

**THE EUROPEAN COLLEGE**  
**OF**  
**VETERINARY DERMATOLOGY**

# **EUROPEAN COLLEGE OF VETERINARY DERMATOLOGY**

## **BYLAWS**

**September 7<sup>th</sup> 2017**

### **Article 1 - General Assembly (Annual General Meeting)**

Section 1.1 It is the duty of every member to attend the General Assembly (Annual General Meeting), either face-to-face or electronic, at least once every three (3) years. If the active Diplomate has not attended the AGM for three consecutive years without previous dispensation of the Executive Committee, the registration as certified Diplomate ceases by default

Section 1.2 The Annual General Meeting is the senior legislative body of the College and has the following duties:

- a) To determine and update the Constitution, By-laws, Policies and Procedures
- b) To elect the members of the Executive Committee (Board) of the College and the Auditors
- c) To act on the auditor's report
- c) To approve formally the business conducted by the Board during the preceding year.
- d) To act on business presented by the Board or as required by the Constitution.
- e) To establish membership fees for the forthcoming year.
- f) To act regarding the disciplining of Diplomates.
- g) Any other business

### **Article 2 – Membership**

Section 2.1 - Standards for admission to membership a. The College must

only certify veterinarians who:

- Meet the educational, training and experience requirements established by the College
- Have attained acceptable scores on comprehensive examinations administered by the College, except as defined in 2.2.a and 2.2.b below, and in the EBVS Policies and Procedures on non-Europeans.
- Are licensed to practise or are eligible to be licensed to practise in a European country, except as defined in sections 2.2.a and 2.2.b below. Applicants may be relieved of this requirement in exceptional cases.
- Have demonstrated fitness and ability to practise the speciality.

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- Have demonstrated satisfactory moral and ethical standing in the profession.
  - Have met the minimal publication requirements as defined by the College
  - Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation. b. The College may also certify veterinarians who have passed other Veterinary College's examinations which they were allowed to sit as judged to be internationally recognised in the College's field, by the Credentials Committee and the Executive Committee. Applicants must be licensed to practise or eligible to be licensed to practise in a European country, although they may be relieved of this requirement in exceptional cases. Section 2.2- Founding Diplomates Founding Diplomates shall be either

(a) four to six invited specialists as defined in the general scheme of veterinary specialization approved by the ACVT. They will be invited by the European Community Board of Veterinary Specialization on nomination by the Honorary Members of the European Society of Veterinary Dermatology (ESVD) who are: Dr. George Muller, Dr. Robert

Kirk, Dr. Peter Ihrke, Dr. Danny Scott, upon the following criteria. They:

- are initiators of veterinary dermatology in Europe; - have contributed substantially to the development of veterinary

dermatology in Europe by research, publications, and lectures; - are uncontroversial for the majority of the ESVD members; - are full or Founding members of the ESVD certified in Europe - have at least 10 years of experience in veterinary dermatology; - spend at least 60 per cent of their time in veterinary dermatology.

(b) specialists appointed "de facto", also defined in this general scheme, who have been appointed by the invited specialists. The "de facto", appointed diplomates should fulfil the following criteria. They:

- have at least 7 years of experience in veterinary dermatology; - spend at least 60 per cent of their time in veterinary dermatology; - have published at least 3 original scientific articles in refereed journals

as first author, and at least 3 additional articles as co-author excluding

reviews. - have presented original work at scientific meetings. - are full or Founding members of the ESVD.

Selection will be made on the basis of a submitted *cv* including evidence of fulfilment of the above criteria, and also indicating how the candidates have achieved their expertise. All ESVD full or Founding members will be invited to apply for "de facto" registration by the invited specialists in a letter which states the above mentioned requirements. Full members of the ESVD may apply for "de facto" diplomate status before the 5th October, 1995.

Section 2.3 - Diplomate A Diplomate is a veterinarian who has passed the certifying examination procedure of the College and, if certified, is entitled to be awarded by the EBVS the title of European Specialist in Veterinary Dermatology. Diplomate status at more than one College is allowed however, registration as a European Veterinary Specialist is limited to one speciality from the EBVS.

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Section 2.4 - Non-recertified Diplomate A Diplomate who (i) has not practised the speciality for two continuous years or the equivalent of two years during the previous five years or (ii) has not fulfilled the requirements for the re- certification procedure or (iii) has not attended an Annual General Meeting for three years without previous dispensation from the College. A non- recertified Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-recertified). A non-recertified Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College. The non-recertified Diplomate is removed from the EBVS specialist register.

Section 2.5 - Retired Diplomate A Diplomate who voluntarily stops permanently and irrevocably certified is entitled to Retired Diplomate status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. They are excluded from article 4, sections 3, 4, 5 and 6 of the Constitution of the College. A Retired Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title of Retired Diplomate. The Retired Diplomate is removed from the EBVS specialist register.

Section 2.6 - Honorary Members The College may confer Honorary Member status on persons who have made exceptional contributions to the College and/or to veterinary dermatology. Honorary Members, who are ECVD Diplomate, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECVD-Diplomate, shall have all the rights and privileges of Diplomates except the right to vote and hold office. The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in Veterinary Dermatology as required by the Executive Committee. Election of an Honorary member shall be accomplished by an at least two-thirds vote of the Executive Committee, and by an at least two-thirds majority of the voting members present (including those abstaining) at the Annual General Meeting of the College.

Section 2.7 - Associate Members [Optional] The College may confer

Associate member status on scientists who have contributed significantly to research in veterinary medicine. Admission criteria for Associate Members are defined by the Executive Committee of the College. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the College are admitted as Associate Members. More over:

a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate. b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the College. Associate Members are not entitled to act as resident supervisors without a Diplomate responsible for the training programme.

c) Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting. They can be co-opted to College committees as advisors. d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.

e) Associate Members are not allowed to advertise their title.

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Section 2.8 - Re-certification The Diplomate is required to send in each 5 years a summary of his/her professional activities. The format of this summary has to be approved of by the EBVS. The summaries will be evaluated by the Credential Committee. In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in certified his/her speciality for the last 5 years at the specialist level (see EBVS Policies & Procedures Appendix 8). The type of the reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided.

Section 2.9 - Cessation of registration of Diplomates Registration as certified Diplomate ceases by default when the speciality is practised insufficiently, see section 2.4 above.

Section 2.10 - Advertising and Directory Listings - Certified Diplomates may use the title “Dip. ECVD” or ‘Dipl. ECVD’ or “Diplomate of

ECVD”, and if listed as specialists by the EBVS they may use the title “European Specialist in Veterinary Dermatology”. - The use of the term “board/Executive Committee eligible” or “board/Executive Committee 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. - The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo. - Non-recertified or retired Diplomates, associate members, and honorary members are not allowed to use the title or trade mark of European Veterinary Specialist

### **Article 3 – Officers**

Section 3.1 The Officers of the College shall be: President, Vice-President, Secretary, Treasurer, and Past- President. Each term of office is three (3) years.

Section 3.2. Election of Members of the Board shall be held at the Annual General Meeting of the College, by written secret ballot. Written nominations must be received by the Executive Secretary at least three months prior to the annual General Meeting. Alternatively, nominations may be made from the floor. Appointment to Officer positions (except that of the Past-President) is made by the President after consultation, subsequent to the election.

### **Article 4 - Duties of Officers**

Section 4.1 - President The PRESIDENT shall 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.

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Section 4.2 - Vice-President The VICE-PRESIDENT shall 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 up to 3-year term or should the office fall vacant.

Section 4.3 - Secretary The SECRETARY shall attend to the correspondence of the College, keep and publish lists annually of all categories of Diplomate, keep Minutes of the College meetings which shall be the property of the College and accessible to ECVD Diplomates at all reasonable times and places, and perform the usual duties of a Secretary. The Secretary shall forward the Annual Report of the College to the EBVS before the 15<sup>th</sup> January of the following year. The Secretary shall normally succeed to the Vice-Presidency should that office fall vacant.

Section 4.4 - Treasurer The TREASURER shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written and audited financial statement to all members annually. He/she shall keep full and accurate accounts, containing a record of all monies received and expended, which shall be the property of the College and open to the inspection of members of the Executive Committee, fiscal authorities, and Diplomates authorized by the Executive Committee at all reasonable times and places.

Section 4.5 - Past-President The PAST-PRESIDENT shall advise the President.

Section 4.6 Vacancies occurring on the Board shall be filled by election of a member via an electronic vote or at the next Annual General Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

## **Article 5 - Committees**

Section 5.1 - Executive Committee of the College: The Executive Committee shall consider all the business and policies pertaining to the affairs of the College. It, or its designated Committees, shall receive all applications, conduct examinations and certify recommendations for Diplomate status in the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offences. It shall appoint standing Committees, select the time



and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College.

Section 5.2 - Education and Credentials Committee: Each arm of the EDUCATION AND CREDENTIALS COMMITTEE shall be composed of at least three (3) members appointed by the Executive Committee for a term of four (4) years, one of whom will serve as chairperson (generally the senior member of the Committee in term of service). A member of the Executive Committee will serve as co-chair. The committees and the chairpersons will be appointed by the President, after discussions with the members of the

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Executive Committee. The Chairperson of the Committee or the Board member acting as co- Chair will represent these committees at Board and at the Annual General Meeting.

The duties of the Education Arm of the Committee are, but are not limited to, the following matters.

- It is responsible for setting criteria for the formalised residency programmes and alternate route programmes, for approving the programmes and their sponsors and for monitoring each resident's progress through the receipt of regular reports.
- The Education Arm of the Committee will maintain lists of approved residency programmes and approve directors, supervisors, advisors, mentors and current residents.
- It will document and maintain detailed requirements for residency programmes that are necessary for European College of Veterinary Dermatology approval.
- It will receive the required periodic reports from Resident Supervisors of Resident training programmes on the annual progress of each candidate in every Veterinary Dermatology Residency
- It will receive the details of each formalised residency

programme and alternate route residency programme, in the form of an initial report with update and re-examination every five (5) years. The Education arm of the Committee, acting for the College, will attest the adequacy of each programme when it approves the report. The duties of the Credentials Arm of the Committee are, but are not limited to, the following.

- It will establish guidelines to assist applicants applying to sit the Diploma examination;
  - It will receive, review, and approve the candidacy of applicants;
  - It will forward the names of applicants who have satisfied the credentials requirements to the Examination Committee;
  - It will ensure that every Diplomate re-certify every five (5) years after entering the ECVD, by assessing their ongoing commitment to publishing, scientific endeavour and training. Section 5.3. - Examination Committee: The EXAMINATION COMMITTEE shall normally consist of at least three (3) members appointed by the Executive Committee Normally, an invited pathologist will be appointed in addition to the other members. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. The Examination Committee may co-opt Diplomates as ‘examiners’ to assist in the examination process. Such appointments are for one year only, although may be renewed annually. They must be approved by the Executive Committee. The Examination Committee is responsible for the preparation and administration of the Diploma examination. Results of examinations shall be forwarded by the Chairperson of the Examination Committee to the President of the College, or his/her deputy, with recommendations regarding the awarding of diplomas. The examination results will form part of the Annual Report to the European Board of Veterinary Specialization and will indicate the number passing the examination for the first, versus the second or third attempt etc. Section 5.4. - Nomination Committee:
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The NOMINATION COMMITTEE shall be composed of three (3) members appointed by the executive Committee at least five (5) months before the elections. The Committee shall prepare a list of candidates for election to the Executive Committee of the College, after a written call for candidates to all Diplomates. Candidates should be known by the Diplomates 60 days (2 months) before the elections. The Committee will report to the College and carry out the election at its Annual General Meeting. If no nominations have been made, nominations may be made from the floor.

Section 5.5 - Auditors Two auditors are elected by the General Assembly at the Annual General Meeting for an one year term. The two auditors evaluate the report of the Treasurer. The auditors' report, and the Treasurer's report regarding the financial status of the College, will be presented for approval at the AGM. Only after the auditors' report, can the AGM discharge the Treasurer for his/her annual report. The College may appoint external professional auditors.

Section 5.6 - Re-certification Committee The Re-certification Committee shall consist of a minimum of three members appointed by the Executive Committee for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise. Following Executive Committee decision, Credential arm of the Education and Credential Committee may play the role of the Re-certification Committee (see Article 5, section 5.2) The Re-certification Committee shall evaluate the Diplomate status of every Diplomate every five (5) years according to the re-certification requirements accredited by the EBVS.

Section 5.7 - Indemnification Members of Committees will receive no indemnification.

## **Article 6 - Diploma**

Section 6.1 - Qualifications to sit the Diploma examination: To be allowed to sit the examination, an applicant must give evidence of satisfactory completion of an approved training period of at least 4 years to general veterinary education, training and practise, and to special education, training and practise of Veterinary Dermatology, both after the

date of graduation from a veterinary school. The following sequence of training is to be used :

- a) A first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the Education Committee.
- b) A second residency period shall comprise a minimum of 3 years postgraduate training programme under supervision of Diplomates of the ECVD. This residency period may constitute:
  - a formalised residency training programme, which is the minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination.
  - In exceptional cases, a candidate whose circumstances do not permit enrolment in a formalised programme may submit an equivalent, alternate programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience. The Resident Supervisor/Mentor shall certify in writing that the candidate has satisfactorily completed the period of training required by the College.

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Apart from candidates who have successfully completed either a formalised or an alternate residency programme, those who are internationally recognised in the field of Veterinary Dermatology may also be allowed to sit the examination with assessment by other means at the discretion of the Credentials Committee and the Executive Committee.

In addition, candidates shall meet the requirements for written reports which are: - Two case reports in the style of those in the Journal "Veterinary Dermatology" must be submitted to credentials committee, not earlier than the final year of the residency. Each must be no longer than 2,500 words in length and there is no species restriction. The Residency supervisor may help in one of these but resident must sign a declaration that the second has only been corrected for English grammar and spelling. At least two published papers are required. These must not

have been published before the residency was begun. At least one of the two must be a research-based publication reporting original material beyond that of a literature review. The second paper may be a case report. Both must be published in peer-reviewed English language publications, such as those found on the PubMed database. The Resident must be first author on one

of these. Proof of acceptance from the editor is as good as the paper being published

## Section 6.2 - Residency training programmes 1. Introduction

a. A residency shall be advanced training in Veterinary Dermatology, which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of a certified Diplomate of the College.

b. The goal of a residency programme must be to end up with Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality.

c. Residency programmes should strive to train specialists who have demonstrated to have the proper intellectual qualities, professional and technical skills, as these are described in Appendix 1 to these Bylaws. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development.

d. Approval of veterinary residency programmes is the responsibility of the College and all residency programmes must be approved by the relevant committee before they start.

e. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification.

f. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.

g. Residents must spend at least 60 per cent of their time certified the

speciality, based on a normal working week of 40 hours.

h. A supervisor shall have no more than two (2) residents following formalised residency programmes; in exceptional cases three (3) such residents can be allowed, for a restricted time period.

i. The College only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.

2. Formalised Residency Training Programme a. A formalised residency training programme takes place in an institution (“approved

centre”) that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a formalised residency training programme. Approval is granted for a five-year period, and re-

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approval is necessary every five years thereafter. b. The minimal length of a residency programme is three years. c. The period can be taken consecutively. The Credentials/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, and the total time does not exceed six years. In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Credentials/Education committee.

3. Alternate Residency Training Programme A veterinarian whose circumstances do not permit enrolment in a formalised residency programme may submit an alternate programme to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternate programme is not approved for a training centre or for anyone other than the Resident in question. The alternate programme must be approved by the Education Committee of the College before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternate programme must not exceed six years. A resident on an alternate training programme must spend the

equivalent of at least 60% of 3 years working in the practice of Dermatology over a maximum of a 6 years period, under direct supervision of a Diplomate of the ECVD. The precise form of each individual programme is at the discretion of the Education Committee of the College.

4. Criteria for and approval of Residency Training Programmes The College shall establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. Detailed description of these guidelines (including the requirements and the procedures for approval of and admission to the residency programmes) shall be published in the Policies and Procedures of the College. All these guidelines must be in line with the latest version of the EBVS Policies and Procedures.

Section 6.3 - Examination 1. Before sitting an examination, the applicant's credentials must be evaluated by the credentials committee. 2. The examination may consist of written, oral and/or practical parts. A histopathology section is added. The candidate having fulfilled all qualifications to sit the examination, at the discretion of the Credentials Committee, is allowed to sit all parts of the examination in one session. However, the parts of the examination may be taken separately and do not need to be taken all at the same time. 3. Judgment must be incorporated into examinations-assessing not just what the candidates know but what they would do with that knowledge. 4. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated. 5. 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. 6. 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. 7. Promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College:

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- A time limit for such communications must be established and published by the College - the results of the examination must be announced to all candidates on the same date - 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.

8. Confidentiality must be maintained throughout the entire examination. 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.

9. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided. 10. The examination shall be taken in English only; the use of non-medical dictionaries during examinations or a non-medical interpreter during oral examination is permitted.

11. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM. 12. Candidates must pass the examination within eight years of completion of the residency programme. Candidate must be informed that they may sit the different parts of the examination on four (4) occasions only.

13. Further details for the administration and conduct of the qualifying examination must be provided in the Policies and Procedures of the College. 14. Any change in the procedure of the examination should be notified to the EBVS.

## **Article 7 - Finances**

Section 7.1 The College is a non-profit making organisation and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College. College funds may only be spent according to the Constitution. Members or officers of the College receive no payment from the funds of the College, except of expenses payment. The expenses of the College shall be met through various sources of income.

- Annual dues



- Donations from companies and international organisations.
  - Income from educational meetings organized by the College, including the European Society of Veterinary Dermatology – European College of Veterinary Dermatology Annual Congress.
  - Investment income
- Section 7.2 The financial year begins on the first (1) of January and ends on the thirty-first (31) of December of each year. The accounts of the last financial year and the budget of the following fiscal year shall be submitted annually, by the Treasurer or his/her nominee, for the approval of the Annual General Meeting at least 30 days prior to the AGM
- Section 7.3 The annual dues (in Euro) of each paying member for the following years shall be confirmed by the Annual General Meeting after recommendation by the Board. Dues are payable by January

1st for the following year. Members shall be adjudged delinquent if they are one (1) year in arrears, and may be voted for removal by the membership if two (2) years have elapsed without payment. Retired Diplomates and Honorary Members of the College shall not be required to pay dues. All other categories of Diplomates, including Non-Certified Diplomates, are required to pay dues.

Section 7.4 - Insurance The College is required to maintain insurance, to indemnify itself against legal costs.

### **Article 8 - Meetings**

Section 8.1 The Annual General Meeting of the College will be held during the Annual Meeting of the European Society of Veterinary Dermatology - European College of Veterinary Dermatology or at some other appropriate meeting agreed upon by the Executive Committee.

Section 8.2 The Executive Committee shall meet at least once annually, in person or otherwise, between the dates of successive Annual General Meetings, when judged appropriate by the President.

### **Article 9 - Amendments**

These BYLAWS may be amended at any Annual General Meeting (or via an electronic vote) by an affirmative two-thirds of the votes cast.

Proposed amendments must be submitted in writing to the Secretary at least sixty (60) days before the meeting, for appropriate review by the Executive Committee. Proposed amendments shall be distributed to the membership, with a recommendation by the Officers, at least thirty (30) days before the next Annual General Meeting and shall be brought to a vote of Diplomates at that meeting.

The EBVS shall be notified of all changes in the Constitution, By-Laws, and Policies at the time of the next annual report.

### **Article 10 - Appeal against Adverse Decisions**

Section 10.1 Appeal against adverse decisions by the College include, but are not limited to:

- denial of approval or suspension of a training (residency) programme - denial of adequacy of an individual's credentials - denial of the granting of a Diploma to an individual - failure of an examination or a part of an examination

- temporary or permanent suspension of certification of a Diplomate In the event of an adverse decision by the College, the Secretary shall advise the affected person and/or the Dean or other relevant person in the institution or practice organisation in which the affected training programme is located, and of the procedure for appealing against the adverse decision.

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The College charges a fee (amount decided each year by the Executive committee and presented in the treasurer report), payable in advance, to cover the administrative expenses of any appeal. The fee must be deposited in the bank of the College and a receipt for this sent by the appellant, at the time of submitting the other documentation of the appeal.

Section 10.2 Any Dean or other relevant person in an institution or practice organisation, who wishes to appeal against the decision on the denial or withdrawal of approval of a training programme must do so within sixty (60) days of the date of the adverse notification. The request

for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials Committee to serve as an Appeals Committee. The Chairperson of the Education and Credentials Committee shall submit a written statement, with accompanying appropriate documentation, to the Appeals Committee indicating the reason(s) for denial of approval or continuation of the training programme. The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the committee.

Section 10.3 Any candidate who wishes to appeal against the decision on his/her application for eligibility to sit the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The Secretary shall notify the President of the College and the Chairperson of the Education and Credentials Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or members of the Education and Credentials Committee to serve as an Appeals Committee within thirty (30) days of a request for an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review. The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

Section 10.4 Any candidate who wishes to appeal against the decision on failure in the examination must do so within sixty (60) days of the postmarked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The Secretary shall notify the President of the College and the Chairperson of the Examination Committee. The President shall appoint a committee of three (3) Diplomates who are not Board Members or

members of the Examination Committee to serve as an Appeals Committee within thirty (30) days of notice of an appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates for that examination, and a statement of the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate. The Appeals Committee shall make and communicate a decision to the appellant within sixty (60) days of appointment of the Committee.

### Section 10.5

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Any Diplomate, who wishes to appeal against a temporary or permanent suspension decision of the Executive Committee, must do so within 60 days of the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College. The Executive Committee shall appoint a committee of three Diplomates who are not officers or members of the Executive Committee to serve as an Appeals Committee within 30 days of notice of an appeal. The President of the College shall submit a written statement to the Appeals Committee indicating the reason(s) for temporary or permanent suspension.

The Appeals Committee shall meet and return a verdict within 60 days of its appointment

Section 10.6 After completion of the appropriate procedure as described above, the affected party, if not satisfied with the final decision rendered by the ECVD Appeals Committee, may request mediation by the European Board of Veterinary Specialisation (EBVS), as laid out in the Policies and Procedures document of that organisation. The President of the ECVD will supply documentation in support of the College's decision, and any further documentation requested by EBVS, which will inform him/her of their decision subsequently. The decision of the EBVS is final.

Section 10.7 A list of any complaints and the area to which they pertain will be part of the Annual Report of the College to EBVS.

### **Article 11 - Complaints against a Diplomate of the College**

Section 11.1 A complaint against a Diplomate of the College must be made in writing to the Secretary of the College. The President shall appoint a committee of three (3) Diplomates who are not Board members to serve as an Investigations' Committee and the person making the complaint notified of such referral. The Investigations' Committee will communicate directly with the complainant, with a copy of the response being sent to EBVS. A tally of the number of complaints will be part of the Annual Report of the College to EBVS.

Section 11.2. Only those grievances not resolved by the College will be referred to EBVS.

Section 11.3 A list of the number of complaints (if any), against whom and in which area(s) they pertain will be part of the Annual Report of the College to EBVS.