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# **THE EUROPEAN COLLEGE OF ANIMAL REPRODUCTION (ECAR)**

## **CONSTITUTION**

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# **CONSTITUTION OF THE EUROPEAN COLLEGE OF ANIMAL REPRODUCTION**

## **Article I: NAME**

The name of this organisation shall be European College of Animal Reproduction, hereinafter referred to as *College*.

## **Article II: INCORPORATION**

The College shall be incorporated under the laws of Belgium as a non-profit equal opportunity educational organisation.

## **Article III: MISSION, OBJECTIVES AND RESOURCES**

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

(2) The objectives of the College shall be the advancement of veterinary activities in the field of animal reproduction by:

- acting as an institution to qualify members of the veterinary profession as specialists in animal reproduction by establishing and defining the standard of qualification;
- the development of graduate teaching programmes in animal reproduction;
- developing and supervising continuing education programmes for veterinarians interested in animal reproduction;
- the encouragement of its members to pursue original investigations and to contribute to the scientific literature;
- defining and describing the speciality disciplines of animal reproduction;
- supervising the professional activities of its members;
- promoting co-operation with national veterinary associations, breeders' associations, government institutions and international agencies.

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

- Members or officers of the College receive no payment from the funds of the College, except of expenses payment.
- No member or officer of the College may be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.
- The College may enlist the services of a secretariat who will be responsible for the operational management of the Executive Committee and support of the College.

## **Article IV: MEMBERSHIP**

(1) The members of the College shall be known as *Diplomates* and *Honorary Members*. Diplomates can be either active, non-practicing or retired. *Associate members* can also be appointed.

Only active Diplomates are entitled to be awarded the title of European Veterinary Specialist in Animal Reproduction by the EBVS.

(2) Diplomates must be veterinarians and shall fulfil the following requirements:

- be eligible to be registered/licensed to practice veterinary medicine in a European country. The Board of the College may waive this requirement under special circumstances;
  - have a satisfactory moral and ethical standing in the profession. Evidence of professional or legal misconduct may be reasons for disqualification;
  - have completed an approved period of specialist training. The training may be a standard residency programme or an alternative residency programme.
  - be a founding member or have successfully passed the examination of the College.
- (3) Diplomates can emphasise on particular fields of animal reproduction. Details of subspeciality fields and corresponding training requirements will be decided upon by the Board of the College.
- (4) Any Diplomat 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 unanimous vote of the Board of the College, pending confirmation by the College at the annual General Assembly.
- (5) After retirement, Diplomates shall be designated as *retired Diplomates*.
- (6) If a Diplomat works for a certain period of time outside the speciality of animal reproduction he/she shall be designated as *non-practicing Diplomat*.
- (7) Nomination for Honorary Membership Status shall be made through the sponsorship of two Diplomates in good standing. The sponsors shall furnish the Executive Secretary of the College with such information concerning the nominee, as is required by the Board of the College. Honorary Members may be selected as persons of unusual eminence in the veterinary or allied professions. Election of an Honorary Member shall be accomplished by a two-thirds vote of the Board of the College and by a two-thirds vote of the annual General Assembly. They shall not be required to pay dues and are not allowed to vote or hold an office in the College.
- (8) Scientists who are not veterinarians but who have contributed significantly to research in animal reproduction can become *Associate Members*. Associate Members are not conferred any diplomas by ECAR and are not entitled to use the designation of Diplomat.

## **Article V: BODIES OF THE COLLEGE**

The bodies of the College are the General Assembly, Officers, Board of the College, Committees and Auditors.

## **Article VI: GENERAL ASSEMBLY**

- (1) The College shall meet annually at such time and place as designated at the preceding meeting.
- (2) The General Assembly is the legislative body of the College and has the following duties:
- determining and updating the Constitution and Bylaws of the College. Alternatively, the updating of the Constitution and Bylaws may be carried out by electronic voting;
  - election of the Board of the College: President, Vice-President, Past-President and six additional Board Members;
  - action on the Auditors' report;
  - formal approval of the business conducted by the Board of the College during the preceding year;
  - action on business, presented by the Board of the College or as required by the Constitution;
  - establish membership dues for the forthcoming year;
  - expulsion of Diplomates.
- (3) A quorum shall consist of one fourth of the voting members.

- (4) All questions before the College, except as designated elsewhere, shall be determined by the absolute majority vote.
- (5) The language of correspondence, negotiations and examinations shall be English.
- (6) The General Assembly is held preferably in conjunction with a European scientific meeting devoted to animal reproduction or part of this discipline.
- (7) Diplomates are asked to attend the General Assembly at least once in three years.

## **Article VII: OFFICERS**

The officers of the College consist of the President, Vice-President, Past-President, Executive Secretary and Treasurer. A Vice-Secretary may be appointed within the Board members. All officers of the College hold an honorary post and only get reimbursed for their effective expenses.

The Vice-President shall be elected for a three-year term after which he/she will, if supported by the membership, become President and after another three years, if supported by the membership, a Past-President. The out-going Past-President is eligible for re-election to the Board only after a lapse of at least three (3) years following his/her term as president. All other Board Members shall be elected for a three-year term and may be re-elected for a maximum of three terms, after which he/she is eligible for re-election to the Board only after a lapse of at least three (3) years following expiration of his/her term of office. The Executive Secretary, Vice-Secretary and Treasurer shall be appointed by the Board of the College from among the Members of the Board of the College for a three-year term, but may be re-appointed.

- (1) The President or approved deputy from the Board of the College presides at the meetings of the College, preserves order, regulates debates, announces results of elections and performs all other duties legitimately pertaining to his/her office. He/she makes recommendations to the Board of the College regarding appointment to all standing committees of the College. The President of the College is a member of the Board of the College.
- (2) The Vice-President performs the duties of the President in his/her absence or inability to serve. He/she is a member of the Board of the College.
- (3) The Past-President shall be the immediate Past-President and act as an advisor to the Board, and especially the President and Vice-President. He/she may fulfil any other specific role within the Board as designated by the President.
- (4) The Executive Secretary is a member of the Board of the College. He/she attends to the correspondence of the College and the Board of the College; notifies officers, members of the Board of the College, and new members of their election; keeps minutes of the College and the Board of the College in books, which are the property of the College and must be accessible at all reasonable times and places. He/she receives the applications of all candidates for examination for membership and keeps lists showing date of application, address and certification of residency. He/she is the custodian of the records of attendance at all meetings of the College, of members and guests in a special register for each. He/she conducts routine executive tasks as requested by the Board of the College.
- (5) The Treasurer is a member of the Board of the College and the custodian of all the money of the College. He/she pays out money only upon order of the Board of the College. He/she keeps full and accurate books of account, containing a record of all money received and expended, which books are the property of the College and open to the inspection of the authorized officials at all reasonable times and places. He/she collects application and examination fees and dues as promptly as possible. He/she submits a written financial report to the Board of the College annually. A summary of this report is to be submitted to the College.
- (6) The Vice-Secretary, if appointed, shall assist the Executive Secretary in his/her duties.

## **Article VIII: BOARD OF THE COLLEGE**

(1) The Board of the College consists of the President, Vice-President, Past-President and six members elected by the General Assembly of the College for terms of three years each amongst the Diplomates. An attempt should be made to establish an appropriate distribution of Board members among the various European countries, members working in farm animals, small animals, equidae and reproductive biotechnologies as well as academicians and practitioners.

(2) The Board of the College is the executive body of the College and considers all the business and policies pertaining to the affairs of the College. The Board of the College or its designated committees receive all applications and conduct examinations. It considers and acts upon charges against Diplomates for alleged offences against the constitution of the College or charges of unprofessional conduct and has the authority to recommend the expulsion of a Diplomate for grievous offences. It appoints standing committees, selects the time and place of meetings and determines the fees for examinations, registrations and other fees. It directs the management of funds held by the College. A regular meeting of the Board is held at least once per year and is held usually in association with the annual certifying examination of the College. Special meetings may be called at any time by the President of the College and shall be called by him/her at the written request of not less than half of the Board of the College. The Board of the College may co-opt Diplomates that are not Members of the Board to individual Board meetings.

(3) Vacancies occurring on the Board shall be filled by election of a member through an electronic voting process or at the next annual General Assembly or by postal or electronic vote. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

## **Article IX: EXAMINATION COMMITTEE**

(1) The Examination Committee shall consist of at least six members appointed by the Board of the College. The members of this committee will be Diplomates of the College which represent the different species groups and subspecialities covered by the College. The term of office of these members shall be three years. Members of the Examination Committee can be re-appointed. A Chairperson shall be elected by the Committee.

(2) The Committee shall annually prepare and administer a qualifying examination to candidates approved by the Board of the College. It shall work under the direction of, and report its findings to the Board of the College.

## **Article X: EDUCATION AND RESIDENCY COMMITTEE**

(1) The Education and Residency Committee shall consist of at least six members appointed by the Board of the College. The members of this committee will be Diplomates of the College which represent the different species groups and subspecialities covered by the College. The term of office of these members shall be three years. The members of the Education and Residency Committee can be re-appointed. A Chairperson shall be elected by the Committee.

(2) The tasks of the Committee are:

- defining criteria for approval of training institutions for residency programmes;
- approval, monitoring, and recertifying of training institutions for residency programmes;
- defining requirements for residency training programmes;
- approval and monitoring of residency programmes;
- defining the requirements for annual assessment of Residents including case records;

- assess annually the progress of all individual Residents in training;
- defining the requirements of examination questions that are to be submitted and approved prior to entry to the examination;
- annual receipt, review, feedback and approval of the submitted questions and passing these to the Examination Committee;
- to provide the final approval to each Resident prior to them being admitted to the examination.

The Education and Residency Committee shall work under the direction of, and report its findings to the Board of the College.

**Article XI: AUDITORS**

(1) Auditors are elected at the Annual General Assembly for a three-year term and may be re-elected. The Auditors shall prepare an annual report on behalf of the College finances.

(2) The Auditors evaluate the report of the Treasurer and present their assessment to the General Assembly.

**Article XII: EXAMINATION OF CANDIDATES AND RE-VALIDATION (Re-certification)**

(1) The Board of the College shall function as the Examining Board assisted in the performance of these functions by the Education and Residency Committee and the Examination Committee. In this capacity it shall:

- review the applicant’s qualification as set forth by the Constitution and explained in the College profile;
- receive and assess letters from the Resident Supervisor, both for standard residency programme and applicants qualifying through an alternative residency programme. The letters should be explicit as to the candidate’s proficiency as a specialist in animal reproduction;
- conduct a comprehensive examination of the applicant’s theoretical knowledge and practical skills in the veterinary disciplines associated with animal reproduction.

(2) The Board shall function as the Re-validation (Re-certification) Body. In this capacity it shall:

- arrange for comprehensive assessment of practicing Diplomates for the purpose of re-certification of their credentials.
- A person, or persons adversely affected by a decision of the College may appeal for reconsideration. The appeals procedure that should be followed in this case is described under 3.12 of the bylaws of the College.

**Article XIII: FINANCES**

(1) The College is a non-profit organisation.

The annual dues of each Diplomate and examination fees shall be determined by the General Assembly. It is payable on the 1<sup>st</sup> July each year. Retired Diplomates and non-practicing Diplomates pay a reduced fee.

(2) Any money accumulated shall be safely maintained and serve as a reserve for possible use at a later time.

(3) The Treasurer is the custodian of all the moneys of the College.

(4) The personal liability of Members of the Board and of ordinary Members of the College is excluded from any official obligation of the College. The College funds are the only liability.

(5) Members who have not paid their membership fee for two years will be excluded from the College.

**Article XIV: DISSOLUTION OF THE COLLEGE**

In the case of dissolution of the College, all assets shall be expended for educational purpose and shall be transferred to an organisation or institution with equal or similar objectives. A distribution of the assets among members is excluded.

**Article XV: AMENDMENTS**

This Constitution may be amended at any General Assembly, by postal or electronic vote by two-thirds of the votes.

Proposed amendments must be submitted in writing to the Executive Secretary for appropriate review by the Board of the College. Proposed amendments shall be distributed to the membership at least 60 days before the annual General Assembly or the closing date of a postal or electronic vote.

# **THE EUROPEAN COLLEGE OF ANIMAL REPRODUCTION (ECAR)**

## **BYLAWS OF THE COLLEGE**

- 1. Purpose of the College**
- 2. Members of the College**
- 3. The Standard Residency Programme**
- 4. The Alternative Residency Programme**
- 5. Procedures of the Examination for the Diploma in Animal  
Reproduction**

**24. November 2002**  
**revised 17 May 2010**  
**revised March 28, 2013**  
**revised August 26, 2016**  
**revised June 30, 2017**  
**revised September 2018**

## **1.Purpose of the College**

### **1.1. Background**

The European College of Animal Reproduction (ECAR) is a veterinary speciality organisation. The initiative for the foundation of ECAR was taken by the European Society for Domestic Animal Reproduction (ESDAR) and the European Veterinary Society for Small Animal Reproduction (EVSSAR). ECAR closely cooperates with ESDAR, EVSSAR and with the American College of Theriogenologists (ACT).

### **1.2. Purpose of the College**

Purpose of the College is:

- (1) to improve the quality of veterinary practice through contact between general practitioners and animal reproduction specialists;
- (2) to serve the veterinary patient, its owner and the public in general by the diagnosis, treatment and prevention of reproductive diseases in all domestic animals as well as wildlife and exotic animals;
- (3) to improve the quality of animal health care, by ensuring a high level of specialised knowledge and skills in animal reproduction;
- (4) to perform and advance techniques in reproductive biotechnology and assisted reproduction including gamete and embryo preservation, embryo transfer and associated techniques;
- (5) to provide advisors on animal reproduction and reproductive biotechnology to breeders associations, government institutions, international agencies and wildlife and nature conservation authorities;
- (6) to provide specialists acting as senior officials and supervisors in the management of animal reproduction and animal breeding institutions and associations.

### **1.3. Activities**

The objectives of the ECAR are to advance reproduction medicine, reproductive surgery and biotechnology in Europe and increase the competence of those who work in this field by

- (1) establishing guidelines for post-graduate education and experience, prerequisite to becoming a specialist in animal reproduction;
- (2) examining and qualifying veterinarians as specialists (Diplomates) in animal reproduction to serve the veterinary patient, its owner and the public in general;
- (3) encouraging research and other contributions to knowledge relating to the pathology and physiology of reproduction (including obstetrics, gynaecology, perinatology, andrology, gamete and embryo preservation and artificial insemination, embryo transfer and associated in vivo and in vitro biotechnologies, reproductive endocrinology, reproductive surgery, pathology and immunology and disorders of the mammary gland in small animals, farm animals and equines, as well as laboratory, wildlife and avian species) and promoting the communication and dissemination of this knowledge.

The Diplomat in animal reproduction will in general operate in a referral practice, animal breeding institution or an academic setting. More than 60% of his/her time, based on a normal working week of 40 hours, will be devoted to the speciality.

## **2.Members of the College**

### **2.1 Diplomates**

The constitution of the European College of Animal Reproduction (ECAR) has established the following requirements for active membership.

The Diplomate should:

- (1) be eligible to be registered/licensed to practice veterinary medicine in a European country. The Board of the College may waive this requirement in case the training of the applicant is considered equivalent to training obtained in Europe.
- (2) have a satisfactory moral and ethical standing in the profession. Evidence of professional or legal misconduct may be reasons for disqualification.
- (3) have completed either a specialist training programme approved by the College (standard residency programme) or qualified through continuous specialised work devoted to animal reproduction in veterinary practice (alternative residency programme).
- (4) have made a significant contribution to the discipline of animal reproduction, as represented by publications and demonstrated by a high standard of proficiency in the speciality. In keeping with the objectives of the ECAR each applicant must demonstrate willingness to contribute to the literature.
- (5) be a founding member or have successfully passed the examination of the College.

Diplomates are asked to attend the General Assembly at least once in three years.

### **2.2. Re-validation (Re-certification)**

Diplomates have to demonstrate that they continue to fulfil ECAR criteria at regular intervals, i.e. work in animal reproduction on a specialist level and contribute to the advancement of animal reproduction (re-certification).

Criteria for re-certification are defined by the Board of the College.

If the criteria are not met, an extra year can be given to the Diplomate to fulfil the criteria.

### **2.3. Retired Diplomates**

A Diplomate may be designed as retired Diplomate after retirement from work. Retired Diplomates shall pay reduced dues. They may vote but may not become Members of the Board of the College and they cannot be entitled to be awarded by the EBVS the title of ‘European Specialist in Animal Reproduction’.

### **2.4. Non-practicing Diplomates**

A Diplomate shall assume non-practicing Diplomate status when discontinuing active professional participation in animal reproduction or when not fulfilling criteria for re-certification. Non-practicing Diplomates shall pay reduced dues. They may vote but may become neither Members of the Board of the College nor Members of the Examination Committee and the Education and Residency Committee and they cannot be entitled to be awarded by the EBVS the title of ‘European Specialist in Animal Reproduction’.

Non-practicing Diplomates may obtain back the status of active Diplomate when they resume an active position in animal reproduction. In order to obtain back the status of active Diplomate, they have to submit an application to the Board of the College which is then reviewed by the Education and Residency Committee. The Committee makes a recommendation on acceptance, rejection or additional requirements, taking into account the duration of non-practicing status.

## **2.5. Associate Members**

Scientists who are not veterinarians but who have contributed significantly to research in animal reproduction can become Associate Members of ECAR. Admission criteria for Associate Members are defined by the Board of the College. These criteria must ensure that only scientists of international repute are admitted as Associate Members.

Associate Members are not conferred any diplomas by ECAR and are not entitled to use the designation of Diplomat. They are encouraged to participate in the training of Residents together with ECAR Diplomates. Associate Members are not entitled to act as Resident Supervisors but can be co-supervisors. Associate members are not allowed to hold office within the College or to vote at the annual General Assembly. They can be co-opted to ECAR committees as advisors.

### **3.The Standard Residency Programme**

#### **3.1. Objectives**

A training programme approved by the ECAR is designed to:

- (1) provide high quality, in-depth clinical training in animal reproduction, leading to eligibility to take the examination for the Diploma of the ECAR;
- (2) allow the trainee (Resident) to develop aptitude and clinical proficiency in animal reproduction. The programme will provide an in-depth understanding of animal reproduction (obstetrics, gynaecology, perinatology, andrology, gamete and embryo preservation and artificial insemination, embryo transfer and associated in vivo and in vitro biotechnologies, reproductive endocrinology, reproductive surgery, immunology, pathology of the reproductive organs and disorders of the mammary gland in small animals, farm animals and equidae as well as in laboratory, wildlife and avian and exotic animal species). The practical training of a programme must emphasise on either one, two or on three of the following fields: (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health, (e) reproductive biotechnology;
- (3) provide the Resident with the opportunity to pursue career goals in teaching, research, clinical service, speciality practice and/or animal reproduction institutions. The training programme aims to produce veterinarians proficient in the use of current techniques for the diagnosis, therapy and prophylaxis of reproductive diseases, in the use of current techniques in reproductive biotechnology in farm animals, equidae, small animals as well as exotic, wildlife and avian species with an understanding of developing techniques, and the ability to contribute to the discipline through participation in research, congresses and publications;
- (4) promote high quality training at uniform standards in the discipline of animal reproduction throughout Europe;
- (5) contribute to the continuing development of the speciality of animal reproduction.

#### **3.2. Subspecialisation**

A training programme contains comparative components of all and focuses on one of the following fields of animal reproduction: (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health, (e) reproductive biotechnology.

#### **3.3. Requirements for entry into the Standard Residency Programme**

- (1) The candidate must be eligible to practice veterinary medicine in a European country.
- (2) The candidate must be of satisfactory moral and ethical standing in the profession.
- (3) The candidate must have completed a minimum of one year in a general clinical training programme in an academic institution or the equivalent (in general 2 years) of this in private practice.
- (4) Applicants who are entering into a programme at an approved training institution shall forward a 'curriculum vitae' and a letter of intent to the College Board within 12 months of commencing the programme for approval together with a supporting letter of their residency supervisor.

#### **3.4 The Training Institution**

Training programmes are to be conducted at a veterinary school or other approved institution, including an approved private veterinary clinic. The parent institution must supply adequate space, facilities and caseload. These must be guaranteed for the duration of the programme. All training institutions must be approved by the Board of the College and are subject to

current College guidelines including re-certification at intervals as determined by the Board.

Approved training institutions can offer training programmes (residencies). Parts of the training may be given at different institutions (externship), which offer certain facilities or caseloads not provided by another. Co-operation in the training with other institutions (for example a Centre for Artificial Insemination and/or Embryo transfer) is encouraged.

The parent institution must provide all equipment required for the examination, diagnosis and management of patients. A complete and retrievable record must be maintained for each case. Library facilities, providing current veterinary and life science books, journals and abstracts as well as an internet access must be available. In a programme in which the Resident receives training at more than one centre, each centre must be approved by the College as fulfilling the requirements for that part of the training.

### **3.5 Supervision of Training**

All training programmes must be under the direct supervision of a Diplomate of the ECAR or an individual with approved equivalent training, experience and qualifications (the Programme Director). The Programme Director is responsible for the administration, continuity and continuing development of the programme in general.

All Residents must be under the direct supervision of a Diplomate or an individual with approved equivalent training, experience and qualifications (the Resident Supervisor). The Supervisor is responsible for the direction and evaluation of an individual Resident and the administration of his/her individual programme. Each trainee must be assigned a Supervisor by the Programme Director within the first 30 days of appointment. The Programme Director and the Supervisor may be the same individual.

In order to encourage mobility of the Resident and his / her access to a broader caseload, appointment of additional co-supervisors is possible.

Each supervisor may train up to three Residents or the part-time equivalent, concurrently.

The trainee must meet formally with his/her Supervisor at least on a monthly basis to evaluate the trainees' performance and progress.

### **3.6 Total time requirements**

The minimum time requirement is three years, and the maximum time is six years.

(1) A Standard Residency Program can be full-time or part-time. The minimum period of a full-time Standard Residency Programme on either (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health, (e) reproductive biotechnology is three years, which consists of at least two years training in an approved training institution under the direct supervision of a College Diplomate or approved equivalent, and one year of related activity such as additional clinical training, research or less closely supervised practice of animal reproduction.

Residents that enrol into a combined full-time residency/PhD programme cannot take the certifying exam until after a minimum of four years of residency of which at least three years full-time training in the approved training institution where they are enrolled in the PhD under the direct supervision of a College Diplomate or approved equivalent, and one year of related activity such as additional clinical training, subspecialisation, research or less closely supervised practice of animal reproduction.

Residents studying on a part-time (50% or more) basis must complete all of the requirements

of the residency programme in a period of six years.

(2) In case a Resident chooses to opt for more than one subspeciality of (a) small animal reproduction, (b) farm animal reproduction and herd health, (c) equine reproduction, (d) reproductive biotechnology, a minimum of one extra year of education is required for each additional subspeciality. For instance, in case a Resident chooses to opt for two subspecialities, a minimum of four years of education is required of which at least three years in an approved training institution under the direct supervision of a College Diplomate or approved equivalent, and one year of related activity such as additional clinical training, research or less closely supervised practice of animal reproduction.

(3) In case of parental leave, illness or under exceptional circumstances an extension is possible. The duration of the extension is agreed with the Education Residency Committee.

The residency programme is a supervised training, post-graduate education and experience in the science and practice of animal reproduction. The majority of the training will take place at the parent institution and will be supervised by the Resident Supervisor, but externships, approved by both the Programme Director and the Resident Supervisor, is allowed and encouraged.

### **3.7. Requirements for facilities and equipment**

Adequate space and ancillary equipment must be available to ensure an effective programme. Equipment must be appropriate for the diagnosis and treatment of reproductive diseases and for the performance of techniques in reproductive biotechnology in farm animals, equidae and small animals.

Facilities must include adequately built and equipped examination rooms, ultrasound equipment for transrectal and transabdominal ultrasonography, adequate rooms and equipment for semen collection in large and small animals, rooms and equipment for reproductive surgery, a laboratory for gamete analysis and biotechnology, a reproductive endocrinology laboratory and a laboratory for embryo transfer and associated techniques. A training institution may be approved for training in one or more of the following fields (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health (e) reproductive biotechnology.

Where a training institution lacks the equipment and/or expertise in some techniques or procedures mentioned above or has an insufficient caseload, the required training may be obtained elsewhere as long as the overall objectives of the programme are fulfilled.

For this externship, approved by both the Programme Director and the Resident Supervisor, a local Resident Advisor must be appointed to supervise and certify this period of training. The local Resident Advisor must be a specialist in the field of animal reproduction and only in exceptional cases a non-veterinarian. The alternative arrangements must be approved in advance by the Board of the College.

A scientific library containing recent textbooks and current journals relating to animal reproduction and its supporting disciplines must be accessible to the programme participants. In addition to the national standard textbooks, the library must provide access to some periodicals and some original textbooks in the English language. An access to the internet must be available to the Resident.

### **3.8. Requirements for clinical and practical training**

(1) The clinical training must provide adequate coverage of the diagnosis, treatment and prophylaxis of reproductive diseases as well as the use of current techniques in reproductive biotechnology and basic sciences in domestic animal reproduction. A certain degree of training of exotic animal, wildlife, laboratory animal and avian reproduction is expected.

(2) The programme must provide a sufficient number of animals/cases to provide the Resident with the opportunity to obtain familiarity with the techniques used for the diagnosis, treatment and prevention of reproductive problems and disease and with the techniques in reproductive biotechnology. The Resident should be given progressive responsibility for performing all types of examinations, treatments and procedures.

(3) At least 60% of the programme must be spent on clinical work in animal reproduction.

### **3.9. Study, Education and Research**

#### **3.9.1. Formal Course Work**

The participation of the Resident to continuing education meetings and seminars and/or formal courses either organised or approved by the College is encouraged. The Resident must receive tuition in the physiology and pathology of reproduction, including reproductive endocrinology and gamete biology, in the legal aspects of animal breeding, artificial insemination and embryo transfer, in the ethical aspects of reproductive biotechnology, in microbiology, pharmacology, anaesthesiology and in the technical and safety aspects of diagnostic imaging as far as the reproductive organs or reproductive functions are concerned. Details of the requirements for formal course work will be given by the Board of the College.

#### **3.9.2. Clinical Training**

(1) Clinical training must be a directed educational process. Unsupervised clinical duty alone is not suitable.

(2) Discussion between Resident and Supervisor to review and discuss performance and interpretation of diagnostic studies, the accuracy of the written reports and case management must be scheduled at least on a monthly basis.

(3) The Resident must be given opportunities to regularly attend clinical rounds in animal reproduction and participate in academic conferences.

(4) The Resident may participate in clinical teaching of veterinary students and/or graduate students.

#### **3.9.3. Research Activities**

(1) The programme must provide an opportunity for original investigative work by the Resident with appropriate supervision. This may take the form of basic research in a laboratory or analysis of clinical material.

(2) During the period of training, the Resident must make two presentations to international conferences devoted to animal reproduction or a particular field of this speciality.

(3) The Resident must participate in research in animal reproduction and must have published or submitted, during the residency, as first author or co-author, at least two original full papers in a branch of animal reproduction to a peer-reviewed journal of international repute. Details of the publication requirements are defined by the Board of the College. The publications must be accepted on the 1<sup>st</sup> of October of the year the Resident intends to take the examination. A thesis or monograph will not be accepted as a publication.

(4) Residents are required to attend and participate in scientific meetings.

### **3.10. Documentation of training**

#### **3.10.1. Resident Case Diary and Activity Diary**

(1) Residents must maintain a brief case diary of all cases seen during the programme. The case diary must be prepared in the requested format which lists the date, identification,

species, breed, gender and age, primary problem, diagnosis and outcome as well as the degree of responsibility taken by the Resident. Detailed records of these cases must be available for inspection.

(2) Residents must maintain a diary, in the requested format, listing days of clinical service, type and dates of externship and scientific meetings attended and presentations given, other than the scientific publications in which they are first author or co-authors.

(3) In case the Resident chooses to opt for more than one subspeciality, a case diary in the requested format for each subspeciality is required.

### **3.10.2. Supervisor Progress Report**

The Supervisor must be available at the request of the Resident to supervise the clinical activities of the trainee.

Meetings between Resident and Supervisor to review and discuss written (such as case and activity diary, case reports) material concerning the Resident's performance must be scheduled at least once a month and Supervisor, after verification, compiles an annual progress report to submit to the Education and Residency Committee within March 31<sup>st</sup>. If these documents are received within 30 days after the deadline, extra fees will be charged for examination admission. If the documents are received more than 30 days after the submission deadline, the College Board may recommend that the trainees programme be suspended.

### **3.11. Quality Assurance of Training Programmes**

#### **3.11.1. Programme Modification**

Changes in a residency programme which may have a significant impact on programmes registered with the College must be reported to the College immediately. Such factors include, but are not limited to, decreased availability of the Resident Supervisor, reduction or cessation of areas of training due to loss of association with a co-operating department or institution and a non-transient reduction in the clinical caseload.

#### **3.11.2. Programme Interruption**

Formal residencies should be filled on a regular basis. If a residency remains unfilled, for whatever reason, for more than 24 months, the College Board must be notified and the programme reviewed before it is offered again.

#### **3.11.3. Procedures to Evaluate a Candidate for Exam Admission**

(1) At the time of enrolment for the examination, an application shall be submitted before June 15<sup>th</sup> of the examination year to the Education and Residency Committee for evaluation. An updated case and activity diary in the requested formats both verified by the Supervisor and a letter from the Supervisor must be included in the application for the examination. After the deadline, no application will be accepted.

(2) The trainees progress is reviewed annually by the Education and Residency Committee by means of the Supervisor's progress report and of copies of the verified case and activity diaries. It is the Resident's responsibility to initially provide the required documents to the Supervisor who, after verification, submits them with the progress report (see 3.10.2).

(3) The Education and Residency Committee shall review the Supervisor's report of the candidate's performance, and the adequacy of each residency programme. If weaknesses are identified, the Supervisor will be notified of the steps required to correct them. If severe deficiencies are noted, the Resident's progress may be suspended. If the deficiencies cannot

be corrected, the College Board, on recommendation of the Education and Residency Committee, may withdraw approval of the programme.

(4) If a training programme is not proceeding satisfactorily, deficiencies must be addressed rapidly, to ensure that the Resident does not waste training time in activities not leading to his/her effective education. The reviews outlined above may not be timely enough to ensure this. Therefore at any time the Programme Director, Supervisor or Resident may initiate a College review of any change which may affect the effectivity of the programme. The Education and Residency Committee will inform the Programme Director in writing of any deficiencies. Deficiencies may result in a programme being put on probation. Programmes on probation are not allowed to enrol new ECAR-recognised Residents until the deficiencies have been corrected to the satisfaction of the Board of the College. Should the latter not occur, the general programme's approval by ECAR may be withdrawn. Once such withdrawal of approval has occurred, any Resident in training will not be able to take the ECAR examination.

(5) The Resident may apply to the Education and Residency Committee for provisional approval to take the examination before the completion of the programme, provided that the programme will have been completed by six weeks before the examination.

(6) The application will be reviewed and voted upon by the Education and Residency Committee that provides the final approval to each Resident prior to them being admitted to the examination. The Education and Residency Committee shall work under the direction of, and report its findings to the Board of the College.

(7) The Resident shall submit five multiple choice questions and five essay questions either general on animal reproduction or in their subspeciality (including answers and backed by references) by the 31<sup>st</sup> August and shall pay their examination fee by the same date.

### **3.12. Appeals procedures**

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

- denial of certification of an individual;
- temporary or permanent suspension of certification;
- failure of an examination or a part of an examination;
- denial of adequacy of credentials;
- denial of approval of a residency programme.

#### **3.12.1. Appeals Committee**

The College's Procedures provide for the appointment of an Appeals Committee.

The Appeals Committee is made up of a three Diplomates of the College who are not serving as members of the Board of the College or members of the relevant committee whose decision is being questioned, who have 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.

#### **3.12.2. Communication of the right of Appeal**

In the event of an adverse decision, the College notifies the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeals Procedures specify an address and Officer of the College to which an Appeal should be sent in the first place.

#### **3.12.3. Grounds of Appeal**

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

1. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
2. That the College's published rules, procedures or criteria were not compliant with the Policies

and Procedures of the EBVS.

or

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

#### **3.12.4. Commencing an Appeal Process**

1. An Appeal has to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents and sent to the Executive Secretary of the ECAR

2. Appeals can be made within 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials must be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the Credentials of a resident to sit the examination.

Submission of an appeal to the College must be accompanied by a deposit of € 150 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 are made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

3. The College acknowledges receipt of an Appeal within 10 working days.

(i) Within 20 working days of its receipt by the College the Appeal is considered by a nominated Board member of the College, who 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 convenes an Appeals Committee to consider the Appeal.

4. Within 15 working days of step 3 (i), the College informs 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.

5. The College:

(i) provides a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and

(ii) provides a reasonable procedure by which any such concerns or objections are considered and responded to.

6. 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 paragraph 4 above.

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

8. Where a College decides that no proper Ground of Appeal has been identified by the Notice of Appeal, the College informs the Appellant that either:

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

### **3.12.5. Conduct of an Appeal Process**

1. The College within its Appeals Procedures provides a process by which the Appeals Committee will conduct the Appeal. The College requires all Appeals to be conducted in all due confidence.
2. The Appeals Committee must be able to request information relevant to its consideration of the Appeal from any relevant party.
3. The Appeals Committee is required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
4. An Oral hearing must be attended by the three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual (“representative”), who may assist them to present the appeal. The “representative” will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.
5. 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.
6. 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.
7. 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.
8. The Appeals Committee delivers its decision on the Appeal to a nominated Board member of the College within 90 days of the date of receiving all the papers relating to the dispute under ‘3.12.4. (7)’ above. The Board of the College will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The Board of the College communicates 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.

### **3.13. EBVS Appeals Procedures and Implementation**

1. Upon completion of steps 3.12.4. and 3.12.5. above, if the Candidate or Appellant is not satisfied with the outcome, he/she may appeal to the EBVS against the decision of the College.
2. 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.

3. The adverse decisions of a College against which an affected party may Appeal to the EBVS are those specified in Section 3.12. above, as well as a decision of a College not to conduct an Appeal under 3.12.4. (8) above. The grounds for Appeal are those specified in Section 3.12.3. above.

4. An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College, and shall include a clear statement of the grounds for Appeal of the decision.

5. 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.

6. 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.

7. Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.

8. Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.

9. No other information should be submitted to the EBVS, unless requested by the Appeals Committee.

10. On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.

11. 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 60 days.

12. If the decision of the EBVS President was that the matter be dealt with as an Appeal, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive

Committee. Wherever possible the Appeals Committee members will be members of fully recognised Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomat, or hold any other category of membership, of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.

13. The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed.

Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.

14. 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.

15. If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.

16. Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.

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

18. The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute.

The decision of the Appeals Committee will be 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.

19. 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.

20. The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.

21. The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.

22. The decision of the EBVS Executive Committee in relation to the Appeal is final.
23. The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.
24. The whole process of complaint/appeal must be handled in due confidence.
25. All documents relating to an appeal must be archived for at least 7 years.
26. Financial aspects  
The EBVS shall not be responsible for any of the costs incurred by any party in the handling of a
- a. Complaint or an Appeal process. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS.
- b. Apart from the initial Euro 1500 deposit from the Appellant, a Euro 1500 deposit will be invoiced by the EBVS to the other party, to act as security against expenses incurred by EBVS in handling of a complaint and/or an Appeal.  
If either party does not pay their deposit within 30 days of receiving an invoice then this will be deemed an admission of liability.
- c. If at the conclusion of a complaint process the recommendation by EBVS is accepted by both parties, any administrative costs incurred by the EBVS in handling the case shall be met equally by the two parties. If a case goes to appeal, all administrative costs incurred by the EBVS in handling of a complaint and/or an appeal, including any travel and subsistence costs of the Appeals Committee members and the Secretariat attending an oral hearing, shall be met by the losing party. Any remaining deposit will be re-paid to either party together with an itemisation of the costs retained.

#### **4.The Alternative Residency Programme**

##### **4.1. Objectives**

The objective of the alternative residency programme are:

- (1) to provide veterinary practitioners and veterinarians not affiliated with academic institutions who have specialised in animal reproduction with an opportunity to be admitted to the qualifying examination and to become Diplomates of the College;
- (2) to integrate practitioners and veterinarians not affiliated with academic institutions that have considerably contributed to the discipline of animal reproduction into the College;
- (3) to strengthen contacts between the College and practitioners specialised in animal reproduction.

##### **4.2. Subspecialisation**

A training programme contains comparative components of all and focuses on one of the following fields of animal reproduction: (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health, (e) reproductive biotechnology.

##### **4.3. Requirements for entry into the Alternative Residency Programme**

- (1) The candidate must be eligible to practice veterinary medicine in a European country.

- (2) The candidate must be of satisfactory moral and ethical standing in the profession.
- (3) The candidate must have worked in veterinary practice or equivalent veterinary or animal breeding institutions for at least two years and have devoted continuously at least 60% of its work time, based on a normal working week of 40 hours, to animal reproduction;
- (4) Applicants who are entering into a programme shall forward 'curriculum vitae' and a letter of intent to the College Board within 12 months of commencing the programme for approval together with a supporting letter of their residency supervisor.
- (5) The candidate must satisfy the College Board that his/her professional activities can be considered equivalent to a formal residency or individual training programme.
- (6) A diary of all cases seen and surgeries/procedures performed during the last two years must be included with the application.
- (7) The Board of the College will solicit the advice of the Education and Residency Committee.
- (8) The Board of the College will decide on each application individually if the candidate's professional activities can be considered equivalent to a standard residency programme.
- (9) If a candidate is accepted for qualification via the alternative residency programme he/she will be assigned a Diplomat as a Supervisor.

#### **4.4. Supervision of Training**

For an alternative residency programme, supervision is required for a minimal period of three years. Supervision is done in the form of tutoring by a College Diplomat (Supervisor). The Supervisor does not have to be affiliated with the same institution or practice as the candidate. The candidate must meet formally with his/her Supervisor within one month after the start of the programme and for a minimum of one day every month or equivalent to evaluate the Candidate's performance and progress.

In order to encourage mobility of the Resident and his/her access to a broader caseload, appoint of additional co-supervisors is possible. Each supervisor may train up to three Residents or the part-time equivalent, concurrently.

#### **4.5. Total time requirements**

The minimum time requirement is five years, and the maximum time is six years.

(1) The minimum period of an Alternative Residency Programme for qualification through work in veterinary practice on either (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health, (e) reproductive biotechnology is five years (devoted continuously at least 60% of their work time, based on a normal working week of 40 hours, to animal reproduction) out of which at least the last three years have to be under the guidance of a College Diplomat acting as a Supervisor.

(2) In case, a Resident chooses to opt for more than one subspeciality of (a) small animal reproduction, (b) farm animal reproduction and herd health, (c) equine reproduction, (d) reproductive biotechnology, a minimum of one extra year of education is required for each additional subspeciality. For instance, in case a Resident chooses to opt for two subspecialities, a minimum of six years of education is required of which at least four years have to be under the guidance of a College Diplomat acting as a Supervisor.

(3) In case of parental leave, illness or under exceptional circumstances an extension is possible. The duration of the extension is agreed with the Education Residency Committee.

#### **4.6. Study, Education and Research**

##### **4.6.1. Formal Course Work**

The participation of the Resident to continuing education meetings and seminars and/or formal courses either organised or approved by the College is encouraged.

#### **4.7. Research Activities**

(1) The programme must provide an opportunity for original investigative work by the Resident with appropriate supervision. This may take the form of basic research in a laboratory or analysis of clinical material.

(2) During the period of training, the Resident must make two presentations to international conferences devoted to animal reproduction or a particular field of this speciality.

(3) The Resident must participate in research in animal reproduction and must have published or submitted, during the residency, as first author or co-author at least two original full papers in a branch of animal reproduction to a peer-reviewed journal of international repute. Details of the publication requirements are defined by the Board of the College. The publications must be accepted on the 1<sup>st</sup> of October of the year the Resident intends to take the examination. A thesis or monograph will not be accepted as a publication.

(4) Residents are required to attend and participate in scientific meetings.

#### **4.8. Documentation of training**

##### **4.8.1. Resident Case Diary and Activity Diary**

(1) Residents must maintain a brief case diary in the requested format of all cases seen. This must list the date, identification, species, breed, gender and age, primary problem, diagnosis and outcome. Detailed records of these cases must be available for inspection.

(2) Residents must maintain an activity diary in the requested format listing continuing education meetings and/or formal course, scientific meeting attended, and presentations given, other than the scientific publications in which they are first author or co-authors.

(3) In case the Resident chooses to opt for more than one subspeciality, a case diary in the requested format for each subspeciality is required.

##### **4.8.2. Supervisor Progress Report**

Meetings between Resident and Supervisor to review and discuss written (such as case and activity diary, case reports) material concerning the Resident's performance must be scheduled at least once a month and Supervisor, after verification, compiles an annual progress report to submit to the Education and Residency Committee within March 31<sup>st</sup>. If these documents are received within 30 days after the deadline, extra fees will be charged for examination admission. If the documents are received more than 30 days after the submission deadline, the College Board may recommend that the trainees programme be suspended.

#### **4.9. Quality Assurance of Training Programmes**

##### **4.9.1. Procedures to Evaluate a Candidate for Exam Admission**

Evaluation of a Resident before admission to take the qualifying examination will be performed as outlined for standard residency programmes.

##### **4.10. Appeals Procedure**

The procedure of appeal against adverse decisions will be instituted as outlined for standard residency programmes.

## **5. Procedures of the Examination for the Diploma in Animal Reproduction**

### **5.1. Application**

(1) The candidate must have satisfied the Board of the College that he/she has fulfilled the training requirements. The examination fee, updated case and activity diaries in the requested format both verified by the Supervisor and a letter from the Supervisor must be included in the application for the examination. The application shall be submitted before June 15<sup>th</sup> of the examination year to the Education and Residency Committee for evaluation. After the deadline, no application will be accepted.

(2) The College Board in conjunction with the Examination Committee will be responsible for the formulation and administration of the examination.

(3) The ECAR examination consists of a general and a subfield-specific examination.

(4) In the event of a candidate failing the examination, the Examination Committee will provide the candidate and the Supervisor a written critique of the candidate's performance in the examination including recommendations for future preparation.

(5) A candidate who fails any part of the examination must re-apply if he/she wishes to take the examination in a subsequent year. The full examination fee must accompany the re-application and all parts of the exam have to be repeated.

(6) The candidates must pass the examination within eight years of being notified that they meet the requirements for admission to the examination. The number of times a candidate may re-apply to sit the exam having failed it initially is three (3) (four (4) attempts in total).

However many times (up to the maximum of 4) a candidate has attempted the exam, failure to pass the examination within five (5) years of the first sitting will prevent the candidate from being certified. A candidate who fails to pass the exam either within eight (8) years of being notified that they meet the requirements for admission to the exam, or within five (5) years of first sitting the exam, must resubmit his/her application to the Board of the College for re-evaluation. Additional periods of training and/or experience may be required by the Board of the College.

(7) The language of the examination is English.

### **5.2. General Part of the Examination**

(1) The general part of the examination consists of a combination of 100 multiple choice questions (each with one correct answer) and 25 essay questions. This part of the examination is designed to determine whether the candidate has an acceptable level of knowledge covering the following areas: physiology of reproduction including endocrinology and gamete biology, anatomy as far as it concerns reproduction, pathophysiology, gross pathology and histopathology of the reproductive organs, treatment and prophylaxis of reproductive diseases, diagnostic evaluation of reproductive function including clinical examination, ultrasonography and radiology as far as it concerns reproductive function, laboratory techniques in reproductive endocrinology and biotechnology, gamete and embryo analysis, reproductive surgery including knowledge of standard anaesthetic techniques, gamete and embryo preservation including cryobiology, embryo transfer, in vitro maturation, fertilisation and culture, genetics and hereditary diseases, legal aspects of artificial insemination, embryo transfer and animal breeding.

(2) The general part of the examination emphasises on general and comparative aspects of animal reproduction but will also cover basic aspects of farm animal reproduction and herd health, equine reproduction and small animal reproduction but will also include exotic animal, wildlife, laboratory animal and avian reproduction. The approximate composition of the examination will be 30% farm animals and herd health, 20% small animals, 20% equine, 10%

exotic animals, wildlife, laboratory and avian and/or poultry reproduction and 20% basic, general and comparative aspects of animal reproduction.

(3) The examination is taken in the English language. A working knowledge of English and veterinary medical and specialist terminology in English is assumed.

### **5.3. Subspeciality Part of the Examination**

(1) The second (subspeciality) part of the examination will be held after the general examination and will be delivered usually on the next day.

(2) This second part of the examination is designed to test the ability of the candidate to: examine clinical cases with reproductive problems, come to a diagnosis based on a thorough examination, suggest and perform treatments, and to carry out techniques in reproductive biotechnology. Questions based upon technical, practical and background aspects of animal reproduction may be asked.

(3) This part of the examination will focus on either (a) small animal reproduction, (b) equine reproduction, (c) ruminant reproduction and herd health, (d) porcine reproduction and herd health or (e) reproductive biotechnology. The examination will be devoted to the respective subspeciality, although comparative aspects may be involved as well. This part will mainly be based on slides and laboratory material (mainly slides as well) of e.g. uterine biopsies, vaginal smears, semen samples, embryos. Written answers to a sentence are expected.

(4) Candidates can choose up to three subspecialities, but candidates can only take one subspeciality at a particular examination. Each additional subspeciality can be added at subsequent exams only (after a case diary for the subsequent subspecies has been accepted by the ERC). In this case, candidates do not have to repeat the general part of the exam.

### **5.4. Criteria for Successful Passing of the Exam**

The candidate's grade will be derived from the multiple choice questions (30%), essay questions (30%) and the subspeciality examination (40%). The level of difficulty for each question is scored by the Exam Committee before the exam. In case the average score is at least 70% (70% of the successful candidates are expected to answer the question correctly), an individual score of at least 55% is needed for both the general and the subspeciality part of the examination. An overall score of 70% is needed to pass the examination. In case the average score determined by the Examination Committee before the exam is below 70% (less than 70% of the successful candidates are expected to answer the question correctly), the Examination Committee may suggest to the Board of the College to alter the pass rate and require an individual score of at least 51% for both the general and the subspeciality part of the examination and an overall score of 65-70% to pass the examination.

### **5.5 Diploma**

(1) After having passed the examination of the College, successful candidates will receive a Diploma document, stating that the successful candidate is authorised to use the designation of Diplomate of the European College of Animal Reproduction and are entitled to be awarded by the EBVS the title of European Veterinary Specialist in Animal Reproduction.

(2) The subspeciality fields covered in the examination are stated on the diploma document. The successful candidate is authorised to use the designation of Diplomate of the European College of Animal Reproduction in combination with the respective subspeciality fields.