EUROPEAN CHEMISTRY THEMATIC NETWORK (ECTN)

Excellence in Education
Non-profit association

ECTN, Label Committee
contact address: EuChemS, 62 rue du Trône, 1050 Brussels, Belgium
LC-contact@ectn.eu; www.ectn.eu/committees/label

Chemistry EUROMASTER® *Label*

Guidelines for Applications

January 2019: replaces all earlier versions

Who can apply for the CHEMISTRY EUROMASTER® Label?

The **CHEMISTRY EUROMASTER®** Label can be applied for by

- Institutions which are introducing new Master programmes in the chemical sciences;
- Institutions which have already introduced Master programmes in chemical sciences;
- Consortia which are introducing or have introduced joint Master programmes.

The term "Master **programme**" refers to the complete degree programme. Such programmes may not necessarily lead to award of a joint **degree**, though this is highly recommended. A joint degree is a single document officially recognised by the appropriate (national or, if applicable, regional) authorities of at least two of the European countries represented in the consortium. It should be noted that not all EU Member States recognise joint degrees (http://eacea.ec.europa.eu/erasmus_mundus/tools/faq_action1_en.php).

Procedure

The **CHEMISTRY EUROMASTER®** Label is awarded for a period of five academic years and can be renewed for further periods of normally five years. Depending upon national legislation the renewal period may extend up to seven years. Applications for renewal will require a much less detailed self-evaluation report.

The first step in the application process is the preparation of a 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 Self-Evaluation Report, please read the **Euromaster®** 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 report 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.

The cover page of the Self-Evaluation Report 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 Bachelor study programme
3. Name (*in the original language*) of the qualification which is the subject of this application (e.g. MSc in Chemistry) and its translation into English
4. Name and full address (with fax and e-mail) of the person responsible for producing the Self-Evaluation Report
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 mathematics.
7. The academic year in which this degree programme was or will be introduced.
8. Entry qualifications for this degree programme.

The Self-Evaluation Report should include the following documentation:

- Appendix 1. Outline of the study programme[1]
- Appendix 2. A brief statement on resources available for the programme: laboratories and arrangements for laboratory safety, libraries, ICT, other resources.
- Appendix 3. Module / course unit descriptions[2] according to the ECTS specification (see Appendix 1). Each description should not exceed one page in length.
- Appendix 4. Names of the academic staff (teaching staff) involved in delivering the degree programme. For each member of the academic staff (teaching staff) involved in delivering the study programme: a Curriculum Vitae (not more than one page) and a publications list covering the last three years.
- Appendix 5. Official institutional regulations defining the study programme which is the subject of the application.
- Appendix 6. An example of the Diploma Supplement issued by the institution.
- Appendix 7. Statement of the instances the **Euromaster®** Label can be used (required only in the case of consortial programmes).

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[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.

Please submit *one* hardcopy of the Self-Evaluation Report, including the documentation listed above, to the address given above and in addition an *electronic version in the form of a Windows-compatible CD* **(preferably as one single file, e.g. PDF).** Text should be prepared using a Microsoft Word-compatible programme with a 12-point font and a line separation of not more than 1.5.

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Please keep all answers brief and do not exceed the requested page lengths!

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All documentation must be in English, which is the working language of ECTN. A translation of official regulations is however not required.

Structure of the Self-Evaluation Report:

The self-evaluation report is structured according to the following points in the EUROMASTER® proposal:
1. Judging the Quality of EUROMASTER® Programmes: "Fitness for Purpose"
2. Study Programme structure (Table I)
3. Language
4. ECTS and Student Workload
5. Modules and Mobility
6. Methods of Teaching and Learning
7. Assessment procedures and performance criteria
8. ECTS Grades (Rankings)
9. The Diploma Supplement
10. Quality Assurance
11. Employability
12. Ethical Concern
13. Any other comments / information

I. Judging the Quality of EUROMASTER® Programmes: "Fitness for Purpose"

According to the Budapest Descriptors, second cycle degree programmes should fulfil the criteria which follow:

Second cycle degrees in chemistry are awarded to students who have shown themselves by appropriate assessment to:

- *have knowledge and understanding that is founded upon and extends that of the Bachelor's level in chemistry, and that provides a basis for originality in developing and applying ideas within a research context;*

- *have competences which fit them for employment as professional chemists in chemical and related industries or in public service;*

- *have attained a standard of knowledge and competence which will give them access to third cycle course units or degree programmes.*

Such graduates will:
- *have the ability to apply their knowledge and understanding, and problem solving abilities, in new or unfamiliar environments within broader (or multidisciplinary) contexts related to chemical sciences;*

- *have the ability to integrate knowledge and handle complexity, and formulate judgements with incomplete or limited information, but that include reflecting on ethical responsibilities linked to the application of their knowledge and judgements;*

- *have the ability to communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously;*

- *have developed those learning skills that will allow them to continue to study in a manner that may be largely self-directed or autonomous, and to take responsibility for their own professional development.*
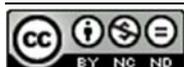
The Descriptors describe the Learning Outcomes of a Master programme in the chemical sciences, and applicants are asked to provide a statement which defines the aims and the profile of the programme. **Such a statement will describe the elements of the programme** *with reference to the above descriptors and show how the terms of the Descriptors are met.* **It will also describe the skills and competences which the graduate will have at the end of the programme.**

This statement defines the **purpose** of the programme, and the accreditation process will then be designed to find out whether the programme as set out in detail in the application is **fit for the purpose** for which it is designed. In evaluating the statement, the ECTN Label Committee and its experts will look for evidence of how your programme achieves the Learning Outcomes as defined by the Budapest Descriptors.

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Please do not use more than one page. You may wish to use the statement prepared for inclusion in section 4.2 of the Diploma Supplement.

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II. Study Programme

Please provide details of the study programme (the term "study programme" refers to the complete degree programme), using Table 1, with the designations of the modules/course units which the student is expected to study in each semester or year.

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.
Modules or course units should be designated as compulsory, semi-optional or elective.
Explanatory footnotes should be provided giving information on the range and manner of choice for the student in selecting the semi-optional or elective modules.

Table 1 is divided according to years 1 and 2 (corresponding to 120-credit programmes). If the programme which you are submitting for consideration has less than 120 credits, please modify the Table accordingly.

In Table 1, the term "self-study" refers to all elements of the learning process which do not involve face-to-face "contact" with academic (teaching) staff, such as study at home, study in the library, preparation of reports, preparation of presentations, preparation for examinations etc.

Please also supply the following information:
2.1 The total number of modules/assessed course units which the study programme comprises.
2.2 How students are assisted with their choice of modules/course units.
2.3 How students who require "bridging modules" are dealt with.

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Please keep your answer as brief as possible!

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TABLE 1

a) Y<small>EAR</small> 1 (TOTAL 60 CREDITS)

Number of hours of study corresponding to 1 ECTS credit:

Module/course unit title	Credits (ECTS)	Compulsory (C), Semi-optional (S) or Elective (E)	Total Teaching Hours				Pre-requisites
			Lecture	Practical	Other	Self-study	

a)   YEAR 2: (TOTAL 60 CREDITS)

Module/course unit title	Credits (ECTS)	Compulsory (C), Semi-optional (S) or Elective (E)	Total Teaching Hours				Pre-requisites
			Lecture	Practical	Other	Self-study	

III. Language

Please make a short statement on the language competences which you expect of graduates and how it is reached. You may wish to include information on the following points:

   3.1 Language of instruction

   3.2 Textbooks

   3.3 Student presentations

   3.4 Optional language courses etc.

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Please do not exceed half a page of text!

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IV. ECTS and Student Workload

Please provide the following information:

   4.1 How many weeks per year do you expect your students to spend on academic study?

   4.2 How many hours per week is the average student expected to spend on academic study?

   4.3 How student workload was estimated when assigning credits to modules/course units.

   4.4 Mechanisms used for continuous student feedback on actual workload and for the use of this feedback to correct the structure of programmes where necessary

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V. Modules / Course Units and Mobility

Please provide the following information:

   5.1   Is mobility possible in:

      5.1.1 Year 1?

      5.1.2 Year 2?

   5.2   Are certain modules/course units defined as being "non-transferable", i.e. they must be taken at the home institution? If so, please list these modules/course units.

   5.3   Are students positively encouraged to do part of their work abroad?

   5.4   Please provide a brief account of the way in which mobility is organised (persons responsible, how the ECTS Learning Agreement is dealt with, how recognition of credits gained abroad is dealt with, how such credits are documented in the Diploma Supplement).

VI. Methods of Learning and Teaching

Please briefly describe your methods of teaching and learning. You may wish to include information on the following points:

   6.1   Tutorial system

   6.2   Problem-solving classes

   6.3   Are electronic media for teaching, learning and/or assessment like the EChemTest officially used in the EuroLabel® programme?

   6.4   Master Thesis

   6.5   Industrial placement which carries credits.

   6.6   Committees with student participation

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Answers to this point should not exceed one page of text!

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VII. Assessment procedures and performance criteria

Please summarise the assessment procedure involved in this study programme. You may wish to include information on the following points:

7.1 Is assessment carried out with examinations at the end of each term or semester?

7.2 Are "comprehensive examinations" at the end of the study programme used? If so, how are they organised and how many credits do they carry (individually and in total)

7.3 Is more use made of written or of oral examinations?

7.4 For written examinations: is the marking checked by a second examiner?

7.5 For oral examinations: how many persons are involved as examiners or note-takers in each examination?

7.6 What is the minimum and maximum time allowed for written examinations?

7.7 Are examination papers marked anonymously?

7.8 Is the student provided with feedback, for example in the form of "model answers"?

7.9 Is there an examination board which approves written examinations or is this the individual responsibility of the teacher(s) concerned?

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The answers to this point should not exceed one page of text!

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Please also describe how the master thesis is supervised and assessed, with particular respect to the criteria for assessment.

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The answer to this point should not exceed half a page of text

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VIII. ECTS Grades (Rankings)

Please supply the following information:

8.1 Are Grade Distribution Tables according to the ECTS grading system used for a) mobile and b) home students?

8.2 Are Grade Distribution Tables provided in the Transcript of Records of mobile students and reported in the Diploma Supplement?

8.3 If Grade Distribution Tables are not used, how are ECTS grades assigned and by whom?

IX. The Diploma Supplement

Please supply the following information:

Is each graduate issued with a European Diploma Supplement (http://europass.cedefop.europa.eu/documents/european-skills-passport/diploma-supplement/examples)

9.1 automatically? If not, describe the method of issue.

9.2 In which language(s) is the Diploma Supplement issued?

X. Quality Assurance

The **CHEMISTRY EUROMASTER®** designation is a quality label and involves the formation of one of the first trans-national European quality assurance networks in the emerging European Higher Education Area.

Quality assurance (or quality enhancement) is also an internal matter, and thus the applicant is asked to describe briefly the internal quality assurance procedures of the faculty/department and (if these have a direct impact on the faculty/department) of the institution.

Please refer in particular to student involvement in such procedures.

This section should also include information on the following points:

a) What are the admission criteria for students coming from other institutions within the country or from abroad?
b) Who is responsible for dealing with their admission?
c) What is the average time for completion of this degree course?
d) Do new members of the academic staff (teaching staff) have to undergo training in teaching and supervision of research?
e) How is teaching quality evaluated?
f) Do evaluations of teaching quality have consequences?

Please provide brief details about efforts during this application period for modernisation the programme content with respect to the scientific development in the discipline.

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XI. Employability

Please provide brief answers to the following questions: **Please supply evidence if available**.

11.1. What forms of employment do students with this qualification enter?
11.2. What percentage of your graduates continues their studies to a doctoral programme in your or other institutions?

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XII. Ethical concern

Please provide a short description how your institution takes care about "ethics in chemistry" (plagiarism, proper citations, originality and trustworthy results, EuChemS Code of Conduct, etc.)

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XIII. Any other comments / information

Please summarise any relevant information you wish to communicate to ECTN.

Which months is the most appropriate for you to start of the validity term of the awarded label? You may best use the validity term if it starts exactly with the registration months in your university.

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XIV. Student Mobility Database

Please use the form further below in order to register your study programme in the Student Mobility Database. The database can be freely accessed via http://ectn.eu/mobility/. It helps selecting appropriate study programmes or courses for mobile students.
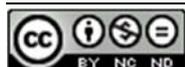
Additional Information on Applications for Accreditation of Joint Master Programmes offered by Consortia

1. The opening statement of the application must make it clear how the consortial programme is organised and where responsibilities lie. There must be some form of student enrolment *in the consortium* as well as at the "home" institution, and the statement must make clear how this is done.
2. It should also provide *factual evidence* of the "added value" of the programme. Mobility is obviously a vital aspect of any joint programme, so the statement must refer particularly to the possibilities for both student and staff mobility within the programme.
3. The application should be submitted by one institution (the "coordinating institution") on behalf of the members of the consortium.
   The EUROMASTER® Label will be awarded to this institution, and not to each member institution of the consortium. The ECTN website will contain a list of all members of consortia which hold EUROMASTER® Labels. The choice of the coordinating institution should be made with care, as it has various responsibilities (see 10 and 11 below).
4. It should give the names of all the departments in the consortium, together with contact details for one responsible person per institution.
5. A short Curriculum Vitae (**not more than one page**) and a publications list covering the last three years is required for *each member* of the academic staff (teaching staff) involved in delivering the study programme.
6. Table 1 should be expanded to include details of modules on offer by the members of the consortium as part of this programme.
7. Module descriptions for ALL modules offered *on this programme* by consortium members must be provided.
8. Significant deviations within the consortium with respect to points 2 to 7 above should be described.
9. Details of the diploma(s) to be awarded should be given
10. A statement from the coordinating institution is required as to how the preparation of the Diploma Supplement will be organised.
11. Coordinating institutions of consortia must provide their graduates with an additional certificate structured similarly to the standard Diploma Supplement, and containing a section (which would replace Section 8 of the DS) in which the structure and the operation of the Consortium is explained in detail.

The application fee will cover one single site visit, normally to the coordinating institution but also as an alternative to the site of a consortium meeting. Consortium members will be asked to send a representative to the site visit. If a member institution cannot be represented, the ECTN Rapporteur for the application will obtain necessary additional information from the contact person at the institution involved.

Statement of the Applicant

The EUROMASTER® application must 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 the EUROLABEL® awarded, 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.

The Self-Evaluation Report must end with the following declaration in the case of the consortium concerning the use of the EUROMASTER® label:

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 EUROMASTER® label will exclusively be awarded to the joint Master programme and not to the individual consortium members or their universities;

the EUROMASTER® 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.

It must also be signed, stamped (if available) and dated by the person making the declaration.

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

<u>Note</u>

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