EUROPEAN COLLEGE OF VETERINARY MICROBIOLOGY

POLICIES AND PROCEDURES

2026

CONTENTS	Page
I. Description of the ECVM	
A. Mission/Objectives/Resources	**5**
B. Diplomates of the ECVM	**7**
C. Organisation and Officers	**13**
D. ECVM meetings	**18**
E. Fees	**19**
F. Advertising and Directory listings	**20**
II. Official Recognition of ECVM Training Centers	
A. Types of ECVM Training Centre	**21**
B. Requirements to Register as an ECVM Training Centre	**21**
C. Application to Register as an ECVM Training Centre	**22**
D. Re-approval of an ECVM Training Centre and Residency Programme	**23**
III. Training Programme to Achieve ECVM Diplomate Status	
A. Definition of the Training Programme	**24**
B. Objectives of the Training Programme	**24**
C. Main Goals Expected from a New Diplomate	**24**
D. Outline of Knowledge Required to Become a Diplomate	**25**
E. Types of Residency Programme	**28**
F. Duration of Residency Programme	**29**
IV. Enrolment in an ECVM training Programme	
A. Criteria to Enroll in an ECVM Training Programme	**30**
B. Enrolment in a Standard Residency Programme	**30**
C. Enrolment in an Alternate Residency Programme	**30**
V. Application to Sit the Qualifying Examinations	

A. Timing and Requirements	**31**
B. Submission of the Application	**31**
C. Procedure to Submit Credentials and/or to Sit or Re-sit the Qualifying Examinations	**31**
D. In Case of Credential Refusal	**32**
VI. Qualifying Examinations	
A. Policy on Examination Procedure	**33**
B. General Format of the Examination	**34**
C. Taking Part 1 of the Qualifyng Examination after the 2nd Year of Residency	**35**
D. Results of the Examination	**35**
E. Policy on the use of Non-EBVS Specialists as residency programme co-supervisors	**35**
F. Policy on Diplomates of Non-EBVS recognised Colleges	**36**
VII. Procedure to Re-sit the Qualifying Examinations	
A. Who Qualifies	**37**
B. Application to Re-sit any Part of the Examinations	**37**
VIII. Appeals Procedures	
A. Introduction	**38**
B. Appeals Committee	**38**
C. Communication of the right of appeal	**38**
D. Grounds of appeal	**38**
E. Commencing an appeal process	**39**
F. Conduct of an appeal process	**40**
IX. Privacy and Data Protection	**42**
X. Misconduct	**43**
Appendix I –Requirements for Re-Certification	**44**
Appendix II –Training Programmes	**52**

Appendix III –Examination Procedures	**61**
Appendix IV – ECVM Reference Letter	**68**
Appendix V – Measures of Quality Assurance	**70**
Appendix VI – Privacy and Data Protection	**73**
Appendix VII – Procedures relating to misconduct	**75**
Appendix VIII – Exceptional Personal Circumstances	**76**

POLICIES OF THE EUROPEAN COLLEGE OF VETERINARY MICROBIOLOGY

I. Description of ECVM

A. Mission/Objective/Resources

1. Mission

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Veterinary Microbiology across all European countries at the highest possible level so as to ensure that improved veterinary medical services will be provided to the public.

2. Objectives

The primary objectives of the College shall be the promotion of study, research and practice of veterinary microbiology in Europe, and increase the competency of those who practise in this field by:

a. Establishing guidelines for post-graduate education and training as a prerequisite to become a Specialist in the speciality of veterinary microbiology;

b. examining and authenticating veterinarians as Specialists in veterinary microbiology to serve the veterinary patient, its owner and the public in general, by providing expert care for animals with microbiological disease;

c. encouraging research and other contributions to knowledge in all aspects of veterinary microbiology, and promoting communication and dissemination of this knowledge;

d. the development, supervision and assessment of continuing education programmes in veterinary microbiology;

e. committing itself to the development of a culture, which recognises the importance of quality and quality assurance in its activities, and to this end, the College should develop and implement a strategy for the continuous enhancement of quality;

f. guaranteeing and maintaining the highest level of specialisation in veterinary microbiology, according to European Qualifications Framework (EQF) level 8.

3. Resources

a. The College is a non-profit organisation and does not pursue any commercial interests.

b. College funds may only be spent according to the Constitution and Bylaws of the College. Members or Officers of the College receive no payment from the funds of the College, except expenses payments.

c. No member or Officer of the College may be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.

d. The College may enlist the services of a secretariat who will be responsible for the operational management of the Executive Committee and support of the College.

e. The expenses of the College shall be met through various sources of income, including:

   i. Donations from individuals, companies and international organisations.
   ii. Income from educational meetings organised by the College.
   iii. Investment income.
   iv. Annual dues.

B. Diplomates of the ECVM

1. Categories of Diplomate Status

The Diplomate of ECVM is a veterinarian who has been awarded the diploma of ECVM, after passing the College's certifying examination or 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.

Non Certified-Diplomates

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

However, they may not

- be a member of the College's Executive Committee;
- represent the College on the EBVS Board;
- be member of the College's Committees (Colleges, however, are allowed exemption form this rule).

The Founding Diplomates of the College shall be the members of the Interim Executive Committee and the *de facto* Diplomates (refer to Bylaws, Article 2, Section 2). Once permanently retired, a Diplomate becomes a Retired Diplomate and is no longer active in any aspect of the College, pays no fees and cannot vote on College matters. College officers who retire before the compeltion of their term retain if they so wish their office and all relevant rights and obligations, until its completion. The College may confer Honorary Member status to persons who have made exceptional contributions to veterinary microbiologyand/or to ECVM. Honorary Members shall have all the rights and privileges of Diplomates or Specialists except the right to vote or hold office in the College (see Bylaws, Article 2, Section6).

The ECVM "*de facto*" (DF) 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 (ECVM Bylaws 2.2.2). The compliance of the DF ECVM members with this requirement will be monitored by the Vice-President (Appendix V).

A Diplomate recognised "*de facto*" is a Founding Diplomate that is appointed by the Interim Executive Committee. *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. Recognition of a small number of *de facto* Diplomates is possible up to five years after the

EBVS has granted provisional recognition. To be appointed one must meet the same criteria as the members of the Interim Executive Committee (Section 2.2.1.a-l above), including two letters of support (for the procedures to be followed see Interim Rules and Regulations, Article 3).

The College may confer Associate Member status to scientists of international repute who can prove their intention and capacity to contribute to training residents. The number of Associate Members shall not be more than 10% of the total number of the college diplomates. Each application for recognition as Associate Member is submitted to the ECVM Secretary; applications consist of the candidate's CV, and a letter of support signed by an ECVM Specialist documenting the candidate's capacity and intention to contribute to training of residents. The ECVM Education Committee evaluates the application and formulates a suggestion that is submitted to the ECVM Executive Committee for approval. Upon approval, Associate Members may use the title "Associate Member of the ECVM" but are not conferred any diplomas and are not entitled to use the designation of Diplomate or any other misleading title, under penalty of withdrawing the associate membership status. Associate Members are registered on the EVCM site and are allowed to act as resident supervisors only in residencies that are directed or supervised by an ECVM Diplomate. Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting but are encouraged to participate in scientific meetings and workshops organised by the College, and can be co-opted to College committees as advisors. The title of Associate Member can be granted for a maximal period of 5 years. After this time, associate member status should be re-evaluated based on their contribution to the growth of the College and training of residents.

2. Specialised Training to become Eligible for Membership

The following sequence of training is required:

- An obligatory minimum period of twelve months prior to starting the residency that should cover a range of clinical veterinary disciplines. This pre-residency training shall consist of an internship or equivalent approved by the ECVM Education Committee. This includes any clinical internship in a training centre. Programmes designed to allow rotation through disciplines, and across species, are encouraged. An equivalent period in general practice or other institution may be allowed, subject to approval by the Education Committee.

- A "Residency" period of at least three years constituting a postgraduate training programme under the supervision of Diplomates of the ECVM, as defined by the ECVM Education Committee (Standard Residency Programme). An Alternate Residency Programme, at least as long as the aforementioned internship/standard residency programme can be approved for an individual candidate. The precise form of the programme is at the discretion of the Education Committee, and must be approved before the training begins.

2.1 Internationally recognised specialists

The College may allow veterinarians to be submitted to examinations to become ECVM Diplomates without completing a residency, when they are judged to be internationally recognised in the College's field by the ECVM Executive Committee. The ECVM Executive Committee must provide specific instructions to the College's Examination Committee about the context of the examination, to which the candidate(s) will be submitted, taking into consideration their qualifications, level of international recognition and capacity to contribute to the growth of the College and the training of Residents.

For ECVM, the term "internationally recognized" is deemed appropriate for veterinary doctors with at least 10 years of research and/or practical experience in veterinary microbiology who can document their **capacity** (level of expertise, scientific credentials, and resources) and **intention** to support the growth of the College by contributing to the training of residents and providing administrative support.

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 to the ECVM Secretary at the time of application. Applications must be received before March 31st of the year in which the applicant wishes to sit the qualifying exam.

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. An application for an approved or satellite training centre should be included in the application.
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,
    - specialist/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 two European College (speciality) Diplomates are required to provide letters of support).

3. Duties of Certified Diplomates

The Specialist in veterinary microbiology will work in an academic setting, research institution, diagnostic laboratory, or in any other setting where veterinary microbiology is performed. The main part of his/her time will be devoted to the speciality. A registered Specialist should practise in an institution with adequate facilities for veterinary microbiology. When the Specialist is practising in more than one location, there should be at least one location with adequate facilities.

Duties of Certified Diplomates of the College include:

a. To advance the subject of veterinary microbiology by high quality practice, by research and by contributing to training as outlined above;

b. to contribute to training programmes and courses as relevant to their practice;

c. to contribute actively to the affairs of the College (See Constitution, Article 4, Section 4). They must attend an ECVM Annual General Meeting (AGM) at least twice every five years (5 year re-certification period; See Bylaws, Article 1, Section1), and must provide written apologies for absence to the Secretary of the College if not attending an AGM. Should a Diplomate not attend an AGM twice in five years without prior dispensation, the Executive Committee will assign non-certified status;

d. to assist in the examination process by marking work submitted for credentials and examination papers, and/or by assisting in oral/practical examinations as requested;

e. to contribute to the examination questions as detailed in the next section. Repeated unexcused failure to contribute actively to the affairs of the College (as described in the Constitution, Article 4, Section4) may render a member subject to disciplinary action by the College;

f. if working in suitable establishments, to apply for these to be recognised as Approved Training Centres and for their programmes to be recognised as Standard Residency Programmes, as described in detail in Sections II and III, and Appendix II. Those working elsewhere may supervise or contribute to Alternate Residency Programmes, which must be approved in advance by the Education Committee, and may apply so that these establishments are recognised as Satellite Training Centres;

g. those who are registered as Specialists should be actively working in the field of veterinary microbiology for at least sixty *per cent*of their working activity, based on a normal working week of forty hours;they are expected to maintain their knowledge at Specialist level by attendance at, and contributions to, suitable meetings of Specialists.

4. Maintenance of Certified Diplomate Status

The EBVS demands that each College must evaluate the status of their Diplomates at five-year intervals (See EBVS Policies and Procedures; Policies II.H), starting five years after they first became a Diplomate. The procedure of re-certification aims to assess and verify that Diplomates of ECVM keep their level of knowledge, skills and competences in accordance with established requirements of EQF level 8. In order to obtain re-certification, Diplomates will have to fulfil the requirement of practising the speciality for more than 60% of their time, i.e. more than 24 hours per week, based on a normal working week of 40 hours, and the requirements detailed below. The ECVM have established a credit point system, approved by the EBVS.

a. Certified Diplomates status must complete a self-assessment form for re-certification (Appendix I), provide supporting documentation, and meet the minimum requirement of 100 credit points during a five-year period.

b. Certified Diplomates will have to provide written evidence (activity log book or CV) to the Certification and Credentials Committee that they have fulfilled the requirement of practising the speciality for more than sixty per cent of their time, based on a normal forty-hour working week. In addition, to remain certified, a diplomate must attend the Annual General Meeting of the College, at least twice in five years, unless previous dispensation from the College has been granted.

c. All documents must be submitted in electronic format no later than **November 30th** of the fifth year since last obtaining ECVM Certified Diplomate status.

d. The submitted activity logbook or *curriculum vitae*, and the self-assessment form plus supporting documentation, will be evaluated by the Certification and Credentials Committee.

e. They must attend an ECVM Annual General Meeting (AGM) at least twice every five years (5 year re-certification period.

f. If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. If they do not succeed, or if for any other reason a Diplomate does not succeed to re-certify, they will be made non-certified Diplomates by their College, removed from the EBVS Specialist register, and may use the title of 'Diplomate',but not the title of "Specialist". A non-certified Diplomate seeking to revert to certified Diplomate status needs to satisfy the Certification and Credentials Committee of the College.

g. The Certification and Credentials Committee will make one of the following recommendations to the ECVM Executive Committee: a) acceptance of re-certification, valid for the next five years; b) non-acceptance and re-setting the Diplomate's status to "non-certified". The recommendations are considered and formally confirmed by the ECVM Executive Committee;

Diplomates may also be voted for removal from membership of the College if they have failed to pay their annual dues for two consecutive years (See Bylaws, Article 6, Section 3).

5. Re-instatement of Non-Certified

A formal application for re-instatement must be submitted to the Re-certification Committee consisting of the same documentation required for re-certification (refer to Maintenance of Diplomate Status, Paragraph 4). The Re-certification Committee will evaluate the application with respect to the provisions applicable for re-certification of Diplomates and communicate one of the following recommendations to the ECVM Executive Committee: a) acceptance and re-instatement as a certified Diplomate in good standing, valid for the next five years; b) non-acceptance and confirmation of the Diplomate's status as "non-certified".Each recommendation will be considered and formally confirmed by the ECVM Executive Committee.

C. Organisation and Officers

1. The Officers of the Executive Committee of the ECVM are the President, the Past-President, the Vice-President, the Secretary and the Treasurer.
2. The term of office of the Officers of the Executive Committee is normally three years. The Treasurer and the Secretary may be elected for one additional term only.
3. The Vice-President performs the duties of the President in his/her absence or inability to serve.
4. The Past-President succeeds to this position after his/her term of office as President.
5. The Executive Committee may co-opt additional members on a year-by-year basis. These co-opted members do not have voting rights. The maximum term of office of a co-opted member is normally five years.
6. The Executive Committee reviews policies and procedures, develops recommendations for ECVM membership, serves as a long-term strategic planning committee, when necessary provides details about the obligations and duties of ECVM officers, applies measures of quality assurance on the activities of the College and monitors their effectiveness, helps develop the agenda for the Annual General Meeting, appoints standing committees and defines their mission and activities, deals with charges of unprofessional conduct against members, determines fees, directs the management of funds held by the College and deals with other such matters as are referred to it by the membership or the President, between annual meetings.
7. Those nominated for College Officers must have a good knowledge of the ECVM official documents (Constitution, Bylaws, Policies and Procedures) and practices (Appendix V).
8. The duties of the ECVM officers are the following
    a. The President shall:
        i. Preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately appertaining to his/her office.
        ii. Supervise the application of the regulations that govern the activities of the College in line with its aim and mission.
        iii. Supervise the application of the regulations that govern the activities of the College Officers and Committees in line with their duties and mission.
        iv. Be responsible for the preparation and submission of the College's 5-year report. For this purpose, the President will be supported by the College Secretary, Vice-President, and Past-President.
        v. Be responsible for any activity not allocated to other members of the College.

vi. Be a member (ex officio) of the Examination Committee

vii. Be supervised by the ECVM Board. The President supervises the activities of the Vice-President, the Secretary, the Treasurer, and the Chairs of the ECVM.

b. The Past-President shall

i. Provide advice to the President towards maintaining the management of the College in line with its aim, mission, and orientation.

ii. Provide support to the Executive Committee in matters that pertain to quality assurance, application of regulations of the College, promotion, policy, and communication with the public and EBVS.

iii. If required, provide support to the President for the preparation and submission of the College's 5-year report.

iv. Chair (ex officio) the Examination Committee

v. Be supervised by the ECVM Board.

c. The Vice-President shall

i. Perform the duties of the President in his/her absence or inability to serve. The Vice-President shall, in general, succeed to the Presidency at the end of the normal three-year term or should the office fall vacant.

ii. If required, provide support to the President for the preparation and submission of the College's 5-year report.

iii. Chair (ex officio) the Education Committee

iv. Be supervised by the President who must provide approval before the relevant activities are executed.

d. The Secretary shall

i. Attend to the correspondence of the College, keep and publish annually lists of Diplomates of all categories, and Honorary and Associate Members, keep minutes of the College meetings in records that shall be the property of the College and be accessible at all reasonable times and places, and perform the usual duties of a Secretary.

ii. Submit the Annual Report of the College to the EBVS by the 15th January of the following year. The term of office of the Secretary is normally three years. The Secretary may be elected to only one additional term.

iii. If required, provide support to the President for the preparation and submission of the College's 5-year report.

iv. Execute the procedure for selection and election of chairs and members of the committees

v. Notify applicants addressing a College Committee about the outcome of the evaluation of their application by the respective Committee (approval/rejection) and, in the event of rejection, of their right to address the Executive Committee with their arguments in writing, no later than one week from notification, so that these arguments are taken into consideration before the Executive Committee reach their decision.

vi. Inform College members that they are in violation of their obligations towards the College if they fail to attend without excuse more than 2 AGMs consecutively or pay their annual dues.

vii. Be supervised by the President who must provide approval before the relevant activities are executed.

e. The Treasurer

i. The Treasurer shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, pay bills and expenses, and submit a written financial statement to all members annually. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. The term of office of the Treasurer is normally three years. The Treasurer may be elected to only one additional term.

ii. Be supervised by the President who must provide approval before the relevant activities are executed.

9. ECVM may enlist the services of a chief executive officer and a secretariat who will be responsible for implementation and communication of the ECVM-approved mission, strategic goals and objectives, as well as the operational management for the Executive Committee and support of the College.

10. Representation on the EBVS. The representative and the deputy representative of ECVM to EBVS are the ECVM President and Vice-President, respectively. Appointments are normally for a maximum of three years, and commence on January 1st of the year in which the first EBVS Annual General Meeting following the election of the College Officers mentioned above will be held. The term can normally be extended once, and in exceptional cases twice.

11. The ECVM contact person with EBVS is the ECVM Secretary who will act as liaison between the College and the EBVS and who will have the responsibility to distribute documentation received to the relevant persons within the ECVM.

12. ECVM Committees and Working Groups

a. In addition to the Executive Committee, the activities of the College are supported by the following committees and working groups, the members of which will receive no indemnification (Bylaws, Article 4):

- Education Committee, responsible for setting criteria for the residency programmes, for approving the programmes, their sponsors and training centres, and for monitoring each resident's progress through the receipt of regular reports.
- Certification and Credentials Committee, responsible for the evaluation of the Diplomate status of every Diplomate every five years, for the re-instatement of non-practising Diplomates, as well as for establishing guidelines, evaluating and approving the credentials of applicants applying for examination.
- Examinations Committee, responsible for the preparation and administration of diploma examinations.

i. Quality Assurance Committee, responsible for addressing all issues of quality assurance of College activities. The Committee shall be responsible for Quality Assurance in connection with the administration and training (Appendix V). Within this context, the Committee shall

1. Oversee and monitor issues of Quality Assurance (QA) and formulate recommendations
2. Provide training on issues of QA to ECVM Committees and Working Groups.
3. Monitor application of SOPs for the operations of each of the committees and working groups
4. Evaluate the annual reports/activity reports of each of the ECVM Committees and Working Groups.

- Residents Committee to discuss matters of concern to residents and to make representations on behalf of all residents
- Nomination Working Group, responsible for the preparation of a list of candidates for the election to the Executive Committee.
- Communications Working Group, responsible for social media and communications including the ECVM homepage.
- Auditors Working Group, responsible for the audit and evaluation of the report of the Treasurer.

-

b. Selection and Duties of the Chairs of the Committees and Working Groups

- The Chairs of the Committees and Working Groups mentioned above will be appointed by the ECVM Executive Committee. The Chair of each committee/ working group must have a good knowledge of the ECVM official documents (Constitution, Bylaws, Policies and Procedures) and practices, especially in connection with the subjects that pertain to the activities of the respective committee (Appendix V).
- The Chair is responsible for the coordination of the activities of the committee/working group in line with its mission and the practices of the College.
- The Chair must be able to motivate the members of the committee/working group and must maintain an evidence-based record of their activities, to be able to document their responsiveness and performance.
- If necessary, the Chair must make suggestion to the ECVM Vice-President for the improvement of the effectiveness of the relevant committee/working group, including substitution of under-preforming members.
- The Chairs of the ECVM Committees and Working Groups must keep an evidence-based record of the Committee's activities (Appendix V).

c. Selection and Duties of the Members of the Committees and Working Groups.

- The Members of the ECVM Committees and Working Groups will be selected through the same procedure that will be conducted for the selection of the Chair and will be executed in parallel. Those nominated for Chair must have a good knowledge of the ECVM official documents (Constitution, Bylaws, Policies and Procedures) and practices, especially in connection with the subjects that pertain to the activities of the respective committee.
- The Members of the ECVM Committees and Working groups are expected to fulfil their duties and activities in a timely manner and to respond to the requests and suggestions of the Chair.
- When requested, the Members of the ECVM Committees and Working Groups must provide to the Vice-President an assessment of the activities and performance of the relevant committee/working group and make suggestions to improving effectiveness (Appendix V).

D. ECVM Meetings

1. The Annual General Meeting (AGM) is normally held one day before/after the annual ECVM conference. Additional meetings may be held each year if necessary subject to EC decision. The invitation and relevant documentation for ECVM meetings is distributed to the Board members by the Secretariat normally, at least six weeks before the respective meeting.
2. In the event that Board voting is required between annual meetings, this may take place electronically (at the request of the EC). In this event, a minimum four week notice period for the deadline of voting is provided. Board members will be notified electronically of any impending ECVM vote.
3. Travel expenses of the members of the EC, the cost of meeting rooms and secretarial costs will be covered by the ECVM.
4. Draft minutes of an AGM will be electronically distributed to all College Diplomates present at the AGM for comments normally within thirty days of the finish of the annual meeting. Following the incorporation of the comments, an electronic vote on accepting the minutes will then take place within fifteen days of distribution of the corrected text. All Board members present at the AGM are obliged to take part in the vote. Once accepted, the minutes will be circulated to all members of the College, published on the restricted section of the ECVM website and a non-confidential summary of the minutes will be published on the ECVM website.

E. Fees

1. Annual dues will be submitted by all practicing Diplomates of ECVM. The annual fee of ECVM Diplomates is due by February 1st of each year and will be subject to annual review taking into account the needs of the business of the ECVM and Euro-zone inflation of the preceding year as published by Eurostat. Members shall be adjudged delinquent if they are one year in arrears, and will be voted on for removal by the membership if two years have elapsed without payment.A case may be made in the event of financial hardship or particular personnel circumstances. No fees are payable for non-practising and retired Diplomates or Honorary and Associate Members.
2. A non-refundable examination fee is submitted by each resident wishing to sit or to re-sit the qualifying examinations.
3. A non-refundable credentials approval fee is submitted by residents applying for credential approval.
4. A training centre approval fee is submitted for the recognition of an establishment as a training centre or for their five-year re-evaluation.

F. Advertising and Directory Listings

1. Each year the ECVM Secretary is required to update the information in the EBVS Directory kept on its website.
2. These listings must 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 listing of Diplomates, honorary members and associate members will include:
   a. Name and address, e-mail address, telephone number(s), and qualifications
   b. Business address
   c. Diploma or membership title
   d. Current Status (certified, non-certified, or retired)
   e. Specialist title (European Specialist in Veterinary Microbiology)
   f. Employment
   g. Country of residence
   h. Country (School) of first (veterinary) degree
   i. Country (centre) of residency programme followed
   j. Type of programme (standard or alternate) followed
4. Every effort should be made to ensure that current and accurate information is provided.
5. Veterinarians should not in any way imply they are EBVS-recognised Specialists unless they are listed as such by the EBVS. EBVS listed Specialists under ECVM may use the title “European Specialist in Veterinary Microbiology” and “Dip. ECVM” or ‘Dipl. ECVM” or “Diplomate of the European College of Veterinary Microbiology”.
6. 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.
7. The use of the European Veterinary Specialist Trade Mark with the Logo is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.
8. Non-certified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist.

II. Official Recognition of ECVM Training Centers

A. Types of ECVM Training Centre

All institutions willing to contribute to training of residents must be approved by the Education Committee.

I. Approved Training Centre

Training centres that fulfil all requirements to run a Standard Residency Programme will be designated as an "Approved Training Centre" (ATC). Approval is provided to the centre for five years. (For further information on Residency Programmes see Section IIIIand Appendix II of this document).

II. Satellite Training Centre

Training centres which fulfil only specific aspects of veterinary microbiology (e.g.residents having access to only specific aspects of veterinary microbiology or animal species) allowing for contribution to residents' training by offering regular rotations in their institutions under Diplomate supervision will be designated as a "Satellite Training Centre" (STC). Approval is provided to the centre for five years.

All other centres where residents are engaged in an alternate residency programme or where they may rotate for short periods will be approved on a case-by-case basis. Approval will be granted only if the details provided with the application (location, duration, minimum standard of facilities, services and equipment) are deemed satisfactory.

B. Requirements to Register as an ECVM Training Centre

Approved and Satellite Training Centres are required to provide a minimum standard of facilities, services and equipment. Availability of such facilities must be documented at the time of centre approval.Basic centre requirements may include:

1. **Microbiology laboratory facilities** involved in the detection of microbial pathogens of veterinary interest that meet the following standards: compliance with health and safety standards; written operational procedures; use of current methodologies and technologies; a quality management programme; a documentation of personnel training and development.
2. **Library** containing current textbooks and journals relating to veterinary microbiology and its supporting disciplines must be readily accessible directly or electronically. In addition, access to relevant websites concerning veterinary microbiology must be readily available.
3. **Clinical and post-mortem examination** facilities suitable for veterinary training.

4. **Sufficient caseload and sample throughput** for specialisation in veterinary microbiology.The case load must be such as to provide material for the preparation in total, of four case reports, dealing with different species of animals of veterinary importance (Appendix III.B).

C. Application to Register as an ECVM Training Centre

1. ECVM Diplomates seeking full (ATC) or partial (STC) approval of their institution to become a training centre must provide satisfactory evidence proving that they offer sufficient facilities and a programme or part of a programme that fulfils the necessary criteria for approval as a training centre.

2. Applications should be completed, signed and returned electronically to the Secretary of the College and the Chairperson of the Education Committee. It is important to state clearly who will be acting as Residency Programme Director and Resident Supervisor(s). The applicable training centre approval fee must be submitted with every application.

3. Upon approval by the Education Committee, the Executive Committee will consider the application, and if the proposed programme is approved, the Centre will be designated as an Approved Training Centre to run Standard Residency Programmes or, if applicable, a Satellite Training Centre to contribute to residents' training in respect of some specific aspects of veterinary microbiology.

4. Approval is granted for a five-year period, and re-approval is necessary every five years thereafter.

5. The **Residency Programme Director** is responsible to the ECVM for the smooth running of the residency programme (according to the content of the programme itself, facilities, rotations, etc) in the centre for which the approval has been granted. He/she is responsible for sending the documents requested for approval/re-approval of the training centre and residency programme to the Education Committee of the ECVM, and for communicating any modification of the programme to the Secretary of the College and the Chairperson of the Education Committee. A Residency Programme Directormust be a practising ECVM Diplomate as approved by the Education Committee.

6. The **Resident Supervisor**is responsible for theresident's programme. He/she defines the details and structures, within the framework of the approved programme, for the resident(s) programme. He/she has an educational role, and provides supervision for research projects, case log and case reports. The supervisor is responsible for the official communication to the ECVM regarding the resident(s). He/she submits the Supervisor Reports annually as well as the final recommendation letter. The supervisor must be a practising ECVM Diplomate, and must not supervise more than two residents; in exceptional cases three such residents can be allowed, for a restricted time period.

D. Re-approval of an ECVM Training Centre and Residency Programme

Re-approval of training centres and residency programmes is necessary every five years. Approval applies to the programme at the named institution and as long as it is supervised by the named Residency Programme Director. Any changes in the structure of the programme or in Diplomates working at the institution must be notified as soon as they happen to the Secretary of the College and the Chairperson of the Education Committee. The approval of the programme will be suspended immediately if the above-mentioned changes are not communicated to the College within one month of their occurence.

*

III. Training Programme to Achieve ECVM Diplomate Status

A. Definition of the Training Programme

A European College of Veterinary Microbiology (ECVM) residency programme is an approved training programme that allows a graduate veterinarian to acquire in-depth knowledge of veterinary microbiology and its supporting specialties under the guidance and supervision of Diplomate(s) of the ECVM.An approved Residency Programme must be conducted under the supervision of an EBVS-recognised certified Diplomate or an international counterpart as defined in EBVS Policies and Procedures, Section II, part I.A residency may in some instances be related to an advanced degree programme. The minimal length of a residency programme is three years.

B. The Objective and Aims of the Training Programme

The objective of any ECVM Residency programme is to train Specialists who will have the qualities, professional and technical skills necessary for successful employment in professional environments, with self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality. Moreover, residency programmes must aim for the development of a culture, which recognizes the importance of continuous professional development.

The overall aims of the residency programme are to:

1. Provide the resident with broadly-based theoretical and practical experience in veterinary microbiology;
2. promote high quality training in the discipline of veterinary microbiology;
3. provide the resident with the opportunity to pursue career goals (such as teaching, research and diagnostic veterinary microbiology) in academia, industry or public service;
4. meet the training requirements of the ECVM Executive Committee for candidates to take the ECVM certifying examination;
5. be able to produce precise and concise reports and manuscripts, including analysis of data and valid interpretations and conclusions, of a standard commensurate with publications in a peer reviewed journal.

C. Main Achievements Expected from a New Diplomate

The veterinary microbiology Specialist ("the Specialist") should be:

1. Knowledgeable about all aspects of the curriculum;
2. clinically adept and aware of safety regulations;

3. capable of providing sound continuing professional development;
4. capable of offering sound advice to general practitioners, animal research institutions, etc;
5. capable of training both residents and undergraduates;
6. able to conduct research;
7. able to further the speciality;
8. able to manage a clinical/academic microbiology unit.

D. Outline of Knowledge, Skills and Competencies Required to Become a Diplomate of ECVM

In relation to knowledge, the Diplomates should be veterinarians who have demonstrated:

1. A systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice;
2. a high moral and ethical standard with regard to his/her contribution to the protection of animal health and welfare, human health and the environment;
3. willingness to maintain up-to-date knowledge through congresses and literature;
4. the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to veterinary microbiology;
5. the ability to keep abreast of new developments in the speciality and become familiar with new methods, before applying these in practice;
6. understanding of the limitations of the speciality of veterinary microbiology;
7. understanding of the possibilities that other specialties may have to offer;
8. familiarity with the potential of multidisciplinary cooperation;
9. awareness of current E.U. and national regulations with regard to all aspects of veterinary microbiology;
10. the ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of veterinary microbiology;
11. a detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

In relation to skills, the Diplomates should be veterinarians who have demonstrated ability to:

1. Perform at a high level of professional expertise in the speciality area of veterinary microbiology including the ability to make informed judgements on non-routine and complex issues in Specialist fields, often in the absence of complete data;
2. use a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution;
3. use patient safety knowledge to reduce harm and complications;
4. communicate their ideas and conclusions clearly and effectively to Specialist and non-Specialist clients and audiences;
5. act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment;
6. apply high level knowledge and skills at the forefront of the Specialist area of veterinary microbiology to their own professional work;
7. approach problems in an analytic, scientific way and attempt to find solutions;
8. assign priorities to identified problems;
9. use modern standards of skills and equipment;
10. find required information quickly;
11. organise all aspects of his/her work efficiently and effectively.

In relation to competences, the Diplomates should be veterinarians who have demonstrated ability to:

1. Perform at a high level of competency through teaching, research and practice in the speciality of veterinary microbiology;
2. carry out their responsibilities safely and ethically;
3. create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences;
4. promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society;
5. promote aptitude and proficiency in the field of veterinary microbiology;
6. continue to undertake research and/or clinical studies in the field of veterinary microbiology at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the speciality;
7. develop their professional practice and produce a contribution to professional knowledge;

8. maintain both professional expertise and research through advanced scholarship;
9. develop applied research relevant to their professional area and other scientific activities in order to contribute to the quality of the speciality of veterinary microbiology.

In relation to general microbiology, the Diplomate should:

1. Be familiar with the nomenclature and broad taxonomy of microbial organisms;
2. be familiar with the principles and the methods of microbial identification;
3. have knowledge of comparative (human) microbiology and its bearing on veterinary microbiology.

With respect to the microbial pathogens of veterinary interest, the Diplomate should:

1. Have a thorough knowledge of their biology, including where relevant that of their vectors;
2. understand the respective host-pathogen interactions;
3. have a clear understanding of the mechanisms of action and of the effectiveness of anti-microbial agents as well as of the factors that result in antimicrobial resistance.

With respect to the microbial diseases of veterinary interest, the Diplomate should:

1. Have up-to-date knowledge of their epizootiology and their impact;
2. have in-depth knowledge of the measures applied to control infectious diseases of animals.

In relation to applied veterinary microbiology, the Diplomate should:

1. Be familiar with the clinical presentation of microbial diseases and be competent in clinical examination, sampling and the respective laboratory investigation and control;
2. have in-depth knowledge of the diagnostic methods and their technical characteristics such as sensitivity, specificity, minimum detection limit, repeatability, reproducibility, predictive value;
3. be competent in the handling, transport and storage of potentially infectious biological material, including compliance with health and safety regulations in the laboratory and in transit;
4. contribute to national and international records and databases providing knowledge about the prevalence and spread of microbial pathogens and their respective diseases among animals;
5. be aware of current regulatory developments with regard to animal health and welfare, and antimicrobial usage;

6. co-operate with Specialists and colleagues in other related disciplines.

In relation to research in veterinary microbiology, the Diplomate should:

1. Understand the principles of scientific methodology, hypothesis generation and testing;
2. have a basic knowledge of statistical methods, including the ability to design experiments that will achieve statistically meaningful results with due regard for animal welfare;
3. be familiar with legislation affecting research, in particular ethical approval and animal experimentation.

E. Types of Residency Programme

The residency programmes must contain components of each field within veterinary microbiology (refer to Appendix II.B "Specific Activities"), and can be Standard or Alternate:

I. **Standard Residency Programme** (SRP): This comprises an integrated programme specifically for the purpose of preparing candidates for the ECVM certifying examination, conducted mainly at one site. The programme must be approved by the Education Committee after application by the Residency Programme Director, following the procedure described in Section II, three months in advance of the first resident commencing. Approval of a residency programme shall last for five years for any number of residents commencing within that time. Residency training programmes must be submitted for renewed approval every five years. A list of approved residency programmes is maintained on the ECVM website. This is the preferred route for resident training and potential Residency Directors are encouraged to develop such programmes wherever possible.

II. **Alternate Residency Programme** (ARP):The College recognises that an applicant whose circumstances do not permit enrolment in a standard programme may submit an equivalent, alternate programme to the College, in cooperation with his/her supervisor, outlining the resources available to the individual for advanced study and experience. The ARP must be submitted to the Education Committee and approved by the College before the resident embarks on it. The ARP is not approved for anyone other than the resident in question. The total length of the ARP cannot be shorter than the Standard Residency Programme and it cannot exceed six (6) years. In every case, the minimum specifications as defined below must be met, including the suitability of the learning environment for each component. For each applicant pursuing an ARP, an individual application must be made by the candidate, countersigned by the supervising Diplomate, for approval by the Education Committee, using all necessary substantiating material. The precise form of each individual programme is at the discretion of the Education Committee. Each element of the ARP is subject to the same

prerequisites as a Standard Residency Programme. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 years working in the practice of his/her speciality, under direct supervision of a certified Diplomate of the College.

F. Duration of Residency Programme

The residency programme, standard or alternate, shall be a minimum of thirty-six months duration of advanced postgraduate training in veterinary microbiology that will start after the completion of an initial twelve-month rotating internship or equivalent approved by the ECVM Education Committee.The Education Committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years but does not exceed six years. A resident on an alternate training programme must spend the equivalent of at least sixty *per cent* of three years working in the practice of his/her speciality, under direct supervision of a Diplomate of the College

In case of family (leave), illness or under exceptional circumstances (see Appendix VIII) a prolongation is possible. The duration of the prolongation must be agreed with the Education committee.

The resident must successfully pass the examinations within eight years of finishing the residency programme, unless exceptional circumstances have been approved by the College.

IV. Enrolment in an ECVM training Programme

A. Criteria to Enroll in an ECVM Training Programme

The following prerequisites must be met to the satisfaction of the Education Committee before any candidate is eligible to undertake a residency programme. An eligible candidate should:

1. Be licensed or eligible to be licensed to practise veterinary medicine in a European country unless relieved of this obligation under exceptional circumstances. Applications should be made BEFORE starting a residency programme;
2. have received their veterinary qualification from a European Association of Establishments for Veterinary Education (EAEVE)-approved establishment unless relieved of this obligation by the Education Committee. Applications to the Education Committee must be made BEFORE starting a residency programme;
3. have completed a minimum twelve-month rotating internship, which should cover a range of clinical veterinary disciplines, or equivalent approved by the ECVM Education Committee.

B. Enrolment in a Standard Residency Programme

Applicants should aim to apply for enrolment in a Standard Residency Programme no less than two months before the intended starting date of the residency programme.

The enrolment application must be submitted by e-mail to both the Chairperson of the Education Committee and the Secretary of the College. The applications received will be processed by the Education Committee. The latter will submit a rejection/approval suggestion to the ECVM Executive Committee, which will reach a final decision. Applicants for a SRP who have completed their internship, and having received approval from the RP Director, and having enrolled in a SRP before the evaluation of their application was concluded, may request the relevant decision of the Executive Committee to be extended retrospectively to the period of their residency that preceded approval. Retrospective approval may refer to a period of no more than six months.

C. Enrolment in an AlternateResidency Programme

Applicants must apply for enrolment in an Alternate Residency Programme as well as for approval of their programme before training begins. Therefore an alternate residency programme can start only after it is ratified by the Education Committee.

The documents must be sent by e-mail both to the Chairperson of the Education Committee and to the Secretary of the College, with respect to the deadlines reported above for Standard Residency Programmes.

V. Application to Sit the Qualifying Examinations

A. Timing and Requirements

The resident must submit his/her credentials (Appendix III.A) to the Certification and Credentials Committee within two years of completion of the standard or the alternate residency programme. In the event of failure to do this, their approval will be subject to additional requirements (refer to paragraph V.C.5 below). Credentials documenting completion of residency training must be submitted even if the required publications have not been accepted and/or the resident does not wish to take the examinations in that year. Exceptions to any of these rules must be requested in due time and follow the appropriate procedure, as described in the relevant sections (Appendices II and III). If the candidate knows in advance that he/she does not intend to sit the qualifying examination in the same year, this can be notified in the cover letter (Appendix III.A.1) submitted with the material required for credentials approval.

B. Submission of the Application

The application documents submitted for credentials approval and/or to sit or re-sit the qualifying examinations (Appendix III.A) should be signed and sent by e-mail as a .pdf document to the Chairperson of the Certification and Credentials Committee. Reception of the form will be acknowledged. If acknowledgements are not received within three days after submission, the Chair should be contacted. A copy of all communications should be kept by the resident. Late or incomplete applications will be rejected.

C. Procedure to Submit Credentials and/or to Sit or Re-sit the Qualifying Examinations (see Appendix lll.A)

All residents considering to submit an application for credentials approval and/or to sit or re-sit the qualifying examinations must notify by e-mail their intention to the College Secretary, no later than March 31st of the year they wish the procedure to take place. The requirements to submit credentials for approval or to sit the qualifying examinations are the following:

1. The minimum training programme must have been officially completed at least one month before the date of the ECVM qualifying examinations that the candidate wishes to sit/re-sit;
2. If the candidate has applied successffully but has not taken part in the qualifying examination and their credentials are still valid, they may sit the exam in the following year after timely (at least 3 months prior to the date of the ECVM qualifying examinations) submission of: (i) a cover letter, (ii) a reference letter from thier supervisor stating that they approve thier participation in the qualifying examinations. Late or incomplete applications (even if

received prior to the deadline) will be rejected. Reception of the form will be acknowledged by the Secretary. If acknowledgement is not forthcoming within five working days of submission, the resident must contact the Secretary immediately and keep a copy of all communications;

3. all required documents and the relevant fee must be received at least 3 months prior to the date of the ECVM qualifying examinations, with the exception of the published papers. Where a resident is still in training at the time of their application, they may submit their application to sit the qualifying exam at least 3 months prior to the date of the ECVM qualifying examinations but must receive provisional approval to sit the exam on the condition that they submit (and get approval for) any outstanding documentation and have fully completed their training programme at least one month before the exam.
4. published papers or a letter/e-mail from the editor of a SCI journal certifying acceptance (subject to only minor editorial modifications before printing), must be received by the Secretary of the College at least 1 month prior to the date of the ECVM qualifying examinations that the candidate wishes to sit/re-sit. Full acceptance of the submitted credentials is mandatory until this point;
5. those who fail to submit their credentials within the required time (two years from the end of their residency) may be asked to provide further evidence of their continuing practice in veterinary microbiology (Appendix II). The Certification and Credentials Committee may also require them to undergo further training before their credentials can be resubmitted;
6. the credentials deadline may be extended by one year at the discretion of the Certification and Credentials Committee if the resident can prove extenuating circumstances (Appendix II). If further extension is required the request should be made annually to the Certification and Credentials Committee. It is the responsibility of the resident to keep copies of all material submitted to, and correspondence with, the College. Such material may be required as evidence of completion of credentials. The ECVM is not responsible for any material not received or not acknowledged. The responsibility for accuracy and availability of all required credentials rests with the applicant.

D. In Case of Credential Refusal

If any of the submitted work is considered to be of inadequate standard, the applicant will not be allowed to proceed further with the examinations. The Chairperson of the Certification and Credentials Committee will send unsuccessful applicants a notification letter within ten working days of the final decision. A subsequent reapplication must include resubmission of the credentials found deficient, a written outline of the actions taken to correct these deficiencies, a new application form, updated *curriculum vitae*, pertinent correspondence, and any further application fee required. The application material must be presented as previously described.

VI. Qualifying Examinations

A. Policy on Examination Procedure

1. Any examination candidate must have their veterinary degree at least 48 months prior to the final examination.
2. Before sitting an examination, the applicant's credentials must be evaluated by the Certification and Credentials committee.
3. The examination must be held in the English language. Non-medical dictionaries and/or interpreters may be allowed.
4. Confidentiality must be maintained throughout the entire examination.
5. The examination may consist of written, oral and/or practical parts.
6. The parts of the examination may be taken separately and do not need to be taken all at the same time.
7. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
8. Judgement must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge.
9. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Examination Committee or trained invigilators. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.
10. Candidates should be informed prior to the examination of the passing point, or, if this is not determined in advance, the method of setting the passing point.
11. Examination questions must be kept confidential by all Colleges, with the exceptions being the publication of model questions as a guideline to candidates, and during an appeal procedure, as outlined in a College's Bylaws and/or Policies and Procedures.
12. Candidates must be informed that they may apply to re-take each failed part of the examination three times (thereby taking each part a maximum of four times) and that all parts of the examination must be passed within 8 years of completion of the residency programme.
13. 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
14. Once a part or all of the Qualifying Examination is passed, the resident will not be permitted to re-take the passed exam or part thereof.

15. The time between final credentials decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of denying acceptance of credentials.
16. Any change in the procedure of the examination should be notified to the EBVS.

The examination is designed to test candidates, and to assess their:

1. In depth knowledge of veterinary microbiology, and its potential use;
2. ability to practise and/or communicate veterinary microbiology competently;
3. ability to synthesise data with regards to observations arising from infectious disease cases;
4. ability to solve problems associated with the diagnosis and control of infectious diseases.

Precise details of the format of the examinations and pass marks will be provided each year by the Examination Committee. An outline can be found in Appendix III of this document, which will be updated at regular intervals. The exam details will be sent by the Chairperson of the Examination Committee to each candidate before the examination. The candidate will be expected to acknowledge receipt of any communication regarding the examination.

The dates and location of the examinations will be announced on the College website 6 months prior to the examinations.

Candidates who apply to sit the exam are automatically declaring themselves "fit to sit". The procedures to withdraw prior to the examination on on the grounds of illness are outlined in Appendix III. If a candidate feels unwell during the examination process, he/she should immediately notify the Chairperson of the Examination Committee. Further information is provided in Appendix III.

Withdrawal prior to the examination or failure to appear for the examination shall not constitute an attempt to sit all or any part(s) of the exam, but will count as one of the years for which repeat candidates are eligible to pass any previously failed part(s).

B. General Format of the Examination

The format of the examinations shall include the following two parts: general microbiology and applied microbiology. The second part of the examination will consist of two sections (A & B).

Candidates are required to satisfactorily complete both parts and sections of the qualifying examination (Appendix III). A successful candidate is certified as a European Veterinary Specialist in Microbiology. All certified persons are designated as Diplomates of the European College of Veterinary Microbiology “Dip.ECVM” or Dipl.ECVM.

C. Taking Part 1 of the Qualifying Examination after the 2nd Year of Residency

Residents may opt to sit the first part of the Examination (General Microbiology), after the successful completion of two years fulltime Residency training (Standard Programme) or equivalent (Alternate Residency Programme). To do so, the Residency Director/Supervisor must:
1. Notify the Chair of the Examination Committee at least 3 months before the date of the foreseen examination.
2. Send a formal application (See Appendix III for application form) signed by the Residency Director, the Supervisor and the resident as well as any required fee to the Chair of the Certification and Credentials Committee at least 3 months before the date of the foreseen examination.

If the Resident fails this first part of the examination (General Microbiology), they are entitled to resit this part of the examination at the time they will attempt the full Qualifying Examination.

D. Results of the Examination

The Chairperson of the Examination Committee shall forward the results of the examination to the College Executive Committee for approval. Following approval by the Executive Committee, the Secretary of the College shall inform candidates of the outcome electronically and in addition by registered mail in case of failure. Results shall be communicated simultaneously to all candidates within ten working days of completion of the examination. In case a candidate fails to demonstrate that he/she has reached the required level of expertise, a brief written examiners' report (describing which components of the exams are below or above the pass rate) will also be provided to the candidate to aid his/her preparation for future examination attempts.

E. Policy on the use of non-EBVS recognised Specialists as residency programme co-supervisors

In line with EBVS recommendations, ECVM recognises that, in some countries there are internationally recognised Specialists who could contribute to training.

In circumstances where there are insufficient European Specialists, if a College so wishes, a non-EBVS recognised Specialist may co-supervise a European Residency programme under the condition that the Education Committee of ECVM approves the *curriculum vitae* of the non-EBVS recognised Specialist who is co-supervising the programme. The minimal requirements will be:

1. The person's training and expertise, in the area in which they are supervising should be equivalent to an EBVS-recognised Specialist, and they should also have contributed to the discipline in terms of publications, presentations, etc.
2. That the person passes the College's re-certification process.

3. That the Education Committee of ECVM approves the training programme and ensures that it conforms to the requirements of the College for a specified residency programme in a designated training institute.
4. That the programme is supervised by an EBVS-recognised Specialist (i.e. they do not have to provide day to day direct supervision but will monitor the progress of the resident to ensure that the training is of an adequate standard throughout).

After 5 years both the training programme and the co-supervisors will be re-evaluated.

For each residency programme the ultimate goal should be that an EBVS-recognised certified Diplomate would become the programme director and direct supervisor.

F. Policy on Diplomates of non-EBVS recognised Colleges

In line with EBVS recommendations, ECVM recognises that in some non-European countries or areas, the training and examinations of specialists is equivalent to that provided by ECVM. Therefore ECVM may temporarily grant for up to 5 years Diplomate status to applicants with major potential contribution to the College, provided that the applicant can meet the following minimum conditions:

1. Has credentials, in relation to education, training, and publications in the discipline are equal to those required to sit for the examination of an EBVS-recognised College;
2. has passed an examination of equal rigor, and covering similar material as that of the equivalent Diplomateof an EBVS-recognised College;
3. passes the European College's re-certification process;
4. is practising in a European country, and intends to remain so for the foreseeable future. Applicants may be relieved of this requirement in exceptional cases.

VII. Procedure to Re-sit the Qualifying Examinations

A. Who Qualifies

A candidate who takes the examination and passes one of the two parts, retains credit for the parts passed.

Candidates who wish to re-take the failed part must follow the procedure below.

Candidates must pass the examinations within eight years of completing the residency programme and they may sit the different parts of the examination on four occasions only.

B. Application to Re-Sit any Part of the Examinations

For candidates who have failed part or all of the examinations but whose credentials are still valid, participation in the qualifying examinations will require only timely submission of (i) a cover letter (Appendix III;A.1), (ii) a reference letter from his/her supervisor stating that she/he approves his/her participation in the qualifying examinations, and (iii) the approval letter of his/her credentials. This application must be received no later than 3 months prior to the examamination.

VIII. Appeals Procedures

A. Introduction

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 are part of the Bylaws and/or the Policies and Procedures of the College.

The 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.

B. 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. The College may assign a diplomate from another College to the Appeals Committee.

C. Communication of the Right of Appeal

In the event of an adverse decision, 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 in the first place.

D. Grounds of Appeal

The College must provide for Appeals to be made on the following grounds:

a. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.

b. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

   or

c. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

E. Commencing an Appeal Process

a. The College requires an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.

b. Appeals must be made within ninety 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 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.

c. Submission of an appeal to the College must be accompanied by a deposit of €1500 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 accepted. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

d. The College must acknowledge receipt of an Appeal within ten working days.

    i. Within twenty 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.

    ii. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

e. Within fifteen working days of step d(i) above, 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.

f. i. Any concerns must be submitted in writing to the Secretary within seven working days of receipt of the proposed membership together with the reasons for any concerns/objections.

    ii. The 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 Appellant, and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.

    iii. 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 Appellant 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.

g. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal must be completed no later than thirty days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph (e) above.

h. Within five 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.

i. 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 Executive Committee on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

F. Conduct of an Appeal Process

a. The College requires all Appeals to be conducted in all due confidence.

b. The Appeals Committee can request information relevant to its consideration of the Appeal from any relevant party.

c. The Appeals Committee is required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.

d. An oral 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. Oral 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.

e. 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 it is made, the electronic recording, shall be made available to the meeting's participants on request.

f. The Appeals Committee has 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.

g. 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.

h. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within ninety days of the date of receiving all the papers relating to the dispute. 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 thirty days of receipt of the Appeal decision.

i. Upon completion of steps outlined above, if the Appellant is not satisfied with the outcome, he/she may appeal to the European Board of Veterinary Specialisation (EBVS) against the decision of the College within sixty 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 of Appeal of the decision. The procedure to follow is detailed within the Policies & Procedures of the EBVS, which may be found on the EBVS website (www.ebvs.eu).

IX. Privacy and Data Protection

The European College of Veterinary Microbiology (ECVM) is committed to correct processing of personal data in compliance with the EU General Data Protection Regulation (GDPR). As data controllers, the College will inform members at all times what personal data is collected, for what purpose, how it is used and stored and for how long it is stored. The college processes personal data for the purposes of administration of the members diplomate/title and status. Member data will not be shared with third parties without the member's consent (See Appendix VI).

X. Misconduct

1. Complaints about a diplomate relating to their professional conduct should be referred to the national competent authority where that veterinarian is registered. Complainants will be directed to such authorities as appropriate.
   a. The College may impose sanctions, (as below) in the event that a national regulator suspends or removes an individual's right to practice their specialty. Such sanctions will be made by the Executive Committee and will mirror action taken by the national regulator in terms of severity and duration.
2. Misconduct by diplomates or residents may lead to sanctions or disciplinary actions where The College consider these necessary. This policy will usually only apply to conduct that impacts on the business operations of the college (including, but not limited to, conduct around examinations, supervision, credentialling or certification).
   a. Those representing the College (e.g. committee chairs, supervisors) should report their concerns to the Executive Committee or their delegates through the secretary of the college.
   b. Where an allegation relates to a member of the Executive Committee, that member must not be made aware of the allegation until reviewed by other members of the Executive Committee. The Executive Committee may delegate the decision making in such instances to an independent group.
   c. Where the Executive Committee consider that the matter should be investigated, the misconduct procedures should be initiated (Appendix VII)
   d. Individuals accused of misconduct will be informed as soon as possible of the details of any allegations, including the identity of those making complaints. Anonymous allegations will normally not be considered by the College. Confidentiality regarding allegations will otherwise be maintained.
   e. The wellbeing of the individual will be considered at all times, and communication timed appropriately to ensure the individual has appropriate support structures in place.
3. Sanctions/ warnings resulting from proven misconduct will be decided by the Executive Committee based on the advice of either an investigating officer or disciplinary panel.
4. Sanctions will be considered in light of the conduct and should be considered one by one, in order of severity, starting with the least severe, until such time as the sanction is considered appropriate (Note: This process ensures that the least severe appropriate sanction is applied).
   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. Suspension
      iv. Expulsion / Permanent exclusion from the College

APPENDIX I

REQUIREMENTS FOR RE-CERTIFICATION

LIST OF MATERIAL TO SUBMIT FOR RE-CERTIFICATION

1. **Cover letter** stating the purpose of the application, the time period corresponding to the re-certification evaluation, and a brief description of the supporting documents that the applicant is submitting;
2. the **self-assessment form** (refer below) with a total score of no less than 100, and with the supporting documentation, which will be subject to approval by the Certification and Credentials Committee;
3. Evidence of good standing: the applicant must provide either:
   a. two **reference letters** composed according to the relevant instructions of EBVS "*attesting the professional ethics and activity of the diplomate during the five years period"* (Policies and Procedures of the EBVS), sent electronically to the Chairperson of the Certification and Credentials Committee. It is the applicant's responsibility to ensure that the reference letters are sent on time. The Chairperson of the Certification and Credentials Committee is responsible for absolute discretion and confidentiality regarding the reference letters. In the event that the signatories of the reference letters are not in a position to certify one or more of the statements included in the relevant model of EBVS, the applicant should provide alternative substantiating evidences;
   b. a self declaration (see template below).
4. **application fee**. The application will not be considered if the application fee has not been paid. The application fee is non-refundable. If any part of the application has to be resubmitted, an administrative fee will be charged.

Re-Certification Template

Name	
Qualifications	
Current Job Title	
Key Job Responsibilities *(Max 5 brief points)*	
Address **Institution** **Street** **City** **Post Code** **Country**	
Phone Number	
E-mail	
Date of Initial Certification	
Period of Evaluation	

I undersigned, hereby certify that I have continuously practised in the speciality of Veterinary Microbiology for at least 60% of my working time during the past five years, and that all information in this application is correct.

Date	
Signature	

TABLE 1. SELF-ASSESSMENT FORM FOR RE-CERTIFICATION

	Point/Item	Score
Publications or Published Works		
Scientific papers in SCI journals/ first author or last author	5	
Scientific papers in SCI journals/ 2nd author	4	
Scientific papers in SCI journals papers/ Co-author	3	
Textbook chapter	5	
Textbook editor	6	
Principal author of textbook	8	
	MAX TOTAL* 30	**SUM**:**
Presentations/Communications (non-ECVM)		
International congress speaker	5	
International congress poster	4	
International congress chair[1]	7	
National congress speaker	4	
National congress poster	3	
National congress chair	6	
Invited speaker to international congress	7	
Invited speaker to national congress	6	
Continuing education (international, per day)	2	
Continuing education (national, per day)	1	
Chair of international education/research meeting organisation	4	
Chair of education/research meeting organisation (national)	2	
Society annual meeting/speaker	1	
	MAX TOTAL* 25	**SUM**:**
Involvement in College Activities		
Exceptional contribution to the College (per year or activity)[2]	20	

[1] Chair of an international conference organising committee or session (non-ECVM).

[2] Self-evident for the College President and Secretary; in all other cases e.g. chair of organising committee of the College's annual conference, it must be approved by the ECVM Executive Committee and certified by the College President, following the candidate's application.

Significant contribution to the College (per year or activity)[3]	15	
Substantial contribution to the College (per year or activity)[4]	10	
Leading role in organising the College's annual conference	30	
Supervisor (per resident per year)	8	
ECVM training/workshop organisation (per day)	7	
ECVM training/workshop speaker (per lecture or wet lab session)	4	
ECVM conference invited speaker	5	
Attendance at ECVM congress (per congress)	3	
Attendance at ECVM workshops (per day)	3	
Questions for exam sessions (per accepted question)[5]	3 to 5	
Contribute articles to College newsletter or website (per article)[6]	3	
	MAX TOTAL*75	**SUM**:**

Specialisation Activities

Directing the speciality in the private sector (per full-time year).	10	
Consultancy (per substantial piece of work)	10	
	MAX TOTAL* 75	**SUM**:**

Other Boards & Committees

International editorial board (per board/year)	7	
National editorial board (per board/year)	4	
International advisory/Specialist board (per board/year)	7	
National advisory/Specialist board (per board/year)	4	
International evaluator (per call)	4	

[3] Self-evident for the members of the Executive Committee not referred to above and the Chairs of all other College Committees; in all other cases e.g. managed a collaboration agreement with major actors in the field, member of organising committee of College's annual conference, it must be certified by the College President or the Chair of the respective Committee, following the candidate's application.

[4] Self-evident for the members of all College Committees not referred to above; in all other cases e.g., performed the College's audit, provided support for the Resident's Journal Club or Residency Examination, managed the College website and/or newsletter, it must be certified by the College President or the Chair of the respective Committee, following the candidate's application.

[5] Each accepted MCQ style question is worth 3 points, each accepted longer question (essay question, extended matching question, and diagnostic scenario) plus model answer is worth 5 points.

[6] Must be research or education type article, not routine or operational information.

National evaluator (per call)	3	
	MAX TOTAL* 20	**SUM**:**
		TOTAL*:**

** The maximum score accepted as accountable per group.*

*** The applicant records the score corresponding to each of the activities. If the sum of these scores per group is lower than MAX TOTAL, the applicant records the exact number. If the sum of these scores is higher than MAX TOTAL, the applicant records the number which is indicated as MAX TOTAL.*

**** Total should be no less than 100 and no more than 150.*

EVIDENCE FOR RE-CERTIFICATION

Credit points 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. Diplomates must attend an ECVM Annual General Meeting (AGM) at least twice every five years (5 year re-certification period.

1. PUBLICATIONS

List below the PUBLISHED publications involving veterinary microbiology during the past five years, of which you are author or co-author.
Scientific papers can be original research, review articles, short communications, or case reports, and must be published in SCI-listed journals.

Clearly assign each publication to the relevant category in Table 1.

2. PRESENTATIONS

List below presentations involving veterinary microbiology during the past five years, of which you are author or co-author.

Clearly assign each publication to the relevant category in Table 1.

3. INVOLVEMENT IN COLLEGE ACTIVITIES

List below your relevant contributions to ECVM activity during the past five years.

Attendance at AGM of ECVM is required at least twice every five years.

The number and type of approved exam questions contributed must be confirmed by the Chair of the Examination Committee.

Clearly assign each activity to the relevant category in Table 1.

4. INVOLVEMENT IN OTHER BOARDS OR COMMITTEES

List the Boards and Committees involving veterinary microbiology of which you have been a member during the past five years.

Clearly assign each membership to the relevant category in Table 1.

REFERENCE LETTER FOR RE-CERTIFICATION

Name of applicant				
In what capacity do you know the applicant?				
It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines may act as a referee..				
How long have you known the applicant's work?				
I know the applicant	by reputation		personally	
A referee must normally have known the applicant for the five-year period prior to application/reapplication that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.				
List the criteria (from the list below) by which, in your opinion, the applicant is maintaining their EBVS Specialist status.				
The EBVS expects that all Specialists have: · been practising (through practice, teaching and research) their speciality for at least 60% of their time for the last 5 years; · demonstrated satisfactory moral and ethical standing in the profession; · practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. · promoted continuous improvement in the quality and standard of specialist practice · communicated effectively with the public and with professional colleagues.				
I confirm that I have read the applicant's application form. I signify below my whole-hearted support for this application.				
Any other comment:				
Signature:				
Name (in capital letters):				
Date:				

Self Declaration Text for Re-certification Procedure

I confirm that:

1) I am registered to practice as a veterinary surgeon in the country where I work and will continue to be so registered during this period of certification.
2) I confirm that my submissions for recertification are a true and accurate record of my activities.
3) I keep and uphold the standards required by the college and my national veterinary regulator.
4) I conduct all activities relating to practicing my speciality within the restrictions potentially imposed by my health and physical condition.*
5) I do not have any criminal convictions that impact on my fitness to practice.
6) To my knowledge I am not subject to any disciplinary investigations or sanctions from any national veterinary regulator.
7) I agree to inform the college immediately should any of these statements no longer apply
8) In making these declarations, I understand that any dishonesty could lead to my permanent expulsion from the College and that such information would be shared with any national veterinary regulator.
9) I accept that information contained in this declaration will be stored as long as deemed necessary by the college, and that my right to request to have the information deleted is prevented by the legitimate needs of the college.

Name…….

Signature…….. **Date…….**

APPENDIX II TRAINING PROGRAMMES

SUPERVISION AND DOCUMENTATION OF TRAINING

Residency Programme Director

Each Standard Residency Programme shall have a Residency Programme Director (RPD) who shall be a practising Diplomate of the ECVM, and a senior member of staff at the institution hosting the residency.

The suggested procedure is as follows:

1. The College receives electronically a report of self-evaluation from the RPD. 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. 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. The Chairperson of the committee will write to the RPD, 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 any other institution within which the residency programme is being conducted, with a copy to the director of the residency.
4. The committee will meet and consider all the available information about the residency programme, and develop a recommendation for action by the College.
5. The College will approve or disapprove the residency.

The Residency Programme Director is responsible for:

1. The application for approval of the Standard Residency Programme to the ECVM Education Committee and for ensuring that it continues to meet the requirements of the ECVM;
2. the application for formal re-approval of the training centre and programme every five years;
3. recording the presence of visiting residents (externships).

Supervisor

The Residency Programme Director or any other ECVM practising Diplomate listed as involved in the programme. A supervisor shall have no more than two (2) residents following standard residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.The supervisor is responsible for:

1. Being aware of all the details regarding training programmes described within the present document;
2. the administration and supervision of the candidates' progress through the programme; this will require frequent contact and at least four formal, recorded meetings per year to assess progress and performance, and to review the Portfolio of Activity (see below);
3. completion of an Annual Supervisor Report for each supervised resident, which is sent to the Education Committee (see below);

4. ensuring that all facilities and case material required are available in each phase of the programme.

If a Resident's Supervisor leaves the training institution and there is no immediate internal replacement, the Resident will be allowed to continue training in some other ECVM Residency Programme, supervised by another Specialist. If this is not possible, an ECVM-approved non-EBVS recognised Specialist of the Institution in which the Resident was initially registered can take the responsibility of the direct supervision of the Resident, in collaboration with one, or preferably two ECVM Specialists from other Institutions who will contribute indirectly to the supervision of the Resident. In this event, one of the ECVM specialists is defined as the Resident's Supervisor, he/she communicates this to the Education Committee and becomes fully responsible for the Resident. The Specialist who will be assigned to the position of the Resident's Supervisor will have to make the necessary adjustments to the relevant Residency, especially if the latter was an Approved Standard Residency Programme, in which case it will have to be converted into an Alternate Residency programme. If the Resident had completed the part of the Residency foreseen to be conducted under direct supervision before the Supervisor left the training institution, he/she can complete the rest of his/her training under the indirect supervision of one ECVM Specialist from another Institution who is defined as the Resident's Supervisor.

Resident

The resident is responsible for:

1. Enrolment as a resident;
2. maintenance of a Portfolio of Activity/Case log which documents:
    - Training activities undertaken (include details of dates, objectives, outcome);
    - clinical cases or outbreaks investigated (include details of history, methods, intervention and outcome);
    - presentations, seminars, conferences, continuing education both given and attended (include details of dates and title); and
    - publications;
3. ensuring documentation of external training (externship) by reminding their main supervisor to send the relevant form to the Residency Programme Director (or equivalent) at the external institution;
4. ensuring timely submission of the Annual Supervisor Report;
5. submitting the application for approval of credentials within eighteen months of the completion date of the residency. Credentials must be submitted even if the required publications have not been accepted and/or the resident does not wish to take the examinations in that year;
6. applying to sit the Diploma examinations so as to enable him/her to pass the examinations within eight years of completion of the residency.

ECVM

The ECVM (Education Committee) is responsible for:

1. Evaluation of each resident's progress and communication of deficiencies to the resident and supervisor;
2. acknowledgment of receipt of all necessary documents.

3. Confirming to the Chair of the Certification and Credentials Committtee that a resident applying to sit the qualifying exam has fulfilled the required training programme.

Meeting with Supervisor and Annual Supervisor Report

Residents must meet with their supervisor four times yearly for evaluation of performance and progress. At these meetings they should provide their supervisors with the information necessary for completion of the Annual Supervisor Reports. It is the responsibility of the resident to ensure that the report is submitted to the Education Committee within 2 months of the completion of each 12 month period of training.

APPLICATIONS FOR ENROLMENT

I. Standard Residency Programme

A Standard Residency Programme (SRP) must take place in an Approved Training Centre, and consist of a period of three years of supervised training, postgraduate education, and clinical experience in the science and practice of veterinary microbiology and supporting disciplines under the supervision of at least one practising ECVM Diplomate who participates actively in that programme, as defined by the ECVM Education Committee.

The SRP must allocate at least 24hours/week of activity in veterinary microbiology, over a minimum of 48 weeks a year, totaling 144 weeks over a three-year programme. At least sixty *per cent* of the resident's time will be spent practising veterinary microbiology. At least twenty *per cent* of the resident's time will be spent in research relevant to veterinary microbiology and preparation of manuscripts, and an equal amount of the of the resident's time (at least twenty p*er cent*) will be devoted to study; this will include independent study and formal course work dedicated to specific aspects of veterinary microbiology.

The SRP must contain components of all fields of veterinary microbiology (refer to Specific Activities of this Appendix). Residents and Residency Programme Directors are encouraged to extend training to as many different animal species and aspects of veterinary microbiology as possible.

The enrolment applicationmust be submitted by e-mail to both the Chairperson of the Education Committee and the Secretary of the College. On acceptance of their enrolment, residents will be notified of the expected completion date of their residency (threeyears).

II. Alternate Residency Programme

An alternate programme is approved for an individual resident by the ECVM Education Committee prior to starting training. The programme is not approved for anyone other than the resident in question. The precise form of each individual programme is at the discretion of the Education Committee.

This programme must ultimately be equivalent to a Standard Residency Programme. Thus, it must include the equivalent of three years of supervised training in veterinary microbiology under the supervision of at least one ECVM practising Diplomate who participates actively in that programme, as defined by the Education Committee. The resident may spend variable periods of time training in a number of centres that, together, will enable him/her to fulfil the requirements of a standard

residency programme and therefore to sit the ECVM examination. A main supervisor responsible for the entire programme must be specified. The resident and his/her supervisor(s) must prepare a programme and submit it to the Education Committee for approval. If the resident completes the programme satisfactorily he/she will have fulfilled the residency training requirements to sit the exam.

Minimum Requirements

A resident on an AlternateTraining Programme must spend the equivalent of at least sixty *per cent* of three years working in the practice of veterinary microbiology under the direct supervision of a practicing Diplomate in order to undertake the equivalent of a Standard Residency Programme.

Applicants must apply for enrolment as well as for approval of their Alternate Residency Programme, before training begins (Section IV). Applications for enrolment must include the following information:

a. The main supervisor's agreement (ECVM Diplomate). This main supervisor will assist the resident during the preparation of the programme and ensure its smooth running. He/she will be the direct contact for the College regarding matters concerning the Alternate Residency Programme;
b. a detailed programme that will demonstrate how all the requirements of the residency are met. This will have to address the above mentioned week allocation, describe the purpose of the visits to other centres and the extent of the involvement of the resident. The resident will be working on a regular basis or in blocks of several weeks/months in a training centre(s) running a residency programme, and/or where there can be supervision from an ECVM Diplomate. It is expected that the resident will spend time working with his/her ECVM main supervisor;
c. details for each institution where the resident will work. Approval by the Education Committee of the facilities and case load of the institution(s) for the purpose of training a resident will be valid for that resident only and for only the specified part of the training;
d. letters of agreement from these training centres are required, although it is understood that acceptance of residents in advance may be provisional. The precise details and venue(s) will depend on the resident's specific requirements.

The documents must be sent by e-mail both to the Chairperson of the Education Committee and to the Secretary of the College.On acceptance of their enrolment, residents will be notified.

ADDITIONAL TRAINING REQUIREMENTS

The following additional requirements apply for the standard and alternateresidency training programmes:

Externships

At least eight weeks of externship must be completed during the training period. Of these, at least six weeks (ideally 2 weeks/year) must be spent in external institutions. Face to face training days/workshops which involve practical aspects in any area of microbiology (including bioinformatics) can be counted towards the six physical externship weeks. Alternate forms of

gaining experience such as online training workshops, online CPD, relevant face to face Conference days, can also count towards externship, but these should not exceed two weeks. During the externship, it is the responsibility of the resident to remind the supervisor in that centre, ECVM Diplomate or other appropriate person e.g. head of lab, director of institute, etc.. to complete a training record (Externship Form) outlining duration, subject, specific activities and the competencies gained during the externship, and send it to the Residency Supervisor. Copies of completed externship forms will be furnished to the Chairperson of the Education Committee at the time of submission of the next Annual Supervisor Report. Where a resident has difficulty in completing 8 weeks of externship e.g. due to financial or travel restrictions, then application should be made to the chair of the Education Committee to approve alternate forms of gaining specialist experience outside of the home training centre(s) e.g. training courses, periods of training in other laboratories within the same institution, visits of short duration to other facilities, etc…

Research

At least twenty *per cent* of the resident's time will be spent in research activity and preparation of manuscripts. Candidates for examination must be the author of at least two publications in SCI-listed journals (Appendix III.A). Additionally, residents must attend at least one international scientific meeting in the field of veterinary microbiology and make a presentation (oral or poster), and also attend internal seminars and journal clubs.

EXTENSION OF RESIDENCY PROGRAMME

If circumstances demand an extension of the residency, the resident must submit a request with all the pertinent documentation both to the Secretary of the College, and to the Chairperson of the Education Committee. The request should be accompanied by a letter from their supervisor supporting the application.

Residents must pass the examinations within eight years of the end of the residency, within which period they are allowed to re-sit the examination up to four times in total. Those who fail to do so for any reason are deemed to have withdrawn their candidacy. Should such a resident wish to continue, and have mitigating circumstances, they must write to the Secretary of the College, who will provide details regarding to whom and in what form the following material should be sent:

a. A written outline of the re-applicant's self-evaluation and his/her remedies to correct these deficiencies, and of any mitigating circumstances;
b. an updated *curriculum vitae*, in a prescribed format. An addendum should reflect training and experiences directed towards correcting the deficiencies noted in the self-evaluation or in the examination feedback, in the case of multiple examination failures;
c. an updated case-log as proof of continued experience in the field of veterinary microbiology;
d. at least one letter of reference. The specific letter(s) must specifically address the efforts taken by the applicant to correct the deficiencies of previous examinations;
e. at least one original research publication in a SCI-listed journal relevant to veterinary microbiology of which the applicant must be the principal author; at least one internationally peer reviewed case report or original publication in a SCI-listed journal

relevant to veterinary microbiology of which the applicant is author or co-author. The publications must be less than five years old at the date of the current application deadline;

f. all pertinent correspondence must be provided. This must include a list of all dates of previous applications and appropriate correspondence.

EXAMPLE OF A STANDARD RESIDENCY PROGRAMME

A. General Description

1. Residency Program Director: contact details;
2. Finance: General description of the financial aspects relevant to supporting the activities of the residency programme;
3. The programme is supervised by X EVMC Diplomates and X non-members of ECVM, listed on the application form and annex;
4. Candidates applying to sit the ECVM examination will demonstrate a minimum of 24 hours/week of activity in veterinary microbiology, over a minimum of 48 weeks a year, totaling 144 weeks over a 3-year residency programme. The supervisor and resident will develop an individual training programme; in general, time will be allocated for a) diagnostic activities b) research and c) independent study as below:

   a) At least sixty *per cent* of the resident's time will be spent in **veterinary microbiology**. The resident will receive supervised training in the microbiological analysis of samples, result interpretation and reporting, and will be exposed to a range of samples from as many different animal species as possible. A proportion of time (at least ten weeks) will be spent in relevant external institutions;
   b) at least twenty *per cent* of the resident's time will be spent in **research on veterinary microbiology** and preparation of manuscripts (candidates to sit the examination must have published one original research article in a SCI-listed journal relevant to veterinary microbiology, as principal author, and at least one internationally peer reviewed case report or original article in a SCI-listed journal relevant to veterinary microbiology, as co-author). Residents will attend scientific meetings and seminars, and will make at least one presentation (oral or poster) in an international conference;
   c) at least twenty *per cent* of the resident's time will be devoted to **study**; this will include independent study and formal course work dedicated to specific aspects of veterinary microbiology.

   Additionally, residents may elect to become involved in **teaching** veterinary microbiology to undergraduate veterinary students, which can include lectures, tutorial and practical classes. Residents can also spend time in **related disciplines** under Diplomate supervision to assist development of skills in clinical diagnosis and investigation of infectious diseases, and to develop a co-operative approach with Diplomates in other disciplines, for example in veterinary hospitals and post mortem facilities.
5. The variety of species and wealth of knowledge available among the many European Specialists based at the host and affiliated institutions will ensure that the resident should have a challenging, stimulating and successful three-year programme of study.

B. Specific Activities

The resident will:

Year 1

- Increase his/her knowledge in **bacteriology** and **mycology** (structure and morphology, taxonomy; metabolism and genetics; virulence and pathogenicity; isolation and identification; antibacterial/antifungal agents) through personal and supervised study;
- increase his/her knowledge in **virology** (structure and morphology; taxonomy; replication; pathogenesis; anti-viral immunity and prophylaxis) through personal and supervised study;
- increase his/her knowledge in **veterinary immunology** (body's defences, antibody-mediated and cell-mediated immune responses) through personal and supervised study;
- increase his/her knowledge in **host/pathogen interaction** (gene expression, antigen recognition, genetic polymorphism and its association with microbial pathogenicity indicators and host resistance) through personal and supervised study;
- increase his/her knowledge in **molecular microbiology**(principles of molecular biology, microbial gene targets for detection, identification and classification, genetic drug resistance indicators, gene expression) through personal and supervised study;
- be trained with respect to **good laboratory practice**, in particular safety precautions in the laboratory, protection of the environment, validation of results and documentation;
- be trained in the practice of conventional, serological and molecular **diagnostic procedures;**
- attend **seminars/courses** in bacteriology, virology and immunology organised by the host institution or other partner institutions;
- participate in a **research project** directly related to veterinary microbiology.

Year 2

- Increase his/her knowledge in **infectious diseases of animals** through personal and supervised study;
- increase his/her knowledge and practice in **mechanisms of action of antimicrobial agents and those of antimicrobial resistance**;
- be trained in rapid and alternative methods for detection and/or enumeration of microorganisms in **clinical samples**;
- be trained in the practical application of **molecular technologies** for microbial detection and typing methodologies;
- follow up **clinical cases** and publish a case history;
- attend **seminars/courses** on infectious disease topics covering epizootiology, internal medicine, pathology and public health organised by the host institution or other partner institutions;
- continue with his/her **research activities.**

Year 3

- Be trained in techniques of **typing/fingerprinting** of microbial pathogens;
- conclude his/her **research activities;**
- **publish** the results obtained;
- take part in **scientific meetings**;
- actively take part in the **teaching** of undergraduate and postgraduate students.

C. List and Qualifications of Staff Contributing to the Programme

D. Description of Institution (s) and Learning Environments

1. **Description of physical facilities**

   The environment will provide the intellectual and physical facilities for the advancement of knowledge in veterinary clinical microbiology. If the host institution is deficient in any respect then it must indicate what external placements or other provisions are proposed (see II, B).

2. **Accreditation**

   Indicate the accreditation status of the host institution.

3. **Case load**

   Sufficient case load and sample throughput for specialisation in veterinary microbiology. The case load must be such as to provide material for the preparation in total, of at least four case reports, of which at least two will deal with different species of veterinary importance (Appendix III.B).

4. **Research profile of institution(s)**

   Describe briefly the main research activities (focus areas, on-going projects) and output (e.g. scientific papers, dissemination and patents) of the research institute, clarifying all those factors that can substantiate its suitability for a residency center.

5. **Professional links**

   Indicate formal or established links with other institutions that will complement your training programme (affiliated institutions). Name the Institute(s) and the key professional contact, responsible for the residents. Describe the affiliated institutions in a format similar to above and the particular complementary training that they can offer your resident (type of activities, periods and responsibilities).

APPENDIX III EXAMINATION PROCEDURES

A. LIST OF MATERIAL REQUIRED FOR APPLICATION FOR CREDENTIALS APPROVAL / SIT or RE-SIT THE QUALIFYING EXAMINATIONS (to be supplied to the Chair of the Certification and Credentials Committee)

1. **Cover letter** stating (i) name of the applicant and date of the application (ii) purpose of the application (credentials approval/sit or re-sit-the examination), (iii) name(s) of the Residency Director and Supervisor (iv) intention or not to sit the qualifying examination the same year, and (v) brief description of the material that the applicant is submitting (see Cover letter template below);
2. ***Curriculum vitae***. this should be a concise document that includes: Name, Education (Qualification, Institution, Dates), Employment History (Job Title, Institution, Dates), Training Courses Attended (Title, Institution, Dates), Bibliography
3. **Reference letter** from the applicant's main supervisor, sent electronically to the Chairperson of the Certification and Credentials Committee. It is the applicant's responsibility to ensure that the reference letter is sent on time by the supervisor. The Chairperson of the Certification and Credentials Committee is responsible for absolute discretion and confidentiality regarding the reference letter(s). Reference letters must document the following:
    i. confirmation of completion of the training programme in veterinary microbiology;
    ii. the applicant's proficiency, judgment, knowledge and competence as a Specialist and their preparedness for sitting the examinations;
    iii. the commitment of the applicant to the constitutional objectives of the ECVM.
    iv. the supervisor approves the submission and the format of the case reports.

    After approval of the credentials allowing the candidate to sit the examinations, the Secretary will inform the candidate;
4. **Dossier of at least four case reports**, which must be organised as follows: history, clinical description, differential diagnosis, diagnosis, and suggestions for control. Detailed instructions are provided below, and on the ECVM website. Other contributions such as a research project report, field trials (drugs/vaccines), evaluation of an infection control scheme, etc may be acceptable, but prior agreement must be obtained from the Examination Committee;
5. **Publication information Publication information** (supply publications as PDF versions); two publications (in English) arising from the period of the residency are required as follows: one original internationally peer reviewed research paper relevant to veterinary microbiology of which the applicant must be the principal author and accepted by a refereed scientific journal listed in the Science Citation Index (SCI); And one internationally peer reviewed case report or original paper relevant to veterinary microbiology of which the applicant is author or co-author and accepted by a refereed scientific journal listed in the SCI. Letters of final acceptance and copies of accepted manuscripts must be sent electronically to the Chairperson of the Certification and Credentials Committee and to the

Secretary of the College. Proceedings, thesis or monographs will not be accepted as a publication. Short communications will not normally be accepted as a publication unless they are published in a prestigious journal with a high impact factor. Joint first authorship shared by two authors will be considered as equivalent to principal author provided the Resident's Supervisor confirms the lead role and significant contribution made by the resident in generating the research outputs and writing the paper. Candidates may seek clarification from the Certification and credentials Committee.

7. **Previous correspondence** pertinent to the training programme and application, if relevant;
8. **Application fee**. The application will not be considered if the application fee has not been paid. The application fee is non-refundable. If any part of the application has to be resubmitted, an administrative fee will be charged.

The Chair of the Certification and Credentials Committee will write to the Chair of the Education Committee for confirmation that the required training programme has been successfully completed [including satisfactory **annual supervisor's reports**, **portfolio of activity/case log** and **externship forms (8 weeks or equivalent)** covering the whole duration of the residency programme].

B. DETAILS OF CASE REPORT SUBMISSION

Objectives

- To demonstrate that the resident can write a case report in a manner suitable for publication;
- to demonstrate the resident's ability to use the scientific literature in a manner such as to discuss and justify their findings and conclusions;
- to demonstrate the resident's ability to present a case report, and field relevant questions (two cases will be selected for oral presentation as part of the Applied Microbiology Examination).

The case reports (case-based studies; either single or multiple animals) do not need to be published but must be submitted in a form suitable for publication or already published, with the candidate as first or joint first author in at least three cases. Where the resident is not the first author then a brief explanation of the contribution of the resident to the writing of the case report should accompany the submission. This explanatory text should be confirmed by the supervisor.

Choice of the Cases

It is accepted that not all cases can be original, although originality will be an advantage. However, the case must be interesting, providing challenging situations, and raise questions and possibly controversies, worthy of discussion at a Specialist level. Poor marks for discussion may reflect a poor choice of case. The case reports must be relevant to veterinary microbiology and cover both a range of species and disciplines.

When considering the animal *species,* the four cases must relate to at least two different species of veterinary importance from the list below:

a. Ruminants

b. Equine
c. Small animal (cat or dog)
d. Porcine
e. Avian or apian
f. Other

When considering *discipline*:

a. At least one case report must be directly related to bacteriology and/or mycology;
b. A t least one case report must be directly related to virology.

Presentation of the Case Reports

a. The case reports should be in English;
b. the case reports should contain a title page, an abstract, an introduction, a description of the case(clinical history, clinical description, differential diagnosis, diagnosis, control and outcome), a discussion, acknowledgements and references;
c. format of text and references for unpublished reports must follow strict guidelines: the maximum length is 3000 words NOT including title, tables, figures or references. A word count should be provided on the title page;
d. font size 12 and 1.5 line spacing should be used throughout;
e. Harvard style of referencing should be used and references should be limited to the most relevant;
f. tables and graphs should be kept to the minimum necessary.

Failure to abide by these rules will affect marking of the case report. The case reports should be submitted electronically to the Chairperson of the Certification and Credentials Committee. Examples of case reports can be found in the literature.

C. WITHDRAWAL FROM THE EXAMINATION

If the credentials provided by the resident receive approval by the Certification and Credentials Committee but the candidate decides later not to sit the qualifying examination in the same year, withdrawal of attendance at the examinations must be communicated to the College Secretary and to the Chairperson of the Examination Committee (by electronic mail, describing briefly the main reason) at least 3 months before the next scheduled examination. The paid examination fee can be refunded at the candidate's request (with charges for bank transfer paid by the candidate and an additional administrative fee of 10 Euro), or it can be rolled over until the following year (no interest will be refunded).

Abandonment during the examination process for any reason (including declaration of being unfit) will be considered as an examination attempt. The paid examination fee will not be refunded. For the next examination attendance the re-sit fee will apply.

Failure to attend the qualifying examination after having submitted the relevant application for participation and having received confirmation of credentials approval will be considered an examination attempt, if prior notice to the College Secretary has not been submitted at least 3 months before the next scheduled examinationand a valid declaration of being unfit to sit the

examination has not been presented to the Chairperson of the Examination Committee. Examination fees will not be refunded. For the next examination attendance the re-sit fee will apply.

Within 3 months before the next scheduled examination, a declaration of being unfit for the examination (medical certificate required) must be communicated to, and validated by the Chairperson of the Examination Committee as soon as possible before the start of the examination process (i.e. before the start of either the written or the oral examinations, respectively). The non-attended examination will not be considered as an examination attempt. The paid examination fee can be refunded at the candidate's request (with charges for bank transfer paid by the candidate and an additional administrative fee of 10 Euro), or it can be rolled over until the following year (no interest will be refunded).

D. FORMAT OF THE EXAMINATION

The format of the examinations shall include the following two parts:

I. General Microbiology

This part of the Examination shall deal with (i) nomenclature, classification, morphology, geographical distribution, biological characteristics (including cell and molecular biology), detection and identification of bacteria, fungi and viruses of animals and animal products, and (ii) pathogenesis, immunology, pathology, epizootiology, clinical presentation, diagnosis and control of bacterial, fungal and viral diseases of animals.

Format: Forty multiple choice questions (MCQ) + 2 essay questions (to be chosen by the candidate from a list of 4) + 4 short answer questions (to be selected by the candidate from a list of 6).

Duration: 3 hours

II. Applied Microbiology

This part of the Examination consists of two sections, Sections A& B.

Section A: shall be used to evaluate the candidate's clinical expertise in veterinary microbiology, and their communication skills. It shall be based on the preparation of four case reports dealing with different species of veterinary importance. The case reports must be organised as follows: clinical history, clinical presentation, differential diagnosis, diagnosis, control and outcome. Preparation of this material will rely on instructions available in this document and on the ECVM website. Other contributions such as a research project report, field trials (drugs/vaccines), evaluation of an infection control scheme, etc., may be acceptable in exceptional cases but prior agreement must be obtained from the Examination Committee.

Format: The full dossier (4 case reports) must be provided at least 3 months before the next scheduled examination. Candidates must prepare a presentation of four case reports (using PowerPoint or similar software) before the examination. The particular case-report selected by the Examination Committee for oral presentation will be announced to the candidate during the examination.

Duration: approx. 30 minutes (15 minutes for the presentation and 15 minutes for questions).

Section B: the Examination shall be used to evaluate the candidate's ability to understand and use in an appropriate way different diagnostic techniques. Section B will consist of the following:

- Diagnostic scenarios: Ten diagnostic scenarios (consisting of up to 200 words of text plus appropriate laboratory data) each with four associated MCQs based on the critical analysis of clinical, serological, isolation, molecular or biochemical data (a total of forty MCQs).
- Microbial identification: Ten cultures, microscopic preparations or pictures to be examined. Specimens to be identified will be accompanied by a brief history and relevant background details.

Duration: 3 hours.

E. EVALUATION AND PASS MARK

a. Essay and short answer questions: each appointed Examiner shall read the answers and award a mark. Final evaluation will be expressed as the mean of all marks;
b. case reports: each of the written reports and the oral presentation (scientific merit, presentation quality, and ability to field questions) shall be evaluated by each appointed Examiner. Final evaluation shall be based on the mean of all marks;
c. microbial identification: the appointed Examiner(s) shall read the answers and award a mark. Final evaluation will be expressed as the mean of all marks;
d. pass mark: the candidate must score no less than fifty *per cent* (50%) in each part and section of the examination i.e. 50% in Part I, 50% in Section A Part II and 50% in Section B Part II.

Cover Letter Template

Name	
Date of the Application	
Purpose of the Application	
Residency Director and Supervisor	
Training Centre(s)	
Dates of Residency	
Residency Type (Standard/Alternate)	
Material Submitted	
CV (indicate yes or no)	
Case Reports (Title and Authors)	
Two Publications (Cite in Full)	
Any Other Documents	
Any Relevant Correspondence	
Application Fee	
Signature	

European College of Veterinary Microbiology

Application to take Part 1 of the Qualifying Examination of the European College of Veterinary Microbiology (ECVM)

The completed form must be submitted electronically by the Resident's Supervisor to the Chairperson of the Certification and Credentials Committee and a copy sent to the Chair of the Examination Committee of the European College of Veterinary Microbiology, at least 3 months before the date of the examination.

Name of resident:

Residency address:

Resident's E-mail:

I, ……., formally apply to take Part 1 of the Qualifying Examination of ECVM at the next offering of this examination. I confirm that I have completed two years of training (Standard Training Programme) or the equivalent (Alternate Training Programme) and have received the relevant approval from the ECVM Education Committee covering this period of training (Please attach a copy of the report from the Education Committee for the second year of your training or equivalent).

Signature of resident: **Date**:

Name of Resident's Supervisor:

Signature of Resident's Supervisor: **Date**:

Name of Residency Director:

Signature of Residency Supervisor: **Date**:

APPENDIX IV ECVM REFERENCE LETTER

For quality assurance purposes, reference letters are a necessary part of the evaluation/re-certification process in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

The following Reference letter form is to be used by two Referees in support of:

- Founding Diplomates
- De facto Diplomates
- Re-certification of Diplomates
- Diplomates of non-EBVS recognised Colleges ("Diplomates by equivalent exam").
- Veterinarians internationally recognised in the field of a College, when applying to sit the College's examination without prior completion of a Residency programme.

This form below should be completed and returned by email to the ECVM Secretary.

Name of applicant:

Title of speciality:

Position for which applying:

Founding ☐ De Facto ☐ Re-evaluation ☐ By equivalent exam ☐ Internationally recognised ☐

1. In what capacity do you know the applicant?

It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.

2. How long have you known the applicant's work?

A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.

I know the applicant

personally ☐
by reputation ☐

3. List the criteria by which, in your opinion, the applicant is maintaining their ECVM Specialist status.

The ECVM expects that all Specialists have:

- been practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years; ☐
- demonstrated satisfactory moral and ethical standing in the profession; ☐
- practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. ☐
- promoted continuous improvement in the quality and standard of specialist practice ☐
- communicated effectively with the public and with professional colleagues. ☐

I confirm that I have read the applicant’s application form. ☐
I signify below my whole-hearted support for this application for. ☐

Any other comment:

Signature:

Name (in capital letters):

Date:

Appendix V –Measures of Quality Assurance

Aim: To maintain the highest possible level of quality assurance.

Responsibility: The ECVM Officer responsible for Quality Assurance (QA) will be the Chair of the Quality Assurance Committee. The activities of QA will be supervised and monitored by the ECVM Vice-President. The assessment of the effectiveness of the College's QA Strategy will be conducted by the ECVM Executive Committee in their regular meetings. If necessary, the ECVM Executive Committee will decide on the need to take corrective measures or make provisions for the effective implementation of the College's QA Strategy. Before these measures are adopted, they will have to be approved by the Board.

Provisions and Measures of Quality Assurance:

Regarding Administration

- The ECVM Officers and Committees maintain the highest possible level of effectiveness and consistency with their mission:
    - The selection of ECVM Officers and Chairs of the ECVM Committees will be conducted through a two-stage procedure (nominations and Board election). This procedure will be executed by the College Secretary and will be supervised by the President. Those nominated (nominations must be supported by at least 3 ECVM Board Members) should have a good knowledge of the ECVM official documents (Constitution, Bylaws, Policies and Procedures) and practices, especially in connection with the subjects that pertain to the activities of the respective committee. Within this context, nomination and selection of Officers and Chairs will be conducted with consideration to their previous experience in the affairs of the College. Alternatively, candidates for office will be expected to complete a brief on-line seminar including an on-line evaluation test, after their election and before taking office. These tests will be prepared by the Examination Committee using material provided by the respective Officers and Chairs. Before these tests are adopted, they will be submitted for approval to the ECVM Executive Committee. There will be no limit to the number of times candidates for office can take the test within the certain period until they succeed, which is followed by their official appointment. In the opposite event the Executive Committee is notified towards aiding the candidates or if necessary, proceeding with their substitution.
    - ECVM Officers and Chairs conduct their activities under supervision:
        - The President and Past-President is supervised by the ECVM Board.
        - The Vice-President, the Secretary, the Treasurer, and the Chairs of the ECVM Committees are supervised by the President.
    - When requested, the Chairs of the ECVM Committees and Working Groups must provide

to the Chair of the Quality Assurance Committee a record of the Committee's/Working Group's activities and an assessment of the performance of the Committee/Working Group members and make suggestions to improving effectiveness. The Chair of the Quality Assurance Committee will take every measure necessary so that this communication remains confidential.

  - When requested, the Members of the ECVM Committees and Working Groups must provide to the Chair of the Quality Assurance Committee an assessment of the activities and performance of the relevant Committee/Working Group and make suggestions for improving effectiveness. The Chair of the Quality Assurance Committee will take every measure necessary so that this communication remains confidential.

- The activities of the College are conducted with transparency:
  - ECVM Officers and Chairs are expected to keep an evidence-based record of their activities and report when requested.
  - Applicants addressing a College Committee are notified by the ECVM Secretary about the outcome of the evaluation of their application by the respective Committee (approval/rejection) and, in the event of rejection, of their right to address the Executive Committee with their arguments in writing, no later than one week from notification, so that these arguments are taken into consideration before the Executive Committee reach their decision.
  - An appeal procedure is foreseen against all decisions reached by the College.
- The ECVM Members remain consistent with the requirement to contribute to the growth of the College and Training: The Chair of the Quality Assurance Committee may make recommendations to which the DF member should comply. If opposed to these recommendations, DF members have the right to report in writing their arguments to the ECVM Executive Committee through the College's Secretary. The membership of DF members failing to comply with their obligations may be revoked following a decision made by the ECVM Executive Committee, which will be effective after approval by the ECVM Board.

Regarding training

- The training of Residents retains the highest possible level of performance:
  - Residencies and Resident are under constant supervision by the Education Committee.
  - The Residency Supervisors are expected to keep an evidence-based record of the activities conducted in the Residency and report when requested.
  - The Chair of the Quality Assurance Committee will contact annually the ECVM Residents for an assessment that will refer, but will not necessarily be limited, to the quality of

their supervision and the availability of resources necessary for the completion of their Residency. The Chair of the Quality Assurance Committee will take every measure necessary to assure that the information provided by the Residents remain confidential. If necessary, the Chair of the Quality Assurance Committee may propose these issues to be included in the agenda of the College's AGM

Appendix VI Privacy and Data Protection

CONSENT TEXT

Dear ECVM member,

As you probably know, on the 25th of May 2018, an important EU data privacy law came into effect. The General Data Protection Regulation (GDPR) ensures that you have more control over how and why we contact you and how we store information about you.

Below you will find more information on how and why we use your data. Note that your data will only be used ***for the purposes of administration of your diplomate/title and status*** *and* ***will not be shared with third parties.***

In order for us to continue processing your data, we must have your **active consent** (opt-in).
TO ALLOW THE EUROPEAN COLLEGE OF MICROBIOLOGY (ECVM) AND THE EUROPEAN BOARD OF VETERINARY SPECIALISATION (EBVS) TO USE YOUR DATA, PLEASE INDICATE BELOW:

YES I consent

NO I do not consent

Please note that you can withdraw your consent at any time by contacting the College Secretary.

For your information:

What is personal data?

Personal data is any information that identifies you as an individual.

Who will process my personal data?

Personal data will be processed by the European College of Microbiology (ECVM) and the European Board of Veterinary Specialisation (EBVS) only. *Your data will not be shared with third parties without your consent*.

You may administer what data you would like to have publicly available on the college website by contacting the College Secretary Rachael Tarlinton (Rachael.tarlinton@nottingham.ac.uk) and on the EBVS website by logging in at https://ebvs.eu/Users/Account/Logon .

You also have the right to ask us to correct any inaccurate personal information we hold about you or to delete personal information by contacting the College Secretary Rachael Tarlinton (Rachael.tarlinton@nottingham.ac.uk)

What is the purpose and legal basis for processing your personal data?

Your personal information will be used in the following ways:

- by the college to maintain your registration as a member of ECVM, to verify your diplomate status to ensure that you are meet the standards and are re-accredited

- by the EBVS to ensure that you are meet the standards and are re-accredited and may therefore carry the title EBVS[å] European Veterinary Specialist in Veterinary Microbiology
- by the college and the EBVS to contact you for important information regarding your diplomate/specialist status
- to communicate effectively with you by post, email and phone, including the distribution of relevant newsletters
- to compile statistics and conduct surveys and research for internal and statutory reporting purposes. For these purposes, your data will be **anonymised**.
- to deliver services to you

We consider the processing of your personal information for these purposes to be either necessary for the performance of our obligations with you (e.g. to manage your specialist status), necessary for compliance with a legal obligation, or necessary for the performance of tasks we carry out in the public interest (e.g. non- statutory reporting or research). We require you to provide us with any information we reasonably ask for to enable us to administer your diplomate/specialist status. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

What personal information will be processed?

The College will keep a record of:

- your name, nationality, current contact details, qualifications (these will also be shared with EBVS)
- credentials (including curriculum vitae)
- (re-)certification documentation and any supporting documents requested
- exam results
- current employment/position/host institution
- attendance at AGMs
- current status within ECVM (founding, de facto, certified, non-certified, retired, diplomate, associate member)
- payment of fees

How will personal information be processed?

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including some databases that are shared between the EBVS and the College. Access to your personal information is limited to EBVS or college staff who have a legitimate interest in it for the purpose of carrying out their duties.

How long will personal information be stored?

Your data will be stored for as long as you are a diplomate of your college. When you retire or your membership lapses and you no longer require the services of your college or the EBVS, only the most basic data will be retained (name, affiliation and dates of activity as a member of the College). All other data will be discarded after a period of 5 years unless you indicate that you wish the College to keep you informed of College activities.

Name:_____

Signature:_____

Date:_____

Appendix VII Procedures relating to misconduct

1. Allegations regarding the general professional conduct of a diplomate will not normally be considered by these procedures where the conduct falls under the remit of the national regulator for veterinarians in the relevant country.
2. Allegations that request anonymity will not normally be considered under these procedures.
3. Where the Executive Committee or their delegates consider that the matter should be investigated they will:
    a. Appoint an individual investigating officer from any EBVS college who is free of a conflict of interest but has experience of such investigations either through formal training in Human Resources or in academic misconduct.
    b. Inform the individual of the nature of the allegations against them and outline the timescales and the name and contact details of the investigating officer.
4. The investigating officer should make an initial interview with the individual within 10 days of their appointment.
    a. The investigating officer should update expected timescales based on the complexity of the case
    b. The investigating officer may interview others to collect evidence and may re-interview the individual as required.
5. The investigating officer will report their findings to the Executive Committee including their initial recommendations to either:
    a. Dismiss the allegations.
    b. Consider the imposition of a warning.
    c. Refer the matter to a full disciplinary panel
6. The Executive Committee, or their delegates, will consider the findings of the investigating officer and may:
    a. Dismiss the allegation or issue a warning without sanction, without referring the matter to a full disciplinary panel
    b. Refer the matter to a full disciplinary panel, irrespective of the recommendations of the investigating officer. (Note this does not prevent the disciplinary panel from dismissal of the allegations or the use of a warning)
    - Such a panel will consist of three members, drawing on relevant expertise from diplomates of this or other colleges.
7. Where the matter is referred to a disciplinary panel the individual will meet the individual.
    a. The individual will be given all evidence including witness statements at least 5 working days prior to the meeting.
    b. The panel should consider all of the evidence of the basis of a civil burden of proof (ie on the balance of probabilities) without considering any mitigations.
    c. If the allegations are proven, the panel should consider any appropriate sanction.

    Sanctions must be considered one by one, in order of severity, starting with the least severe.
8. All procedures / conduct and record keeping will follow EBVS best practice guidelines that will be shared with the individual in the event of an investigation

Appendix VIII – Exceptional Personal Circumstances

During training, or as a Diplomate, individuals may encounter exceptional personal circumstances (EPC) that are outside of their control. The EPC have no impact on the ability of the individual to act as a Specialist but may impact on their ability to undertake required activities such as examination performance, delayed credential submission, or disrupted resident supervision.

Examples of relevant EPC include (but are not limited to):

- Long-term conditions or disabilities
- Caring responsibilities (including parental leave)
- Acute medical conditions (in general, illness not requiring medical treatment is not considered relevant)
- Bereavement
- Religious observance (for example fasting)

The College, through the activities of the EPC Committee, will consider EPC claims on a case by case basis. The EPC Committee is a standing committee (though can be formed on an ad-hoc basis) formed of three members with no declared conflicts of interest.The Chair will carry casting votes if a decision is tied. Other members can be drawn from the Executive, Examination, Education or Credentials and Re-Certification Committees as required