



POLICIES & PROCEDURES

OF THE

EUROPEAN BOARD OF VETERINARY SPECIALISATION

Version 5
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Preface

These Policies and Procedures are designed to improve communication and understanding between the European Board of Veterinary Specialisation (EBVS), the veterinary speciality Colleges, diplomates, residents, private and public veterinary organisations in Europe, and the general public.

The Policies section includes the principles, rules and guidelines formulated and adopted by the EBVS. The Procedures section describes the specific methods employed to express Policies in the day-to-day operations.

POLICIES OF THE EUROPEAN BOARD OF VETERINARY SPECIALISATION

The EBVS is listed in the register of associations held by the Dutch Chamber of Commerce as a non-profit organisation. The registration number is 40483272. The EBVS defines Europe as member countries of the Council of Europe.

A. POLICIES FOR THE EBVS

A.1. Policies for Representation on the EBVS

The EBVS's Board consists of the Executive Committee (EC) and the members. The members are organisations of veterinary specialists recognised by the EBVS ("Colleges"). All specialists that serve the EBVS must be of impeccable professional standing and must not have had any complaint or appeal against them (personally) upheld. The EBVS actively supports gender balance and diversity in its representation and strongly encourages Colleges to do the same.

A.1.1. Executive Committee

Officers: the officers are the President, the Senior Vice-President, the Vice-President, the Secretary and the Treasurer.

Term of office: the maximum term of office of the President, Senior Vice-President and Vice-President is 2 years. The maximum term of the Secretary and the Treasurer is 2 years with the possibility of two extensions (maximum total: 6 years). The total term of office on the Executive Committee cannot exceed 8 years.

Roles and responsibilities: the Executive Committee reviews policies and procedures, develops recommendations for EBVS Board review and approval, serves as a long-term strategic planning committee, helps develop the agenda for the General Assembly, is in charge of daily operations and communication and deals with other such matters as are referred to it by the Board or the President, between General Assemblies. The Executive Committee may meet at the call of the President between General Assemblies.

Related content: [Constitution \(Article 5\)](#).

A.1.2. Members

Each College is entitled to delegate one representative and one deputy to the Board (“College representatives”). Appointments are for a maximum of 4 years and the term can be extended once. The term of office of a College representative commences on January 1st.

Related content: [Constitution \(Article 4\)](#).

A.1.3. National representation

The national representation of EBVS is carried out by local diplomates (“National Representative”). National representatives are committed to broadcast the existence and purpose of the EBVS and European Veterinary Specialisation within their geographical area and to promote veterinary specialist professional training in Europe to ensure superior animal wellbeing and public health. They do so in collaboration with the statutory bodies and/or national authorities. They are also tasked with communicating about the state of specialisation in their geographical area to the EBVS, so that EBVS is notified of important changes and has up to date information at all times.

Related content: [A.4.9 National Representatives Committee](#)

A.2. Policies for Meetings

Timing & modus operandi: the EBVS holds two General Assemblies per year; face-to-face, online or as a hybrid meeting (i.e., physically plus broadcasting online). The dates of the General Assemblies for the next year (normally one in April and one in November) and the location(s) are fixed during the first General Assembly of the previous year. The relevant documentation for the EBVS General Assembly is distributed to the Board members by the secretariat at least 4 weeks before the respective meeting. College representatives may submit topics to be included on the agenda at least 8 weeks prior to the General Assembly.

Content: matters pertaining to the recognition of Colleges, detailed reviews or approval of reports can only be acted on at a General Assembly. Other topics to be discussed are identified as they arise.

Attendees: in addition to one representative per College, the Executive Committee may propose to invite observers to a General Assembly. The list of observers invited at a General Assembly has to be communicated to the Board members at least three months before the meeting.

Expenses: travel expenses of the College representative (or the deputy representative) are the responsibility of the Colleges represented on the EBVS Board. Other expenses, such as the cost of meeting rooms and secretarial costs will be covered by the EBVS.

Minutes: draft minutes of a General Assembly will be electronically distributed to all College representatives within 30 days after the meeting. The college representatives are asked for comments within 30 days after receiving the draft minutes. Following the incorporation of the comments (within 15 days), an electronic vote on accepting the minutes will then take place within 15 days of distribution of the corrected text. Once accepted, the minutes will be published on the restricted section of the EBVS website.

Related content: [A.2. Procedures for Meetings](#)

A.3. Policies for Fees

Annual fees: an annual flat-rate levy, with an additional fee for each certified diplomate, will be charged to all colleges represented on the EBVS to cover expenses related to EBVS activities.

Due date: Due by April 1 each year. If the subscription fee has not been received by the due date, or if the bank charges are not paid by the College, the Treasurer of the EBVS will invoice the College for any additional expenses on the outstanding fee and bank charges at the rate agreed annually by the Board. The College will also receive a 10% penalty on the annual fee the following year.

Amount: Subject to annual review taking into account the needs of the business of the EBVS and Euro-zone inflation of the preceding year as published by Eurostat. Fees are only due for certified EBVS specialists.

New College Fees: a fee will be charged for the processing of applications for recognition of new Colleges. This application fee will be set on an annual basis during the second General Assembly of the year. If additional costs for extra meetings have to be made, this has to be paid by the applicant College.

Fees relating to the EBVS/College Website Cluster: for Colleges that have their website under the EBVS umbrella, EBVS will collect payments at the time of the annual fees (1st of April). For legal and data protection purposes, each College will have an individual contract with the provider but EBVS will channel payments.

Fees relating to the EBVS ExamSoft platform: EBVS pays for all overhead and Colleges only pay the fees per exam taker/year. EBVS will have one contract covering all colleges and channel all payments.

Related content: [A.3. Procedures for Fees](#)

A.4. Policies for Committees and Working Groups

The EBVS Board may appoint committees (in charge of preparing and facilitating the work (decision process) of the EBVS Board) and *ad hoc* working groups (tasked with the analysis of specific issues). Committees and working groups may include non-members of the EBVS, according to their specific competences. The Standard Operating Procedures (SOPs) of the committees are described in the Procedures.

Related content: [A.4. Procedures for Committees and Working Groups](#)

B. EBVS POLICIES FOR MEMBER COLLEGES

The Constitution, Bylaws and Policies and Procedures of a College must comply with the EBVS Constitution, and Policies and Procedures. Failure of a College to comply with any of the Policies and Procedures of the EBVS may lead to the withdrawal of provisional or full recognition. Changes in this document that affect Colleges must be reflected in College documentation as soon as possible, and no later than 24 months, after the vote has been taken to approve the change.

B.1. Policies on Reporting by Colleges to EBVS

Once a new College is recognised by EBVS, it must submit an annual report and a five-year report. After a sub-speciality is provisionally recognised, its activities are included in reports submitted by its parent College.

B.1.1. Annual reports

All Colleges are required to submit an annual report to the EBVS. These reports are used to gather up-to-date statistical data and to identify potential issues and acute problems.

Related content: [B.1.1. Procedures for Annual Reports](#)

B.1.2. Five-year detailed reports

Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals following granting of provisional or full recognition. Detailed reports are necessary to gather comprehensive information on the ongoing activities of the College and to assess compliance with the Policies of the EBVS.

Related content: [B.1.2. Procedures for Five-year Detailed Reports](#)

B.2. Policies on Diplomates of non-EBVS Recognised Colleges

An EBVS College may temporarily grant Diplomate status of their College, provided that the applicant can meet the following minimum conditions:

1. has credentials, in relation to education, training, and publications in the discipline equal to those required to sit the examination of an EBVS College;
2. has passed an examination of equal rigor, and covering the same content to that of the equivalent Diplomate of an EBVS College (e.g., ABVS/VSOC recognised colleges);
3. passes the EBVS College's re-certification process.
4. is practising in a European country, as this is defined by the Council of Europe, and intends to remain so for the foreseeable future. Applicants may be relieved of this requirement as deemed appropriate by the College.

A Diploma which is awarded to a Diplomat of a non-EBVS recognised College without sitting the College's examination is not valid when the conditions under which the Diploma was awarded do not exist anymore.

Related content: [B.2. Procedures for Diplomates of non-EBVS Recognised Colleges](#)

B.3. Policies on Re-certification of Diplomates

Diplomates of an EBVS-recognised College must be evaluated every 5 years for re-certification. The College is responsible for establishing a standard procedure in which the prerequisites for re-certification of the diplomates are described (example in the procedures). After re-evaluation, the successful diplomates may be registered for another five years in the EBVS Directory, but only in one speciality.

The requirements to remain certified are:

1. **Practice:** to practise their speciality for 60% of their time, with a minimum of 24 hours per week (based on a normal working week of 40 hours) over the past five years.
2. **Activity:** to show a satisfying degree of activity during the last 5 years to keep level of competences at a specialist level.
3. **AGM:** to have attended the Annual General Meeting of the College, at least twice in 5 years, unless previous dispensation from the College has been granted.
4. **Evidence of good standing:** Colleges must develop methods to document the professional ethics and good standing of specialists. This can be either
 - a. letters of reference from two EBVS specialists
 - b. a self-declaration by the individual

Extensions: Extensions of the 5-year period must be granted for maternity or paternity leave, serious health issues and exceptional circumstances.

Failure to recertify: If they fail to meet the requirements above, or if for any other reason a diplomate does not re-certify, they will be removed from the EBVS specialist register, and may use the title of 'Diplomate', but not the title of "EBVS® European Specialist in Veterinary ...". A non-certified diplomate is not allowed to act as programme director or supervisor.

Reverting to certified: A non-certified diplomate seeking to revert to certified diplomate status needs to satisfy the requirements for certification. Additionally, a fee can be required by the College for re-certification.

Related content: [B.3. Procedures on Re-certification of Diplomates](#)

B.4. Policies on Residencies: Programmes & Examinations

B.4.1. Policies on residency programmes

B.4.1.1. Programme directors and residency supervisors

EBVS specialists: Any EBVS specialist may be director or supervisor of a residency programme.

ABVS specialists: ABVS specialists may be programme director or supervisor of a European Residency programme, subject to approval by the Committee of the EBVS College responsible for the approval of the College's residency programmes, approves his/her curriculum vitae. A contribution to the discipline in terms of scientific output (publications, presentations, etc) is essential, and the ABVS specialist must pass the EBVS College's re-certification process. During the five-year evaluation process of the training programme, the role of this director or supervisor will be re-evaluated. (Related content: [B.2. Policies on Diplomates of non-EBVS Recognised Colleges](#))

Non-EBVS/ABVS Recognised Specialists: In circumstances where there are insufficient European specialists, a non-EBVS/ABVS recognised specialist may co-supervise a European Residency programme under the condition that the Committee of the College responsible for the residency programmes approves his/her *curriculum vitae*. The minimal requirements will be that:

1. The person's training and expertise in the area in which they are supervising is equivalent to an EBVS-recognised specialist;
2. The person demonstrates a significant scientific output (publications, presentations, etc) equivalent to an EBVS-recognised specialist;
3. The person passes the College's re-certification process;
4. The programme is supervised by an EBVS or ABVS-recognised specialist;
5. During the five-year evaluation process of the training programme, the role of this supervisor will be re-evaluated.

B.4.1.2. Rules for residency programmes

1. **Criteria:** Colleges are requested to develop residency programme criteria in sufficient detail, according to a pre-determined format, to enable a Resident, with the assistance of training institutions, to meet the requirements for Diplomate certification in that speciality.
2. **Approval:** Approval of residency programmes, like the certification of individual specialists, is the responsibility of the College concerned and all residency programmes (standard or alternate) must be approved by the relevant committee before they start.
3. **Aims:** Residency programmes should aim at training/educating specialists who will have the knowledge, skills and competences necessary to successfully practise the speciality. Moreover, residency programmes must aim at the development of a culture which recognizes the importance of continuous professional development.

4. **Maximum number of Residents per Supervisor:** A supervisor shall have no more than 2 residents following standard residency programmes. However, in exceptional cases, the College may allow 3 residents for one supervisor.
5. **Standard residencies:** The minimum length of a standard residency programme is 3 consecutive years. This is the shortest route to qualify for examination.
6. **Alternate residencies:** The Credentials/Education committee can allow training to take place on a part-time basis (alternate programme) as long as the total time of supervised training is equivalent to at least 3 years and the total time of the alternate programme does not exceed 6 years. A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an application for the approval of an alternate programme to the College, in conjunction with his/her supervisor, outlining the resources available to them. The alternate programme is not approved for anyone other than the (aspiring) Resident in question. The precise form of each alternate programme is at the discretion of the Credentials/Education Committee.
7. **Extensions:** In case of parental leave or illness, a prolongation/extension has to be granted by the Credentials/Education committee in accordance with national/EU regulations. The Credentials/Education committee may also grant a prolongation for other circumstances.

B.4.1.3. Rules for other routes to qualify to sit the college examination

Internationally recognised specialists: Application to take a European Specialist EBVS approved College examination without having previously undertaken an approved residency (criteria to be regarded as "internationally recognised").

The applicant has to provide evidence that they are equivalent to, or exceed, the standard of a candidate that has been approved to sit the College's examination after undergoing an approved residency. In order to demonstrate this the following must be submitted.

1. Curriculum vitae - to cover entire professional career (university onwards)
2. Published papers: a complete list should be in the CV.
 - The quality of the papers shall be evaluated by members of the relevant College's Credentials Committee.
 - At least 10 papers should relate to the speciality of the College and have been published within the preceding 7 years.
 - There should be evidence of current activity in the speciality field demonstrated through recent publication in peer reviewed international journals.
 - If these 10 papers are in a language other than English, an English translation, performed by the applicant, should be provided (if at least 10 papers are in English, any additional papers in another language do not need to be translated).
 - Where papers are multi-author papers and the applicant is not first author, the applicant's role in the study should be explained.
3. Case reports (2) - required as an assessment of complex case management. These must describe cases managed by the applicant in the last 5 years. Published case reports are acceptable.
4. Case log (100 cases): Cases must be of a complexity and type similar to that which would be expected of a resident to gain satisfactory approval by the credentials committee. They must be cases managed by the applicant during the last 5 years.

5. Evidence of any relevant postgraduate qualification in a related field should be submitted.
6. A covering letter should be provided (3-5 pages) in support of their application. This should include the following
 - career highlights,
 - relevant experience (scholarly, clinical, legal, political),
 - contributions to the speciality (education, research) - applicant to select 5 most significant contributions to the veterinary speciality with a brief statement of impact (< 250 words each) supporting each contribution. Contributions may be research (single paper or group of related papers, or a systematic review), teaching (at national or international level) or service (e.g. contribution to a national or international organisation which could be governmental, or multinational).
 - applicants should explain what they will bring to the membership of the college and how they intend to contribute to the development of the speciality, for instance through resident training.
7. Applicants should not have followed an approved residency programme
8. Applicants must demonstrate that they have spent a minimum of 60% of their time working in the speciality during the last 10 years
9. The applicant should be working in a setting that provides access to facilities of a sufficient standard to allow the practice of the speciality at an appropriate level.
10. Applicant must submit a list of suggested up to five referees, from which a minimum of three references will be sought. Where possible at least two of these referees should be existing diplomates of speciality colleges. Referees will be requested to comment specifically on the applicant's
 - professional, ethical and legal conduct,
 - clinical abilities, and
 - contribution to the veterinary speciality.
11. Letters of good standing from all licensing bodies with which applicant is licensed to practise
12. Applicants from outside Europe will be considered (with the above requirement that 2EC (speciality)Diplomates are required to provide letters of support).

Modular route to specialisation:

Colleges may create a modular, credit-based system permitting individuals to have their credentials approved via a credit-based route. The detail of the credits needed is devised by the individual College, but the following criteria must be satisfied:

1. Individuals must gain 180 credits based on the ECTS system of 60 credits equating to one academic year (see https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en)
2. Each College should define the credits required and split them into theoretical credits and practical credits. A minimum level of one third of the credits must be assigned to each category
3. Theoretical credits may include (but are not limited to): attendance at rounds and journal clubs (in person or remotely); completion of programmes to gain knowledge and skills in related speciality areas; completion of programmes to gain knowledge or skills in a specific sub-area of the speciality; completion of prior post-graduate education of a known and accepted/accredited standard.
4. Practical credits are awarded for time working in the speciality area. A proportion of these credits must be allocated to time working in the speciality area under the direct supervision of an individual approved by the

College (normally an active Diplomate of the College). The definition of direct supervision is as defined by the College but should be the same for the modular route as for residency routes. The number of credits allocated to this can be delivered flexibly but should be aligned to the outcomes expected to be achieved during the time individuals undertaking a standard residency programme spend under direct supervision.

5. Credits must be gained within an 8-year period of active credit collection. In addition, the period of active credit collection may be paused in blocks no shorter than 6 months for up to 4 years in total. These pauses may be for any reason. Individuals may register with a College at any point within the period of credit collection but once the start date is defined, even retrospectively, it cannot be changed.
6. An individual cannot start to collect credits until one-year post graduation from an EAEVE approved school or equivalent.
7. Credits may be given for completion of prior post-graduate education of a known and accepted/accredited standard. Colleges are encouraged to communicate clearly which post-graduate programs qualify for credits and how many credits they qualify for.
8. The research publication requirement and any other requirements such as teaching experience or case log submission must be the same as for individuals credentialling through the College's standard or alternate residency route.
9. Individuals gaining credentials via this route must undertake the same final assessment process as candidates gaining credentials through the standard or alternate residency route

B.4.2. Policies on examinations

1. **Diplomas:** The College or sub-speciality must only award college diplomas to veterinarians who:
 - a. Have demonstrated fitness and ability to practise the speciality by meeting the established training and/or experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College, or by a third party on behalf of the College subject to additional specified conditions;
 - b. Have satisfactory moral and ethical standing in the profession;
 - c. Have met the minimal publication requirements of at least two peer-reviewed publications in international refereed journals;
 - d. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare and other legislation;
 - e. Received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee, the Credentials Committee or Executive Committee of the college;
 - f. Have gained their veterinary degree at least 48 months previously.
2. **Credentials:** Before sitting an examination, the applicant's credentials must be accepted by the credentials committee. Colleges must ensure that any specified experience requirement is clearly defined, relevant to the objectives of the speciality, amenable to evaluation and relevant to the assessment of an applicant's qualification.

The College must promptly report to the applicant regarding any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College. A time limit for such communications must be established and published by the College. The time between final credentials decisions and the examination date must be sufficient to permit appeals against a decision of denying acceptance of credentials and it must be clearly published by the College.

3. **Dissociation of publications:** Disassociation of publication requirements from examination may be allowed, if approved by the College's Credential Committee. Publication requirements must be satisfied within the timespan set by the college, which may not exceed two years after successful completion of the examination. The title of diplomate or specialist may not be used until all of the requirements in [B.4.2.1 Rules for Residency Programmes](#) have been met.
4. **Language:** The examination must be held in the English language. Non-medical dictionaries and/or interpreters may be allowed.
5. **Confidentiality and integrity:** Confidentiality must be maintained throughout the entire examination. The integrity of all parts of the examination must be protected at all times.
6. **Parts:** The examination may consist of written, oral and/or practical parts. The Colleges are allowed to split the examination into different parts and set the timing.
7. **Information:** Candidates should be informed prior to the examination
 - in what way the different parts and levels will be evaluated and,
 - of the pass mark, or, if this is not determined in advance, the method of setting the pass mark.
8. **Assessment:** Judgment must be incorporated into examinations by assessing not just what the candidates know, but what they would do with that knowledge.
9. **Invigilation:** Examination invigilation must follow best practice and a trained, physical invigilator must be present. With the exception of oral (viva voce) examinations delivered remotely using video conferencing technology where the integrity of the examination process can be assured using a combination remotely attending examiners supported by physical invigilators who ensure the integrity of the process but who may be absent during the actual assessment. (See best practice guidance for delivering remote oral examinations)
10. **Re-takes:** Candidates must be informed that they may apply to re-take all parts of the examination three times (thereby taking each part a maximum of 4 times) and that all parts of the examination must be passed within 8 years of completion of the residency programme.
11. **Failure:** If a candidate fails one or more parts of the examination, the Examination Committee should contact each unsuccessful candidate and provide specific feedback in a format deemed appropriate by the College. If a candidate fails one or more parts of the examination twice, a mentorship and educational plan should be discussed with each unsuccessful candidate. Candidates that, despite the corrective track, failed 4 times the examination or did not obtain the Board diploma within 8 years after the end of their residency will be refused for further training and examination, unless exceptional circumstances have been approved by the college.

12. **Mock exams:** To avoid the scenario outlined in point 11 above, in addition to ensuring that the resident supervisor/director fulfil their responsibilities, Colleges are encouraged to provide mock examinations for residents throughout the residency to identify those that are not performing at the correct level for specialisation early and take appropriate action.
13. **Changes:** Any change in the procedure of the examination should be notified clearly to the candidates and the EBVS.
14. **Results:** The results of the examination must be announced to all candidates on the same date.

Related content: [B.4. Procedures for Residencies](#)



C. POLICIES FOR THE ESTABLISHMENT AND RECOGNITION OF NEW COLLEGES

C.1. Policy on Establishment of a New College or Sub-speciality within an Existing College

All new Colleges and sub-specialties must abide by the EBVS Policies for Member colleges outlined in section B. Once a new College is recognised by EBVS, it must submit an annual report and a five-year report. After a sub-speciality is provisionally recognised, its activities are included in reports by its parent College.

C.1.1. Criteria for establishment of a College or Sub-speciality

To be recognised by the EBVS a College or a sub-speciality must:

1. intend to ensure that improved veterinary services will be provided to the public,
2. fill a clearly demonstrable need within the profession,
3. represent a distinct and identifiable (sub-)speciality of veterinary medicine that is supported by a base of scientific knowledge and practice,
4. have a sufficient body of potential diplomates to form a College and,
5. demonstrate a sufficient growth potential of the membership.

Additionally, a College must:

1. be legally incorporated as a non-profit organisation within a European country
2. have liability insurance
3. avoid contracts or agreements leading to activities outside the scope of the stated objectives of the College.

C.1.2. Founding members/Interim Executive Committee

During the initial phase when the College or sub-speciality is being formed, it may accept up to 5 specialists (diversity is strongly encouraged, especially for gender and nationality) without examination (= "Founding Members") who will compose an Interim Executive Committee. This committee should normally exist for a period of up to 5 years to conduct the business of the college after provisional recognition is achieved.

C.1.3. Criteria for Founding Diplomates

Founding diplomates must meet the following criteria:

1. Be initiators in their field.
2. Have achieved distinction in the field, and have qualifications, achieved by training and experience, far exceeding those proposed as necessary for candidates to take the certifying examination of the organization.
3. Be internationally recognised as a qualified specialist by peers, and
 - a. have at least 10 years of experience practising the speciality, and by teaching, research, and practice have demonstrated competency and contributed significantly to the development of the speciality, and;

- b. have advanced education (at European Qualifications Framework (EQF) level 8 e.g., PhD or Habilitation) in the speciality, and;
 - c. be first or last author of at least 10 publications in peer-reviewed international journals resulting from the research or practise in the speciality.
4. Spend at least 60 per cent of their time practising the speciality, with a minimum of 24 hours (60% of a normal working week of 40 hours), for the last 10 years.
 5. Be practising in Europe (= defined as the Council of Europe).
 6. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare and other legislation and the EBVS code of conduct and ethics statements.

C.1.4. De facto Diplomates

After provisional recognition of the College or sub-speciality by the EBVS, the Interim Executive Committee may start a *de facto* procedure until sufficient numbers of diplomates are recruited to operate the college. This period of recruitment must not exceed 5 years.

The *de facto* diplomates are expected to contribute to the running of the College or sub-speciality and must meet the general criteria described above for the members of the Interim Executive Committee, including two letters of support attesting to the professional ethics and activity of the diplomate.

Related content: [C.1. Procedures for the Establishment of a New College or Sub-speciality](#)

C.2. Policy for Obtaining Full recognition of a College or Sub-speciality

After provisional recognition has been granted by the EBVS, the College must take all necessary steps to complete formalisation of its structure and should function according to its Constitution, Bylaws and Policies and Procedures.

After a minimum of four years, but not more than ten years, under provisional recognition, the college must submit to the EBVS a request for full recognition.

At any point in the review process for recognition of a College or sub-speciality, adverse decisions may be made. The College under review will be informed within thirty days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the Board, which will appoint an appeals committee comprised of three past members of the EBVS Board.

Related content: [C.2. Procedures for Obtaining Full recognition of a College or Sub-speciality](#)

D. POLICIES FOR DISCIPLINARY ACTIONS AND COMPLAINTS

D.1. Disciplinary actions by the EBVS against a College

As a result of findings following review of an annual or five-year report of a recognised College, or after appropriate investigation of a complaint by a third party, the EBVS may withdraw recognition of a recognised College. Cause for withdrawal of recognition or change of status shall be failure to meet the criteria for College recognition, actions by a College considered detrimental to the reputation of the veterinary profession or against the public interest, or failure to pay fees or submit written reports when formally requested on numerous occasions.

Related content: [D.1. Procedures for Disciplinary actions by the EBVS against a College](#)

D.2. Disciplinary actions against an EBVS Executive Committee member

Any complaint registered against an EBVS Executive Committee member by Colleges, Diplomates or Residents must be endorsed by three or more Colleges and sent to the EBVS Secretariat.

Related content: [D.2. Procedures for Disciplinary actions against an EBVS Executive Committee member](#)

D.3. Misconduct by a Diplomate/Resident of a College

Complaints about a diplomate relating to their professional conduct should be referred to the national competent authority where that veterinarian is registered. Complainants to a college or to EBVS should be referred to that authority.

Misconduct by a resident or diplomate that directly impacts on the functions of the college should be considered where appropriate. This may include, but is not limited to, conduct around examinations, conduct around supervision, credentialling or any aspect of certification (eg false declarations of good standing). If allegations of misconduct are received by the EBVS Secretariat first, they will be referred to the Executive Committee of the appropriate College, and the person making the allegation will be notified of such referral.

As the outcome of any disciplinary procedure, colleges may impose sanctions as considered appropriate. These may include

- a. A warning to the individual that there is evidence of misconduct, but not to the point requiring sanctions
- b. Imposition of a sanction, beginning with the least severe the sanctions are
 - i. Undertakings
 - ii. Conditions
 - iii. Expulsion / Permanent exclusion from the college



EBVS would only normally consider an appeal against the outcome by the diplomate or resident.

If the individual making the allegation is not content with that outcome, appeals by any individual who has raised concerns of misconduct relating to the outcome would only be considered where there was evidence of procedural irregularities. This would need to be presented as a complaint against the college.

A tally of the number of complaints should be included in the annual report of the College.

Related content: [D.3. Procedures for Complaints against a Diplomate of a College](#)



E. APPEALS POLICIES

E.1. Policies for Appeals at College level

Each College must have a published procedure that sets out due process for the lodging and consideration of an Appeal against adverse decisions.

Adverse decisions: Adverse decisions by the College may include, but are not limited to:

- Denial of certification of an individual;
- Temporary or permanent suspension of certification;
- Failure of an examination or a part of an examination;
- Denial of adequacy of credentials;
- Denial of approval of a residency programme.

The Appeals Procedures must be a part of the Bylaws and/or the Policies and Procedures of the College. Each College is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS.

Changes in appeals procedures should be reported to the EBVS as part of the Annual Report.

Related content: [E.1. Procedure for appeals at College level](#)

E.2. Policies for Appeals at EBVS level

A Candidate or Appellant who is not satisfied with the outcome of an appeal at College level may appeal to the EBVS against the decision of the College.

Related content: [E.2. Procedure for Appeals at EBVS level](#)

F. POLICIES FOR DATA PROTECTION, TITLES AND DATABASES

F.1. Privacy and Data Protection

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. The regulation applies if the data controller (an organisation that collects data from EU residents i.e., an EBVS college), or processor (an organisation that processes data on behalf of a data controller i.e., the EBVS on behalf of the college), or the data subject (person i.e., the college members) is based in the EU. It is the responsibility and the liability of the data controller (i.e., the colleges) to implement effective measures and be able to demonstrate the compliance of data processing activities, even if the processing is carried out by a data processor (e.g., EBVS) and not the college itself.

EBVS is committed to correct processing of personal data in compliance with the GDPR. EBVS colleges are data controllers of member data and EBVS is a data processor of personal information on certified diplomates. Colleges agree to share personal data of certified diplomates with EBVS and EBVS agrees to process this data in accordance with the regulations. If personal data is not shared, diplomates cannot be awarded the EBVS specialist title. Guidance for Colleges on GDPR compliance can be found in the EBVS best practice document.

The EBVS is permitted to share anonymised, aggregated data on specialist demographics (e.g., number of specialists per discipline, per country, numbers of new graduates per year etc.).

Related content: [F.1. Procedures for Data Protection](#)



F.2. EBVS European Veterinary Specialist Title

1. **Board eligible or qualified:** The use of the term “board eligible” or “board qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.
2. **EBVS trademarked title:** The use of the European Veterinary Specialist Trademark (EUTM N°16440844 – Services CI41, CI44) with the Logo is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS. Non-certified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trademark of European Veterinary Specialists). The mark EBVS must always be used with the ® symbol, i.e., **EBVS®**. The mark must be in Times New Roman, and the descriptive terms (see F.5) following it in Calibri font.
3. **Use of title and postnominals:** Veterinarians should not in any way imply they are EBVS-recognised Specialists unless they are listed as such by the EBVS. EBVS listed specialists may use the title “**EBVS®** European Veterinary Specialist in....” or “**EBVS®** European Specialist in Veterinary....”. Diplomates may use “Dipl. ECVX” or “Diplomate of ... (the applicable College)”.
4. **Non-recognised colleges:** Diplomates of a College that is no longer recognised by the EBVS are not allowed to use the EBVS title and will be removed from the EBVS Database.
5. **Use of EBVS logo:** Use of the EBVS logo by third parties (all other than EBVS specialists and EBVS recognised colleges) must be approved in writing by the EBVS by contacting the EBVS secretariat (info@ebvs.eu).

Related content: [F.2. Procedures for the Database](#)

F.3. Approved European Veterinary Specialist Titles

- EBVS® European Specialist in Aquatic Animal Health
- EBVS® European Veterinary Specialist in Animal Reproduction
- EBVS® European Veterinary Specialist in Behavioural Medicine
- EBVS® European Veterinary Specialist in Animal Welfare Science, Ethics and Law
- EBVS® European Veterinary Specialist in Bovine Health Management
- EBVS® European Veterinary Specialist in Equine Internal Medicine
- EBVS® European Veterinary Specialist in Laboratory Animal Medicine
- EBVS® European Veterinary Specialist in Porcine Health Management

- EBVS® European Specialist in Poultry Veterinary Science
- EBVS® European Veterinary Specialist in Small Ruminant Health Management
- EBVS® European Specialist in Veterinary Anaesthesia and Analgesia
- EBVS® European Specialist in Veterinary and Comparative Nutrition
- EBVS® European Specialist in Veterinary Clinical Pathology
- EBVS® European Specialist in Veterinary Dermatology
- EBVS® European Specialist in Veterinary Diagnostic Imaging
- EBVS® European Specialist in Veterinary Diagnostic Imaging and Radiation Oncology
- EBVS® European Veterinary Specialist in Emergency and Critical Care
- EBVS® European Veterinary Specialist in Small Animal Internal Medicine
- EBVS® European Veterinary Specialist in Small Animal Cardiology
- EBVS® European Veterinary Specialist in Small Animal Oncology
- EBVS® European Veterinary Specialist in Small Animal Oncology and Radiation Oncology
- EBVS® European Specialist in Veterinary Microbiology
- EBVS® European Specialist in Veterinary Neurology
- EBVS® European Specialist in Veterinary Ophthalmology
- EBVS® European Specialist in Veterinary Pathology
- EBVS® European Specialist in Veterinary Public Health
- EBVS® European Specialist in Veterinary Pharmacology and Toxicology
- EBVS® European Specialist in Small Animal Surgery
- EBVS® European Specialist in Equine Surgery
- EBVS® European Specialist in Food Animal Surgery
- EBVS® European Specialist in Veterinary Sports Medicine and Rehabilitation
- EBVS® European Veterinary Specialist in Avian Medicine and Surgery
- EBVS® European Veterinary Specialist in Herpetological Medicine and Surgery
- EBVS® European Veterinary Specialist in Wildlife Population Health
- EBVS® European Veterinary Specialist in Small Mammal Medicine and Surgery
- EBVS® European Veterinary Specialist in Zoo Health Management
- EBVS® European Veterinary Specialist in Dentistry
- EBVS® European Veterinary Specialist in Equine Dentistry
- EBVS® European Veterinary Specialist in Parasitology

PROCEDURES OF THE EUROPEAN BOARD OF VETERINARY SPECIALISATION

A. PROCEDURES FOR THE EBVS

A.1. Procedures for Representation of the EBVS

A.1.1. The Executive Committee

Related content: [Constitution \(Article 5\)](#)

A.1.2. The Board

Related content: [Constitution \(Article 4\)](#)

A.1.3. National representation

Related content: [A.4.9 National Representatives Committee](#)

A.2. Procedures for Meetings

Timing: The EBVS General Assembly and Committees and Representative day are organized twice a year, normally one in April (third or fourth week) and one in November (first or second week). It is held over a 2-day period.

Attendees: It consists of the Executive Committee and EBVS staff (~7-8 people), the General Assembly (~ 40 people) and the Committees day (~ 40 people). The Advisory Board may be asked to attend in person maximum once a year (~ 4-6 people). Every two years, the National representatives (~20-30 people) are also invited. The total number of attendees is between 40 people and 60-70 people (with National representatives and/or Advisory Committee).

Agenda: The meeting normally starts on Day 1 at 13:00 and ends on Day 2 around 16:00. It is preceded by a face-to-face executive committee meeting, that may be combined with other politically relevant engagements in the country of the GA.

- Thursday early afternoon: General Assembly
- Thursday late afternoon: Committees day or National Representatives' session
- Friday (all-day): Committees day

Venue: The November meeting is usually held at the same location as the Federation of Veterinarians of Europe (FVE) General Assembly.

Calls for hosting the April meeting are sent to EBVS Board members by the EBVS Selection Committee in March of the preceding year. Applications must be received no later than August. The Selection Committee will then propose a venue

for Board approval at the November meeting. In the case of more than one venue, the proposal is approved by a simple majority.

The venue should preferably be reachable by affordable public transport from an international airport in less than 2 hours and ideally be within walking distance or reached by public transport (in less than 20 minutes) of accommodation.

Hotel Accommodation: Pre-booking:

- +/- 7 bedrooms for the Wednesday night
- +/- 40 -70 bedrooms for the Thursday night

Price should not exceed 130 € per night for a single room.

Organisation Executive Committee meeting:

High-speed Wi-Fi

- Audience: 7 people
- Screen and beamer available
- Enough electricity plugs for laptops
- Water and glasses
- Lunch
- Coffee breaks (morning at +/- 10:30 and afternoon at +/- 16:00, according to agenda)

Organisation 'General Assembly' and 'Committees day':

High-speed Wi-Fi (potent enough for on-line voting and streaming with 100+ devices connected at the same time)

- Audience: 40 people
- Screen, laptop and beamer available
- Microphones for the Executive Committee and for room
- Enough electricity plugs for delegates' laptops
- Water and glasses for each delegate
- Table for documents at the entrance of the meeting room
- Executive Committee table at the front of the meeting room for 8 persons + Nameplates + Screens for presentations + plugs for laptops
- Speaker table with microphone and ORGANISATION Banner/flag
- Lunch
- Coffee breaks (morning at +/- 10:30 and afternoon at +/- 16:00, according to agenda)

When the National representatives are present, a larger room is need on Thursday (70 people). On Friday, a larger room is still needed or a smaller second room (35 people).

Gala Dinner:

- Book room or restaurant for +/- 40-70 persons. The room should be big enough for the whole group.
- The price per delegate should not exceed 70 euros
- If you have booked a room instead of a restaurant, you can contact an event organiser or a caterer
- In the menu, choose meat meeting animal welfare standards and sustainably fished fish
- Foresee a vegetarian/vegan option
- Microphone for presentations
- Transport from the hotel to the dinner venue

Budget: Each year the EBVS Board approves a provisional budget for the April AGM. Proposals must stay within this budgeted amount. Usually, the cost of the venue, including technical support, lunch and beverages is the highest part of the costs and this could be significantly reduced, when meeting in a University setting.

Who pays what?:

	Organising country	EBVS	Board members
Travel expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hotel accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Welcome pack (badges)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting room + Office (ORGANISATION GA)	<input checked="" type="checkbox"/> (if @ university)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gala Dinner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

A.3. Procedures for Fees

Payment to the EBVS should only be made BNP Paribas Fortis de Brouckère, Boulevard Anspach 3, 1000 Bruxelles (BIC GEBABEB – IBAN BE97 0014 3816 5749).

Requests for payment to any other bank account on behalf of EBVS should be double checked via a phone call to the EBVS Treasurer and to the EBVS secretariat.

The Colleges are advised to follow a strict strategy for their financial issues to avoid fraud and EBVS provides best practice resources.

Fees relating to the EBVS/College Website Cluster:

Colleges that choose to have their website under the EBVS website cluster will pay

1. a one-off development fee for their website of 2000 euros
2. between 1000-2000 euros per year for their website under the EBVS umbrella (cost savings as more colleges join).

3. Any costs for new developments outside the scope of the project requested by Colleges will be borne by the Colleges in question (with possibility of sharing development cost with the other colleges if they are also interested in the functionality being developed).

Fees relating to the EBVS ExamSoft platform:

EBVS pays for all overhead for the licensing and training and Colleges only pay the fees per exam taker. Costs are

1. c.a. 50 euros per exam taker per year depending on the number of exam takers and the exchange rate. The year covers the EBVS contract period from 1st of May to the 31st of April of the subsequent year.
2. An exam taker is defined as anyone who downloads ExamSoft's Exemplify and takes an assessment of any length.
3. In a given year, an exam taker can take unlimited assessments.
4. Colleges will pay extra if they choose to have extra features such as rubrics, ExamID, ExamMonitor or individual consultations with education consultants.
5. EBVS will have one contract covering all colleges and channel all payments.

A.4. Procedures for Committees and Working Groups

In general, the chair of a committee/working group should be someone with experience in the EBVS affairs such as a (former) Board member and preferably (but not necessarily) someone who has worked on the committee they will be chairing.

The rotation of the chair and members of a committee/working group should be staggered to maintain continuity.

Colleges should ensure that participation on EBVS committees counts towards re-certification credits.

Committees may call on professional support by consultants in their discipline if budget for this has been approved by the board.

Working groups can be established when the need arises, and these may evolve into committees if voted by the board.

A.4.1. Advisory Committee

Mandate: to advise and assist the EBVS in promoting veterinary specialist professional training and certification in Europe to advance animal health, well-being, and public health, by giving a voice to all relevant stakeholders outside of the EBVS.

Membership: 4-6 members.

The stakeholders include the veterinary profession at-large, communities of education, research, policymaking and communication, advocates for animal welfare, other professionals in the fields of medicine and agriculture and the society at large (= consumer).

The activities can include participation at EBVS General Assemblies (GA), providing advice on topics of strategic importance for EBVS or its stakeholders, separate meetings with CEO / Officers of the EBVS executive committee as needed, as well as continuous communication via the CEO on specific issues. Advisory Committee members will be reimbursed by EBVS for their travel expenses to attend the EBVS GA, unless there are reciprocal agreements with these

organizations. As a non-profit organization, the EBVS **do not** offer an honorarium to Advisory Committee members for their participation.

Term of office: unlimited.

A.4.2. Auditing committee

Mandate: Auditors are elected by the General Assembly. The Auditors review the EBVS accounts and relevant correspondence once a year and report their findings back to the General Assembly.

Membership: 2 members.

Term of office: 4 years, can be extended once.

A.4.3. Complaints committee

Mandate: to review complaints made against a member of the EBVS Executive Committee.

Membership: minimum 3 members.

The members must be from different Colleges, whose representatives are not EBVS Executive Committee Members and have no conflict of interest in relation to the nature of the complaint.

A Complaints Committee will be appointed by the Board via an electronic vote, within 30 days of a complaint being received by the Secretariat. The Complaints Committee shall then receive details of any complaint made against an EBVS Executive Committee member, it shall contact both parties, review the documentation and present its findings at an Extraordinary General Assembly of the EBVS.

Term of office: duration of the resolution of the complaint.

A.4.4. Standards, Quality Assurance and Governance Committee

Mandate:

- to review recommendations for the Board on governance of the EBVS and professional ethics for veterinary specialists;
- to periodically review the defined and adopted mission and vision statements of the organization and whether they are consistent across documents and activities;
- to periodically review the governing documents of the organization and whether they are consistent with applicable laws and actual or desired organizational practices; amend such governing documents, as necessary;
- to review the performance of the Board and committees, including the effectiveness of meetings, and make recommendations, as appropriate.
- to develop, administer and maintain a quality assurance program that ensures the safe, ethical and competent practice of EBVS;
- to provide internal and external assurance relating to quality by reviewing the establishment (full-recognition) and maintenance (5-year-reports) of the College members and give advice to the Board;

- to monitor quality assurance within EBVS and its colleges and to maintain oversight of standards definitions and of parity in knowledge, skills and competencies across the colleges/disciplines.

Membership: 6-10 members.

Term of office: 4 years, can be extended once.

A.4.5. Selection committee

Mandate:

- nominations
 - to put out calls for nominations;
 - to collect nominations for members eligible to be elected (as Officers);
 - to contact the nominees to obtain their consent before final nomination to the Board;
 - to propose nominees to the members at least 30 days before the General Assembly;
 - to provide a recommended slate of candidates to the Board at the General Assembly.
 - to develop guidelines and evaluating proposals for hosting of the April EBVS meetings;
 - to monitor the EBVS Committees' membership and to put out calls for new members;
 - to monitor of the EBVS National Representative and to out calls for new representatives;

Membership: 2-4 members.

Term of office: 4 years, can be extended once.

A.4.6 Communications, Data Sharing and Best Practice Committee

Mandate:

- to gather data and identify the best practices in the member Colleges, draft summaries and share them with all the Colleges;
- to advise the Board on common approaches for EBVS member Colleges such as using or developing IT tools.
- to communicate the EBVS mission, strategic goals and objectives to all major stakeholders, including EBVS members, practicing veterinarians, academia and the public

Membership: 6 members.

Term of office: 4 years, can be extended once.

A.4.7 National Representatives Committee

Mandate:

- to liaise with the local professional veterinary licensing body (competent authority) to understand whether EBVS specialists are recognised, and if not, understanding the issues and working with the support of EBVS to gain recognition of EBVS and its Colleges;

- to provide information on veterinary specialisation in Europe to government bodies, private organisations, veterinarians and animal owners;
- to work with other veterinary organisations to ensure national and EU recognition of the need for specialist knowledge and expertise, as part of the range veterinary professional services available to and protecting the public;
- to maintain a watching brief on any 'veterinary professional political or other activity' within their geographical area, which might impact on or be contrary to the interests of EBVS and to report this to the EBVS Executive Committee without delay;
- to maintain a database of Veterinary Educational organisations, Professional groups and societies within their geographical area, to whom EBVS should send EBVS communication materials;
- to work with the EBVS Secretariat on any correspondence from their own nationals, relating to national issues which may have some interaction with EBVS;
- to use periodically the promotional material, as posted by the EBVS on the country representatives page, to achieve publication in their own countries/regions in the most appropriate and widely read journal, magazine or website;
- to encourage all Diplomates in their country to use the EBVS specialist title and the EBVS logo on their letterhead, and promotional materials;
- to prepare an annual report of activities;
- to explore the possibilities to establish a national veterinary specialist organization;
- to attend any National Representatives' meeting for which travel and accommodation expenses will be covered by the EBVS Membership.

Membership: at least 1 member per country.

Requirements: National Representatives should be:

- recognised at country level and active in their national specialist association (where applicable);
- able to meet with chambers and statutory bodies of their country so they can act on behalf of EBVS;
- good ambassadors for EBVS and the Colleges. They should not be isolated to their own discipline but must be willing and able to support all Colleges;
- an EBVS specialist of suitable seniority (ideally with a letter of endorsement from their College).

Term of office: 4 years, can be extended once.

Selection: The selection committee will announce a vacancy in a country and put out a call for interested applicants. Applications (including cv and letter of motivation) will be assessed by the selection committee.

B. EBVS PROCEDURES FOR MEMBER COLLEGES

B.1. Procedures on Supervision of a College

B.1.1. Annual reports

1. **Deadlines:** Annual Report Forms are to be completed on the EBVS website not later than **January 15**. If an Annual Report is completed after January 15, the report may not be discussed that year (in which case it will automatically be included in the agenda of the AGM of the following year) and the College will receive a 10% penalty fee. Colleges that are part of the EBVS/College website cluster will be able to generate automatic reports for most (or all) of the numerical components of the annual report.
2. **Reporting:** A compilation of all Annual Reports, including statistical information, is developed prior to the AGM of the EBVS and is part of the agenda for that meeting. During the AGM, the annual report of each recognised College, including those on provisional recognition, is reviewed by the Board. Questions are answered or clarifications are provided by the appropriate representatives. Each report is approved or returned to the College for additional information and clarification.

B.1.2. Five-year detailed reports

1. **Organisation of the report:** Each College is required to submit a detailed report of its status and activities to the EBVS at five-year intervals. The detailed reports must be organised as outlined in the documents "*Colleges' 5-year self-assessment report - provisional recognition*" for provisionally recognised Colleges and "*Colleges' 5-year self-assessment report - full recognition*" for fully recognised Colleges.
2. **Deadline:** The EBVS Secretariat reminds each organisation of its pending detailed review at least six months before it is due. Detailed reports must be submitted by **November 15**. At each EBVS AGM, the Colleges that have to submit a detailed 5-year report on the following year are announced.
3. **Review:** The reports are crosschecked by the CEO for any missing documentation or inappropriate format before being sent to the SQA Committee. The SQA Committee may ask the College, via the EBVS Secretariat, for any additional information they need, will complete the part 'For Reviewers' on purpose made template(s), and prepare a (one or two page) summary report and submit it to the EBVS Secretariat for distribution to the Board. The summary report is due by **January 15**, and upon receipt the EBVS Secretariat will send it to the College concerned for comments by **February 15**. The College's comments will be sent to the SQA Committee. The College's report, the Committee's summary report and the College's comments are then distributed to the EBVS Board members.

4. **Presentation at the AGM:** The SQA Committee initiates and leads discussions and poses the questions for the representatives of the College under review at the AGM. One member of the Committee should be prepared to present their comments on a few slides at the AGM in order to simplify matters for the members. Proposals on how to overcome any problems should be stated. However, it should be stated whether the College meets the requirements and if not, then the Committee is expected to offer clear proposals for the Board to vote on what should be done, along with a clear timeline within which the Colleges have to implement the changes.
5. **Voting:** At the General Assembly, a 5-year report may be approved, conditionally approved (minor deficiencies – to be corrected within the year) or rejected (major deficiencies – actions depending on the severity of the deficiencies).

B.2. Procedures for Diplomates of non-EBVS recognised Colleges

See [B.2. Policies for Diplomates of non-EBVS recognised Colleges](#), no specific procedure at EBVS level.

B.3. Procedures for Re-certification of Diplomates

Each College has its own responsibility in creating a 100-credit point system for re-certification of their diplomates. The system has to be sent to and approved by the EBVS Board. The credits can be obtained by participation in research, educational or service activities and points have to be collected in at least 2 of these 3 categories. The EBVS only recognises scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. Specialists or Colleges who/which practice or support implausible treatment modalities with no proof of effectiveness run the risk of withdrawal of their specialist status. No credit points can be granted for education or training in these so-called supplementary, complementary and alternative treatment modalities.

B.4. Procedures for Residencies

B.4.1. Criteria for residency programmes

The format for presenting the programme criteria for residency programmes is as follows:

- Requirements for entry to the programme, including an obligatory at least one-year rotating internship period or equivalent (minimum 2 years of practice).
- Detailed objectives of the programme.
- Anticipated total time requirement (at least 3 years, with a minimum of 4 years including internship or equivalent).
- The minimum requirements for facilities, services, equipment, and diagnostic laboratory capabilities.
- A synopsis of the number and type of patients that will be required to be seen and the emphasis and anticipated (or required) depth of study for each patient.

- The percentage of time the resident must spend on research (preparation of scientific manuscripts, attendance at conferences and “in house” residents’ seminars, presentation of papers) and teaching (external rotations clinical, education of graduate veterinarians and/or veterinary medical students).
- Study and education
 - Formal course work: course description, available locations, importance (essential or recommended).
 - Independent study: resources required, time, library resources, self-assessment.
 - Evaluation of Programme Reports by: resident, supervisor, institution, College.

The EBVS recommends these guidelines for the approval of residencies.

The suggested procedure is as follows:

1. **Self-evaluation report:** The College receives electronically a report of self-evaluation from the residency programme director. This report will state the objectives of the residency and describe how the programme meets those objectives and the standards established by the College.
2. **Review of self-evaluation:** The Education Committee will review the self-evaluation report. Each member of the committee will report in writing to the chairperson of the committee any deficiency found in the report.
3. **Feedback on self-evaluation:** The Chairperson of the committee will write to the director of the residency programme, requesting clarification of any points that are unclear and further information on any apparent deficiencies. If there are issues that remain, he/she will write to the Dean or Head of the Veterinary School or the chief executive officer of the institution within which the residency programme is being conducted, with a copy to the director of the residency.
4. **Decision:** The committee will meet and consider all the available information about the residency programme and develop a recommendation for action by the College. The College will approve or reject the residency.

C. PROCEDURES FOR THE ESTABLISHMENT AND RECOGNITION OF NEW COLLEGES

C.1. Procedure for the Establishment of a New College or Sub-speciality

1. **Letter of intent:** Veterinarians forming a College or a sub-speciality and seeking EBVS recognition must submit a letter of intent to the EBVS Secretariat at an early stage. Additionally, for a sub-speciality, a letter containing a statement of approval from the parent College must be included.
2. **Fees:** Upon receipt of such a letter(s), an invoice for the application fee will be sent with a letter acknowledging receipt of the letter of intent. After payment of the fee, the review process can start.
3. **Stakeholder and EBVS consultation:** The Executive Committee will solicit information and opinion from the profession concerning EBVS recognition of the proposed College. Then, the case will be discussed at the General Assembly where a decision will be made on the suitability of the proposed speciality to establish a separate College or a sub-speciality under an existing College.
4. **Liaison Officers:** If the EBVS votes to proceed with the formation of a separate College or a sub-speciality under an existing College, the EBVS Board will assign two of its members, generally from fully recognised Colleges, to act as Liaison Officers with the Organising Committee for the proposed new College or sub-speciality, and to advise the group on preparing an application for recognition. Applicant organisations should consult with their liaison representative in the preparation of the application. The Liaison Officers will report annually to the EBVS, on the progress the group has made towards developing an application for recognition.
5. **Application and deadlines:** Prior to submission to the EBVS, the applicant organisation should supply the Liaison Officers with the entire application for their review of the format and content of the application. This should be done in a timely manner to permit the Liaison Officers to review the application, to communicate their comments to those applying, and allow time for revision of the application should that prove necessary. While the applicant organisation is not bound to accept the comments of the Liaison Officers, and the acceptance of any such comments does not ensure that the EBVS will accept the application, it is likely that cooperation at this level will be of benefit to the applicant organisation. Once Liaison Officers request changes, amended documents should be sent back to the Liaison Officers, who should respond to documentation within one month. An application for EBVS recognition of a College must be received by the EBVS Secretariat, electronically, not later than **1 October** in order to be discussed at the next General Assembly.
6. **Review of applications:** All applications will be reviewed by the EBVS Executive Committee before being sent to the members of the Board. The Executive Committee will review the information and opinions gathered and determine if the application is complete. Once the Executive Committee is satisfied, the application will be forwarded to the EBVS Board for comments. The comments are sent to the Liaison Officers. The Liaison Officers will prepare a

commentary. The application and the commentary will be distributed to the EBVS Board. The criteria ([Policies C.1.1](#)), are the basis for evaluating the application. The commentary is due at the EBVS Secretariat by **January 15**. The applicant organisation will receive a copy of the commentary from the EBVS Secretariat.

7. **Presentation at the AGM:** Two representatives of the applicant College will be invited to attend, at their own expense, the AGM of the EBVS at which their application is considered. The Liaison Officers initiate and lead discussions and question the representatives of the applicant organisation at the AGM. One of the Liaison Officers should be prepared to present a motion to the Board concerning the application at the AGM.
8. **Second Review:** The Board will review the application and the revisions and may suggest appropriate amendments to the representatives of the applicant College.
When the material presented is found to meet all of the criteria, the EBVS will grant provisional recognition. If the review is not favourable, the application is returned to the College with a statement of the deficiencies found.
9. **Adverse decisions:** At any point in the review process for recognition of a College as described above, adverse decisions may be made. The College under review will be informed within 30 days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the EBVS Board, which will appoint an appeals committee comprised of three past members of the EBVS Board.

C.2. Procedure for Obtaining Full recognition of a College or Sub-speciality

1. **Timeline:** After a minimum of four years, but not more than ten years, under provisional recognition, a College must submit to the EBVS a request for full recognition. Extensions to the ten-year time limit may be granted by the EBVS on a yearly basis and for no longer than five years, provided the request is made in writing. If at the end of this five-year extension, full recognition cannot be granted, provisional recognition will automatically be removed.
2. **Application and review:** The application for EBVS full recognition of the College must be submitted by the College to the EBVS Secretariat by **November 1**. The applications will be crosschecked by the CEO for any missing documentation or inappropriate format before being sent to the Standards and Quality (SQA) Committee. A request for full recognition should be organised in the format described under the guidelines for detailed reviews (see the Procedures section II, part D.2 and Appendix 4), and should indicate that the organisation is fully functional and fulfilling its stated objectives.
The SQA committee may ask the College, via the EBVS Secretariat, for any additional information they need, will complete the part 'For Reviewers' of the purpose made template and prepare a one to a two-page summary report for distribution to the Board members. The report will also contain any appropriate suggestions to the College,
3. **Timelines:** Reports by the SQA committee are due by **15 January** of the next year. Upon receipt of the Committee's report, the EBVS Secretariat will send it to the College concerned for comments by **February 15**. The College's

comments will be sent to the Committee. The College's application, the Committee's summary report, and the College's comments are then distributed to the EBVS Board members.

4. **Presentation and voting at the AGM:** The Committee will initiate and lead discussions and questioning of the representatives of the College under review at the AGM. One member of the Committee should be prepared to present their comments on a few slides at the AGM in order to simplify matters for the members. Proposals on how to overcome any problems should be stated. However, it should be stated if the College meets the requirements and if not, then the Committee is expected to offer clear proposals to the Board to vote on what should be done, along with a clear timeline within which the Colleges have to implement the changes. If the documentation indicates that the organisation satisfies all of the criteria and the College is functioning effectively, the Board will vote whether to grant it full recognition.
5. **Adverse decisions:** At any point in the review process for recognition of a College as described above, adverse decisions may be made. The College under review will be informed within 30 days of the adverse decision. The College will also be informed of its rights of appeal. Any appeal against an adverse decision will be brought before the EBVS Board, which will then appoint an Appeals Committee comprised of three past members of the EBVS Board.

D. PROCEDURES FOR DISCIPLINARY ACTIONS AND COMPLAINTS

D.1. Disciplinary actions by the EBVS against a College

The following procedures shall apply in any consideration of disciplinary action by the EBVS against a College:

1. **Complaint submission:** A complaint against a College may be made by another College, a Diplomate, a resident, an applicant/candidate or a member of the public. When a complaint is received by the EBVS Secretariat against a College, the complaint will be referred to the Executive Committee of the EBVS, and the person making the complaint will be notified of such referral. The EBVS Executive Committee may request further information, if required, and also seek an explanation from the College. Unless a compromise is reached and the complaint is withdrawn, the decision may be either dismissal of the complaint or its referral, via the EBVS Secretariat, to the EBVS Board.
2. **Notice:** Notice of the proposed consideration of disciplinary action will be delivered, via the EBVS Secretariat, to the President and the Secretary of the recognised College involved not less than **30 days** prior to the scheduled General Assembly or extraordinary meeting of the EBVS Board at which the matter is to be considered. This notice will include a detailed outline of the complaint(s) received or alleged deficiencies.
3. **Quorum:** Two-thirds of the members of the Board (excluding the representative of the College involved) must be present throughout the meeting where the disciplinary action is to be considered. Any decision must be approved by a two-thirds majority of the voting Board members present.
4. **Presentation:** Representatives of the College will be given an opportunity to present relevant information and their views on the matter at the meeting. Travel costs for the representatives of the College will not be at EBVS's expense.
5. **Decision and possible outcomes:** In executive session, and in the absence of all representatives of the College (including Executive Committee members pertaining to the college in question), the EBVS Board will discuss the appropriate action to be taken. Possible actions include:
 - a. dismissal of the complaint
 - b. warning and advice on remedial measures
 - c. downgrading of the status of a fully recognised College to a provisional recognition
 - d. withdrawal of recognition of the College
6. Any decision must include a full description of the reason for the action. The decision will be communicated, in writing, via the EBVS Secretariat, within 30 days of the time the decision was made.

D.2. Disciplinary actions against an EBVS Executive Committee Member

The Complaint will be considered by an *ad-hoc* Complaints Committee immediately after their appointment for a period of no longer than three months from the date of receipt of the complaint, during which time the accused Executive Committee member abstains from his/her duties.

The Complaints Committee must:

1. be Board members from different Colleges, whose representatives are not EBVS Executive Committee Members and have no conflict of interest in relation to the nature of the complaint.
2. Contact the Officer against whom the complaint has been made with details of the complaint, giving **30 days** in which to respond;
3. Contact the Colleges making the complaint with the Officer's responses, giving **30 days** in which to respond;
4. Review all responses within the following **30 days** and come to a majority decision. In the event that no decision can be agreed upon, the complaint is automatically settled in favour of the Executive Committee Member;
5. Inform the Board members of its decision via the Secretariat.

D.3. Procedures for considering misconduct by a Diplomate or Resident of a College

Each college will develop procedures to consider misconduct by a diplomate or resident relating to the functions of the college. Nothing in this section prevents a College from making provisions in its procedures beyond the minimum requirements, except to the extent that any such provision might compromise the intended effect of a minimum requirement or might compromise the principles of fairness and natural justice generally. The principles of those procedures should include:

1. The appointment of an investigating officer for cases where the executive committee of the college consider that there may be evidence of misconduct
2. That investigating officer should be an EBVS specialist (from any college) who has no current or historical relationship with that individual or of any aspect of the allegations. For example, if the allegation relates to the examination process, no member of the examination committee of that college should be appointed.
3. Definition of timelines such that individuals are made aware of the allegation, within a normal maximum of 10 working days, but considering the wellbeing of the individual as per the requirements below
4. The investigating officer should inform the individual that an allegation has been made and set out the process of the investigation. It may be appropriate at that time to organise an interview, or the investigating officer may require more time to collect evidence.
5. Development of procedures for consideration of the report by the executive committee of the college, including defining reasonable time scales for the completion of the report. As a guide, these should be completed within 30 days of the individual's notification, although complex cases may take longer and should be permitted. Those procedures can include any of the following steps as considered appropriate by the college.
6. The ability to act swiftly upon the recommendations of the investigating officer without a full disciplinary panel where the recommended outcomes are of dismissal of the allegations, warnings, undertakings or conditions that will not significantly impact on the role of the individual.
7. The ability to refer any case to a full disciplinary panel irrespective of the investigating officers report at the discretion of the executive committee of the college
8. Where recommended conditions have greater impact on the earning potential of the individual, the executive committee of the college should form a disciplinary panel of three members to consider this case.

9. Disciplinary panels should be independent EBVS specialists and could be chaired by someone outside of the college, who ideally has experience of conducting such panels in academic settings.
 10. The panel should consider the verbal and or written reports of the individual and the investigating officer either synchronously in a meeting or through individual meetings/submissions. The panel must consider responses from the individual to the investigating officers report.
 11. The panel should only consider mitigating circumstances when it comes to selecting appropriate sanctions and not when considering the importance of the misconduct.
 12. Sanctions must be considered one by one, in order of severity, starting with the least severe.
- Colleges should establish an expected timeline for the conclusion of the misconduct procedure, accepting that complex cases may take longer. Usually this would be within 60 days, however colleges should ensure that their time limit can be extended by the authority of the executive committee of the college, ensuring the individual is kept up to date.
 - Colleges must ensure their procedures reflect the wellbeing and mental health impacts of allegations on the individuals. They must develop procedures that ensure that no step of communication regarding allegations, other than outcomes that do not impact the individual, are not sent at the end of a working day, nor at the end of a working week where individuals may lack professional support networks. Colleges must make all reasonable attempts to understand the individual's working patterns, to protect the wellbeing of the individual. Support must be signposted for that individual or a mentor assigned to support that individual.

See [D.3. Policies on Complaints against a Diplomat of a College](#).

E. APPEALS PROCEDURES

E.1. Procedure for appeals at College level

This section describes the minimum requirements that a College must incorporate into its Appeals Procedures. Nothing in this section prevents a College from making provisions in its Appeals Procedures beyond the minimum requirements, except to the extent that any such provision might compromise the intended effect of a minimum requirement or might compromise the principles of fairness and natural justice generally.

Appeals Committee: The College's Procedures will provide for the appointment of an Appeals Committee. The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Executive Committee of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. If the college wishes, it may assign a diplomate from another EBVS-recognized college to the Appeals Committee

Communication of the right of Appeal: In the event that a College makes a decision that a resident or diplomate may wish to contest, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeals Procedures must specify an address and Officer of the College to which an Appeal should be sent.

Grounds of Appeal: Appeals can be lodged on, but are not limited to, the following grounds:

1. That the College failed to correctly apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
2. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS, or
3. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

E.1.1 Procedure for initiating an Appeal

1. **Appeal submission:** The College must require an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
2. **Timelines:** The College must allow Appeals to be made within 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a

minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination.

3. **Fees:** Submission of an appeal to the College must be accompanied by a deposit of XXX € (the amount to be decided by the College) to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within **four weeks** of receiving an invoice, then this will be deemed an admission of liability. The deposit is re-paid in full, in case the appeal is upheld. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant with a minimum fee of xxx eu. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

4. **Receipt, confirmation of grounds for appeal and Appeals committee establishment:**

The College must acknowledge receipt of an Appeal within **10 working days**.

- a. Within **20 working days** of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
- b. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:

- i. It will take no further action (and explain the justification for this), or
- ii. It will consider the Notice instead as a request for an informal review of an adverse decision by the College Board on non-appealable grounds (e.g., extenuating circumstances of personal difficulty etc.).

5. **Feedback to appellant:** Within **15 working days** of step 4, the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

6. **Objections to the composition of the Committee:** The College must:

- a. provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
- b. provide a reasonable procedure by which any such concerns or objections are considered and responded to.

7. **Appointment of the Committee:** Within **5 working days** of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.

8. **Convening the committee:** The procedure for convening an Appeals Committee to consider the Appeal must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 5 above.

E.1.2 Procedure for an Appeal Process

A College must provide a process by which the Appeals Committee will conduct the Appeal. A College must require all Appeals to be conducted in all due confidence.

1. **Information:** The Appeals Committee must be able to request and be given access to information relevant to its consideration of the Appeal from any relevant party.
2. **Hearing:** The Appeals Committee must carefully evaluate the need for a hearing. When an Appeals Committee decides not to hold a hearing in an Appeal regarding an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. When a hearing is held, attendees must be given sufficient choice of dates/times to allow them to attend. A hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Hearings will be conducted in English. The Appellant may be accompanied by an individual ("representative"), who may assist them to present the appeal. The "representative" will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.
4. **Minutes and recordings:** A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties. The minutes and, if applicable, the electronic recording, shall be made available to the meeting's participants on request.
5. **Decisions:** The Appeals Committee must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.
6. **Timelines:** The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under E.1.1.7 above. The Executive Committee of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee of the College shall

communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

E.2. Procedure for appeal at EBVS level

Upon completion of steps above, if the Candidate or Appellant is not satisfied with the outcome, he/she may appeal to the EBVS against the decision of the College. The whole process of complaint/appeal must be handled in due confidence.

1. **Submission:** Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process. An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College and shall include a clear statement of the grounds for Appeal of the decision.
2. **Grounds for appeal:** The adverse decisions of a College against which an affected party may appeal to the EBVS are those specified in Section E.1 above, as well as a decision of a College not to conduct an Appeal under E.1.1.4 above. The grounds for Appeal are those specified in Section E.1 above.
3. **Documentation from Appellant:** The Notice of Appeal must provide all appropriate documentation in support of the Appeal, indexed and arranged chronologically, and must include correspondence details of the Appellant in both forms (e-mail address and mailing address). One hard copy of each document must be submitted via registered mail, as well as copies of all documents electronically to the EBVS Secretariat. All documents relating to an appeal must be archived for at least 7 years.
4. **Fees:** Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
5. **Receipt:** Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.
6. **Documentation from the College:** Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter.
7. **Communication:** Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.

8. **Decision on grounds for appeal:** On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
9. **Complaints:** If no proper ground of Appeal is identified the case will be considered as a Complaint. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party, or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation. This may be that the complaint is not upheld, and so no further action is necessary, or by way of Advice to the College as to how the complaint should be resolved fairly and proportionately. This Advice is not considered binding for the College. The whole process of handling a complaint may not last for more than 60 days.
10. **Appeals:** If the decision of the EBVS President was that the matter be dealt with as an Appeal, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognised Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomat, or hold any other category of membership, of the College involved in the dispute. Any conflict-of-interest statement must be submitted by all members to the EBVS Secretariat in writing.
11. **Appeals Committee Composition:** The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections. The EBVS Executive Committee will consider any objections to the composition of the Appeals Committee. The Executive Committee will make a decision as to whether the member in question should be asked to stand down from the Appeals Committee. The decision will be communicated in writing to the parties in dispute, and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.

If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.
12. **Timeline:** Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.

The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least 14 days' notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least 10 days in advance of the hearing.

13. **Decision:** The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be announced as the decision of the Committee. Individual Committee members' views will be treated as confidential. The EBVS Appeals Committee may reject or uphold the appeal. Where the Appeals Committee upholds the appeal, the Committee may modify or reverse the decision of the College, and/or adjust any sanction. The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision. The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The decision of the EBVS Executive Committee in relation to the Appeal is final.
14. **Communication of the decision:** The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.

15. Financial aspects

- a) The EBVS shall not be responsible for any of the costs incurred by any party in the handling of a Complaint or an Appeal process. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS.
- b) Apart from the initial Euro 1500 deposit from the Appellant, a Euro 1500 deposit will be invoiced by the EBVS to the other party, to act as security against expenses incurred by EBVS in handling of a complaint and/or an Appeal. If either party does not pay their deposit within 30 days of receiving an invoice, then this will be deemed an admission of liability.
- c) If at the conclusion of a complaint process the recommendation by EBVS is accepted by both parties, any administrative costs incurred by the EBVS in handling the case shall be met equally by the two parties. If a case goes to appeal, all administrative costs incurred by the EBVS in handling of a complaint and/or an appeal, including any travel and subsistence costs of the Appeals Committee members and the Secretariat attending an oral hearing, shall be met by the losing party. Any remaining deposit will be re-paid to either party together with an itemisation of the costs retained.

F. PROCEDURES ON DATA PROTECTION, TITLES AND DATABASE

F.1. Privacy and Data Protection

Guidance on EBVS Colleges and GDPR can be found in [the](#) best practice document.

F.2. EBVS European Specialist Title and EBVS Database

1. Each year the Secretaries of EBVS recognised Colleges are required to update the information in the EBVS database kept on its website. This will be done automatically for colleges that are part of the EBVS/College website cluster.
2. These listings must (at least) include:
 - a. Name of College/speciality.
 - b. Name and address, e-mail address, telephone number(s) of the College Officers and the EBVS representative and deputy representative.
 - c. Any changes in the Constitution, Bylaws, and Policies and Procedures.
3. A database entry for Diplomates, honorary members and associate members will include:
 - a. Name and address, e-mail address, telephone number(s), and qualifications
 - b. Nationality
 - c. Business address
 - d. Diploma or membership title
 - e. Current Status (certified, non-certified, or retired)
 - f. Specialist title
 - g. Employment
 - h. Country of residence
 - i. Country (School) of first (veterinary) degree
 - j. Country (centre) of residency programme followed
 - k. Type of programme (standard or alternate) followed

Every effort should be made to ensure that up to date and accurate information is provided.

4. **Database of disciplines:** The EBVS will maintain a database of evidence-based veterinary subjects. Only titles approved by the EBVS may be used (see Policies). The information supplied for the EBVS database will be used to keep this list up-to-date.
5. **Database of members:** The EBVS will maintain a database of all categories of Diplomates and Associate and Honorary Members from EBVS-recognised Colleges. The information supplied for the EBVS database will be used to keep this list up to date. However, only specialists will appear in the database available for the public. Only the EBVS Administrator can add or update a specialist title. Specialists can choose how much information they display to the public on their profile. The minimum information required is name and speciality.

APPENDIX 1

Definitions of terms applied to veterinary specialisation

1. Alternate qualifying route - An alternate to a standard residency for obtaining knowledge and experience which enables one to qualify for the diploma examination in a speciality. The total length of this programme cannot be shorter than a standard residency programme. An alternate route programme has to be approved by the College in advance.
2. Approved centre - An institution that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a standard residency training programme. Approval is granted for a five year period, and re-approval is necessary every five years thereafter.
3. Associate Members - Scientists who have contributed significantly to research in veterinary medicine can become Associate Members of a College. Admission criteria for Associate Members are defined by the Executive Committee of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the respective College can be admitted as Associate Members.
 - a. Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate.
 - b. Associate Members are encouraged to participate in the training of Residents together with Diplomates of the respective College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.
 - c. Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting
 - d. address, e-mail address, telephone number(s). They can be co-opted to College committees as advisors.
 - e. Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.
 - f. The number of Associate Members shall not be more than 10% of the total number of the college diplomates.
 - g. Associate Members may use the title 'Associate Member of the College name', however the use of the title 'Associate Diplomate' or other misleading title is not allowed, under penalty of withdrawing the associate membership status.

The title of Associate member can be granted for a maximal period of 5 years. After this time, the contribution of the Associate member should be evaluated by the (Credentials) committee. The criteria for re-evaluation are determined by the Colleges based on the needs of the College and reason for affiliate membership.

4. Candidate - A Resident who has completed his/her residency and his/her credentials have been approved by the Credentials Committee, therefore he/she may sit for the certifying examination.
5. College - An organisation of veterinarians that has as its objectives the establishment of standards for the education and experience necessary for qualification as a specialist, and the examination and certification of veterinarians in the speciality.
6. Degree Programme - A degree programme is an educational programme, which may or may not be combined with residency training that leads to the degree of MSc, PhD or an equivalent degree.
7. Diplomate - A veterinarian who has been awarded the diploma of an EBVS - recognised College, after passing the College's certifying examination or being appointed as a Founding Diplomate. A Diplomate who practises his/her speciality sufficiently (spending more than 60% of their time, i.e. more than 24 hours per week, based

on a normal working week of 40 hours) and passes the re-certification process of the College shall be awarded the title of Specialist by the EBVS. Diplomates who do not practise their speciality sufficiently or for any other reason do not re-certify, can use the title "Diplomate", but not the title of "Specialist"; they will be removed from the EBVS specialist register.

They

- a. may attend the College's Annual General Meeting;
- b. may act as a co-supervisor in Residency training programmes, and
- c. must pay annual fees (as decided by the College).

However, they may not

- a. be a member of the College's Executive Committee;
- b. represent the College on the EBVS Board;
- c. be a member of the College's Credentials, Examination, Education or Residency Committees (Colleges, however, are allowed exemption from this rule).

8. **Diplomate de facto** - A Founding Diplomate appointed by the Interim Executive Committee of a College. De facto-recognised Diplomates are not required to submit to examination to become a Diplomate but they are expected to contribute to the running of the College and the training of residents. De facto recognition is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must meet the same criteria as the Founding Diplomates.
9. **Diplomate Founding** - A Diplomate who is not required to submit to examination. Founding Diplomate status may be granted to the members of the Interim Executive Committee and the limited number of de facto-recognised Diplomates appointed by the Interim Executive Committee. This distinction should be reserved for only the most distinguished and experienced members of the field. For the criteria that Founding Diplomates should meet see Policies section II, part A.5.b.i-viii (pages 6-7).
10. **Discipline** - A field of study or expertise, definable as a distinct area of veterinary medicine.
11. **European Veterinary Specialist** - Title awarded by the EBVS to certified Diplomates of recognised Colleges. Indicates the speciality within a College's jurisdiction in which the specialist is designated a specialist. Registration as a European Veterinary Specialist is limited to one speciality from the EBVS; however, Diplomate status at more than one College is allowed. See Appendix 5 for approved titles. Individuals who are diplomates in two Colleges or two sub-specialities in the same College must choose in which college/speciality they want to be a specialist. In their second college/speciality, they may only use the title 'Diplomate', however they will be considered as non-certified diplomates, and their activities are those described in Appendix 1, paragraph 7, above.
12. **European Veterinary Specialists Register** - Register of European Veterinary Specialists of recognised speciality Colleges, maintained on the EBVS website. See Appendix 5.
13. **Expertise** - an area of special competence/expertise within a Speciality which the Diplomate can have placed in the Registry, Appendix 5, to inform the public of the availability of the Diplomate for consultation in this area. Examples are: Zoological medicine/marine mammals; Small animal medicine/genetic diseases of dogs; Toxicology/rat liver pathology.
14. **Full recognition** - A classification assigned to a College that meets or exceeds all of the established criteria.
15. **Honorary Member** - A status conferred to a person who has made an exceptional contribution to the speciality. A nomination for Honorary Member status requires the proposal of two Diplomates in good standing and an election with a two-thirds majority at an Annual General Meeting. A College can have up to 5 per cent of its membership composed of Honorary Members.

16. Interim Executive Committee - A limited number of veterinarians, proposed by a College seeking EBVS provisional recognition, whose task is to conduct the business of the College after provisional recognition is achieved and for a period of up to five years. The members of the Interim Executive Committee are appointed by the EBVS Board at the time a College is provisionally recognised. To be appointed as member of the Executive Committee he/she must meet the criteria for the Founding Diplomates.
17. Internship - An internship shall be a minimum of a one-year term of flexible rotating clinical training in veterinary medicine beyond the professional degree. It provides practical experience in applying knowledge gained during formal professional education, and offers an opportunity for recent graduates to obtain additional training in the clinical and basic sciences. An internship is composed of a broad range of clinical assignments within one of the major divisions of veterinary medicine. This year of comprehensive broad postgraduate training and experience prepares a veterinarian for high-quality service in practice or for a decision on an area of specialisation. It is important that an internship be truly a rotation, involving a wide range of clinical activities. It should be conceived as a training programme for the intern rather than a service benefit for the clinic.
18. Non-certified Diplomate - A Diplomate who (i) has not practised the speciality for at least two continuous years or the equivalent of two years during the previous five years or (ii) has not fulfilled the requirements for the re-certification procedure or (iii) has not attended an Annual General Meeting for three years without previous dispensation from the College or (iv) has not submitted re-certification documents. A non-certified Diplomate is not allowed to use the title European Specialist but may use the title Diplomate. A non-certified Diplomate seeking to revert to certified Diplomate/specialist status needs to satisfy the Credentials Committee of the College.
19. Organising Committee - A small number of veterinarians, proposed by a College seeking EBVS recognition, whose task is, in cooperation with the Liaison Officers, to prepare the application to be submitted to the EBVS Secretariat to achieve provisional recognition of the College. The members of the Organising Committee may be included among the proposed members of the Interim Executive Committee of the College.
20. Provisional Recognition - A classification assigned to a new organisation that has not been in existence for more than ten years, and has not applied for full recognition and or has not met all the criteria pertaining to complete formalisation of its structure and objectives. In exceptional circumstances, provisional recognition can be extended for a one to a five-year period, subject to a yearly written request and approval by the EBVS.
21. Recognised College - An organisation that has been recognised by the EBVS to establish standards for a speciality and certify veterinarians who meet those standards.
22. Re-certification - Formal procedure to assess and verify that diplomates from an EBVS-recognised College keep their level of knowledge, skills and competences in accordance with established requirements of EQF level 8. Each Diplomate will have to be re-evaluated by their College every five years, starting five years after they first became a Diplomate. In order to re-certify they will have to fulfil the requirement of practising the speciality for more than 60 per cent of their time, based on a normal working week of forty hours, and the requirements of the standard procedure according to a credit point system as described in the Policies and Procedures, Policies section II, part H (page 15). Certification or re-certification in two colleges or in two sub-specialities of the same college is not allowed.
23. Residency - A residency shall be advanced training in a speciality of veterinary medicine which may or may not lead to certification by the College. Colleges establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. An approved Residency Programme must be conducted under the supervision of an EBVS-recognised certified Diplomate or an international counterpart as defined in Policies section II, part I, and is usually narrowly confined to a specific discipline. Residents are often involved, as lecturers or instructors, in the professional instructional efforts of a College. A residency may in

some instances be related to an advanced degree programme. The minimal length of a residency programme is three years.

24. Resident - A veterinarian who, after completing an internship, has enrolled in a standard or alternate residency programme that fulfills the requirements for certification in a speciality within the jurisdiction of an EBVS-recognised European Speciality College.
25. Retired Diplomate - A Diplomate who is permanently and irrevocably of non-certified status. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (Retired).
26. Society - An organisation of veterinarians and others having a common interest in a discipline of veterinary medicine. A Society usually has as its objective the encouragement of scholarship, through educational programmes, among those interested in the discipline. A Society is not a speciality certifying organisation.
27. Specialist - See §11.
28. Speciality
 - a. System Speciality - A field that has its primary emphasis on a specific organ or body system within veterinary medicine, e.g. ophthalmology or neurology. This field may involve different species, and may involve different medicine and/or surgical disciplines within the representative body system or organ, which is the primary area of specialisation.
 - b. Discipline Speciality - A field that has its primary emphasis on a particular discipline within veterinary medicine, e.g. Surgery, Pathology, Preventive Medicine and Public Health. This field may involve different species, and may involve different body systems or organs within the representative discipline, which is the primary area of specialisation.
 - c. Species Speciality - A field that has its primary emphasis on a particular species or group of species within veterinary medicine, e.g. Laboratory Animal Medicine, Avian Medicine and Surgery or Bovine Health Management.
29. Standard Residency or Route - The minimum and most time efficient education and/or training under appropriate supervision will qualify a candidate for examination. It takes place in an approved centre. Any experience requirements must be clearly defined, relevant to the objectives of the speciality and amenable to evaluation.
30. Sub-speciality - Defines the area within a Speciality in which a specialist works and which is recognised as such by the EBVS.
31. Waiting Period - A waiting period is defined as a period of time between completion of a standard residency or alternate route of training and candidate eligibility to sit for the certifying examination. Candidates must submit their credentials for approval within 2 years of completion of an approved Residency, and must pass all parts of the examination within 8 years of the completion of their Residency programme. Failure to satisfy any of these requirements necessitates that the candidate goes through the credentials process again and additional periods of training and/or experience may be requested by the Credentials Committee.

Appendix 2

EBVS P&Ps 2021 version control

Version 1 → Version 2 (12/4/2021)

- Includes the text voted in November 2020 on internationally recognised, version 1 contained only placeholder text
- UK spell check for recognized/recognized, speciality/specialty.

Version 2 -> Version 3 (24/5/2021)

Changes voted on at the April 2021 GA:

- cover page: Version 3 (Approved at and includes votes of the April 2021 GA)
- page 8: under EBVS Policies for member colleges, a sentence was added: *Changes in this document that affect Colleges must be reflected in College documentation as soon as possible, and no later than 24 months, after the vote has been taken to approve the change.*
- page 17: C.1.3 Criteria for founding Diplomates: Added 'or last author' to: *be first or last author of at least 10 publications in peer-reviewed international journals resulting from the research or practise in the speciality.*
- page 19: D.2 Disciplinary actions against an EBVS Executive Committee member: added text to denote who can lodge a complaint: *Any complaint registered against an EBVS Executive Committee member by Colleges, Diplomates or Residents must be endorsed by three or more Colleges and sent to the EBVS Secretariat.*
- page 40: E.1 Appeals committee. Added: *If the college wishes, it may assign a diplomate from another EBVS-recognized college to the Appeals Committee.*

Version 3 - > Version 4 (03/12/2021)

Changes voted on at the November GA

- Page 13 Modular route to specialisation

The number of credits allocated to this can be delivered flexibly but should be aligned to the amount of time individuals undertaking a standard residency programme spend under direct supervision. ... → The number of credits allocated to this can be delivered flexibly but should be aligned to the outcomes expected to be achieved during the time individuals undertaking a standard residency programme

- Page 15

This text was added to B.4.2.9 Invigilation : with the exception of oral (viva voce) examinations delivered remotely using video conferencing technology where the integrity of the examination process can be assured using a combination remotely attending examiners supported by physical invigilators who ensure the integrity of the process but who may be absent during the actual assessment. (See best practice guidance for delivering remote oral examinations)

- Page 9 B.2. Policies on Diplomates of non-EBVS Recognized Colleges

... "in exceptional circumstances." replaced by the phrase ... "as deemed appropriate by the College."

- Page 15 -16 B.4.2.11 Failure at examinations

This text was replaced : If a candidate fails one or more parts of the examination twice, the Examination Committee should contact the Credentials Committee. Based on the report of the Examination Committee, the Credentials Committee should contact the candidate and their supervisor and discuss an education plan with them. Candidates that, despite the corrective track, failed 4 times the examination or did not obtain the Board diploma within 8 years after the end of their residency will be refused for further training and examination unless exceptional circumstances have been approved by the college.

New text reads: → If a candidate fails one or more parts of the examination, the Examination Committee should contact each unsuccessful candidate and provide specific feedback in a format deemed appropriate by the College. If a candidate fails one or more parts of the examination twice, a mentorship and educational plan should be discussed with each unsuccessful candidate. Candidates that, despite the corrective track, failed 4 times the examination or did not obtain the Board diploma within 8 years after the end of their residency will be refused for further training and examination, unless exceptional circumstances have been approved by the college

Version 4 > Version 5 (January 2023)

Changes voted on at the November GA

- Page 10 **Reference letters for recertification**

Changes to allow colleges to change the requirement for two letters of reference with a self declaration of best standing. List of recertification points split to clarify the 4 points of recertification with subpoints relating to other aspects of the certification process

Changes voted on the April 23 GA

-Page 30

A.4.4. Standards, Quality Assurance and Governance Committee - this is a simple merger of two committees that had previously been approved by the board, but that merger had not been formally reflected in the P&P. The terms of reference are a merger of the previous SQA and Governance committees

-Page 31 A.4.6 Communications, Data Sharing and Best Practice Committee. This is a simple merger of two committees that had previously been approved by the board, but that merger had not been formally reflected in the P&P. The terms of reference are a merger of the previous Communication and 'Data sharing and best practice' committees

-Page 20 Policy for : Misconduct by a diplomate/resident of a College. The policies were changes to remove colleges responsibility for considering complaints that are matters for a national competent veterinary authority, while enabling colleges to take action against individuals that interfere with the processes of its college. It developed potential sanctions for colleges to consider.

- Page 40 Procedure for misconduct against a diplomate/resident. Requires colleges to develop a procedure for dealing with misconduct but gives colleges flexibility in how this is undertaken

