

	FEDERATION EUROPEENNE DES GEOLOGUES EUROPEAN FEDERATION OF GEOLOGISTS FEDERACION EUROPEA DE GEOLOGOS	Number: E2 Issue: Ver 6 Date: Dec 2011
	REGULATIONS	Approval Authority
	Procedure for award of title of European Geologist	COUNCIL

1 OBJECTIVE

To ensure that an individual member of a Member of the EFG possessing relevant qualifications and experience can be awarded the title of European Geologist

2 SCOPE

This Regulation covers the actions of National Vetting Committees, Licensed Bodies, Council and individual members of Members of the EFG in implementing the procedures for award of the title of European Geologist.

3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation C2: Grievance and Disciplinary Procedures
- Regulation E1: Criteria for award of the title of European Geologist
- Regulation E3: National Vetting Committees
- Regulation E4: Licensed Bodies
- Regulation E5: Registration Authority
- Regulation E6: Continuing Professional Development
- Regulation E7: Subscriptions and Fees

4 PROCEDURE

4.1 General

The standard procedure for award of the title of European Geologist requires that:

- (i) an application is submitted by an applicant to the Member National Association of which the applicant is an individual member;
- (ii) the National Vetting Committee of the Member National Association evaluates the application and submits a recommendation for award of the title to a Licensed Body;
- (iii) the Licensed Body approves award of the title; and
- (iv) a list of individuals awarded the title is submitted to Council for information.

The procedures for this standard method are described in Sections 4.2 to 4.4 below.

Special procedures apply to the following situations:

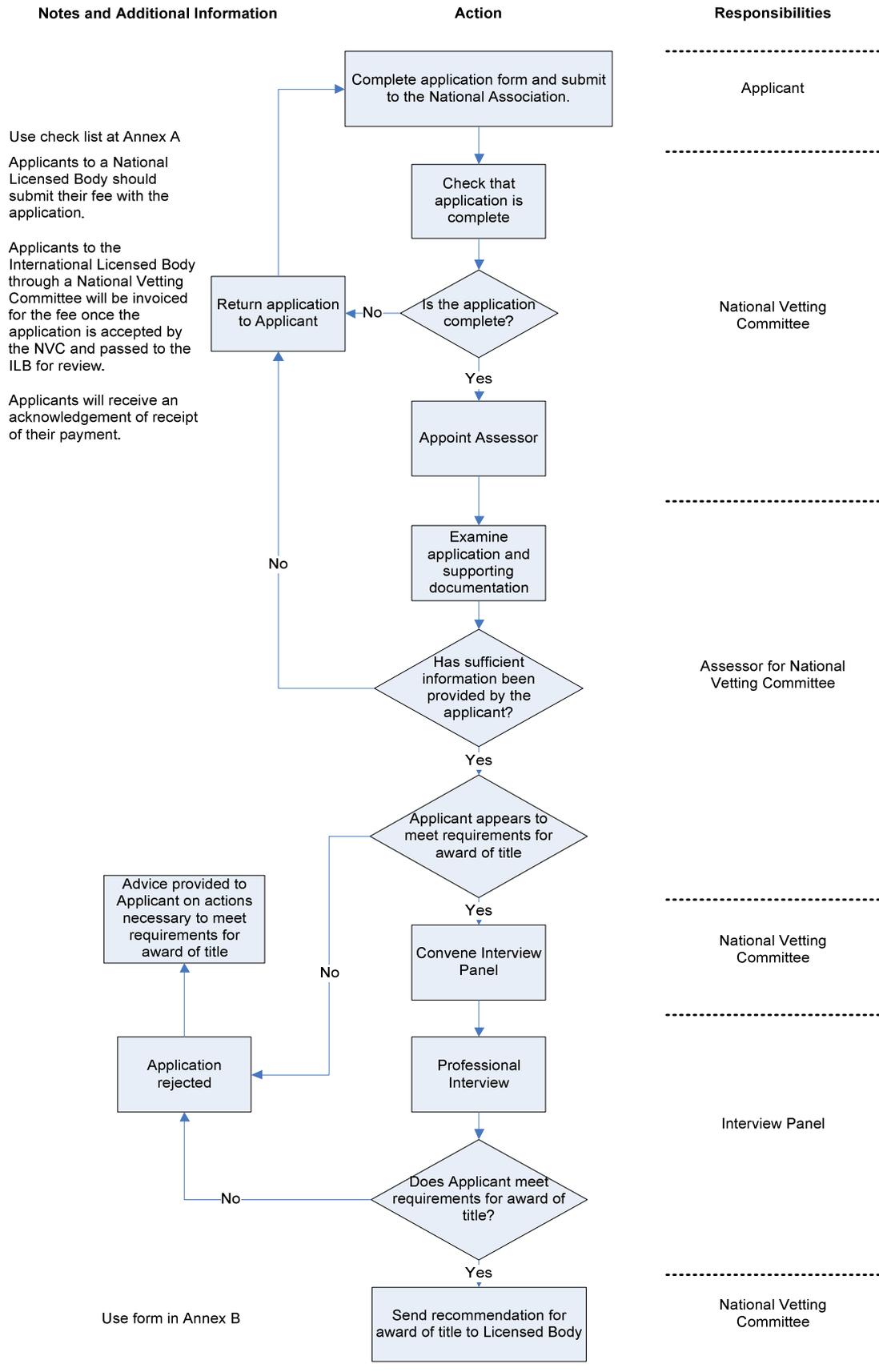
- (i) applications received from individual members of a Member National Association which does not have a National Vetting Committee; and
- (ii) applications received from Associate Members.

The special procedures for the above two situations are described in Sections 4.5 and 4.6 below.

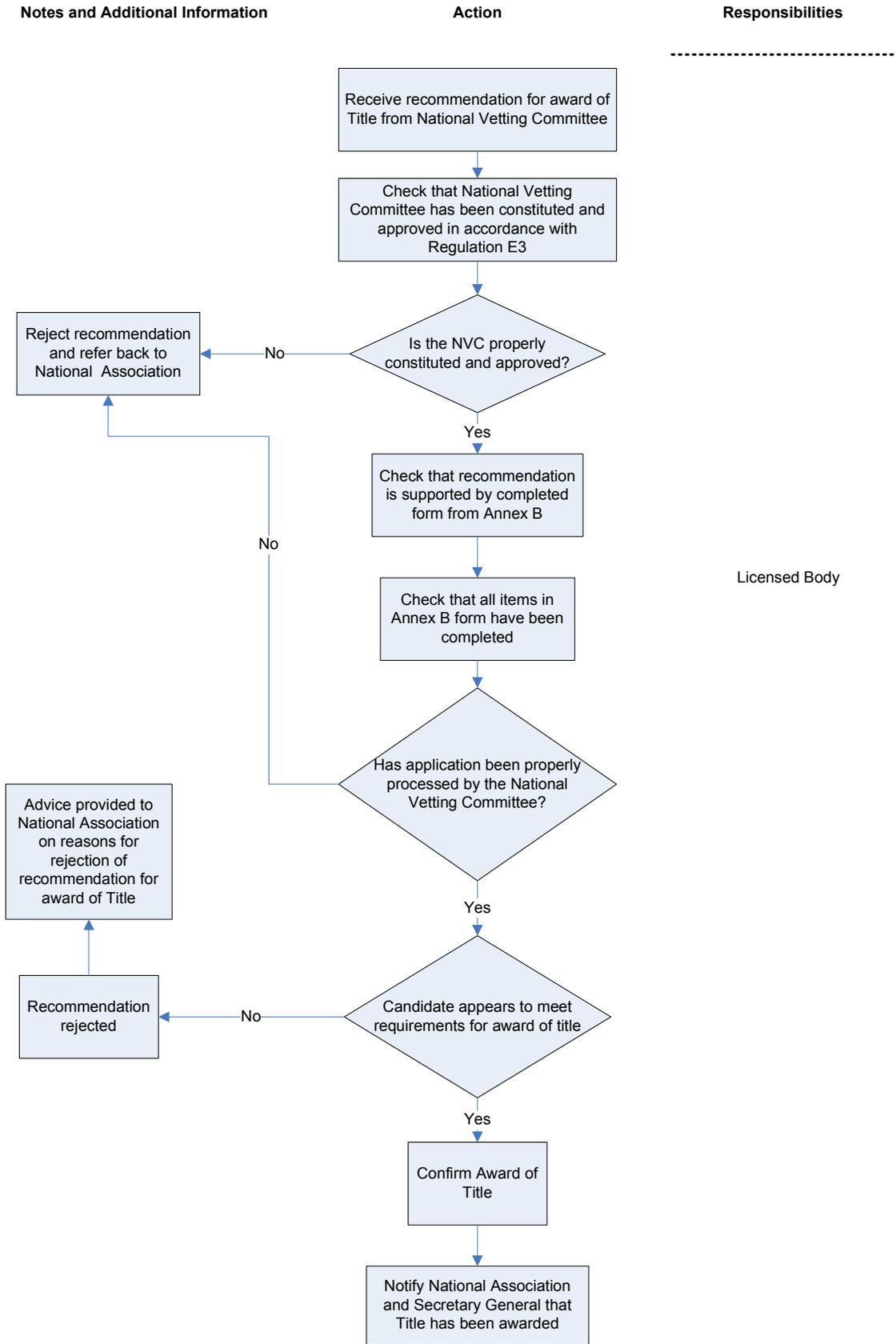
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The application will not be confirmed as being complete (and will not be considered by the EFG) until the non-returnable application fee has been received. Applicants to a National Licensed Body should submit their fee with the application. Applicants to the International Licensed Body through a National Vetting Committee will be invoiced for the fee once the application is accepted by the NVC and passed to the ILB for review. Applicants will receive an acknowledgement of receipt of their payment.

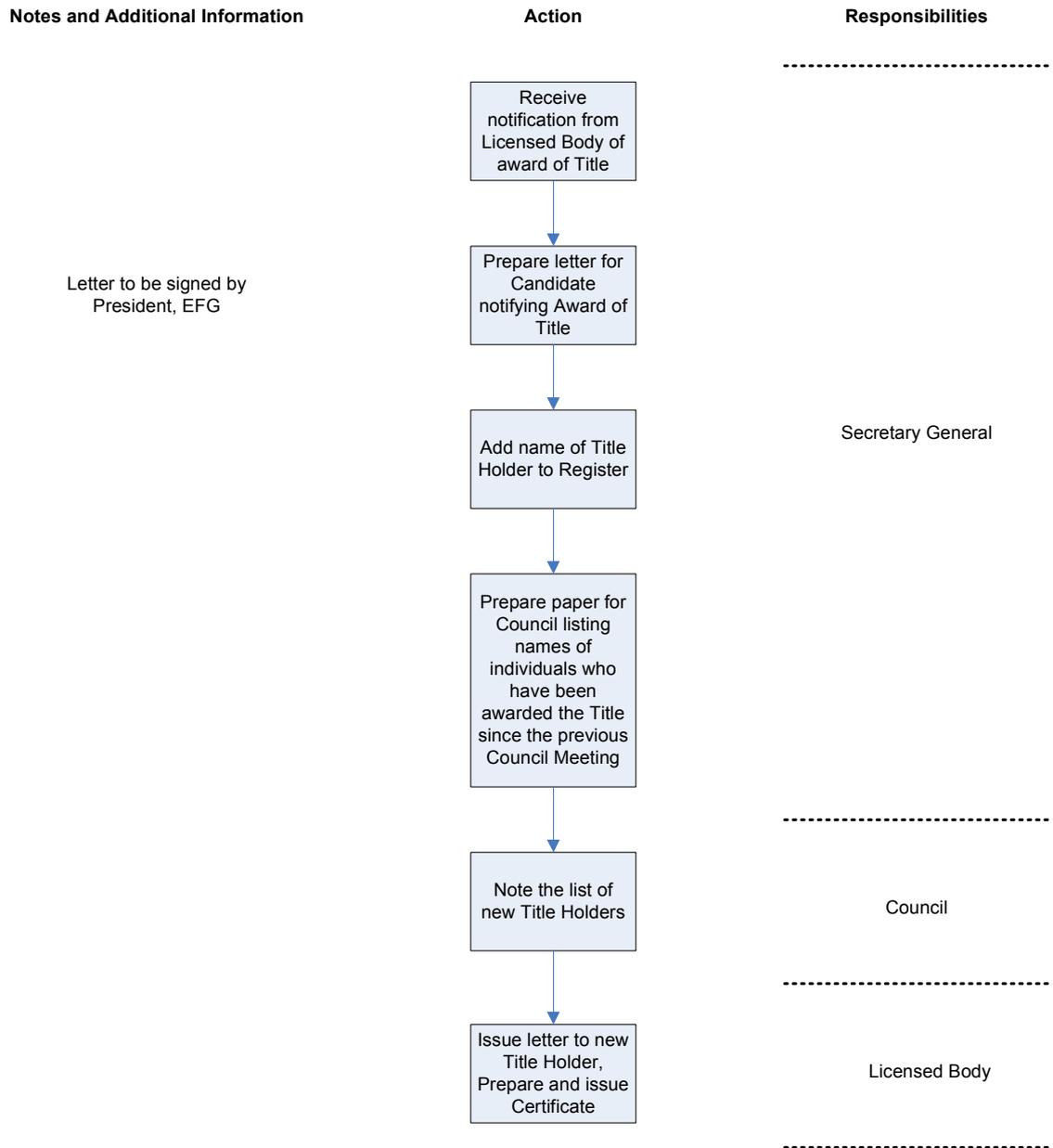
4.2 Evaluation of application by National Vetting Committee



4.3 Actions of Licensed Bodies in review of applications received from National Vetting Committees



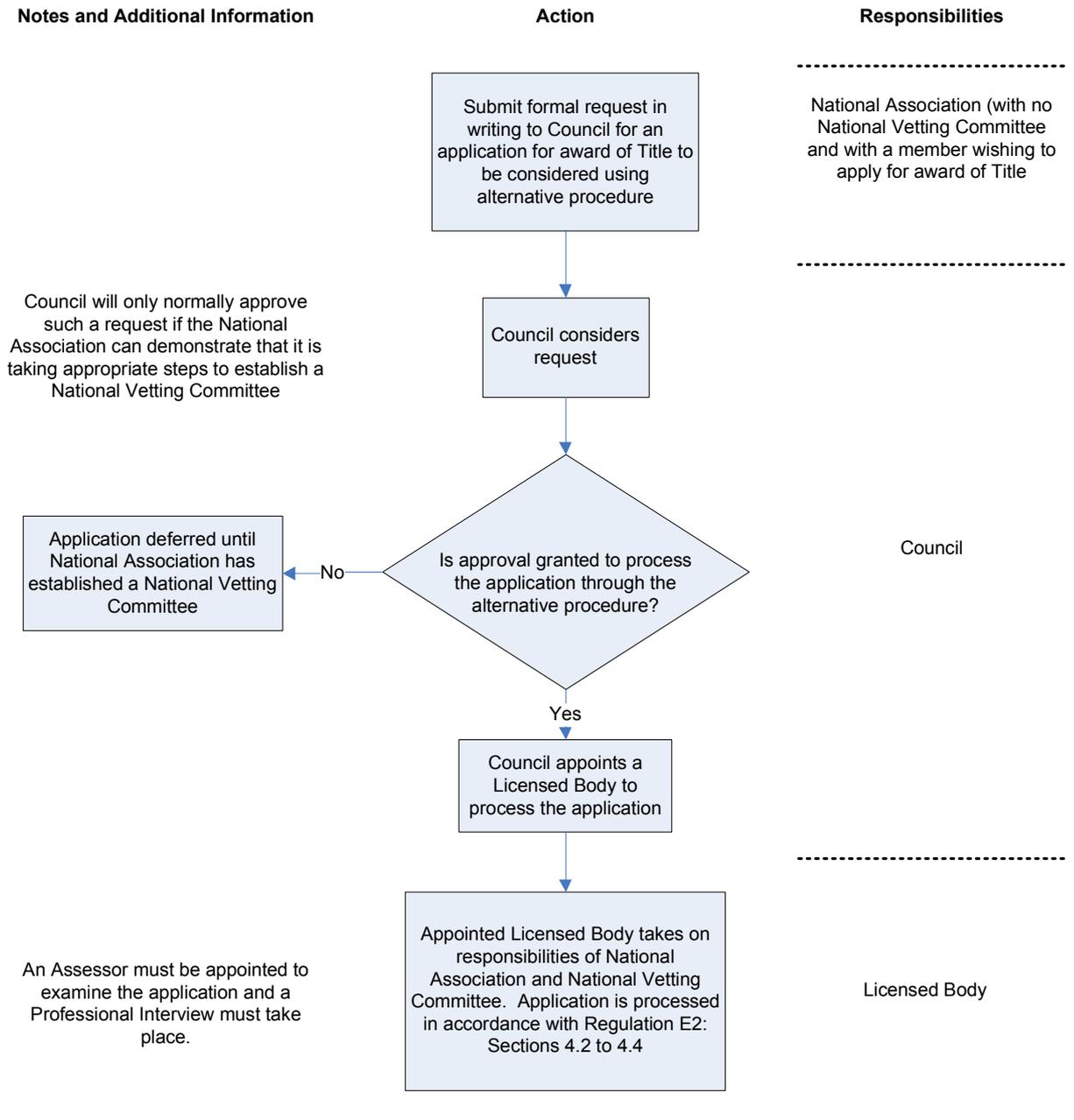
4.4 Actions by Council



4.5 Application from members of National Associations that do not have a National Vetting Committee

National Associations having individual members who wish to apply for award of the title of European Geologist shall be required to establish a National Vetting Committee to process the applications.

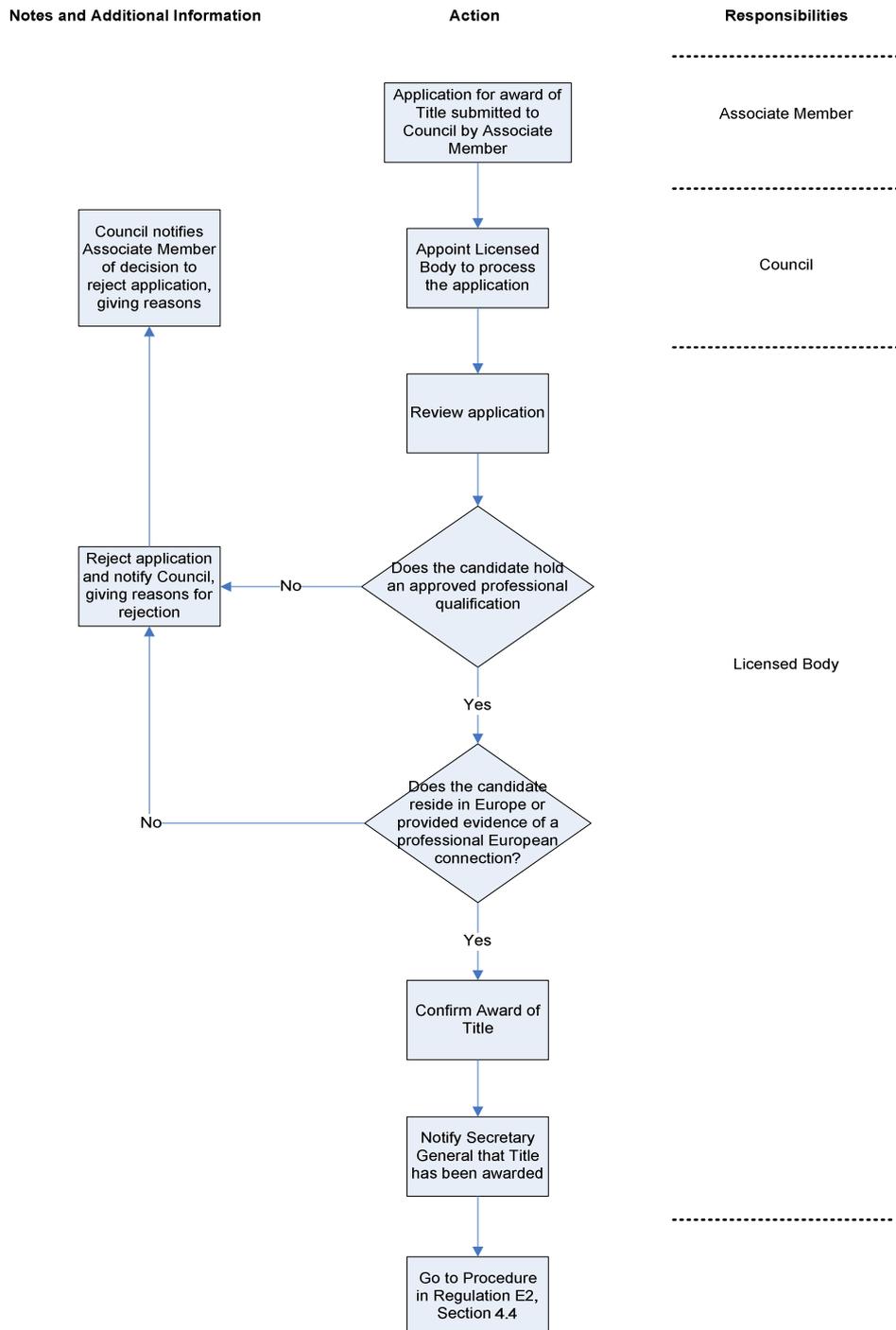
In exceptional circumstances, Council may agree to an application from an applicant who is an individual member of a National Association without a National Vetting Committee being processed by an alternative procedure, as described below.



4.6 Applications from Associate Members

Individual members of an Associate Member of the EFG may apply for award of the title of European Geologist subject to the candidate meeting the criteria for award of the title as set out in Regulation E1. Particular attention is drawn to the requirement that:

- (i) applicants who are non-European and do not reside in Europe (in accordance with the definition of the geographical extent of Europe as stated in the Statutes), must provide evidence of a professional European connection; and
- (ii) applicants must hold an approved professional qualification awarded by the Associate Member that has been approved by Council as equivalent to the title of European Geologist.



5 RECORDS

5.1 National Associations

The National Associations are responsible for maintaining the following records:

- (i) applications submitted by their members for award of the title, including a copy of the professional practice report and a list of other supporting documents submitted as part of the application;
- (ii) certified copies of diplomas, certificates and other formal documents submitted by candidates in support of their applications for award of the title;
- (iii) the reports of the National Vetting Committee related to each applicant accepting or rejecting the application; and
- (iv) a list of all members of the National Association who hold the title of European Geologist.

5.2 Licensed Bodies

In addition to the requirements of 5.1 above, the Licensed Bodies are responsible for maintaining the following records:

- (i) a list of each European Geologist for whom they have been responsible for award of the title.

5.3 Secretary General

The Secretary General is responsible for maintaining the following records:

- (i) A register of all European Geologists to include:
 - Name and registration number of each European Geologist; and
 - Identity of the Licensed Body (see Regulation E4) responsible for awarding and maintenance of the title.

Annex A



**FEDERATION EUROPEENNE DES GEOLOGUES
EUROPEAN FEDERATION OF GEOLOGISTS
FEDERACION EUROPEA DE GEOLOGOS**

Checking that application is complete by Vetting Committee

APPLICANT

Name of Applicant	
Date of receipt of application:	

CHECK LIST

All sections of form completed?	YES / NO
Form signed by two sponsors?	YES / NO
Details of academic qualifications provided with authenticated copies of degrees/diploma certificate(s)?	YES / NO
Details of sectors of experience provided with sponsor's initials?	YES / NO
Supporting documents provided and authenticated by sponsor's initials?	YES / NO
Professional Practice Report provided	YES / NO
Information on Continuing Professional Development provided authenticated by sponsor's initials?	YES / NO
Details provided of sponsors, including positions held and memberships of professional bodies?	YES / NO
Sponsors' Statements received?	YES / NO
Declaration signed?	YES / NO

Note: The application can only be accepted as complete if YES is answered to all the above items. In addition, for applications through the Brussels office:

Application fee paid?	YES / NO For Brussels office use for International Licensed Body applications
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The applicant shall be notified promptly as to whether their application has been accepted as complete. Incomplete applications shall either be returned to the applicant with a note of items missing or the missing items may be called for separately.

DECISION

*Delete as appropriate

1. I have checked the above application and am satisfied that it is complete.
2. I have checked the above application. The application is incomplete and has been returned to the applicant for completion.

Name of checker:	
Position of Checker:	
Signature:	
Date:	

Notes:

1. If the application is incomplete, a copy of this form should be sent to the applicant.
2. When the application is complete, a copy of this form should be included with the information sent to the Assessor and, for applicants recommended for award of the title of European Geologist, a copy of the form should be sent to the International Licensed Body to accompany the recommendation from the National Vetting Committee for award of the title of European Geologist.

Annex B



**FEDERATION EUROPEENNE DES GEOLOGUES
EUROPEAN FEDERATION OF GEOLOGISTS
FEDERACION EUROPEA DE GEOLOGOS**

Recommendation for award of title of European Geologist

APPLICANT

Name of Applicant	
National Association	

DETAILS OF PROCESSING OF APPLICATION

Assessor:	Name:	Qualifications:
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Professional Interview Panel	Date of Interview:	
Member 1	Name:	Qualifications:
Member 2	Name:	Qualifications:
Member 3	Name:	Qualifications:

DECLARATION

1. The above applicant meets the requirements for award of the title of European Geologist as set out in the EFG Regulation.
 2. We recommend that the applicant is awarded the title of European Geologist
- OR
3. The above applicant does not meet the requirements for award of the title of European Geologist as set out in the EFG Regulation for the following reasons (Panel to add these reasons).

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Name:	
Position: e.g. Chairman/President of National Association or Chairman, National Vetting Committee	
Signature:	
Date:	

Notes:

1. This form is to be completed by the National Vetting Committee and forwarded to the appropriate Licensed Body together with the following documents:
 - Copy of Application form and Professional Practice Report;
 - Copy of Sponsor's statements
 - Copy of Annex A recording checking of application.