

GUIDE

to application for membership of the Society of Danish Engineers (for those who do not have a qualification that entitles them to administrative admission).

The Society of Danish Engineers administratively admits persons who have a Danish education in engineering or a European education in engineering that is listed in the FEANI INDEX.

It is a condition for admission of foreign citizens that they have a permanent address in Denmark.

The Society can also admit others who have obtained similar theoretical knowledge and experience and a similar position through training or employment as engineers.

The admission committee of the Society will make an assessment of such persons and make a recommendation to the executive committee.

Such applicants should address their application for membership to **Ingeniørforeningen i Danmark, Kalvebod Brygge 31 - 33, 1780 København V, Att.: Medlemskartoteket.**

The following information and documentation should be included in the application:

1. **Application form**
2. **Curriculum vitae (CV)**
3. **Educational documentation**
4. **Documentation of employment as an engineer, if any**
5. **Supporters' recommendations**

re 1. Application form

Complete the form "Application for membership of The Society of Danish Engineers" as precisely as possible, date and sign it.

re 2. Curriculum vitae (CV)

Enclose a CV that must as a minimum contain the following information:

2.1 Description of the education programme with a list of subjects/lessons, duration in number of years/terms, time of start and completion as well as entrance examination (prior schooling). Reference is made to item 3 as regards documentation.

2.2 Chronological list of employment after completion of the education programme stating firm, time of commencement and relinquishment of employment as well as occupation. In connection with jobs held by the applicant or work as a self-employed, the following information should also be provided:

Technical areas – practical as well as theoretical – to which the applicant's work has in particular been related. Examples should be provided of specific tasks in which the applicant has

participated, the applicant's role in the work and contribution to the handling/solution of the task.

Technical or administrative competence of the applicant – including the levels at which jobs have been held and whether the work has been mainly specifically technical work, technical/administrative work or technical/commercial work.

2.3 Supplementary/further training stating title, institute of education, duration and date of completion. Courses, conferences, study groups, etc. arranged with a view to teaching technicians at engineering level should be included under this item.

2.4 Information on scientific publications and patents, if any.

2.5 Other information in support of the application.

re 3. Educational documentation

In the first instance, applicants should submit diplomas or certified photocopies of diplomas as documentation of their education in engineering. The Society **must** always see the **original diploma** prior to final admission. Also enclose **official descriptions** of the education programme that led to the diploma.

re 4. Documentation of employment as an engineer, if any

Enclose documentation of the employment as an engineer mentioned in the CV. The applicant is also requested to prepare a memorandum of 3-5 pages describing from a technical engineering viewpoint the applicant's solution of concrete projects in connection with his/her occupational engineering experience.

re 5. Supporters' recommendations

As far as possible, 1-2 members of the Society of Danish Engineers must have recommended the applicant. A separate form should be completed as regards supporters' recommendations.

The following factors are included in an evaluation as to whether an applicant has gained general training and engineering knowledge through his/her education and employment as an engineer that would entitle the applicant to admission to the Society of Danish Engineers:

Basic scientific and engineering knowledge. The applicant must possess broad and sound basic knowledge of the basic sciences and the engineering sciences gained through **formal education**.

Engineering performance. Whether the applicant has carried out major projects, made excellent structures, inventions, etc.

Occupation. What position or function the applicant has in trade and industry or in public employment.

Scientific publications. Whether the applicant has prepared theses, written articles for periodicals, held lectures and written textbooks of a technical/scientific nature.

THE SOCIETY OF DANISH ENGINEERS