



European Veterinary Dental College

* Bylaws *

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The European Veterinary Dental College is incorporated under the laws of the United Kingdom as a non-profit educational organisation:

Company registration no.: 06950998

Company address: European Veterinary Dental College Limited
82B High Street, Sawston, Cambridge, CB22 3HJ

The EVDC and its Diplomates are recognised by the European Board of Veterinary Specialisation.





European Veterinary Dental College (EVDC)

* Bylaws *

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EVDC

EUROPEAN VETERINARY
DENTAL COLLEGE

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EBVS EUROPEAN BOARD
OF VETERINARY
SPECIALISATION

Article 1. General Assembly (Annual General Meeting)

Section 1.1

It is the duty of every practising Diplomate to attend the Annual General Meeting (AGM), either face-to-face or by electronic means, at least twice every five years. If the Diplomate has not attended the AGM at least twice in any period of five consecutive years without previous dispensation from the Executive Committee, the registration as practising Diplomate ceases by default.

Section 1.2

The AGM is the senior legislative body of the College and has the following duties:

- a. To determine and update the Constitution, Bylaws and Policies and Procedures.
- b. To elect the Officers and Internal Auditors.
- c. Action on the auditors' report.
- d. Formal approval of the business conducted by the Executive Committee during the preceding year.
- e. Action on business, presented by the Executive Committee or as required by the Constitution.
- f. Establish membership dues for the forthcoming year(s).
- g. Expulsion of Diplomates.
- h. Any other business.

Article 2. Membership

Members of the College designated as "Diplomates" have fulfilled all requirements of the College and are required to continue to meet the qualification requirements established by the Constitution and Bylaws. Diplomates of the College who fulfil all the criteria for maintaining membership are described as being "in good standing".

Section 2.1 Standards for admission to membership

- a. The College must only certify veterinarians who:
 - i. Meet the educational, training and experience requirements established by the College.
 - ii. Have attained acceptable scores on comprehensive examinations administered by the College, except as defined in 2.2.1 and 2.2.2 below, and in the EBVS Policies and Procedures on non-Europeans.
 - iii. Have demonstrated fitness and ability to practise the speciality.
 - iv. Have demonstrated satisfactory moral and ethical standing in the profession.
 - v. Have met the minimal publication requirements as defined by the College.

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vi. Practise

complies with animal welfare legislation.

vii. Have gained their veterinary degree at least 48 months previously.

scientific,
evidence-based
veterinary
medicine, which

b. The College may also certify veterinarians:

- i. Who have passed the College's examinations, which they were allowed to sit as judged to be internationally recognised in the College's field as defined in Appendix IV, by the Credentials Committee and the Executive Committee.
- ii. The College may temporarily grant Diplomate status, provided that the applicant can meet the following minimum conditions:
 - a. has credentials, in relation to education, training, and publications in the discipline equal to those required to sit for the examination of an EBVS-recognised College;
 - b. has passed an examination of equal rigor, and covering the same material, as that of the equivalent Diplomate of EVDC (e.g. ABVS/VSOC recognised colleges);
 - c. passes the EVDC's re-certification process;
 - d. Is practising in a European country, as this is defined by the Council of Europe, and intends to remain so for the foreseeable future. Applicants may be relieved of this requirement, as deemed appropriate by the College.

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

Section 2.2 Founding Diplomates shall be either:

2.2.1 Members of the Interim Executive Committee:

A member of the Interim Executive Committee is a Founding Diplomate that is not required to submit to examination to become a Diplomate. Membership to the Interim Executive Committee status is only granted by the EBVS at the time the College is being established to a small number (7-10) of individuals, whose task is to conduct the business of the College after provisional recognition is achieved.

The Interim Executive Committee of the College should normally exist for a period of up to five years and members must meet the following criteria:

- a. Be initiators in their field;
- b. Have achieved distinction in the field, and have qualifications achieved by training and

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experience far proposed as candidates to examination of

exceeding those necessary for take the certifying the organisation;

- c. Be internationally recognised as a qualified specialist by peers, and
 - i. Have at least ten years' experience practising the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality, and
 - ii. Have advanced training (at European Qualifications Framework, level 8) in the speciality; have demonstrated competency through teaching, research and practice in the speciality to which the individual devotes most of his or her professional time, and
 - iii. Be the author of at least ten significant publications in peer-reviewed journals resulting from the research or practise in the speciality;
- d. Be uncontroversial to the majority of the membership;
- e. Spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours, for at least the last 10 years;
- f. Be practising in Europe;
- g. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
- h. Display the willingness to contribute to the growth of the College (e.g. by training residents);
- i. Apply high level knowledge and skills at the forefront of his/her specialist area of veterinary dentistry to their own professional work;
- j. Perform at a high level of competency through teaching, research and practice in their speciality area;
- k. Promote aptitude and proficiency in the field of veterinary dentistry;
- l. Demonstrate the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences;

2.2.2 Diplomates recognised "de facto":

A Diplomat recognised "de facto" is a Founding Diplomat that is appointed by the Interim Executive Committee. De facto-recognised Diplomates are not required to submit to examination to become a Diplomat 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 2.1.1.i-xii above), including two letters of support (Appendix I).

Section 2.3 Diplomat:

A Diplomat is a veterinarian who has passed the

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certifying/examination procedure of the College and, if practising, is entitled to be awarded by the EBVS the title of European Veterinary Specialist in Dentistry or European Veterinary Specialist in Equine Dentistry. Diplomate status at more than one College is allowed; however, registration as a European Veterinary Specialist is limited to one speciality from the EBVS.

Section 2.4 Non-Practising Diplomate:

- a. 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.
- b. A non-practising Diplomate is not allowed to use the title European Specialist nor Diplomate but may use the title Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.
- c. The non-practising Diplomate is removed from the EBVS specialist register.

Section 2.5 Retired Diplomate:

A Diplomate who voluntarily stops permanently and irrevocably practising 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 Diplomate (Retired). The Retired Diplomate is removed from the EBVS specialist register. Life diplomate status may be conferred on a Retired Diplomate who has made a meritorious contribution to the EVDC, by a majority of votes cast at an Annual Business Meeting following recommendation by the Executive Committee.

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 dentistry. Honorary Members, who are EVDC Diplomates, shall have all the rights and privileges of Diplomates. Honorary Members who are not EVDC Diplomates, shall have all the rights and privileges of Diplomates except the right to vote and hold office.

Nomination for Honorary Membership shall be made by two Diplomates in good standing.

- a. The nominating Diplomates shall furnish the Secretary with:
 - i. Letters of recommendation of the person concerned

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- ii. The person curriculum vitae of the
- iii. Such information relating to the activities of the nominee in veterinary dentistry as required by the Executive Committee. If the nomination is considered appropriate, the Executive Committee will present the nomination for consideration at the next Annual Business Meeting.
- b. 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.
- c. Honorary members who are not Diplomates of the College:
 - i. Shall not use the title or trademark of European Veterinary Specialist
 - ii. Shall not be required to pay dues
 - iii. May not supervise residents.
- d. The number of Honorary Members shall be less than 5% of the total membership of the College.

Section 2.7 Re-certification

A Diplomate is required to submit every 5 years a summary of his/her professional activities. The format of this summary is based on a credit point system and has to be approved of by the EBVS. The summaries will be evaluated by the Re-certification 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 practising his/her speciality for the last 5 years at the specialist level. 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.

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 any Diplomate does not submit re-certification documents, they will be made non-practising Diplomates by their College, removed from the EBVS specialist register, and may only use the title of Diplomate (non-practising). A non-practising Diplomate seeking to revert to full Diplomate status needs to satisfy the Credentials Committee of the College.

Section 2.8 Cessation of registration of Diplomates

Registration as practising Diplomate ceases by default when the speciality is practised insufficiently, see section 2.4. above. Diplomates may adopt "Non-practising" status, by submission to the Credentials Committee. Similarly, return to "practising" status will be by submission to the Credentials Committee (see section 2.4). Voluntary cessation of registration requires notice in writing to be received by the Secretary three months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.



Section 2.9

against a Diplomat

Disciplinary action

any Diplomat of the College:

Disciplinary actions
of the College
may be taken against

- a. For:
 - i. Unprofessional or unethical conduct.
 - ii. Failure to re-certify as required.
 - iii. Failure to pay annual membership fees promptly (see section on annual dues).
 - iv. Any other action against the best interest of the College.
- b. If, following recommendation by the Executive Committee, an Annual or Extraordinary General Business Meeting votes to support the recommendation by two-thirds of the votes cast by written ballot.
- c. Disciplinary action may take the form of:
 - i. Expulsion from the College.
 - ii. Being required to resign.
 - iii. Being temporarily suspended.
 - iv. Any other action as is deemed appropriate.
- d. Any Diplomat so disciplined will no longer be "in good standing" with the College unless and until their good standing is reinstated by a further Annual or Extraordinary General Meeting.
- e. When not in good standing, Diplomates:
 - i. Will not have voting rights.
 - ii. May not serve on College committees
 - iii. May not use the designation "European Specialist in Veterinary Dentistry" or "European Veterinary Specialist in Equine Dentistry" or any other designation that implies that they have dental specialist status.
- f. The disciplined Diplomat may appeal as outlined in the appeal procedure
- g. Previously disciplined Diplomates may have their good standing reinstated if:
 - i. They have undertaken appropriate remedial action.
 - ii. The Executive Committee recommends their reinstatement and an Annual or Extraordinary General Meeting votes to support the recommendation for reinstatement by two-thirds of the votes cast by written ballot.

Section 2.10 Advertising and Directory Listings

- a. Practising Diplomates may use the title "Dip. EVDC" or 'Dipl. EVDC" or "Diplomate of European Veterinary Dental College", "Dip. EVDC (Equine)" or 'Dipl. EVDC (Equine)" or "Diplomate of European Veterinary Dental College (Equine)", and if listed as specialists by the EBVS they may use the title "European Specialist in Veterinary Dentistry" or "European Veterinary Specialist in Equine Dentistry"
- b. 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.

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- c. The use of the Veterinary Trademark is Diplomates 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. European Specialist permitted to who are registered
- d. Non-practising or retired Diplomates and honorary members are not allowed to use the title or trademark of European Veterinary Specialist.

Article 3. Duties of Officers.

Section 3.1 President:

- a. The term of the President is designated as a nominal two-year term.
- b. The President of the College shall be a member of the Executive Committee.
- c. 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.

Section 3.2 Vice-President:

- a. The Vice-President is elected for a nominal two-year term of office. The term of each office will run from the time of appointment to the second subsequent Annual Business Meeting, this being a nominal two-year term of office.
- b. The Vice-President shall be a member of the Executive Committee.
- c. The Vice-President shall, in general, succeed to the Presidency at the end of the normal term or should the office fall vacant prior to the end of the normal term.
- d. The Vice-President shall perform the duties of the President in his/her absence or inability to serve.

Section 3.3 Secretary:

- a. The Secretary shall be elected for a nominal three-year term. The term of the office will run from the time of appointment to the third subsequent Annual Business Meeting.
- b. The Secretary shall be a member of the Executive Committee.
- c. The Secretary shall prepare and keep records of the agenda for and minutes of Executive Committee meetings and College Annual and Extraordinary General Meetings.
- d. The Secretary shall submit annual returns to and notify Companies House in the UK of all changes to the Company, including changes of Directors, as required by the current legislation.
- e. The Secretary shall conduct such additional tasks as may be required by the Executive Committee.

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- f. The Secretary Annual Report EBVS by the following year.

shall submit the of the College to the 15th January of the

Section 3.4 Treasurer:

- a. The Treasurer shall be elected for a nominal three-year term. The term of the office will run from the time of appointment to the third subsequent Annual Business Meeting.
- b. The Treasurer shall be a member of the Executive Committee.
- c. The Treasurer shall be the custodian of all the moneys of the College. He/she shall pay out money only upon order of the Executive Committee.
- d. The Treasurer shall keep full and accurate books of account, containing a record of all moneys 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.
- e. The Treasurer shall collect maintenance, credentialing, examination and any other fees, dues and assessments promptly, and report on these and the names of all Diplomates in arrears to the Executive Committee at each Executive Committee Meeting.
 - i. College membership fees are due by January 1st each year.
 - ii. The Treasurer shall issue notices of membership fees to Diplomates at least 21 days before the fees are due, and where fees are not paid by the due date, issue invoices to Diplomates for outstanding fees to be paid within 30 days.
- f. The Treasurer shall submit a written financial report and audited accounts at each Annual General Meeting.
 - i. Unless otherwise required, auditing of the accounts and associated records will be performed internally by two members of the College who are not Executive Committee members. These internal auditors will report their findings to the Annual General Meeting at which the accounts are presented.
 - ii. When required by an Annual or Extraordinary General Meeting, external auditing of the accounts will be performed by a professional and their report submitted to the following Annual General Meeting or an Extraordinary General Meeting convened for the purpose of examining the accounts.
 - iii. When required by UK law, the accounts will be audited by a UK licensed auditor and their report submitted to the relevant authorities and the Annual General Meeting at which the accounts are presented.

Section 3.5. Past-President:

- a. The term of Immediate Past-President commences automatically when the normal term of President ceases and runs for a nominal two years.
- b. The Immediate Past-President shall be a member of the Executive Committee.
- c. The Immediate Past-President shall advise the President.

Section 3.6 Vacancies amongst the officers:

Vacancies occurring on the Executive Committee shall be filled by

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election of a member at the next Annual member elected to fill the office until which the vacancy occurred.

via an electronic vote or General Meeting. Any a vacancy shall hold expiration of the term in

Article 4. Committees

Section 4.1 Executive Committee of the College

The Executive Committee of the College is composed of the President, Vice-President, Immediate Past-President, Secretary and Treasurer, two Members-at-Large, the Chairpersons of the subspecialties and an additional representative of each subspecialty.

- a. The terms of office of the President, Vice-President, Immediate Past-President, Secretary and Treasurer are as described in Article 3, Sections 3.1 – 3.5.
- b. Members-at-Large are elected at the Annual Business Meeting for nominal two-year terms, running from the time of appointment to the second subsequent Annual Business Meeting. To aid continuity, the terms of office shall overlap so that one Member-at-Large is elected each year.
- c. The representative of each subspecialty is chosen by each subspecialty College. The term of office shall be determined by the subspecialty College Executive Committee.
- d. The Executive committee shall be the executive body of the College and shall consider all the business and policies pertaining to the affairs of the College and report on these at the Annual General Meeting.
- e. The Executive Committee or its designated Committees, shall:
 - i. Receive all applications.
 - ii. Conduct examinations and approve recommendations for membership of the College
 - iii. Consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct.
 - iv. Have the authority to recommend disciplinary action against members of the College. Recommendation in the case of a grievous offence may include expulsion of the member.
 - v. Appoint standing Committees.
 - vi. Select the time and place of meetings.
 - vii. Determine fees charged by the College for registration and maintenance of membership, assessment of training programmes, review of credentials, participation in examinations, handling appeals and other activities incurring expense to the College.
 - viii. Direct the management of funds held by the College.

Section 4.2. Credentials Committee (CC)

The Credentials Committee (CC) shall comprise of a minimum of five Diplomates in good standing appointed by the Executive Committee.

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- a. The term of office shall be Executive office of CC members determined by the Committee.
- b. The CC Chairperson shall be appointed by the Executive Committee.
- c. The Credentials Committee shall:
 - i. Establish guidelines to assist candidates applying to take the diploma examination.
 - ii. Evaluate all applications for membership of the College.
 - iii. Recommend qualified candidates to the Executive Committee.
 - iv. Submit to the Executive Committee a list of applicants who do not qualify, supplying reasons for rejection of each.

Section 4.3. Education Committee (Educ C)

The Educ C shall comprise of a minimum of five Diplomates in good standing appointed by the Executive Committee.

- a. The term of office of Educ C members shall be determined by the Executive Committee.
- b. The Educ C Chairperson shall be appointed by the Executive Committee.
- c. The Education Committee shall:
 - i. Be responsible for setting criteria for the residency programmes.
 - ii. Submit to the Executive Committee a list of those who apply for training programmes, which programmes are recommended for approval and state the reasons for rejection of any others.
 - iii. Maintain lists of approved residency programmes, approved supervisors and current residents.
 - iv. Evaluate all official College training programme applications.
 - v. Monitor the progress of residents through their training programmes, providing support and guidance to residents as necessary.
 - vi. Receive the required periodic reports from directors of resident training on the annual progress of each candidate in every residency programme.
 - vii. Receive reports from residency directors on details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Committee will attest the adequacy of each programme when they approve the report.
 - viii. Submit to the Executive Committee progress reports on existing residents and their training programmes.

Section 4.4. Examination Committee (EC)

The Examination Committee shall comprise of a minimum of five Diplomates in good standing appointed by the Executive Committee.

- a. The term of office of EC members shall be determined by the

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- Executive Committee.
- b. The EC appointed by Committee. chairperson shall be the Executive Committee.
- c. The EC shall work under the direction of, and report its findings to the Executive Committee
- d. The EC shall:
- i. Prepare and administer certifying examinations for candidates when they are required.
 - ii. Submit to the Executive Committee the results of any administered certifying examination, supplying information of the marks achieved by candidates and the required pass marks in each section of the examination and recommendations regarding the awarding of diplomas.
- e. Normally no member of the Executive Committee or member of the Credentials and Education Committee shall act as an 'examiner'.

Section 4.5. Nominations Committee (NC)

The Nominations Committee shall comprise of three Officers of the College appointed by the Executive Committee at least six months before the elections.

The Committee shall:

- a. Prepare a list of candidates for the election to the Executive Committee of the College after a written call for candidates to all the Diplomates at least five months before the elections and will report to the Executive Committee at least three months before the elections.
- b. Select at least one nominated candidate for each position and communicate the names to the Executive Committee.

The list of nominates should be known by the Diplomates 30 days before the elections. The Committee will report their considerations to the College at the Annual General Meeting. If no nominations have been made, nominations may be made from the floor (see Article 1, Section 1.2.b).

Section 4.6 Auditors

Two auditors are elected by the General Assembly at the Annual General Meeting for a 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 4.7. Re-certification Committee

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The Re-certification consist of a minimum appointed by the Committee for a term

senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Committee decides otherwise.

Committee shall of three members Executive of three years. The

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 4.8. Subspeciality college's committees

Each Sub-speciality College shall have its own Executive, Education, Examination and Credentials committees.

- a. The Subspeciality Executive Committee shall:
 - i. Comprise of a minimum of five Subspeciality College Diplomates in good standing elected by the Diplomates of the Subspeciality College and approved by the EVDC Executive Committee.
 - ii. Have posts with a term of office that shall be between two and four years. These officers, including the Chairperson, may be elected to only one additional term.
 - iii. Be responsible for the management of the Subspeciality within the Constitution and Bylaws of the European Veterinary Dental College.
 - iv. Create a training programme, credentialing process and examination procedure within the guidelines of the EBVS. To this end, documents will be formulated as guidelines for residents as well as standard operating procedures for committees tasked with performing these duties.
 - v. Report to the EVDC Executive Committee at least twice a year, supplying details of the Subspeciality College's past and planned future activities with a detailed budget
 - vi. Report on the Subspeciality's activities to the EVDC membership at the Annual General Meeting.

- b. The Subspeciality Education, Credentials and Examination committees shall each:
 - i. Comprise of a minimum of five Diplomates in good standing appointed by the Subspeciality Executive Committee. These members may be appointed from the parent College.
 - ii. Have responsibilities equivalent to those of the EVDC EC, Educ C and CC as described in Article 4, Sections 2, 3 and 4
 - iii. Report to the Sub speciality Executive Committee.

- c. Other Sub-speciality committees:
 - i. Additional committees can be appointed by the Subspeciality Executive Committee when required for management of the Subspeciality.

Section 4.9. Indemnification

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Company registration no.: 06950998

*Company address: European Veterinary Dental College Limited
82B High Street, Sawston, Cambridge, CB22 3HJ*

The EVDC and its Diplomates are recognised by the European Board of Veterinary Specialisation.



Members of
receive no

Committees will
indemnification.

Article 5. Diploma

Section 5.1 Qualifications to sit the diploma examination.

a. 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 dentistry, both after the date of graduation from a veterinary school. The following sequence of training is to be used:

- i) First, a period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the EVDC Education Committee.
- ii) Second, a residency period shall comprise a minimum of 3 years postgraduate training programme under supervision of Diplomates of the EVDC. This residency period may constitute:
 - a) A **standard 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.
 - b) In exceptional cases, a candidate whose circumstances do not permit enrolment in a standard 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.

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

c. In addition, all categories of candidates shall meet the other EVDC credentialing requirements, which are described in the official EVDC information documentation.

Section 5.2 Residency training programmes

a. Introduction

- i. A residency shall be advanced training in Veterinary Dentistry, which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of a practising Diplomate of the College.
- ii. 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.
- iii. 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 II & III to these Bylaws. Moreover, residency programmes must

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aim at the culture, which importance of professional

development of a recognizes the continuous development.

- iv. 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.
- v. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of an applicant's qualification.
- vi. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.
- vii. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.
- viii. A supervisor shall have no more than two (2) residents following residency programmes; in exceptional cases three (3) residents can be allowed, for a restricted period.
- ix. The College only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Committee.

b. Standard Residency Training Programme

- i. A standard residency training programme takes place in an institution ("approved center") that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a standard residency training programme. Approval is granted for a five-year period, and re-approval is necessary every five years thereafter.
- ii. The minimal length of a residency programme is three years.
- iii. 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 determined by the Credentials and Education Committees.

c. Alternate Residency Training Programme

A veterinarian whose circumstances do not permit enrolment in a standard 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 Education Committee of the College before the

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Resident embarks length of this be shorter than a programme. The

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 veterinary dentistry, under direct supervision of a Diplomate of the EVDC.

The precise form of each individual programme is at the discretion of the Education Committee of the College.

on it, and the total programme cannot standard residency total time of an

d. 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 documentation of the College.

Section 5.3 Examination

- a. Before sitting an examination, the applicant's credentials must be evaluated by the Credentials Committee and approved by the Executive Committee. Once the credentials have been approved, the resident shall be referred to as "candidate".
- b. The EVDC examination consists of two parts: Part 1a (written [theory]) and Part 1b (case-oriented-multiple-choice [COMC]) and Part 2 (practical). Part 1a and 1b must be passed before a candidate is allowed to sit Part 2. Both parts (1 and 2) must be passed, and all required credentials met, to satisfy membership of the EVDC as a Diplomate.
- c. Judgment must be incorporated into examinations--assessing not just what the candidates know but what they do with that knowledge.
- d. It must be made known to the candidates in advance in what way the different parts and levels will be evaluated.
- e. 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.
- f. 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.
- g. 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:
 - i. A time limit for such communications must be established and published by the College.

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II. The

results of the examination must be announced to all candidates on the

same date.

III. 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.

- h. 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 the Appeals Procedure (Article 10 of the Bylaws).
- i. Personal conflict, or the appearance of conflict, that could affect results of examinations is to be avoided.
- j. 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.
- k. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.
- l. 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.
- m. Further details for the administration and conduct of the qualifying examination are outlined in the College's examination documentation.
- n. Any change in the procedure of the examination should be notified to the EBVS.

Article 6. Finances

Section 6.1

- a. The College is a non-profit organisation and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College.
- b. 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.
- c. The expenses of the College shall be met through various sources of income.
 - i) Donations from companies and international organisations.
 - ii) Income from educational meetings organised by the College.
 - iii) Investment income.
 - iv) Annual dues.

Section 6.2

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- a. The financial year January and ends December of each exception, the first begins on the registration date of the College and end on December 31st. begins on the first of on the thirty--first of year. As an financial year shall
- b. The accounts of the last financial year and the budget of the following financial year shall be submitted annually for the approval to the Annual General Meeting at least 30 days prior to the AGM.

Section 6.3 Annual dues

The annual dues (in Euro) of each paying member for the following years shall be determined by the AGM. Dues are payable by January 1st of each year. Members shall be adjudged delinquent if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment.

- a. The Retired Diplomate, including Life Diplomates, of the College will not be required to pay dues to the College.
- b. The Non--Practising Diplomate of the College shall not be required to pay dues to the College nor to EBVS.
- c. The Honorary Members will not be required to pay dues to the College.

Section 6.4

The College is required to maintain insurance, to indemnify itself against legal costs.

Article 7. Meetings

The Executive Committee and the Chairpersons of the Credentials, Education and Examination Committees shall meet at least once annually between consecutive Annual General Meetings, when judged appropriate by the President.

Article 8. Amendments

These Bylaws may be amended at any Annual General Meeting (or via an electronic vote) by two--thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary minimum 60 days before the meeting, for appropriate review by the Executive Committee. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership at least thirty (30) days prior to the Annual General Meeting.

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

Article 9. Representation on the European Board of Veterinary Specialisation (EBVS)

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- a. The President representative Executive represent the Extraordinary General Meetings of the EBVS, and in case of electronic votes pertaining to EBVS business. and/or a deputy appointed by the Committee shall College at Annual and
- b. The term of office of a deputy EBVS representative shall be determined by the Executive Committee.

Article 10. Appeals Against Adverse Decisions

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

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

Section 10.1. Appeals Committee

- a. The Appeals Committee (AC) shall comprise a minimum of three Diplomates in good standing appointed by the President, one of whom shall be appointed as Chairperson.
- b. The Appeals Committee (AC) will be constituted in the event of an appeal for the duration of the appeal.
- c. Designated Diplomates requested to serve on the AC may only recuse themselves under exceptional circumstances.
- d. The Appeals Committee (AC) for a particular appeal may not include a current member of the Executive Committee or members of the relevant committee whose decision is being questioned or any member who was involved in the events leading to the appeal or who, for other reason, may have an actual or potential conflict of interest with the Appellant or the Committee whose decision is being questioned.
- e. The Appeals Committee (AC) shall review appeals against adverse decisions.
- f. Any relevant documents in the College's possession or provided by the Appellant shall be made available to the Appeals Committee (AC).
- g. The Appeals Committee (AC) shall make a final decision, which is communicated to the Secretary, who informs the Executive Committee and the Appellant of the result of the appeal.

Section 10.2. 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

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notification must be communication that adverse decision Procedures must

and Officer of the College to which an Appeal should be sent in the first place.

included with the gives notice of the itself. The Appeals specify an address

Section 10.3. Grounds of Appeal

A person, or persons adversely affected by a College decision may petition the Executive Committee of the College for reconsideration on the grounds that:

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

Section 10.4. Commencing an Appeal Process

- a. An Appeal has to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
- b. An Appeal has to be received by the Secretary of the College within 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent, with the exception of an appeal against a decision of denying acceptance of the credentials which may only be submitted after a minimum of 1 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 an appeal fee (see EVDC fee information document) 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. If the deposit was greater than the costs incurred, 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 10 working days.
 - i. Within 20 working days of its receipt by the College the Appeal must be considered by a nominated Executive Officer of the College, who shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned. This Officer will decide whether a proper Ground for Appeal has been identified.
 - ii. If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.

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- e. Within 35 days appeal, the Appellant Notice of 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 must:
- i. Provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee.
 - ii. 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 must be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under section 4 above.
- h. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the Officer of the College to whom the Appeal was sent to the members of the Appeals Committee.
- 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.).

Section 10.5. Conduct of an Appeal Process

- a. A College must within its Appeals Procedures provide a process by which the Appeals Committee will conduct the Appeal. A College must require all Appeals to be conducted in all due confidence.
- b. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
- c. The Appeals Committee must be 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.

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The Appellant accompanied

may be by an individual ("representative"), them to present the

who may assist 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 must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust the sanction.
- 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 90 days of the date of receiving all the papers relating to the dispute under 'section 10.4 item 8' above. The Executive Committee of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Executive Committee of the College shall communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

Article 11. Amendments

- 1. These Bylaws may be amended by a majority of the votes cast by the Diplomates in good standing attending a quorate Annual or Extraordinary General Meeting.
- 2. Proposed amendments must be submitted in writing to the Secretary for appropriate review by the Executive Committee.
- 3. Proposed amendments shall be distributed to the membership at least thirty days before the Annual or Extraordinary General Meeting at which they will be considered.

June 08 2020

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APPENDIX I Interim Rules and Regulations

Article 1: Interim Executive Committee of the College

Section 1:

The Interim Executive Committee shall elect the President, the Vice President, the Treasurer, and the Secretary of the Committee to serve for a maximum period of five years.

Section 2:

Within five years after foundation of the College, an Executive Committee of the College will be elected conform to the Constitution and Bylaws of the College.

Section 3:

The officers and the Members of the IEC shall perform their duties as closely as possible conform to the Constitution and Bylaws of the College.

Section 4:

The Interim Executive Committee and the Members of the IEC shall prepare the definitive organisation of the College according to the Constitution and Bylaws of the College.

Article 2: Founding Diplomates

Section 1:

The Members of the Interim Executive Committee together will act as an interim credentials committee and examination committee for veterinarians who wish to be considered for de-facto recognition as Diplomates.

Section 2:

The Members of the Interim Executive Committee shall only consider veterinarians for de-facto recognition as Diplomates if they meet the relevant criteria in the Bylaws of the College (Article 2, section 2.2.1 and 2.2.2).

Article 3: Procedure for de facto recognition of

Diplomates Section 1:

Application for de-facto recognition is possible for up to five years after the provisional recognition of the College. The Interim Executive Committee (IEC) will invite

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veterinarians to apply recognition if they meet the relevant of the College (Article 2.2.2).



for de-facto consider that they criteria in the Bylaws 2, section 2.2.1 and

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Section 2:

*Applicants should
to the Secretary of the IEC.*

submit their application

The application should include a curriculum vitae, a description of the way training and expertise has been acquired, a description of the way in which the speciality is currently practised, a list of publications, a list of activities that convey the level of his or her professional work, an estimate of how much time is spent in the speciality (hours per week) and a letter of support from two senior colleagues or authorities. From this information it should be clear whether the applicant meets the relevant criteria in the Bylaws of the College.

Section 3:

Initially each applicant will be considered by a committee consisting of three members of the IEC, of which one should preferably be from the same country as the applicant, and an experienced Diplomat of another College. The members of the committee prepare a proposal for decision on recognition by all Members of the IEC.

When the application is highly convincing, the committee can advise the IEC to recognise the applicant as a de-facto Diplomat, entitled to become a Founding Diplomat of the College. If their decision is negative or unsure, it is forwarded to the IEC for decision. An affirmative vote of two-thirds of the entire IEC membership shall be required for adoption.

A newly recognised de-facto Diplomat may act as one of the three members of the committee who, along with the external evaluator, will evaluate new applications, as described above.

Section 4:

When the decision of the IEC for further consideration is positive, the three Members of the IEC may visit the centre of the applicant to observe procedures, equipment, records, etc.. At this stage also the members of the committee can conclude that the applicant's qualifications are sufficient to advise the IEC as a whole to recognize the applicant.

Unsuccessful applicants for de-facto recognition will have either to sit the EVDC examination for Diploma or undergo some other test at the discretion of the IEC.

APPENDIX II

Quality Assurance

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

1. Towards achieving this goal, EVDC imposes special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists, and has:
2. Established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards is offering;
3. Established a system of collection, analysis and use of up to date, impartial and objective, relevant information for the effective management of the training programmes and other activities of the College, to be regularly submitted to the EBVS;
4. Established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the Colleges every five years;
5. Conflict of interest avoidance mechanisms in place on all levels, e.g. applications for enrolment as a resident, approval of residency programmes, approval of credentials, examinations, appeals procedures and so on;
6. Established a policy and the procedures for complaints or appeals, and disciplinary actions against Diplomates or Residents/Candidates.
7. Moreover, working under the umbrella of the European Board of Veterinary Specialisation, EVDC also contributes to its goals by ensuring that:
8. The College commits itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to achieve this, it develops and implement a strategy for the continuous enhancement of quality;
9. The interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
10. Any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation;
11. A strategic plan must be developed every ten years;
12. The strategy, constitution/bylaws, policy and procedures, and all

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major documents publicly available;



of the College are

13. Residents are published criteria, procedures which are applied consistently; assessed using regulations and
14. Staff involved with the training of residents are qualified and competent to do so;
15. The resources available for the support of resident learning are adequate and appropriate for each programme offered;

Accountability procedures

EVDC has in place its own procedures which include the following:

- i. A published policy for the assurance of the quality of the agency itself, made available on its website
- ii. Documentation which demonstrates that:
 - a. The processes and results reflect its mission and goals of quality assurance;
 - b. Enforces, a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates;
 - c. Has reliable mechanisms that ensure the quality of any of its activities and material produced;

In accordance with its objective to function as an Organisation developing, and enhancing standards and guidelines on quality assurance in the area of veterinary dentistry, and to maintain and develop co-operation with other appropriate European stakeholder organisations, EVDC is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include the other EBVS-recognised Colleges, the respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).

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APPENDIX III

Knowledge, Skills and Competences of the Diplomates of the European Veterinary Dental College (EVDC)

Training of Veterinary specialists: EQF level 8 (doctoral degree)

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year internship programme or its equivalent, as defined by the EVDC Credentials Committee, and a minimum of a 3-year College-approved Residency Training Programme to acquire in-depth knowledge of the scientific field of veterinary dentistry and its supporting disciplines under the supervision and guidance of a Diplomate of the College.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the "middle tier" or the "Advanced Practitioner".

Overall specialists will have the intellectual qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the speciality.

A. In particular in relation to knowledge, specialists will 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 dentistry;
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 dentistry;
7. Understanding of the possibilities that other specialties may have to offer;
8. Familiarity with the potential of multidisciplinary co-operation;
9. Awareness of current E.U. and national regulations with regard to all aspects of veterinary dentistry

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10. The ability to and implement relevant to practice for the knowledge, applications or understanding at the forefront of veterinary dentistry; conceptualise, design research projects their own professional generation of new
11. A detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

B. In particular in relation to skills, specialists will be veterinarians who have demonstrated ability to:

1. Perform at a high level of professional expertise in the speciality area of veterinary dentistry 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 dentistry 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.

C. In particular in relation to competences, specialists will 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 dentistry
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 dentistry.
6. Continue to undertake research and/or clinical studies in the field of veterinary dentistry at an advanced level, contributing substantially to the

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development ideas or speciality;

7. Develop their 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 dentistry.

of new techniques, approaches in the

professional practice

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Appendix IV

Application for **approval to sit the College's examination without having previously undertaken an approved residency (criteria to be regarded as "internationally recognised")**

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

1. Curriculum vitae - to cover entire professional career (university onwards)
2. Published papers: a complete list should be in the CV.
 - The quality of the papers shall be evaluated by members of the relevant College's Credentials Committee.
 - At least 10 papers should relate to the speciality of the College and have been published within the preceding 7 years as first or last author.
 - 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 or last 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

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national or
organisation
governmental,

- applicants

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.

international
which could be
or multinational).
should explain what

7. Applicants should **not** have followed an approved residency programme
8. Applicants must demonstrate that they have spent a minimum of 60% of their time working in the speciality during the last 10 years
9. The applicant should be working in a setting that provides access to facilities of a sufficient standard to allow the practice of the speciality at an appropriate level.
10. Applicant must submit a list of suggested up to five referees, from which a minimum of three references will be sought. Where possible at least two of these referees should be existing diplomates of speciality colleges. Referees will be requested to comment specifically on the applicant's
 - professional, ethical and legal conduct,
 - clinical abilities, and
 - contribution to the veterinary speciality.
11. Letters of good standing from all licensing bodies with which applicant is licensed to practise
12. Applicants from outside Europe will be considered (with the above requirement that 2EC (speciality)Diplomates are required to provide letters of support).

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