



## **By-laws of the European College of Veterinary Pathologists**

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## Preface

This document includes the principles formulated and adopted by the ECVF. It is based on the Articles of Association (AoA) and its first version was approved by the ECVF members in 2022 (by members present at the AGM on 8 September 2022 in Athens and by votes received by letter until 7 October 2022).

Any amendment to the By-laws can only be passed by a majority of at least two third of the validly cast votes. At least twenty-five percent (25%) of the Certified Diplomates must be present at the meeting, either in person or digitally.

The current document is the second version, which was approved at the SGM on 16 May 2024.

## 1. The College

The College shall be part of the general scheme for veterinary education in Europe, which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) founded by the Federation of Veterinarians of Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE) and the European Board of Veterinary Specialisation (EBVS).

### 1.1. Members

**Certified Diplomate:** a veterinarian who satisfies the College requirements in respect to training, experience and competence in veterinary pathology (as specified hereinafter in paragraphs 1.5 and 2.2) shall be eligible for Certified Diplomate status. Election of such candidates shall be accomplished by majority vote of the Council [related to AoA Art. 4.2]. Founding Diplomates and veterinary pathologists elected as De Facto Diplomates are considered Certified Diplomates. Applications for de facto membership were to be received no later than 31 December 1997. Original criteria can be found in Article 5.2. Founding members are subject to the same regulations as Certified Diplomates [related to AoA Art. 4.2].

**Retired Diplomate:** Retired Diplomate status does not confer the right to act as a specialist in veterinary pathology and is irrevocable [related to AoA Art. 4.3].

**Non-Certified Diplomate:** a person who has been a certified member (Certified Diplomate) and has not fulfilled the requirements for the re-registration procedure and/or has not attended two (2) ECVF General Meetings in five (5) consecutive years without previous dispensation from the College. Non-Certified Diplomates shall have all the privileges of membership except the right to vote or hold office, to act as the programme director of an ECVF-approved training programme or as a supervisor in such a programme. Non-Certified Diplomate status does not confer the right to act as a specialist in veterinary pathology. A Non-Certified Diplomate is not permitted to use the title European Specialist or Diplomate of the European College of Veterinary Pathologists (Dipl. ECVF) but may use the title Diplomate (Non-Certified) [related to AoA Art. 4.4].

**Honorary member:** the proportion of ECVF members who are Honorary members shall not exceed five percent (5%) of the membership with right to vote [related to AoA Art. 4.5].

**Registration:** each individual elected to membership in the College shall be registered and re-registered as such and may call themselves Certified Diplomates. Certified Diplomates shall be authorised to use the designation "Diplomate of the European College of Veterinary Pathologists" abbreviated Dipl. ECVF. Veterinarians should not in any way imply they are European Veterinary Specialists unless they are registered with the EBVS. Certified College members may use the title "European Specialist in Veterinary Pathology". The use of the European Veterinary Specialist Trade Mark (EBVS® European Veterinary Specialist) 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.

When an ECVF member or applicant has not satisfied the minimum specified requirements relating to practising veterinary pathology or when a member/applicant (re-registration) has not practised in the speciality for two (2) consecutive years or the equivalent of two (2) years during a period of five (5) years or when any of the conditions listed in 1.5. are not fulfilled, registration as Certified Diplomate shall be suspended by default. This shall also apply to Diplomates who have not paid their membership fee for three (3) consecutive years. Such members will be listed as "Non-Certified Diplomates" in the

ECVP's membership list. A Diplomat seeking to revert to full Diplomat status shall need to satisfy the requirements determined by the Council [related to AoA Art. 4.4].

Voluntary cessation of registration shall require notice in writing to be received by the ECVP Administrative Office [related to AoA Art. 4.4].

**Voting:** each Certified Diplomat shall have a single vote in the General Meetings of the College. Retired and Non-Certified Diplomates and Honorary members shall not have the right to vote. Only Diplomates with no fees in arrears shall be eligible to vote or hold office [related to AoA Art. 4.6].

## **1.2. Representation of the ECVP (Council)**

The Council shall represent the College. All Diplomates that serve as members of the ECVP Council shall not have had any complaint or appeal brought, in writing, to the attention of the ECVP against them (personally) and upheld. The ECVP actively supports diversity in its representation on all its Committees and on the Council [related to AoA Art. 5].

**President:** the President shall normally preside over all meetings of the College and meetings of the Council, shall be a member, ex-officio, of all Committees and shall perform the usual duties of such office.

**Vice President:** the Vice President shall be the President-Elect, shall be ex-officio member of all Committees, shall preside over a meeting in the absence of the President and shall succeed to the office of the President should that office be vacated.

**Secretary:** the Secretary shall serve as the Executive Officer of the College, shall keep minutes of all Council meetings and shall perform the usual duties of a Secretary and such other duties as assigned by the Council.

**Treasurer:** the Treasurer shall conduct the business affairs of the College, collect membership fees, application and examination fees, pay bills and expenses, arrange for the safekeeping of College funds, keep records of all transactions and submit a yearly statement of financial affairs to the Council.

**Secretary-Elect** and **Treasurer-Elect** shall be elected during the fourth year of the term of office of the Secretary and the Treasurer. The Secretary-Elect shall perform the functions of the Secretary in the absence of the Secretary and shall succeed to that office when it is vacated. The Treasurer-Elect shall perform the functions of the Treasurer in the absence of the Treasurer and shall succeed to that office when it is vacated.

**Councillors:** the Councillors (ordinary Council members) shall participate in running the Council.

### **1.2.1. Nominations, elections and discharge**

The Council shall appoint a Nominating Committee consisting of three (3) Diplomates who are not members of the Council [related to AoA Art. 5.4, see also paragraph 1.3].

Council members shall be discharged pursuant to a decision adopted at a General or Extraordinary Meeting of the College by a majority of members voting.

### 1.2.2. Duties of the Council

The Council shall have the duties and powers ordinarily delegated to the governing body of an association, as well as the specific responsibilities conferred under the Articles of Association [related to AoA Art. 8].

The Council shall undertake to organise and operate a certifying organisation for Diplomates of the European College of Veterinary Pathologists. The Council shall judge compliance of candidates with the general requirements, appoint an Examination Committee to operate under its supervision and certify candidates who qualify [related to AoA Art. 16].

The Council shall make available to candidates and the interested public a detailed account of the experience and training prerequisites to all College examinations.

The Council shall undertake to create Committees and Task Forces, appoint all their members, supervise their activities and receive their reports [related to AoA Art. 15].

The Council shall undertake to report to the College annually its work including a full financial statement and to make such interim reports as may be necessary and advisable.

The Council shall undertake to exercise its constitutional authority in promoting and attaining the objectives of the College, especially those pertaining to professional, institutional and public relations.

### 1.3. Committees and Task Forces

**General aspects:** the active participation of Diplomates in Committees and Task Forces is essential for the functioning of the College. Committee members should be representative of the College membership and from a diverse professional background.

Committees and Task Forces may include non-members of the ECVP, who are appointed based on specific competences.

As a general principle, the Chair of a Committee should be someone with experience in the ECVP affairs such as a (former) Council member and preferably (but not necessarily) someone who has previously been a member of the Committee they will be chairing. The rotation of the Chair and members of a Committee should be staggered to maintain continuity.

Participation on ECVP Committees and Task Forces counts towards re-registration credits.

Committees may call on relevant professional support/consultants should there be an agreed advantage and provided that the budget for this has been approved by the Council.

#### Examination Committee

**Mandate:** preparation and execution of the certifying examination. Documents regarding the examination are defined by the Examination Committee subject to approval by the Council [related to AoA Art. 16].

**Membership:** the Examination Committee will comprise a Chair who is also a member of the Council and usually nine (9) further Diplomates and up to three (3) associate Diplomates who are not members of the Council.

**Term of office:** this shall normally be of five (5) years, usually following one (1) year as an associate member of the Examination Committee. Extensions to a term of office shall be subject to approval by the Council [related to AoA Art. 16].

## **Nominating Committee**

Mandate: recommendations to fill all vacancies for Council positions shall be made by the Nominating Committee. All vacancies for positions on Council will be advertised to the membership at least two (2) months before the closing date for nominations. Nominations will normally be required to be submitted between 01 January and 31 May of the election year and may be made by any member with an accompanying statement of agreement by the proposed nominee [related to AoA Art. 5.4].

Membership: AoA Art. 5.4.

Term of office: this shall normally be of three (3) years and may be extended for up to a further two (2) years.

## **Applications Committee**

Mandate: administration and assessment of registration of residents within ECVP-approved training programmes and of applications for the certifying examination.

Membership: the Applications Committee will usually comprise three (3) Diplomates who should not be members of the Council.

Term of office: this shall normally be of three (3) years and may be extended for up to a further two (2) years.

## **Education Committee**

Mandate: facilitation of suitable training and education events.

Membership: the Education Committee will usually comprise three (3) Diplomates who should not be members of the Council.

Term of office: this shall normally be of three (3) years and may be extended for up to a further two (2) years.

## **Training Centres Committee**

Mandate: assessment, approval and re-evaluation of ECVP-registered residency training centres.

Membership: the Training Centres Committee will usually comprise three (3) Diplomates who should not be members of the Council.

Term of office: this shall normally be of three (3) years and may be extended for up to a further two (2) years.

## **CPD Committee**

Mandate: administration and assessment of the re-registration of Diplomates.

Membership: the CPD Committee will usually comprise three (3) Diplomates who should not be members of the Council.

Term of office: this shall normally be of three (3) years and may be extended for up to a further two (2) years.

## **Residents Committee**

Mandate: platform to investigate queries of residents.

**Membership:** the Residents Committee will usually comprise three (3) Diplomates who should not be members of the Council and a further Diplomat who acts as an ombudsperson and who is not a member of the Council.

**Term of office:** this shall normally be of three (3) years and may be extended for up to a further two (2) years.

### **CFVP Committee**

**Mandate:** preparation and execution of the Certificate in Forensic Veterinary Pathology (CFVP). Documents regarding the certificate are defined by the CFVP Committee subject to approval by the Council [related to AoA Art. 15].

**Membership:** the CFVP Committee will usually comprise a Chair and six (6) further members holding a CFVP who should not be members of the Council.

**Term of office:** this shall normally be of three (3) years and may be extended for up to a further two (2) years.

### **Appeals Committee [see paragraph 4.1.]**

## **1.4. Meetings and finances**

### **Meetings [related to AoA Art. 11 and Art. 12]**

**Minutes:** minutes of the general meetings will be electronically distributed to all members at least thirty (30) days before the next meeting. A vote on acceptance of the minutes will be held at the General Meetings or electronically beforehand. Once accepted, the minutes will be published on the restricted section of the ECVF website.

**Agenda:** AoA Art. 12.2.

**Recording:** attendance of members is recorded by signature or online registration and identification.

Meetings may be held in person or as a hybrid of in-person and virtual presence [related to AoA Art. 12.2 and Art. 12.4].

### **Fees [related to AoA Art. 19]**

The annual fees for Certified Diplomates shall be based on a recommendation made by the Council at least thirty (30) days prior to the date of the meeting. If an individual's fee has not been received by the due date, the Treasurer may invoice the member for any additional expenses. [related to AoA Art. 19.2 and Art. 19.3].

### **Financial auditors**

**Mandate and membership:** two (2) Diplomates who are not members of the Council shall be elected as auditors by the Diplomates present at the Annual General Meeting (AGM) and shall review the ECVF accounts and relevant correspondence once a year and report their findings to the Spring General Meeting (SGM). The auditors' report and the Treasurer's report regarding the financial status of the College will be presented for approval at the SGM. Only after the auditors' report, can the membership discharge the Treasurer for the annual finance report.

**Term of office:** this shall normally be of one (1) year and may be extended for up to a further five (5) years.

Acting as a financial auditor counts towards re-registration credits.

## 1.5. Re-registration of Diplomates

The College is responsible for establishing a standard procedure in which the prerequisites for re-registration of Diplomates are described. After re-registration, Diplomates whose application is deemed to comply with the re-registration requirements may be registered for another five (5) years in the EBVS directory.

Each Diplomat shall be required to keep records of professional and scientific activities. Each Diplomat is required to re-register every five (5) years subject to evaluation of the continuing professional development activities by the CPD Committee. Re-registration is based on a credit point system and the application letter for re-registration must be accompanied by a self-declaration confirming their professional activity in the past five (5) years.

The requirements for re-registering as a Diplomat are found in the corresponding document published on the ECVP website.

These requirements to remain registered as an ECVP Certified Diplomat include:

**Practice:** to practise their speciality for sixty percent (60%) of their time, with a minimum of twenty-four (24) hours per week (based on a working week of forty (40) hours) over the past five (5) years.

**Activity:** to show a satisfying degree of activity during the last five (5) years to keep competences at a specialist level. This includes activities in at least three (3) areas as defined in the corresponding document.

**General Meetings:** to have attended the Annual General Meeting (AGM) and/or Spring General Meeting (SGM) of the College, at least twice in five (5) years, unless previous dispensation from the Council has been granted and reach the minimum requested attendance points.

**Service:** involvement in ECVP activities or other relevant boards.

**Extensions:** extensions of the five (5)-year period must be granted for parental leave, serious health issues and exceptional circumstances, for which evidence is provided.

Re-registration does not include re-sitting the examination.

**Failure to re-register:** if a Diplomat does not meet the requirements laid out in the re-registration form and was not granted a period of extension (see above), the Diplomat, at the discretion of the CPD Committee and approval by Council, may be granted one (1) additional year, in which to achieve sufficient re-registration points. If re-registration requirements are achieved, the Diplomat will then be re-evaluated four (4) years from the end of the extra year. If re-registration requirements are not achieved or if a Diplomat does not submit re-registration documents at the required deadline, their status will become Non-Certified Diplomat. Their name will be removed from the EBVS specialist register and that individual may only use the title of Diplomat (Non-Certified).

A re-instatement fee applies if a Non-Certified Diplomat fulfils the requirements for re-registration and applies for re-instatement [related to AoA Art. 4.4].



## 2. Residency

### 2.1. ECVP-registered residency training centres

Any institution with an approved standard training programme in veterinary pathology may apply to become an ECVP-registered residency training centre as specified in the corresponding document. They shall be subject to re-evaluation every five (5) years.

**Programme directors and supervisors of registered residents:** any Certified Diplomate may be a programme director and/or supervisor. A resident's supervisor shall ensure that residents receive sufficient guidance and instruction to develop their skills, competences and knowledge to the specialist level. Supervisors are expected to support their residents in their preparation for the certifying examination.

**ACVP Diplomate:** ACVP Diplomates may be a programme director of - or supervisor in - an ECVP-registered residency training centre provided that the Training Centres Committee approves their curriculum vitae. In considering such applications, experience and a contribution to the discipline of veterinary pathology in terms of scientific output (publications, presentations etc.) are essential requirements. Moreover, during the entire period of their office as programme director or supervisor, the ACVP Diplomate must pass the ECVP re-registration process every five (5) years.

**Maximum number of residents per supervisor:** a supervisor shall have no more than two (2) residents. However, in exceptional cases, the Council, after evaluation of a written request, may allow three (3) residents for one (1) supervisor for a restricted period of time.

### 2.2. ECVP-approved training programmes

ECVP recognizes the following types of training programmes: standard and alternative.

#### **Aims**

ECVP-approved training programmes in veterinary pathology should aim at training/educating specialists who will have the knowledge, professional and technical skills and competences necessary to successfully practise the speciality with self-confidence, self-criticism and appropriate sense of responsibility. Moreover, such training programmes must aim at the development of a culture which recognizes the importance of continuous professional development.

#### **Approval**

All training programmes must be approved. Approval for standard training programmes is done in combination with the registration process of ECVP-registered residency training centres by the Training Centres Committee. Any alternative training programme must be approved on a case-by-case basis by the Applications Committee before they start.

#### **Criteria for approval of training programmes**

Programmes will be evaluated based on the following minimum requirements for time, facilities, equipment and diagnostic laboratory capabilities, ratio supervisor to residents, information about time spent in research and/or teaching, formal or independent coursework.

## **Standard training programmes**

The minimum length of a standard training programme is three (3) years. The period can be taken consecutively. Training can take place on a part-time basis (minimum of sixty percent (60%) of a working week of forty (40) hours) as long as the total time of the training is equivalent to that of at least three (3) years of full-time training and the total period over which the part-time training occurs does not exceed six (6) years. This is the shortest route to qualify for the certifying examination.

## **Alternative training programmes**

The Applications Committee can allow training to take place in an alternative training programme as long as the total time of supervised training is equivalent to at least three (3) years and the total time of the alternative programme does not exceed six (6) years. A veterinarian whose circumstances do not permit enrolment in a standard training programme may submit an application for the approval to follow an alternative training programme to the Applications Committee, in conjunction with the resident's supervisor, outlining the resources available to them.

An alternative training programme can be planned individually or can be based on a modular credit system. An alternative training programme is not approved for anyone other than the (aspiring) resident for which approval has been specifically granted. The precise form of each alternative training programme is at the discretion of the Applications Committee. Detailed information can be found in the corresponding documents.

## **Training duration extensions**

In case of parental leave or illness, a prolongation/extension will be granted by the Applications Committee in accordance with national/EU regulations. The Applications Committee may also grant a prolongation for other circumstances.

### **2.3. Requirements to join a standard or alternative ECVP-approved training programme**

Residents are qualified to practise veterinary medicine in a European country and received their veterinary qualification from an EAEVE-approved establishment unless Council can suspend this requirement for a particular resident, after having received advice from the Applications Committee.

Residents wishing to sit the certifying examination should be registered with the ECVP within 12 months of commencing the training programme (see corresponding documents).

Residents should have either worked or have undergone training as a veterinarian in a field relevant to veterinary pathology (e.g. an "internship") for at least one (1) year subsequent to graduation from veterinary school.

### **2.4. Credentials to sit the certifying examination**

Candidates for the ECVP certifying examination must have completed at least three (3) years of supervised training in a standard pathology training programme or have completed an alternative training programme.

Candidates must have submitted, as first author or co-author, at least two (2) original papers (in English) in the broad field of veterinary pathology in peer-reviewed journals of international repute.

A thesis or monograph will not be accepted as a publication. One (1) of the two (2) papers must have been accepted by the time of application to take the certifying examination. A second manuscript can be under review at the time of application. In cases where the second paper has not been accepted prior to the examination and the candidate passes the examination, the candidate will only be declared and registered as ECVP Diplomate once providing proof that the second paper is accepted. Acceptance of the second publication needs to be confirmed no later than 31 July of the examination year. In case the second publication is not accepted by 31 July of the examination year, the candidate's initial credentials will not be validated and therefore the candidate will be required to re-sit all sections of the certifying examination.

### **Internationally-recognised specialists**

Internationally-recognised specialists, as defined by the EBVS, may be considered as candidates and allowed to sit the certifying examination provided the EBVS criteria are met and the Applications Committee approves.

## **2.5. Application to sit the certifying examination**

Applications for the certifying examination shall be made to the ECVP Administrative Office using the prescribed form and are to be accompanied by proof of payment of the examination fee.

Acceptance of the application by the Applications Committee is a prerequisite to be allowed to sit the certifying examination.

Should an application not be accepted by the Applications Committee, the applicant shall be informed of any deficiencies in their application that prevented approval for them to sit the certifying examination. A time limit for such communications is established and published by the College. The time between final applications' decisions and the examination date must be sufficient to permit Appeals against a decision of denying acceptance of applications. Appeal permission must be clearly published by the College.

### 3. Examination

Eligible candidates shall be examined by an Examination Committee appointed by the Council and at the time and place announced by the Council and in accordance with the policy established by the Council [related to AoA Art. 16].

**Sections:** the certifying examination has five (5) sections: Histopathology, Gross Pathology, General Pathology, Veterinary Pathology and Comprehensive Pathology.

**Part:** the examination can be taken in full or split format. In the split format, the examination is split into two (2) different parts consisting first of three (3) and then of two (2) sections.

**Language:** the examination will be held in the English language.

**Confidentiality and integrity:** confidentiality is maintained throughout the entire examination. The integrity of all sections of the examination shall be protected at all times.

**Information:** candidates will be informed prior to the examination in what way the different sections and levels will be evaluated and of the pass mark or, if this is not determined in advance, of the method of setting the pass mark. Candidates must be informed that all sections of the examination must be passed within eight (8) years of completion of the ECVF-approved training programme. All the information will be made available on the ECVF website.

**Assessment:** judgement is incorporated into examinations by assessing not just what the candidates know, but how they apply that knowledge and extrapolate from it to specific cases.

**Invigilation:** invigilation of the examination is conducted with an instructed invigilator physically present. A candidate's supervisor may invigilate, as long as it is ensured that there is always another (third) person present during the examination at any time.

**Re-takes:** if a candidate passes a minimum of two (2) sections of the examination, the candidate must be informed that the missing sections of the examination may be retaken for up to a further three (3) times within the next four (4) years.

**Failure:** if a new candidate does not pass a minimum of two (2) sections or does not obtain a minimum of thirty percent (30%) in any one failed section, the candidate must be informed that a retake of any (single) section is not allowed. However, the candidate may reapply to take the examination again as a new candidate.

If a candidate fails one or more sections of the examination twice, the Examination Committee shall contact the Applications Committee. Based on the report of the Examination Committee, the Applications Committee shall contact the candidate and their supervisor and request a study plan that must be accepted by the Applications Committee before the candidate is allowed to re-sit the certifying examination.

Candidates that have either failed the examination four (4) times as a new candidate or failed to complete the examination after re-taking sections three (3) times within the next four (4) years or did not obtain the ECVF Diploma within eight (8) years after the end of their residency, will be refused for further training as a resident in an ECVF-approved training programme and for sitting the certifying examination.

**Changes:** any change in the procedure of the examination shall be notified clearly to the candidates at the earliest possible moment.

**Results:** the results of the examination are announced to all candidates on the same date.

## **4. Disciplinary action and Appeals procedure**

Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Council, pending confirmation by the College at the next Annual General Meeting.

In the event of an adverse decision by the Council or a College Committee, including denial of certification, denial of adequacy of credentials prior to examination for certification or to re-registration as a Certified Diplomate and censure, suspension or cancellation of membership, the affected person may appeal against the decision.

### **4.1. Appeals Committee**

Once an appeal is made, an Appeals Committee shall be made up of a minimum of three (3) Diplomates of the College who shall not be serving as members of the Council or members of any of the relevant Committees and/or 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.

### **4.2. 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 shall be included with the communication that gives notice of the adverse decision itself. Any Appeal should be sent to the ECVF Secretary, c/o the ECVF Office.

Appeals may be made on the following grounds:

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

### **4.3. Commencing an Appeal process**

- a) An Appeal must be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
- b) Appeals shall be made for up to ninety (90) days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by e-mail the date on which the e-mail was sent). In particular, an Appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one (1) week and a maximum of three (3) weeks following the official announcement of the decision of denying acceptance of the credentials of a resident to sit the examination. Submission of an Appeal to the College must be accompanied by a deposit of 600 € to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay this deposit within four (4) weeks of receiving the 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 itemisation of the costs retained.

- c) The College shall acknowledge receipt of an Appeal within ten (10) working days.
- d) Within twenty (20) working days of its receipt by the College the Appeal shall 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.

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

- e) Within fifteen (15) working days of step 4.3.d), the College will 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) The College shall:
  - Provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee and
  - provide a reasonable procedure by which any such concerns or objections are considered and responded to.
- g) In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal shall be completed no later than thirty (30) days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4.3.e) above.
- h) Within five (5) working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.
- i) Where the 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:
  - It will take no further action (and explain the justification for this) or
  - It will consider the notice instead as a request for an informal review of an adverse decision by the Council on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

#### **4.4. Conduct of an Appeal process**

- a) All Appeals shall be conducted in all due confidence.
- b) The Appeals Committee shall be able to request information relevant to its consideration of the Appeal from any relevant party.
- c) The Appeals Committee will consider carefully the need or not for an oral hearing. Where the 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), the reasons for that decision must be given. Where an oral hearing is held, a timetable shall be devised, which allows both parties reasonable opportunity to appear.

- d) An oral hearing shall be attended by at least three (3) 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 shall 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 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 shall have the discretion to reject or uphold the Appeal according to its independent view of the merits of the Appeal. Where the Appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.
- 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 shall deliver its decision on the Appeal to a nominated Executive Officer of the College within ninety (90) days of the date of receiving all the papers relating to the dispute under paragraph 4.3.h) above. The Council will ascertain that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Council 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 (30) days of receipt of the Appeal decision.
- i) If the Appellant is not satisfied with the outcome, they may appeal to the EBVS against the decision of the College (see paragraph 4.5).

#### **4.5. Appeal to the EBVS**

- a) Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process.
- b) The adverse decisions of a College against which an affected party may appeal to the EBVS are those specified in paragraph 4. above, as well as a decision of a College not to conduct an Appeal under paragraph 4.3.i) above. The grounds for Appeal are those specified in paragraph 4.2 above.
- c) An Appeal must be submitted to the EBVS Secretariat within sixty (60) days of the date on which the outcome of an Appeal was communicated to the Appellant by the College and shall include a clear statement of the grounds for Appeal of the decision.
- d) The notice of Appeal must provide all appropriate documentation being relied upon in support of the Appeal, indexed and arranged chronologically and which must include correspondence details of the Appellant in both forms (e-mail address and mailing address). One hard copy of each document must be submitted via registered mail as well as copies of all documents electronically to the EBVS Secretariat.

- e) Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
- f) Within five (5) working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the appellant and inform the College that an appeal has been received.
- g) Alongside the notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within fifteen (15) days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.
- h) No other information should be submitted to the EBVS, unless requested by the Appeals Committee.
- i) On receipt of all the documentation from both parties, the Secretariat will forward them within five (5) working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
- j) If no proper ground of Appeal is identified the case will be considered as a Complaint. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation to its resolution. This may be that the complaint is not upheld and so no further action is necessary or by way of advice to the College as to how the complaint should be resolved fairly and proportionately. This advice is not considered binding on the College. The whole process of handling a complaint may not last for more than sixty (60) days.
- k) If the decision of the EBVS President was that the matter be dealt with as an Appeal, an Appeals Committee will be appointed by the Executive Committee of the EBVS within thirty (30) working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee and shall consist of three (3) members, one (1) of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognized Colleges and will have served as EBVS Board members for at least two (2) years. No member of the Appeals Committee should be a Diplomat or hold any other category of membership of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.
- l) The two (2) parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within seven (7) working days of receipt of the proposed membership together with the reasons for any concerns/objections.
- m) The EBVS Executive Committee will consider any objections to the composition of the Appeals Committee. The Executive Committee will make a decision as to whether the member in question should be asked to stand down from the Appeals Committee. The decision will be communicated



in writing to the parties in dispute and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.

- n) If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two (2) parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.
- o) Within five (5) working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the Committee all the papers relating to the dispute.
- p) The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least fourteen (14) days notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least ten (10) days in advance of the hearing.
- q) The Appeals Committee will reach a decision on the Appeal within ninety (90) days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be announced as the decision of the Committee. Individual Committee members' views will be treated as confidential.
- r) The EBVS Appeals Committee may reject or uphold the Appeal. Where the Appeals Committee upholds the Appeal, the Committee may modify or reverse the decision of the College and/or adjust any sanction.
- s) The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat no more than fifteen (15) days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.
- t) The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.
- u) The decision of the EBVS Executive Committee in relation to the Appeal is final.
- v) The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within fifteen (15) days of receipt of the recommendation of the EBVS Appeals Committee.
- w) The whole process of Complaint/Appeal must be handled in due confidence.

## 5. Other articles

### 5.1. Data protection, titles and databases

#### Privacy and data protection

The **General Data Protection Regulation (GDPR)** (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. The regulation applies if the data controller (an organisation that collects data from individuals residing in the EU, such as the ECVP) or processor (an organisation that processes data on behalf of a data controller such as the ECVP) or the data subject (person, i.e. the College members) is based in the EU. It is the responsibility and the liability of the data controller (ECVP) to implement effective measures and be able to demonstrate the compliance of data processing activities.

#### EBVS European Veterinary Specialist Title

**Board eligible or qualified:** the use of the term “board eligible” or “board qualified”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

**EBVS trademarked title:** The use of the European Veterinary Specialist Trademark (EUTM N°16440844 – Services CI41, CI44) with the Logo is permitted to Diplomates who are registered as a European Veterinary Specialist for that specialisation by the EBVS. Non-Certified or Retired Diplomates, Associate members and Honorary members are not allowed to use the title or trademark of European Veterinary Specialists. The mark EBVS must always be used with the ® symbol, i.e. EBVS®. The mark must be in Times New Roman and the descriptive terms following it in Calibri font.

**Use of title and postnominals:** veterinarians should not in any way imply they are EBVS-recognised Specialists unless they are listed as such by the EBVS. EBVS listed specialists may use the title “EBVS® European Veterinary Specialist in Pathology” or “EBVS® European Specialist in Veterinary Pathology”. Diplomates may use “Dipl. ECVP” or “Diplomate of the College of Veterinary Pathologists”. ECVP is committed to correct processing of personal data in compliance with the GDPR. EBVS Colleges are data controllers of member data and EBVS is a data processor of personal information on Certified Diplomates. ECVP agrees to share personal data of Certified Diplomates with EBVS and EBVS agrees to process this data in accordance with the regulations. If personal data is not shared, Diplomates cannot be awarded the EBVS Specialist title.

### 5.2. Criteria to become a Founding Diplomate

Closing date was 31 December 1997.

**Founding members:** one of those veterinary pathologists of established reputation that collectively established the College (Founding Diplomates) or a veterinary pathologist elected as De Facto Diplomate by a two-thirds (2/3) vote of the original charter membership. Applications for de facto membership were to be received not later than the end of the second calendar year after inauguration of the College, i.e. the thirty-first of December nineteen hundred and ninety-seven (31 December 1997). Founding members are subject to the same regulations as Certified Diplomates.

### **Criteria for Founding Diplomates**

- They must have achieved distinction in the field of veterinary pathology and have qualifications far exceeding those proposed as necessary for candidates to take the certifying They must be qualified to practise veterinary medicine in a European country
- examination of the College
- They must be recognised as qualified specialists by peers and
  - a) have at least ten (10) years' experience in the speciality of veterinary pathology and by teaching, research or practice have contributed significantly to the development of the speciality and
  - b) have demonstrated competency through teaching, research or practice in the speciality and
  - c) spend at least seventy-five percent (75%) of their professional time and at least thirty (30) hours/week in the speciality of veterinary pathology and
  - d) be authors of significant publications from research or practice in the speciality

### **Criteria for De Facto Diplomates**

- They must be qualified to practise veterinary medicine in a European country or to present evidence of veterinary education and training which in the judgement of the Council of the European College of Veterinary Pathologists is an equivalent education
- They must have at least ten (10) years of experience in the speciality of veterinary pathology
- They must spend at least sixty percent (60%) of their professional time and at least twenty-four (24) hours/week in the practice of veterinary pathology
- They must have published at least three (3) papers in internationally recognised journals as first author and in the applicant's speciality and at least three (3) additional papers excluding proceeding abstracts. The College is also prepared to consider submissions for de facto recognition supported by substantial publications or reports that are not in the public domain