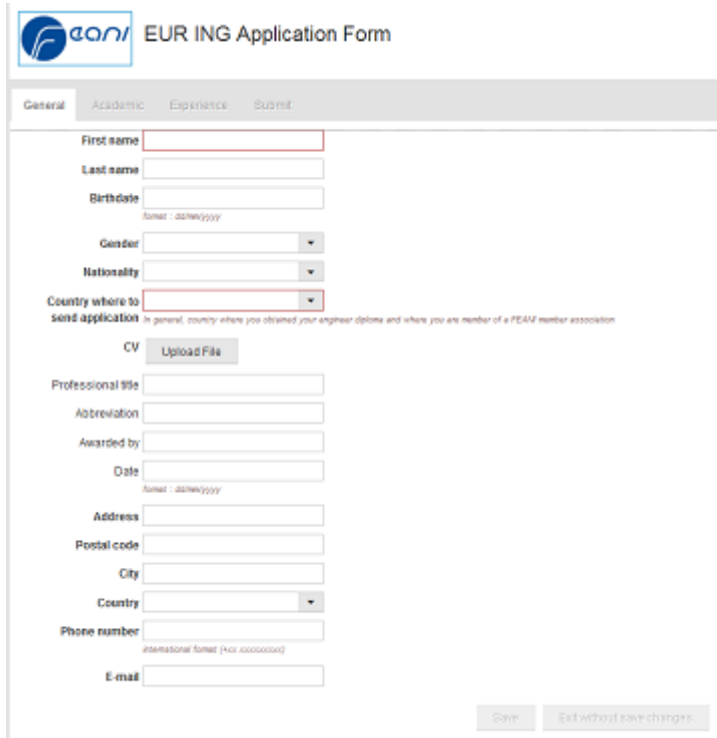
II. E-Procedure

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”:



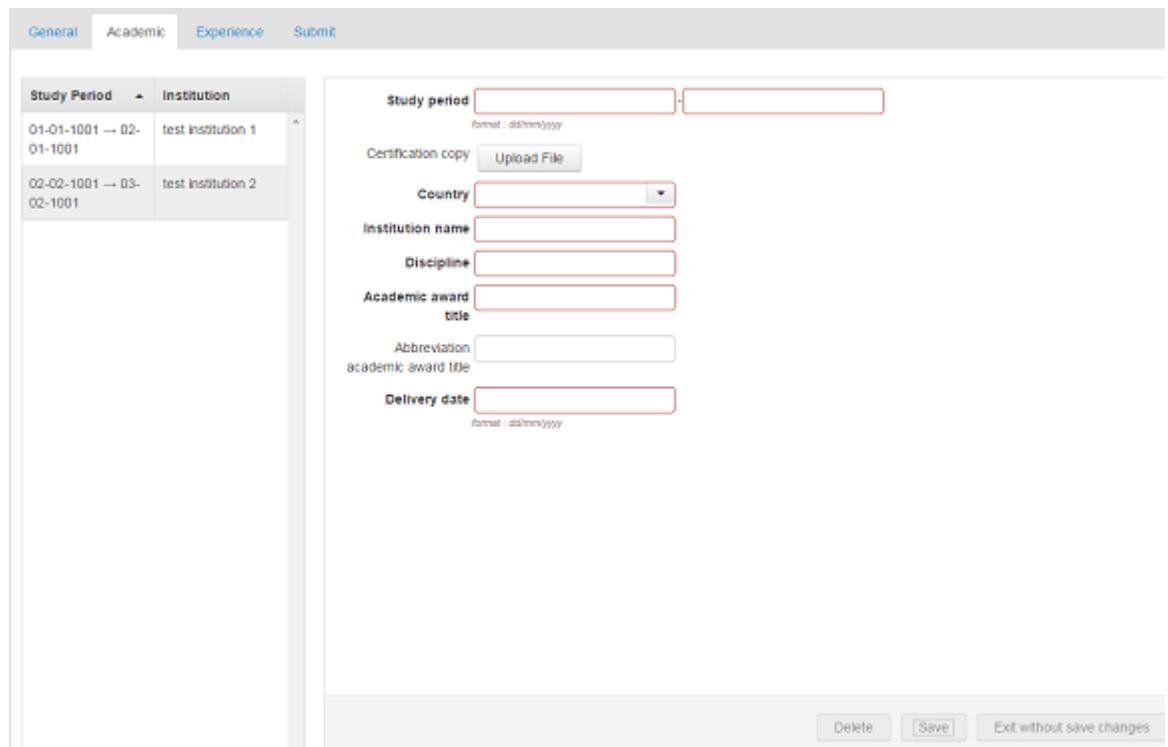
The screenshot shows the 'EUR ING Application Form' with the 'General' tab selected. The form contains the following fields and options:

- First name: text input field
- Last name: text input field
- Birthdate: text input field with format hint '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 '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:

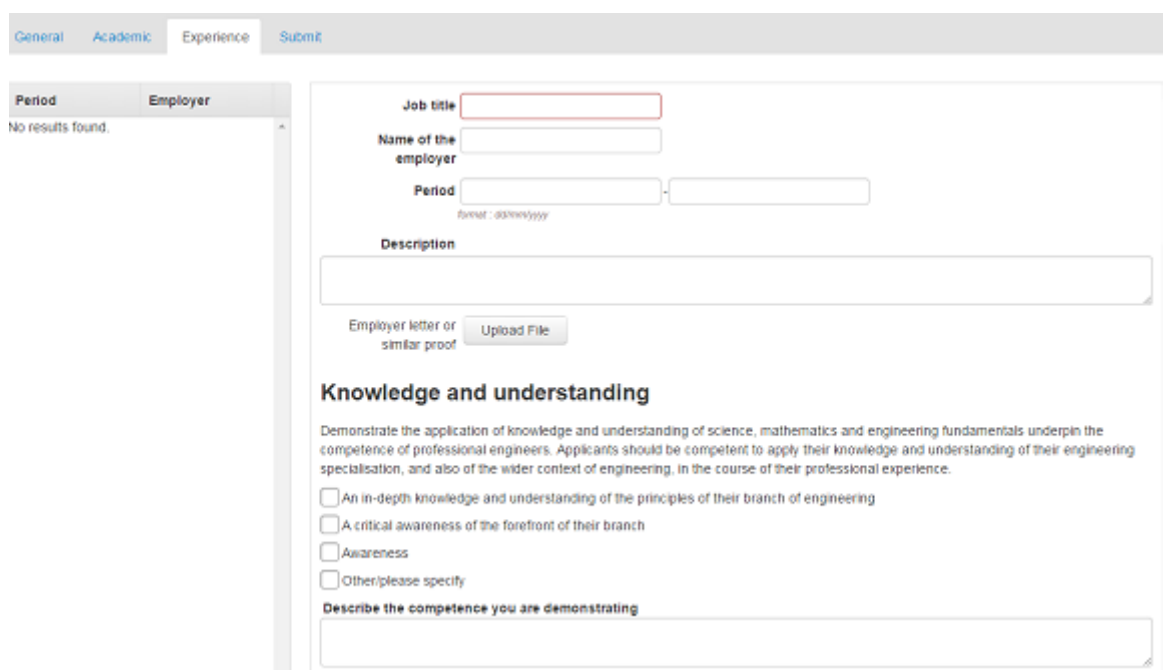
Academic award title:

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

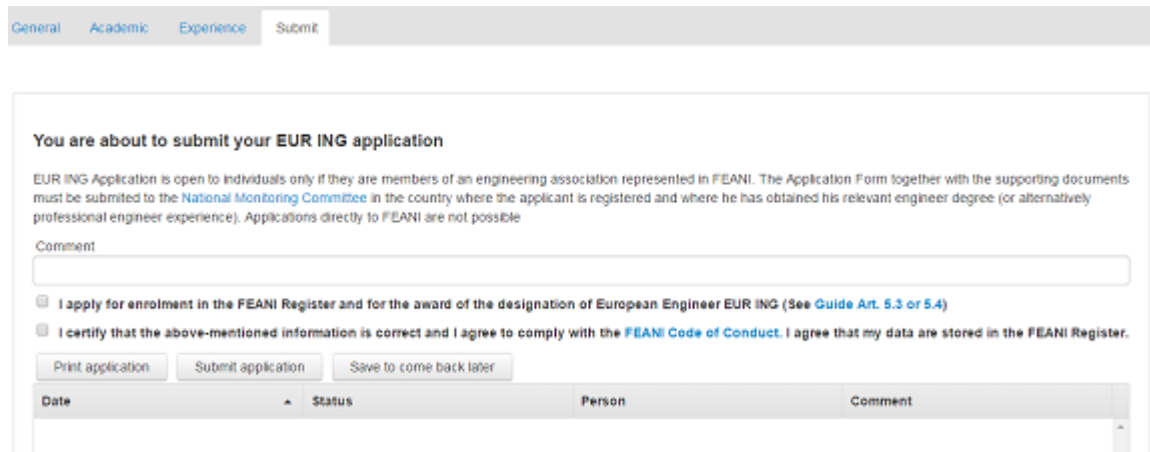
Applicants should have the skills necessary to competently practice as an engineering professional, and more widely. Applicants should demonstrate how, in the course of their professional experience, they have:

- 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”:



- 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