

ORGANIZATION OF THE MEASUREMENT SCIENCE IN CHEMISTRY (MSC) CONSORTIUM

Abbreviation used within this document:

MSC: Measurement Science in Chemistry

IAB: International Advisory Board

CC: Consortium Coordinator

MC: Management Committee

EC-JRC-IRMM: European Commission – Join-Research Center – Institute for Reference Materials and measurements

ECTNA: European Chemistry Thematic Network association

EA: European organization for Accreditation

JDP: Join Degree Program

1. MEMBERS OF THE MSC CONSORTIUM

I Members of the MSC Consortium

Members (partners) of the MSC consortium are universities and the mentoring organization.

There are three kinds of members:

1. Full members (universities)
2. Associate members (universities)
3. Mentoring organization

II Full Members

Full members have a master-level program running at their university that corresponds to the Euromaster quality specifications (described in the Euromaster application, final version, submitted on 19.03.2008, available from the members area of the website <http://www.msc-euromaster.eu/>). Full members take every care necessary to ensure continuous quality of their program both with respect to these quality specifications and with respect to the decisions of the consortium bodies (CC, IAB, MC). Full members participate actively in the work of the consortium. Students and teachers of the full members can participate in the summer school and on successful fulfilling of the respective requirements the students will be issued the Euromaster Diploma Supplement on graduation. Full members can use the Euromaster logo on their website and other appropriate materials. Full members have representatives in the International Advisory Board.

III Associate Members

Associate members have a master-level program running at their university that is of sufficiently high quality (this will be judged on admittance) but does not need to correspond to all the Euromaster quality specifications. Students and teachers of the associate members can participate in the summer school and all other student exchange activities but the students will not be issued the Euromaster Diploma Supplement on graduation. Associate members

cannot use the Euromaster logo. Associate members do not have representatives in the International Advisory Board.

IV Mentoring organization

The consortium's mentoring organization is the EC-JRC IRMM.

IV Admitting new members to the consortium

The MC manages the interaction with possible new members and presents for IAB approval. Admitting new members is possible during the IAB meeting. In the case of admitting a new full member (or changing of an associate membership into full membership) ECTNA is contacted before the final decision. Final decision is made during the annual IAB meeting.

V Leaving from the consortium

A member may decide to leave from the consortium at any time, just be informing coordinator who informs the rest of the consortium and the ECTNA.

VI Expulsing of a member from the consortium

The following reasons can bring under question expulsion of a member from the consortium:

1. A member institution does not participate or participates with insufficient level of activeness (with respect to e.g. plans or deadlines) in the work of the consortium.
2. The program in operation at the member university does not comply any more with the Euromaster requirements.
3. Serious mismatch is discovered between the information given by the member and reality at the member institution.

A full member can instead of expulsing be offered an associate membership.

Normally expulsion is discussed during the annual IAB meeting. The partner under question leaves the room while the question of expulsing is discussed and decided. In serious cases expulsion is possible via electronic decision, without a meeting (when there is serious mismatch between the information provided by the partner and the reality at the partner institution).

2. OPERATION OF MSC

The MSC has the following bodies:

1. International Advisory Board (IAB)
2. Consortium Coordinator (CC)
3. Management Committee (MC)

The terms of reference, tasks and responsibilities of bodies involved in MSC Consortium are as follows:

International Advisory Board (IAB)

I Members of the IAB (local coordinators from universities)

IAB is composed of the representatives of all partner universities and the mentor organization. Every full member of the consortium nominates one person who represents that university in the IAB.

The mentor-organization IRMM nominates one person who represents the mentor organization.

The way the members are nominated by partners is up to the partners to decide.

II Meetings of IAB

IAB members meeting will be held annually in conjunction with the summer school. Between meetings decisions can be taken electronically.

III Tasks of the IAB

IAB is the highest authority of the consortium and the advisory body to CC and MC. The tasks of IAB are:

1. Designing and harmonizing the content of the program;
2. Giving advice to the MC on organizational and scientific issues;
3. Approving the report of the MC for the previous year and the working plan for the next year;
4. Electing the consortium coordinator;
5. Admitting students to the consortium;
6. Approval of the members of the MC presented by the consortium coordinator;
7. Approval of the expulsion of members from and admitting new members to the consortium;
8. Other tasks according to current needs.

IV Participation to the IAB meeting

Participation to the IAB meeting is obligatory for all members of the consortium. In the case a partner's representative cannot join, the respective partner can nominate a deputy representative of the IAB who will substitute the current representative in case of need.

V Decision-making by the IAB

- a) "Normal" decisions: Consensus. If necessary: voting.
- b) The following decisions:
 1. admitting new partners to the consortium;
 2. expelling partners from the consortium;
 3. electing the consortium coordinator;

will be made by confidential voting of the IAB members present at the meeting. 50% + 1 vote is necessary (if the distribution of votes is 50:50, the current consortium coordinator has the decisive vote).

The person/partner under consideration leaves the room for the time of discussion and does not participate in voting.

VI Procedure for electronic voting

IAB can discuss and vote electronically except in the case of consortium coordinator election. In the case of electronic voting there is a time frame (normally one week) within which the members are requested to vote (announced during initiation of the voting). Electronic voting can be of two types: 1. decisions between alternatives; 2. approvals of MC or CC decisions or documents. Type of voting is announced during initiation of the voting.

In the case of decisions between alternatives the final decision is made based on the number of votes of the members who actually voted within the preset time frame. In the case of voting for approval all members of the IAB who do not vote are assumed to have no objections and their votes will be assumed to be "yes".

VII Procedure for electing the consortium coordinator

Every second year, during the IAB meeting the consortium coordinator is elected by secret voting.

The current coordinator can be re-elected.

Every IAB member can nominate a coordinator candidate (including the present coordinator), preferably in advance of the meeting.

The candidate has to agree to be a consortium coordinator.

If no candidates are nominated the present consortium coordinator will continue.

Election of consortium coordinator is a confidential election.

Consortium Coordinator (CC)

VIII Tasks of CC:

1. To invite members to the MC and present the composition of the MC to IAB for approval;
2. To act on behalf of the Consortium on any official occasion;
3. To convene the meetings of the IAB and MC;
4. To coordinate the activities of the MC;
5. To interact with the ECTNA;
6. To link with outside organizations to ensure the effectiveness and relevance of the EuroMaster curriculum (e.g. European Commission; EuroLab; Eurachem; CITAC; EURAMET; EA).

Management Committee (MC)

IX Members of the MC

The members of the MC can be representatives of the member organizations in the IAB or other persons from the member organizations. MC can decide autonomously on its way of working (voting, consensus, etc). MC is headed by the consortium coordinator.

X Tasks of the MC:

1. Manage the everyday work of the consortium;
2. Present an annual report and working plan to the IAB;
3. Present proposals of student admittance to the IAB;
4. Monitor the quality of the master programs in operation at the member universities;
5. Present proposals of member election or expulsion to the IAB;
6. Carry out other tasks with respect to consortium management not listed here.
7. Allocate the number of students per university to be accepted for each summer school.