

ECAWBM
Policies and Procedures 2022

The present document contains the Policies and Procedures of the ECAWBM.

These ECAWBM Policies are a set of principles, rules and guidelines used to describe the daily functioning and to help reach the long-term goals of the ECAWBM by providing guidance to its members and committees. They are designed to apply to all major decisions and actions, and all the activities that take place within their boundaries. These Policies and Procedures should be regularly updated, preferably at least once every 3 years.

This document should be read in conjunction with the EBVS policies and procedures, in particular their documents for colleges on quality assurance and knowledge, skills and competency (Appendices 1 and 2).

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1. Purpose of the College

1.1. Background

1.1.1. Legislation

The European College of European College of Animal Welfare and Behavioural Medicine (ECAWBM) is a veterinary speciality organisation established within the EC (European Community) structure for veterinary specialisation recommended by the Advisory Committee for Veterinary Training (ACVT) of the EC, set up by the Council Decision 78/1028/EEC of 18 December 1978 and OJ No L 302 of 22 December 1978, in its report III/F/5285/3/91.

1.1.2. Establishment of the College

In 1992, a group of European veterinarians who were active in the field of veterinary behavioural medicine founded a European College in the field of veterinary behavioural medicine. In 1999, an Organising Committee was created which established a set of criteria for the proposed European College and in 2002 this committee submitted an application to EBVS.

The EBVS approved provisional recognition of the European College of Veterinary Behavioural Medicine – Companion Animals (ECVBM-CA) and the Organising Committee members became the Founding Diplomates and the executive College Board.

Similarly, an application to set up a European College of Animal Welfare Science, Ethics and Law was made in 2006 and a Founding Committee, supported by the Animal Welfare Science, Ethics and Law Veterinary Association (AWSELVA, UK), undertook the initial work required to make a formal application to the European Board of Veterinary Specialisation (EBVS).

The EBVS suggested that combining with another small college would ensure the viability of both colleges which resulted in an agreement with the ECVBM-CA to create an overarching college. The members of the original Founding Committee all became Foundation Diplomates of the sub-specialty within the College to form an Executive Group to represent their members' and subject's interests.

They gradually integrated with BM in the new joint college (EC)AWBM over the next few years, ensuring fair representation on the College Board so that the sub specialities could support one another on the Board, and in contributions to the Annual Congress.

1.1.3. Trademark

The title of the college is protected by a European Community Trademark as the European College of Animal Welfare and Behavioural Medicine

1.2. Objectives (Constitution, Article 3.2)

The Primary objectives of the College shall be to advance Animal Welfare Science, Ethics and Law (AWSEL) and Behavioural Medicine (BM) in Europe and increase the competency of those who practise in these fields by:

- a) establishing guidelines for post-graduate education and experience prerequisite to becoming a specialist in one of the specialties of animal welfare science, ethics and law and behavioural medicine;
- b) examining and authenticating veterinary surgeons as specialists in animal welfare science, ethics and law or behavioural medicine to serve the veterinary patient, its owners or keepers and the public in general, by providing expert advice and care;
- c) encouraging research and other contributions to knowledge relating to animal welfare science, ethics and law and behavioural medicine, and promoting communication and dissemination of this knowledge;
- d) the development, supervision and assessment of continuing education programmes in animal welfare science, ethics and law and behavioural medicine for the membership of the College;
- e) committing itself to the development of a culture which recognises the importance of quality, scientific reliability and quality assurance in its activities (see Footnote 1). To this end the College should develop and implement a strategy for the continuous enhancement of quality;
- f) guaranteeing and maintaining the highest level of specialisation in animal welfare science, ethics and law and behavioural medicine, according to the European Qualifications Framework (EQF) Level 8 (see Footnote 1); and
- g) promoting a mutual understanding and cooperation between the 2 sub-specialities within the College and ensuring they maintain high standards in all their activities.

Other objectives are summarised as follows.

- h) Encouraging the public to use veterinary surgeons who are qualified to fill a unique and specific role in the delivery of modern comprehensive clinical AWSEL and BM at the specialty level.
- i) Positioning the specialists in AWSEL and BM as a common source for referrals and consultancy in the veterinary community.
- j) Improving and promoting the structure of health care, with particular regard to AWSEL and BM, for all animals, thereby improving the perception and understanding of these disciplines by owners, veterinary surgeons and those others with an interest in these fields including legislators in national and European authorities.
- k) Providing an incentive and reward for achieving postgraduate education and experience in AWSEL and BM at the specialist level by restricting the title Diplomate of the European College of Animal Welfare and Behavioural Medicine (AWSEL/BM) to those persons working in the field who have reached the highest level of achievement in their specialty.
- l) Encouraging veterinary schools to establish in-depth instruction and high standards for training in AWSEL and BM and to develop specific funding for areas of research.
- m) Promoting continued improvement of practice standards and knowledge in AWSEL and BM through continuing education and self-assessment.
- n) Supporting sustainable practices in the management of AWSEL and BM.
- o) Encouraging social responsibility in management practices for all species.

1.3. Finances (Constitution, Article 3)

The College is a non-profit organisation. The expenses of the College are met through various sources of income such as the following/

1. Annual dues (e.g. membership fee, associate membership fee, retired members fee)

2. Donations or sponsorship from companies
3. Income from educational meetings organized by the College
4. Application, Credentialing, Examination, Re-certification and Registration fees
5. Miscellaneous income.

The financial year for the purposes of the accounts runs from January 1st- December 31st. The accounts for the previous financial year and the budget proposal (including annual dues) for the following year are submitted annually to the members for approval at the Annual General Meeting (AGM) and circulated not later than 30 days before the AGM. The account documents (account balance of current and savings accounts, all receipts and invoices) are sent to the college accountants, so that they can be reviewed and officially submitted by them. Two internal auditors are appointed at the AGM (one from each sub-speciality) to check the annual accounts. These should rotate every 3 years; two terms can run consecutively.

Members and officers of the College receive no payment from the funds of the College, except reimbursements when carrying out duties for the purposes of the College. Reimbursement requires a form be completed, with all receipts, and sent to the treasurer within 60 days of expenditure. Expenditure limits are set by the College Board (which are reviewed each year) and claimants are expected to stay within those limits unless there are exceptional circumstances that have been agreed by the Finance Committee. Conflicts of interest by members of the Finance Committee (FC) are avoided by the other members of the FC agreeing those reimbursements. Reimbursement before a recognised and approved College event is only allowed for pre-paid hotel and pre-paid travel fees. All other expenses are scrutinised by the FC and subsequently submitted to the College Board for agreement and include items such as routine fees for accountancy, insurance, website maintenance, bank charges, currency exchanges, and miscellaneous benefits to college members (e.g. bursary awards, prizes, gifts).

2. Membership of the College (Constitution, Article 4, Membership)

2.1. Definition of Membership of the College

The members of the College shall be the following:

1. Diplomates (who may be defined as Practising, Non-practising or Retired)
2. Honorary members
3. Associate members

2.1.1. Titles of Members

Each individual who has successfully passed the qualification procedure of the College shall be designated Diplomat of the European College Animal Welfare and Behavioural Medicine and the speciality suffix of either the AWSEL or BM speciality. The person is entitled to use the title of EBVS[®] European Veterinary Specialist in AWSEL or European Veterinary Specialist in BM in line with the guidance from the EBVS (European Board of Veterinary Specialisation).

2.2. Membership Dues

The membership dues of each member and penalty fee for late payment are determined by the Board and approved at the AGM. The membership dues must be paid annually before March 31st. Diplomates will be deemed Non-practising if two years have elapsed without payment and will normally be removed from the College Register if three years have elapsed without payment.

2.3. Requirements for Practising Diplomat Status

To keep the status of a Practising Diplomat, a ECAWBM Diplomat must meet the following requirements.

1. Spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.
2. Attend an AGM of the ECAWBM at least twice in a five-year period. A written request for dispensation of attendance at the AGM within the same calendar year may be approved by the College Board and may be granted for only one year. The secretary must receive the written request no less than 14 days before the AGM. If a request for dispensation is accepted, they will then be re-evaluated four years from the end of the extra year.
3. Meet the Re-Certification Committee's minimum requirements as set out in the Re-Certification form. The Re-Certification form has to be submitted to the sub-speciality Re-Certification Committee every five years; the first five-year period starting the year after becoming a Diplomate. The Re-Certification form should be submitted according to the deadline in the year in which it is due. Failure to submit this Re-Certification form on time in the year it was requested will automatically result in non-practising status.

In the case of failure to meet Re-Certification requirements an extra year to make up the shortfall will be allowed during which time the Diplomate may remain practising. Recertification after this will occur 4 years later. Points acquired during the interim year but not required to make up the shortfall can be added to the next five-year evaluation.

4. Pay the Annual Dues (see 2.2 above)

2.4. Change to Non-practising Diplomate Status

Non-practising Diplomate: the status of Practising Diplomate ceases by default when one or more of the requirements of paragraphs 2.3.1 and 2.3.3 are not fulfilled. The Diplomate is then designated Non-practising.

Non-practising Diplomates are not allowed to use the title or trademark of European Veterinary Specialist, to vote at the AGM or to be Programme Director or Resident Supervisor. Non-practising Diplomates still have to pay their Annual Dues (at a reduced level). Those seeking to revert to Practising Diplomate status need to demonstrate that they again fulfil the requirements of paragraph 2.3. A restoration fee may also be enforced depending on the reason for Non-practising status.

2.5. Retired Member

The College may confer a Retired status on Diplomates who have ceased to practise their specialty at the level described in paragraph 2.3 at the request of the Diplomate. A retired member is permanently and irrevocably of Non-practising status, unless an exemption for restoration to practising status is granted by the College Board. He/she may have to pay annual dues which shall be determined by the AGM and must be paid annually before March 31st. They are not required to attend AGMs and, when present, are not allowed to vote though may contribute to any discussion. However, they remain a member of the College. A Retired Diplomate is not allowed to use the title or trademark of European Veterinary Specialist or Diplomate but may use the title DipECAWBM(Ret.), or the full title, as above, with Ret. appended.

2.6. Honorary member

The College may confer Honorary member status to persons who have made exceptional contributions to the speciality of AWSEL or BM. Honorary membership is usually conferred on ECAWBM non-Diplomates. Non-Diplomate Honorary members shall have all the rights and privileges of Diplomates except the right to vote at the AGM or to hold office.

Non-diplomate Honorary members are not allowed to use the title or trademark of European Veterinary Specialist nor Diplomate, but may use the title DipECAWBM (Hon). Nomination for Honorary member status necessitates proposal by two Practising Diplomates in good standing. The proposal

should be written and forwarded to the Secretary, for consideration by the Nominations Committee and is subject to approval at the AGM by a two-thirds majority vote.

The proposal must contain information relating to the pertinent activities of the nominee. The Honorary member shall not be required to pay any dues. No more than 5% of the membership may be Honorary members at any one time.

2.7. Associate member

The College may confer Associate status on persons who have made significant contributions to AWSEL or BM and who will participate in the objectives of the College. Associates are members of the College but do not have the same rights, obligations and privileges of Diplomates. Nomination for Associate status necessitates proposal by two Practising Diplomates of good standing. The proposal should be written and forwarded to the Secretary, for consideration by the Sub-speciality Executive Group and approved by the College Board. The proposal must contain information relating to the pertinent activities of the nominee. Associate Members are not allowed to use the title or trademark of European Veterinary Specialist, are not conferred any degrees or awards, and are not entitled to use the designation of Diplomate.

Associate Members

1. are encouraged to participate in the training of residents together with Diplomates of the respective College and are entitled to act as Resident Supervisors providing that a Diplomate is responsible for the training programme.
2. are not allowed to hold office within the College or to vote at the Annual General Meeting but can be co-opted to College committees as advisors.
3. are encouraged to participate in scientific meetings and workshops organised by the College.
4. are required to pay annual dues which shall be determined by the AGM and must be paid annually before March 31st.
5. need to be re-evaluated i.e. The status of Associate member is subject to re-evaluation by the appropriate Re-Certification Committee every 5 years.
6. Associate membership can be withdrawn by the ECAWBM in case of insufficient activity, professional misconduct or not paying the annual dues.

3. Organisation, Officers, and College Board (Constitution Article 5)

The College Board comprises the President, the Vice-President, the Past-President, the Secretary, the Treasurer and the Chairs of the two sub-speciality Executive Groups that report to the Board: Animal Welfare Science, Ethics and Law (AWSEL), and Behavioural Medicine (BM).

The President is elected at the AGM every two years. The presidential term starts after the AGM after the transfer of duties from the immediate past president to the new President.

Each sub-speciality Executive Group is independent¹ but must act within the Constitution and Bylaws of the EBVS and of the College. The sub-speciality Executive Group elects its own Chairperson by secret ballot who will normally have a limited three-year term in that position. Each Executive Group comprises the chairs of the sub-committees (Credentials and Re-certification (may be combined), Education, Examination) and non-voting members who shall be representative of the membership. The Chairperson of each sub-speciality committee may be re-elected for only one additional consecutive term of up to 3 years. Specific Policies and Procedures for each speciality group shall conform to the Constitution and Bylaws of the College.

The College Board shall have responsibility for organising, approving and administering all scientific and business matters, including endorsing all sub-speciality committee members, and approval of actions of speciality groups that might affect the reputation of the College and its functions.

¹ 'independent' in the sense that they are responsible for the administration of the sub-speciality

Other persons may also be elected on an *ad hoc* basis to serve on the Board, according to current needs, and will normally serve for a period of two years (renewable), but do not have a vote.

3.1 Duties of the College Board

The Board considers all the business and policies pertaining to the affairs of the College and ensures that they comply with the EBVS regulations. The College Board shall define the names, duties and composition of its Standing Committees, and endorse membership of all other College Committees proposed by the two Sub-speciality Executive Groups. The sub-speciality Executive Group and sub-committees receive all membership applications, conduct examinations, and make recommendations to the Board for College diplomate membership. The Executive Groups may also make recommendations for Retired, Associated and Honorary statuses in the College for the Board to consider. The Board shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Policies & Procedures of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a member of the College for grievous offences or un-professional behaviour. The Board will also deal with any appeals or complaints against members and college procedures. The Board proposes fees for membership, enrolment, examinations, re-certification and other matters to the General Assembly at the AGM. The Board directs the day-to-day management of funds held by the College after taking advice from the Finance Committee. The College Board shall meet at least once annually, normally at the Annual Congress.

4. THE ECAWBM RESIDENCY TRAINING PROGRAMME

4.1 Objectives of the ECAWBM training programme

The European College of Animal Welfare and Behavioural Medicine (ECAWBM)-approved Training Programme ('Residency Programme') is designed to provide in-depth training in:

- a) veterinary expertise in animal welfare science, ethics and law. Allow the trainee (resident) to develop knowledge and understanding across a range of species, including farmed, companion and laboratory animals in one or more aspects of welfare science, ethics and law and to acquire and contribute to knowledge in this area – ANIMAL WELFARE SCIENCE, ETHICS AND LAW SUBSPECIALITY (AWSEL);
- b) veterinary expertise in companion animal behavioural medicine and related basic and applied sciences in these areas. Allow the trainee (resident) to develop aptitude and clinical proficiency in behavioural medicine and to acquire and contribute to knowledge in this area – BEHAVIOURAL MEDICINE SUBSPECIALITY (BM).

The training programme aims to provide high quality training in animal welfare, ethics and law or in veterinary behavioural medicine, leading to eligibility to sit the subspecialty certification examination for ECAWBM. These programmes shall contribute to the continuing development and growth of the specialty.

The programme should meet the training requirements of the ECAWBM Credentials Subcommittee in the relevant subspecialty. Provide the resident with the opportunity to pursue career goals in teaching, research, clinical service, and/or specialty practice. Prepare the resident to sit the ECAWBM examination in the relevant subspecialty.

4.2 General information

4.2.1. Types of Training Programmes

- *Standard Residency Training Programme* : The student enrolls on a 3-year approved veterinary residency programme at a Standard Residency Training Centre.

- *Alternative Residency Training Programme*: An Alternative Residency Training Programme is arranged by the student, supported by one or more primary Supervisors, and is approved a priori by the Education Subcommittee on a case-by-case basis.

4.2.2. Who can apply to become a resident?

All ECAWBM residents must:

- Be graduated from a veterinary school that has been approved by the European Association of Veterinary Education Establishments (EAVEE). The board may waive this requirement in exceptional circumstances. The board may delegate this decision to the Education committee.
- Be eligible to be registered/licensed to practice veterinary medicine and surgery in a European country. The College Board may waive this requirement in exceptional circumstances.
- Have a satisfactory moral and ethical standing in the profession and the community.
- Have completed a minimum of one year in a veterinary clinical practice or equivalent.
- Practise the specialty of animal welfare, ethics and law or behavioural medicine for more than 60% of the time, based on a normal working week according to the local laws of the country where the resident is working.

4.2.3. Anticipated Total Time Requirements

A ECAWBM Residency training programme consists of at least 36 months undertaken full time, or equivalent part time hours.

4.2.3.1. Concurrent Postgraduate Studies

If a further degree is undertaken at the same time as the residency programme, the overall length of the programme may be unchanged, provided that the research component is suitable to the discipline subspecialty. This should be discussed by the Education and Residency Subcommittee. The postgraduate degree work must not interfere with clinical training and should be complementary to the ECAWBM training.

4.2.3.2. Interruption of Training

Prolonged interruption (>4 weeks) to the resident's supervised training due to unforeseen circumstances, a change in status from full-time to part-time, prolonged illness or parental leave must be reported to the Education Subcommittee immediately.

In the case of parental leave, extension of up to one year per leave will be given, if requested.

For other interruptions, such as for prolonged illness an extension will be negotiated between the resident, supervisor and Education and Residency Committee and presented to the board for approval.

The Education and Residency Subcommittee will track these changes in the annual listing submitted to the Chair of the respective Subspecialty Executive Committee.

4.3 Standard Residency Training Programme (SRTP)

4.3.1. Definition

A standard programme is offered by a Standard Residency Training Centre, further called 'SRP Institution'. The SRP Institution offers the training programme on a routine and regular basis without modifications for different applicants. The respective AWSEL/ BM Education Subcommittee approves a SRT Programme for a specific number of residents at any one time, mainly dependent on the caseload and number of Supervisors (diplomates) at the SRP Institution.

Three-year full-time (or equivalent part-time) positions may be filled without further reference to the Education Subcommittee provided there are no changes to the programme. Candidates for this programme must still complete and submit a Standard Resident Application form that describes the research project and other pertinent details of the residency. Trainees of an SRTP are called residents.

4.3.2. The Institution

ECAWBM Standard Residency training programmes should be conducted at a veterinary school/college or other veterinary institution (including an approved private veterinary clinic). The institution(s) must supply adequate resources, facilities and caseload. These resources must be guaranteed for the duration of the programme. Co-operation in the training with other institutions or clinics may be allowed, for example, another nearby veterinary or medical school.

The parent institution must provide:

1. Complete records for each case and these records must be retrievable.
2. Extensive library facilities, such that current veterinary and medical texts, journals and abstracts must be available in print or electronic format.
3. Computing facilities
4. Regular academic conferences or colloquia in which residents participate.

4.3.3 Requirements for Personnel, Facilities and Resources

4.3.3.1 On Site and Off-Site Resources

The Institution must provide adequate resources to ensure an effective programme.

4.3.3.2 Supplementary External Training

Where a training centre lacks the equipment and/or expertise in some areas or caseload, the required training may be obtained elsewhere, as long as the overall objectives of the programme are fulfilled. A local resident advisor must be appointed to supervise and certify this period of training. The advisor must be a veterinary specialist in the field. The arrangements must be approved in advance by the Education Subcommittee.

4.3.4 Requirements for Clinical Material & species caseload

The programme must provide a sufficient number of cases of the appropriate species for the subspecialty discipline to provide the resident with the opportunity to obtain familiarity with issues within their discipline. The resident should be given progressive responsibility for performing and interpreting all types of cases.

4.3.5. Entry requirements

Requirements for entry of residents into a Standard programme are set by the Standard Residency Centre (Institution that provides the SRTP). The selection criteria state e.g. the minimum expected level of qualification and experience, and whether interviews are conducted during the selection process. Applicants who are successful in their application to a standard residency programme shall

forward their Standard Resident Application form (AWSEL/ BM) to the Education Subcommittee within 30 days of starting of their training.

4.3.6. Supervision of SRP training

4.3.6.1. Programme Director

Standard residency programmes must be directed by a practising Diplomate of the ECAWBM or by a holder of an equivalent qualification if approved by the Education Subcommittee. The Programme Director is actively involved in the standard residency programme to ensure adequate direction and is responsible for the administration, continuity and continuing development of the programme. The Programme Director is the link between the College and the residency programme. If the Programme Director is not the primary Supervisor of the resident then they must assign a primary Supervisor. It is advisable to include at least one other member on the resident's Advisory Committee to assist with mentoring, coaching, and monitoring resident progress. Other advisors can be selected to complement research project interests and/or specialty discipline interests.

4.3.6.2. The Supervisor(s)

The primary Supervisor should be a practising Diplomate of the ECAWBM. The Supervisor is the link between the resident and the Programme Director (where these 2 separate roles exist). The Programme Director and the primary Supervisor may be the same individual. The primary Supervisor must ensure that the resident is receiving proper training and mentoring in the specialty discipline. Each primary Supervisor may normally train up to 2 full-time residents or the part-time equivalent, concurrently. The Education Subcommittee will keep a list of all current residents and supervisors. The resident must have at least 2 formal scheduled progress meetings with their primary Supervisor(a) annually, preferably together with the Programme Director and/or other Advisory Committee members, to evaluate the resident's performance and progress. Additional regular meetings and interactions between the Supervisor and Resident are encouraged throughout the year and should be documented. The Supervisor (or their designee) must be available to discuss, supervise, and/or review cases. The supervisor should ensure that the resident is exposed to sufficient cases and other materials to adequately prepare for the theoretical and practical examination.

4.3.6.3. The Advisory Committee

The Supervisor is encouraged to enlist the assistance of other individuals (Advisors) to support resident training. Advisors may be selected to complement research project interests and/or specialty discipline interests.

4.3.6.4. General Comment

The Programme Director and the primary Supervisor together are responsible for the direction and evaluation of a resident and the administration of their training programme. For changes of Programme director and/or primary Supervisor, see section 4.6.1.3

4.4 Alternative Residency Training Programme (ALTP)

4.4.1. Definition

An ARPT is a tailor-made individual programme including short training courses, periods of work experience and a relevant research project. An obvious type of person that would be eligible for this would be veterinary surgeons working on an animal behaviour PhD programme, those living in countries where no standard residency programmes are available or those with work or personal commitments which prevent them from attending a standard residency programme. Students apply

for approval of a three-year full-time (or equivalent part-time) individual training programme to the ECAWBM.

4.4.2. Requirements for the ARTP residency

An alternative programme must be approved by the Education Subcommittee before the resident embarks on it. Trainees pursuing alternative programmes are also referred to as “residents”. Requirements of the training programme are documented in a formal programme of study. This is a tailor-made individual programme including short training courses, periods of work experience and a relevant research project.

4.4.3. Requirements for Clinical Material & species caseload

The programme institutions / Veterinary Clinics/ practices involved in the ARTP environment must provide a sufficient number of cases of the appropriate species for the subspecialty discipline to provide the resident with the opportunity to obtain familiarity with issues within their discipline. The resident should be given progressive responsibility for performing and interpreting all types of cases.

4.4.4 Duration of Training for Alternative Programmes

The total time of supervised training must be equivalent to at least 3 years and the total time of the alternate programme must not exceed 6 years.

4.4.5. Supervision of ARP training

4.4.5.1. The Supervisor(s)

The primary Supervisor should be a practising Diplomate of the ECAWBM. The Supervisor is the link between the resident and the Programme Director (where these 2 separate roles exist). The Programme Director and the primary Supervisor may be the same individual. The primary Supervisor must ensure that the resident is receiving proper training and mentoring in the specialty discipline. Each primary Supervisor may normally train up to 2 full-time residents or the part-time equivalent, concurrently. The Education Subcommittee will keep a list of all current residents and supervisors.

The resident must have at least 2 formal scheduled progress meetings with their primary Supervisor(a) annually, preferably together with other Advisory Committee members, to evaluate the resident's performance and progress. Additional regular meetings and interactions between the Supervisor and Resident are encouraged throughout the year and should be documented. The Supervisor (or their designee) must be available to discuss, supervise, and/or review cases. The supervisor should ensure that the resident is exposed to sufficient cases and other materials to adequately prepare for the theoretical and practical examination.

4.4.5. 2. The Advisory Committee

The Supervisor is encouraged to enlist the assistance of other individuals (Advisors) to support resident training. Advisors may be selected to complement research project interests and/or specialty discipline interests.

4.4.5.3 Programme Modification

Changes in an alternative programme that may have an impact on the programme must be reported to the Education and Residency Subcommittee immediately by the Primary Supervisor and permission for continuation of the programme will be granted at the discretion of the Education Subcommittee. Such factors include, but are not limited to, change in or decreased availability of the supervisor,

reduction or cessation of areas of training due to loss of association with a co-operating department or institution, and a permanent reduction in the clinical case load.

4.5 Documentation of Training

4.5.1. AWSEL residents

The resident's progress through the programme will be assessed by their ePortfolio and submission of semi-annual (i.e., every 6 months) progress reports.

4.5.1.1. The ePortfolio (AWSEL)

The ePortfolio provides an ongoing summary and details of all written and applied components of the residency programmes. Materials should be well-organized under the required headers for each discipline subspecialty and summaries provided of total cases with a brief, single line description that uniquely identifies the case at the beginning of the case report section. The ePortfolio must be maintained by the resident throughout the training programme and submitted to the Chair of the AWSEL Credential Subcommittee at the time of their first application for entrance into the examination. It does not need to be re-submitted if a resident applies to re-sit a previously failed examination.

4.5.1.2. Details of the AWSEL ePortfolio

The AWSEL ePortfolio must contain interesting 120 cases. "Interesting" is defined as a case that the resident considered to be challenging, unusual or worthy of record for some other reason. A range of species and modalities should be included, and the proportion of each species and modality is at the discretion of the resident and their Supervisor, but no single species can make up more than 75% of the case load.

The case listings must, eventually submitted to the Credentials & Recertification

4.5.1.3. Progress Reports

The Progress Reports must be submitted to the Education and Residency Subcommittee at approximately 6-month intervals, on June 30 and December 31 of each year. This is the responsibility of the resident and their supervisor and reminders will not be sent. For AWSEL residents, each Progress Report submission must be accompanied by submission of a Case example. The semi-annual Progress Reports include sections for updated personal details, an activity log and a supervisor's report.

The activity log will include, but not be limited to: a running total of cases completed, types and dates of external instruction, scientific meetings attended, and presentations given. The resident is responsible for making themselves aware of the content and requirements of the semi-annual Progress Reports at the start of the programme.

Progress reports will be evaluated by the Education and Residency Subcommittee and brief feedback will be provided (Satisfactory or Unsatisfactory any recommendations made should be seen to have been addressed when the following report is submitted). The Progress Reports will also be submitted to the Credentials Subcommittee as part of the ePortfolio.

4.5.2. BM Residents

The resident's progress through the programme will be assessed by their CaseLog, 6-months Resident Follow Up Form (RFUF) completed by the resident and submission of the Annual

Evaluation form completed by the resident and supervisor.

The resident's progress will be evaluated by the Education and Residency Subcommittee and brief feedback will be provided (Satisfactory or Unsatisfactory any recommendations made should be seen to have been addressed when the following report is submitted). The CaseLog, 6-Month RFUF and Resident Evaluation Report will also be submitted to the Credentials Subcommittee as part of the Credentialing process to apply for the ECAWBM Examination.

Forms can be downloaded at <http://www.ecawbm.com/behavioural-medicine/bm-resident-area/>

4.5.2.1. The BM Case LOG

In the CaseLog the student must keep a case log of a minimum of 300 cases - 100 cases per year of residency (pro rata for part time) of which 30 in the first year of the residency were cases observed with the residency supervisor.

4.5.2.2. The 6-Month RFUF

The 6-Month RFUF consist of sections Administration, Clinical Cases, Learning (Conference Attendance), Research , Teaching and Summary.

4.5.2.2.1. *Administration*

The resident needs to Inform the BM Education Subcommittee of any changes in programme (should they occur). The resident is responsible for informing the BM Education Subcommittee chair of updated personal details.

4.5.2.2.2. *Clinical cases*

Resident should spend at least 60% of their time engaged in clinical activities. Residents should see a minimum of 100 new consultations a year and conduct follow-up with these cases as required. **No more than 75% of the case load can be made up of a single species, so at least 25% of the case load must comprise species other than the major species seen.**

Residents will need to keep clear records of all clinical cases seen during their period of residency to support their application to the college. This should include a summary of cases by species, diagnostic category and summary of treatment. In addition, each individual case summary should clearly describe the level of involvement of the resident.

A proforma case log is provided and must be used; this can be found at <http://www.ecawbm.com/behavioural-medicine/bm-resident-area/>

4.5.2.2.3. *Learning*

Residents should attend at least one other major international conference relevant to veterinary behavioural medicine (e.g. IVBM, ISAE, ACVB and ABS) each year of a residency. The resident should attend the annual ECAWBM conference during each year of a residency and must provide explanation for any missed ECAWBM conference.

In the 6mnt RFUF, Residents will need to provide details of conference attendance details by the following headings: Conference, Date , Location, Speakers, Topics, Number of continuing education hours completed:

It is the responsibility of the resident to ensure that they retain evidence of conference attendance; the board does not maintain this documentation.

4.5.2.2.4. *Research*

The resident should have at least one case report or review paper as well as one experimental paper accepted for publication in a peer reviewed journal . The resident should appear as first author on at least one paper overall.

The resident should have at least one oral and one poster presentation in each of their second and third years, in a national or international veterinary or animal behaviour congress (not including local continuing education presentations). At least one of these presentations should be at the ECAWBM annual meeting. In addition, at least one of these presentations should be based on research / data from the scholar's own research

In the 6month RFUF the resident will need to provide details of the research project in detail: The resident's role in the experimental design, data collection, analysis and interpretation of data. The resident will need to mention all abstracts, posters, publications or writings related to this research

4.5.2.2.5. *Teaching*

The residency should enable the resident to develop some experience of teaching. This may be formal teaching classes, or informal clinical tutorials, for example with undergraduate veterinary students. The residency programme should also include seminar sessions where the resident prepares and presents topics to colleagues. In the 6month RFUF, residents need to provide full details of their teaching experience including location, audience, topics and date(s)

4.5.2.2.6. *Summary*

The resident needs to complete / Check the summary page before sending the RFUF to the chair of the BM Education SubCommittee

4.5.2.3. Resident annual evaluation report

The supervisor and resident need to provide an annual evaluation report of the resident. In this report, the updated contact details of supervisor and resident will be mentioned as well as the annual assessment of the Resident's progress - evaluation by the first the supervisor.

The supervisor is responsible for scoring the resident's performance over the last year, following one of the three evaluation scores:

- (1) **SATISFACTORY EVALUATION:** represents normal progress with the usual needs for advising. A copy of the evaluation report is placed in the resident's file.
- (2) **SOME CONCERNS:** is compatible with an expectation for successful completion but some specific concerns regarding current performance and/or progress are noted. A copy of the evaluation report is placed in the resident's file and a copy is sent to the AWSEL/BM Education Subcommittee. The resident and supervisor should prepare a plan of action to ensure a future satisfactory outcome.
- (3) **UNSATISFACTORY EVALUATION:** is a clear indication of concern about the resident's ability to complete the program. In cases of an unsatisfactory evaluation, there must be a statement by the supervisor as to what action is being taken or is being planned. A copy of the evaluation report is placed in the resident's file and a copy is sent to the AWSEL/BM Education Subcommittee.

4.6 Quality Assurance of Training Programmes

4.6.1. Quality Assurance of Standard Residency Training Programmes (S RTP)

4.6.1.1. The institution providing the programme

Programme re-accreditation (Form10) of each standard residency programme must be submitted to the Education Subcommittee for review every five years; to be received before July 1st of the year that it is due. If a standard residency programme appears to be performing poorly, dialogue between the respective AWSEL/ BM Education and Residency Subcommittee and the Programme Director must take place to identify and rectify areas of weakness.

4.6.1.2. Programme Interruption for more than 2 years

Standard residency positions should be filled on a regular basis. If a standard residency position remains unfilled (no resident in the programme), for whatever reason, for more than two years, the Education Subcommittee must be notified and the programme re-accredited before it is offered again.

4.6.1.3. Programme Modification

Changes in either a standard or an alternative programme that may have an impact on the programme must be reported to the Education Subcommittee immediately by the Programme Director and reaccreditation of the programme may be required at the discretion of the Education Subcommittee. Such factors include, but are not limited to, change in or decreased availability of the supervisor, reduction or cessation of areas of training due to loss of association with a co-operating department or institution, and a permanent reduction in the clinical case load.

4.6.1.4. Reporting of Changes of Programme Director or Supervisor

Proposed changes of Programme Director or Supervisor, including a change from practicing status, must be promptly reported to, and approved by, the Education Subcommittee. New residents may not enter the programme until the change is approved by the Education Subcommittee.

The following procedure should be followed:

1. The vacating Programme Director and/or primary Supervisor send(s) a notice to the Education Subcommittee explaining the circumstances or causes for the change.
2. The new Programme Director and/or primary Supervisor send(s) to the Education and Residency Subcommittee a notification of acceptance, including a statement that he/she is aware of the current agreed programme of study and of his/her obligations,

4.6.1.5. Increasing the Number of Residents

Each residency programme will have been approved for a specific number of residents mainly based on the clinical caseload and number of Diplomate supervisors (i.e., not to exceed 2 full-time residents per full-time Diplomate). Any proposal to increase that number of residents must be notified to the Education Subcommittee before any action is taken. If the increase is temporary, the Programme Director must document how this may affect the training of the other resident(s). If the increase is permanent, the entire programme description must be revised, evaluated and approved by the Education Subcommittee.

4.6.1.6. Unsatisfactory Training Programme

If a Standard training programme is not proceeding satisfactorily deficiencies must be addressed rapidly, to ensure that the resident does not waste valuable training time in activities not leading to his/her effective education. Deficiencies may result in a programme being put on probation. Programmes on probation are not allowed to enrol new ECAWBM-recognised residents until the

deficiencies have been corrected to the satisfaction of the Education Subcommittee. Should the latter not occur, for whatever reason, the programme's approval by the ECAWBM may be withdrawn. From the date of withdrawal of approval, any further resident training will not be recognised as ECAWBM-approved.

4.6.2. Quality assurance of Alternative Residency Training Programmes (ARTP)

4.6.2.1. The individual programme

Applicants who are applying to have an alternative residency programme approved must do so before starting the residency and must satisfy the Education Subcommittee that the alternative residency programme fulfils the College's requirements. (AWSEL/BM form 3).

The respective AWSEL/ BM Education and Residency Subcommittee(s), acting for the College, shall review the supervisor's comments of the resident's performance in their semi-annual Progress Report to monitor the adequacy of each residency programme.

4.6.2.2. Programme Modification

Changes in an alternative programme that may have an impact on the programme must be reported to the Education Subcommittee immediately by the Primary Supervisor and permission for continuation of the programme will be granted at the discretion of the Education Subcommittee. Such factors include, but are not limited to, change in or decreased availability of the supervisor, reduction or cessation of areas of training due to loss of association with a co-operating department or institution, and a permanent reduction in the clinical case load.

4.6.3. Procedures for evaluation of residents

4.6.3.1. Supervisor and Programme Director Review of Portfolio (AWSEL) / 6MoRUF (BM)

The resident's progress is reviewed semi-annually (June 30 and Dec 31) by the Education and Residency Subcommittee by means of a Progress Report (Form 5). It is the resident's responsibility to provide the progress report to the primary Supervisor (and Programme Director), and after updating and signing the resident submits it to the Education Subcommittee. If the progress report is not received within 30 days of each submission deadline, the Education Subcommittee may recommend to the ECAWBM Board that the resident's programme be suspended.

4.6.3.2. Unsatisfactory Progress of the Resident

If weaknesses are identified by the Education and Residency Subcommittee, the supervisor will be notified of the steps required to correct them. If severe deficiencies are noted, the resident's progress may be suspended. The resident and supervisor must act on the Education and Residency Subcommittee's directions and submit reports as directed by its members. If the deficiencies cannot be corrected, the Education and Residency Subcommittee may permanently withdraw approval of the resident.

4.6.3.3. Unsatisfactory Training Programme

If a Resident is not proceeding satisfactorily, and the respective AWSEL/ BM Education Committee discovers deficiencies in one or more aspects of the resident's training programme, these deficiencies must be addressed rapidly, to ensure that the resident does not waste valuable training time in activities not leading to his/her effective education.

- **For residents involved in Standard Training Programmes:**

If the resident's unsatisfactory progress is related to deficiencies in the Standard Training Programme (e.g. deficiencies in terms of resources, number / activity status of diplomates etc) deficiencies may result in a programme being put on probation. Programmes on probation are not allowed to enrol new ECAWBM-recognised residents

until the deficiencies have been corrected to the satisfaction of the Education Subcommittee. Should the latter not occur, for whatever reason, the programme's approval by the ECAWBM may be withdrawn. From the date of withdrawal of approval, any further resident training will not be recognised as ECAWBM-approved.

- **For Resident following the Alternative route : ARTP**

If the resident's unsatisfactory progress is related to deficiencies one or more collaborating institutions/ clinics/ practices relating to providing resources to the resident (e.g. deficiencies in terms of resources, number / activity status of diplomates etc) deficiencies may result in an Alternative residency being put on hold, until the deficiencies have been corrected to the satisfaction of the Education Subcommittee.

4.7. PROCEDURES AWSEL

- 1/ Become an AWSEL Resident
- 2/ During AWSEL residency
- 3/ Institutions : Applications for SRTP & Reaccreditation of SRTP (5 yearly)

4.8. PROCEDURES BM

- 1/ Become a BM Resident
- 2/ During BM residency
- 3/ Institutions : Applications for SRTP & Reaccreditation of SRTP (5 yearly)

4.8.1. Become a BM Resident

[BM Become a resident – ECAWBM](#)

4.8.1.1. General

Students can enrol in a residency programme of the ECAWBM (BM sub-speciality), if they have a degree in Veterinary Medicine and have been qualified for at least 2 years.

4.8.1.2. How to apply for a Residency?

Two types of Residency Training Programmes exist: Standard and Alternative Residency Training Programmes. Standard Residency Programme: The student enrolls on a 3-year approved veterinary residency programme at an [approved residency training centre](#)¹. These programmes are offered on a routine and regular basis without modifications for particular applicants. Alternative Residency Programme: This is a tailor-made individual programme including short training courses, periods of work experience and a relevant research project. Both routes must be supervised by an existing Diplomat (BM sub-speciality). Potential residents are encouraged to contact a Diplomat to discuss the options of becoming a supervisor.

4.8.1.3. How to proceed?

[BM Become a resident – ECAWBM](#)

downloads:

- List of Standard Residency Centres
- Res_Res_SRTP : Application for approval of a resident enrolling in a Standard Residency (STP) with the ECAWBM (BM) [idency_requirements_2020](#)
- BM_Res_ARTP : Application for approval of an Alternative Resident Training Programme with the ECAWBM (BM)

- **Guideline_BM_ARTP_2020** : Guidelines for Residents and Supervisors
How to apply for an Alternative Residency Training Programme

4.8.1.4. Application process

1. Download application forms
2. Send completed application form to the chair of the BM Education Subcommittee [email](mailto:secretarybm@ecawbm.org) in cc to the BM executive chair: secretarybm@ecawbm.org
3. The candidate will receive feedback on the decision of their application within 3 weeks.

4.8.2. During BM Residency

<http://www.ecawbm.com/behavioural-medicine/bm-resident-area/>

4.8.2.1. Documentation of training

Residents are obliged to document their training in the following way:

1. Keep case logs (Form 7: BM example case log template)
2. Provide a 6 monthly Follow Up Form 5 (BM- RFUF)
3. Provide an annual evaluation REPORT (Form 6: BM-Annual_Evaluation_REPORT)
4. Inform the BM Education Subcommittee of any changes in programme (should they occur)
5. The resident is responsible for informing the BM Education Subcommittee chair of updated personal details (email)

4.8.2.2. BM Study Day

Residents are encouraged to attend the ECAWBM BM – Resident’s Study day :

Each year a Resident’s Study Day is organised aiming to help residents to improve their knowledge in the field of Behavioural Medicine and to discuss specific topics with other residents and Diplomates. Residents will be informed by email about the event.

4.8.3. Institutions SRTP

4.8.3.1. Application for SRTP

4.8.3.1.1. Requirements For a Residency Training Programme for ECAWBM (BM)

Form : Residency_requirements_ECAWBM_2020

4.8.3.1.2. Guideline for Institutions / diplomats that want to provide a Standard Residency Training Programme (SRTP) with the ECAWBM (BM)

Form : Guideline_BM_Institution_SRTP

4.8.3.1.3. Application for Approval of Institutions providing Standard Residency Training Programme (SRTP) with the ECAWBM (BM)

Form: BM_Institution_SRTP

4.8.3.2. Reaccreditation Institution for SRTP

4.8.3.2.1. Reaccreditation of Institutions providing Standard Residency Training Programme (SRTP) with the ECAWBM (BM)

Form: BM_ReAccreditation_SRTP

5. The ECAWBM Examination

5.1. ECAWBM Jurisdiction

All Behavioural Medicine (AWSEL/BM) sub-speciality examinations are within the jurisdiction of the respective AWSEL/BM Examination Subcommittee of the ECAWBM.

5.2. ECAWBM AWSEL/BM Examination Subcommittee position and function

The ECAWBM AWSEL / BM Examination Sub-committee (hereafter referred to as the EC) are responsible for the preparation and administration of diploma examinations and subsequent examination reports.

Chair position:

The functions of the chair of the EC committee include but are not limited to the following:

- To coordinate the different tasks developed by the committee.
- To organize meetings.
- To report to the AWSEL/BM Executive Group.
- To coordinate the organization of the exam.

Vice-chair position:

The vice-chair's main function is to support the chair in all their duties and replace the chair at the end of their term.

5.3. Policies of the AWSEL/BM Examination Committee

5.3.1. Preparation of the examinations

The preparation of the ECAWBM AWSEL/BM examinations consists of annually reviewing and updating the different parts of the examination, according to the current state of the art of respective Animal Welfare Law and Ethics / Veterinary behavioural medicine.

The goal of the examination is to assess the knowledge and clinical skills of candidates applying for the veterinary board certification in small animal behaviour or animal welfare, ethics, and law by the ECAWBM AWSEL/ BM. Therefore, the examination is based on the learning outcomes of the respective ECAWBM-AWSEL / ECAWBM-BM residency programs.

5.3.2. Organisation of the ECAWBM Examination

The EC will announce the annual ECAWBM (AWSEL/BM) Examination and communicate this to the candidates via the ECAWBM website at least 6 months prior to the examination. The EC will send the details to be published to the ECAWBM website manager

The announcement of the examination will include an EXAM BROCHURE, with all the detailed information on the structure of the exam as well as information on exact dates and time slots, location (city, country).

5.3.3. Communication of results

The AWSEL/ BM Examination Subcommittee is responsible for:

- Writing an examination report consisting of the final evaluation of each candidate's examination performances.
- Communicating the results of the examinations in a written form to the Chair of the AWSEL/ BM Executive Group. The Chair of the Executive Group will then contact the candidates and notify them of the results of their examinations.

- Ensuring that central records are kept updated with the original documentation including results and reports and that after 7 years these are deleted.

5.3.4. Communication with other Committees

- The chair of the AWSEL/BM credentialing Subcommittee shall annually inform the Chair of the respective AWSEL/BM Examination Subcommittee about candidates that are eligible to sit the examination. The information shall be sent in a standard format (i.e. form completed by candidate containing all necessary contact details, as well as e.g. candidates special requests).
- The Chair of the AWSEL/BM examination Subcommittees shall communicate with AWSEL/ BM Credentialing & Recertification Subcommittees which diplomates provided examination questions

5.3.5. Communication with candidates about the examination process

General information will be provided by the respective AWSEL/BM Subcommittee and published online.

- The AWSEL/ BM examination Subcommittee will annually publish an examination brochure for their subspeciality with a detailed description of the examination, examples of questions, how to prepare for the examination, practical organisation etc. The Examination Subcommittee (EC) will make sure the information is available online.
- The AWSEL/BM Examination Subcommittee and credentialing Subcommittee will provide a newsflash for candidates, so that candidates know exactly when and where to apply, what to do e.g. indicating deadlines;
- Specific communication: the chair is the only member of the relevant subspeciality EC to directly contact candidates that are sitting the examination;
- The chairs of the examination committee will contact the candidates and check if candidates will sit their examination once they have supplied proof of having paid their examination fees (Communication with the ECAWBM Treasurer).
- The Chairs will communicate guidelines about content and format of the examination and check the candidates' special requests.
- In case a conflict of interest arises between a respective AWSEL/ BM chair of the Examination Subcommittee and a candidate, a member of the respective AWSEL/ BM examination Subcommittee shall be appointed as coordinator of the examination. See also section COI statement

5.3.6. General Format, Time Frame and Examiners

5.3.6.1. Examination Brochure Updates

The Examination Brochure will be updated on the ECAWBM website at the latest six months prior to the Written Examination.

5.3.6.2. Parts of the Examination

For the AWSEL Subspecialty: The examination consists of two parts, a written and an oral part. Both parts of the examination are held annually. Candidates may sit both parts during the same year.

For the BM subspecialty: The examination consists of 3 written and 1 oral section : sections : Section 1 : Multiple choice questions (MCQs) Section 2: Short clinical cases and scenarios, Section 3: Critical review of a specialty journal article, and Section 4: Objective Case Management (OCM).

5.3.6.3. Examination Language and Reference Material

The language of the examination is English. Hard copy, non-medical dictionaries and a basic calculator are permitted in all parts of the examination. Dictionaries will be checked

by the examination invigilators before the examination commences.

5.3.6.4. Time Permitted To Pass the Examination

Candidates must pass all parts of the examination within eight years of completion of their residency programme, or within eight cycles of the examination if it is not held every year. The Credentials Subcommittee can grant extension of this period in special circumstances

5.3.6.5. Number of Examination Attempts

After being accepted to sit the examination, the candidate has a total of four (4) attempts to pass all parts of the examination. This must occur within 8 years of the end of the residency programme. Candidates who fail to pass all parts of the examination after four (4) attempts will not be able to reapply to re-sit the examination.

5.4. **AWSEL Examination**

5.4.1. **Eligibility for the AWSEL Examination**

5.4.1.1. Eligibility for the Written Examination

To be eligible to sit the examination, candidates must have had their credentials approved by the AWSEL Credential Subcommittee. A non-refundable examination fee must be paid to apply for the examination.

Each candidate must submit an organized eportfolio that contains:

- Summary of suitable work experience including the record of specific training and conferences attended
- Evidence of completed 120 case exposures, and 3 case reports
- Summary of research activity
- Summary of research project outcomes
- Evidence of a minimum of 2 submitted publications in peer reviewed journals, at least one as first author and at least one related to the research project. Papers must be accepted for publication by the time of examination.
- Evidence of at least two (2) oral or poster presentations at conferences, at least one of which is presented at an ECAWBM Congress
- Summary of relevant teaching activities

Candidates must notify the Credential Subcommittee of their intention to sit the examination and submit their eportfolio and application form by December 31 of the year prior to sitting the written examination.

5.4.1.1.2 Eligibility for the Written Examination via International Specialist route

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. There should be evidence of current activity in the speciality field demonstrated through recent publication in peer reviewed international journals. If these 10 papers are in a language other than English, an English

translation, performed by the applicant, should be provided (if at least 10 papers are in English, any additional papers in another language do not need to be translated). Where papers are multi-author papers and the applicant is not first author, the applicant's role in the study should be explained.

3. Case reports (2) - required as an assessment of complex case management. These must describe cases managed by the applicant in the last 5 years. Published case reports are acceptable.

4. Case log (100 cases): Cases must be of a complexity and type similar to that which would be expected of a resident to gain satisfactory approval by the credentials committee. They must be cases managed by the applicant during the last 5 years.

5. Evidence of any relevant postgraduate qualification in a related field should be submitted.

6. A covering letter should be provided (3-5 pages) in support of their application. This should include the following: career highlights, relevant experience (scholarly, clinical, legal, political), contributions to the speciality (education, research) -applicant to select 5 most significant contributions to the veterinary speciality with a brief statement of impact (< 250 words each) supporting each contribution. Contributions may be research (single paper or group of related papers, or a systematic review), teaching (at national or international level) or service (e.g. contribution to a national or international organisation which could be governmental, or multinational). Applicants should explain what they will bring to the membership of the college and how they intend to contribute to the development of the speciality, for instance through resident training.

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).

5.4.1.2. Eligibility for the Oral/Practical Examination

Eligibility for the practical part requires a PASS result in the written part of the examination.

5.4.1.3. Notification of Credential Status

The acceptance or denial of credentials will be notified to candidates at least 6 months in advance of the examination. This allows sufficient time for appeal against this decision before the examination. Any appeal against the denial of credentials must be made a minimum of one and maximum of three weeks following the official announcement of this decision.

5.4.1.4. Examination Subcommittee

The Examination Subcommittee Chair in conjunction with the members of the Examination Subcommittee will be responsible for the formulation and administration of the examination and subsequent examination reports. The Examination Subcommittee may recommend to the Board the appointment as examiner anyone it considers competent to administer the relevant part.

5.4.1.5. Examination Invigilator

An independent invigilator of the examination shall be appointed by the Examination Subcommittee.

5.4.1.6. Honour Code

Examinees are required to sign the Honour code prior to sitting the theoretical and practical examinations (see Appendix 1).

5.4.2. AWSEL Written examination

The written examination consists of three independent sections:

- Multiple choice questions
Questions are single, best-answer, context-rich, multiple-choice questions (MCQ). There will be no negative marking.
- Short essay paper
This paper aims at assessing the broad knowledge base of welfare science, ethics & law. There will be no choice of questions. The answers given by the candidates will be scored using standard marking criteria.
- Long essay paper
The focus of this paper is to assess the application of knowledge in science, ethics & law using reasoned arguments. The answers given by the candidates will be scored using standard marking criteria.

Content of the written examination

Each question will be based on published documentation available in the English language excluding references published during the last 6 months preceding the examination. The reference and correct answers will be recorded before the examination is held and will be made available to each Examination Subcommittee member.

5.4.3. Oral/Practical examination

The practical part of the examination includes 3 different sections:

- Welfare assessment
- Policy briefing
- Final oral examination

5.4.3.1. Welfare assessment

Candidates will be expected to present the findings of individual and/or group welfare assessments. Each of the following elements of the presentation will be assessed using the standard marking criteria.

Elements of the welfare assessment presentation	Proportion of assessment
Description of robust systematic welfare assessment	35%
Logical, critical analysis using appropriate frameworks	35%
External evidence to support analysis (<i>e.g.</i> literature, benchmarking, productivity)	20%
Format (clear, relevant visual material, appropriate reference format)	10%

5.4.3.2. Policy briefing

Candidates will be required to prepare a two-page evidence-based policy brief of the relevant welfare science, ethical analysis and policy options (including legislation). The specific task will be communicated with the candidate on successful completion of the written examination. The candidate will be asked to submit the content of the policy briefing for discussion during the final oral examination (see 7.3).

Each of the following elements of the policy brief will be assessed using the standard marking criteria.

Elements of the policy brief	Proportion of assessment
Description of relevant welfare science, ethics and policy, including legislation	35%
Logical, critical analysis using appropriate frameworks & recommendations	35%
External evidence to support analysis (<i>e.g.</i> peer-reviewed & non-peer-reviewed literature)	20%
Format (clear, relevant visual material, appropriate reference format)	10%

5.4.3.3. Final oral examination

Candidates will be required to attend a final oral examination with the members of the Examination Subcommittee. The Subcommittee will discuss the candidate's work experience including case exposures, publications, reports, and elements of the written and practical examinations. The questions and expected responses will be agreed in advance by the Examination Subcommittee and marked using standard marking criteria (section 9).

5.4.4. Marking of the written and oral examinations

For the written parts of the exam, the evaluation will be performed by using pre-established answer models. For grading the OCM part of the examination at least two examiners will be present during the examination. The evaluation will be performed by using pre-established answer models.

5.4.4.1. Scoring framework

All examination questions (written and oral examination) are scored against a standard scoring framework (see Examination Brochure).

5.4.4.2. Marking of the written examination

Written examination questions are marked by a minimum of two examiners. The inter-examiner variability is controlled by a working group in charge of the control of the quality of the scoring. Papers of failing candidates will be further verified to ensure fairness in the evaluation.

The identities of the candidates will remain unknown to all the examiners, except the Chair until after marking is completed and the post-exam moderation is performed.

5.4.4.3. Marking of the oral examination

The oral examination is assessed by at least two examiners.

The oral examination is to be video recorded (with the consent of the candidate) and in any case where the examiners are not able to reach an agreed outcome, a third examiner can offer an opinion after reviewing the video.

In case of persistent disagreement between the examiners, the Chair or the deputy Chair will make a final assessment

5.4.5. Re-examination

All six elements of the examination will be regarded as separate components for the purposes of the assessment. The pass mark for each component is absolute; there is no opportunity to compensate in other components for one failed component. Candidates will pass the examination once they have achieved a pass mark in all six components.

If a candidate fails one or more element, they will be able to re-sit the examination. Candidates are not required to re-sit components in which they have already passed but must re-sit all remaining components in the next examination year.

Candidates may apply to re-take any part of the examination three (3) times and all parts of the examination must be passed within eight (8) years of completion of the residency programme. The candidate is advised to discuss this decision with their supervisor prior to making an application to re-sit an examination.

5.4.6. Application Deadlines for Re-Examination Forms

The appropriate application form must be submitted to the Exam Committee the year prior to the year in which the candidate intends to re-sit the examination.

5.4.7. Application Fee for Examination or Re-examination

The full examination fee must be paid at the time of application.

5.5. THE BM EXAMINATION

5.5.1. Procedures of BM Exam preparation

5.5.1.1. Multiple choice questions (MCQs) – Parts IA and IB

The theoretical parts I and II of the ECAWMB (BM) Examination will consist of multiple choice questions (MCQS), because literature indicates that the use of MCQS is a fair way to screen candidates skills on different levels: memory only; memory-plus application; ability to interpret cause-and-effect relationships, ability to justify methods and procedures.

5.5.1.1.1. Database MCQs

The EC will provide and annually update a database with MCQ , covering the learning outcomes for the ECAWMB (BM) examination. This will include designing an examination matrix, so that the questions will be balanced in terms of screening knowledge, insight and application of knowledge (20% knowledge, 40% insight, 40% application of knowledge).

5.5.1.1.2. Writing MCQs

Each year, individual ECAWMB (BM) Diplomate and Associate member will be asked to provide a minimum of 3 questions. In order to support Diplomates and Associate members writing MCQs for the examination, the EC will provide a written document with instructions and guidelines on writing exam questions to ensure fairness to the candidates. This document will be available online.

5.5.1.1.3. Reviewing and finalising MCQs

The EC will review all of the MCQs in terms of content and scientific references, put them in the examination format that has been agreed upon (correct option, number of distracters), check for language and comprehensive understanding. Questions can be reused in future years, but in consecutive years at least 1/3 of the examination questions must be replaced.

5.5.1.2. Clinical Cases – Part II

Part II of the examination consists of Short Answer Questions (SAQs) and Long Answer Questions (LAQs) relating to clinical cases (dog, cat and species of choice). The EC will annually provide a number of written clinical cases and prepare questions to screen the ability of clinical reasoning of

the candidate.

The EC is aware that field of behavioural medicine 'terminology' still lacks uniformity and diagnostic labels can have different meanings depending on the educational and cultural background of the candidate. In human medicine similar issues have been the subject of discussion, and the competence of candidates to motivate their diagnoses (knows how – shows how) has been found far more important than just being able to label a disease.

5.5.1.3. Review of an original research paper – Part III

Part III of the examination consists of a critique of an original research paper. EC will select the paper to be reviewed by the candidates.

5.5.1.4. Case simulation: Objective Structured Clinical Examination (OSCE) – Part IV

Part IV of the ECAWBM examination is aimed at screening through an oral interview the clinical skills of the candidate. The EC will prepare the diagnostic material for the examination e.g video(s) sequences, short history and OSCE questions.

5.5.2. Eligibility for the BM College Examination

5.5.2.1. Eligibility for the Examination

5.6. Procedure for credentialing for the BM College Examination

To be eligible to sit the examination, candidates must have had their credentials approved by the Credentials committee. Candidates must notify the Credential Subcommittee of their intention to sit the examination and submit their BM_Credentialing_Form and application form by March 31 of the year that they wish to sit the examination.

5.6.1. Credentialing process for residents

1. Notification

The candidate must notify the [Chair of the BM Credentials Subcommittee](#) of their intention to sit the examination in the calendar year preceding the Examination

2. Credentialing form

The candidate needs to complete the Application Form for Credentialing for the ECAWBM Examination in Behavioural Medicine. The form requires evidence of:

- Summary of suitable work experience including the record of specific training and conferences attended
- Evidence of having completed a minimum of 100 consultations during each year of their residency programme. (or prorated for part time residents).
- Summary of research activity
- Summary of research project outcomes
- Evidence of a minimum of 2 submitted publications, at least one as first author and at least one related to the research project. Papers must be accepted for publication at the time of credentialing.
- Evidence of at least one oral and one poster presentations at conferences, at least one of which is presented at an ECAWBM Congress
- Summary of relevant teaching activities

3. Credentialing Fee

The candidate needs to pay the Credentialing Fee as determined annually.

The payment is a necessary condition to apply for credentialing and the candidate must submit a receipt to the credentialing committee

To pay the credentialing fee via PayPal

For alternative payment methods, please send an email to treasurer@ecawbm.org

4. Sending application

The completed application should be sent by e-mail to: secretarybm@ecawbm.org

and copied to the chair of the ECAWBM BM Credentialing Committee

The candidate will receive feedback on the decision of their application by the date published in the credentialing timeline.

5. Confirmation of participation

Candidates accepted for entering the Examination will receive a request to confirm their participation by emailing the chair of the ECAWBM BM Examination Committee

6. Payment of examination fee

Candidates accepted for entering the Examination will then receive a request pay the Examination fee as determined annually.

To pay the exam fee via PayPal

For alternative payment methods, please send an email to treasurer@ecawbm.org

5.6.2. Credentialing for the ECAWBM BM Examination by the International Recognized specialist route

Veterinarians internationally recognised in the field of Behavioural Medicine, can apply to sit the ECAWBM examination without prior completion of a Residency programme.

Downloads

All application processes are to be followed as listed above with the addition of the provision of documentation as per the information provided below.

Criteria for Veterinarians Internationally Recognised in the field of Behavioural Medicine

Link: [Criteria_INT_SPEC_EXAM_June2020](#)

Reference Letter for Veterinarians Internationally Recognised

Link : [ECAWBM_reference_letter_template 2020](#)

5.6.2.1. Notification of Credential Status

The acceptance or denial of credentials will be notified to candidates at least 6 months in advance of the examination. This allows sufficient time for appeal against this decision before the examination. Any appeal against the denial of credentials must be made a minimum of one and maximum of three weeks following the official announcement of this decision.

5.6.2.2. Examination Subcommittee

The Examination Subcommittee Chair in conjunction with the members of the Examination Subcommittee will be responsible for the formulation and administration of the examination and subsequent examination reports. The Examination Subcommittee may recommend to the Board the appointment as examiner anyone it considers competent to administer the relevant part.

5.6.2.3 Examination Invigilator

An independent invigilator of the examination shall be appointed by the Examination Subcommittee.

5.6.2.4 Honour Code

Examinees are required to sign the Honour code prior to sitting the theoretical and practical examinations (see Appendix 8).

5.6.3 Structure of the BM Examination

The examination is divided into 4 sections:

5.6.3.1. Section 1: Multiple Choice Questions (MCQ)

This part of the examination comprises 100 MCQs on general behaviour science and clinics (Section 1-A); 100 MCQs on specific animal species of which 35 dog related, 35 cat related and 30 related to other species like horses, donkeys, rabbits, parrots etc (Section 1-B). Both sections will consist of single best answer format with 3 distractors (incorrect or less good options) without negative marking. There will be no choice of questions.

5.6.3.1.1. Section 1-A:

The aim of the section on general behaviour sciences and clinics is to test candidates' knowledge and understanding of concepts relating to the medical and biological sciences that underpin clinical practice of behavioural medicine (History and ethology; Behavioural biology; Pharmacology; Learning and cognition; General medicine and diagnostic evaluation; Clinical animal behaviour problems; Research and statistics; Animal welfare – Low stress handling; Diplomates Role in the veterinary profession; Species-specific topics; Emerging topics in animal behaviour; Ontogeny, phylogenetic adaptive and mechanistic basis to behaviour; Ethological systems and processes, Psychological processes and systems, Regulation and control of behaviour, Human Animal Interactions, Animal welfare science, Animal learning and training science, Neuro-endocrinological basis of behaviour, Clinical procedures).

5.6.3.1.2. Section 1-B:

The aim of the questions on species-specific behaviour and clinics is to test the candidates' knowledge and understanding of concepts relating to Normal behaviour; Behavioural development and problem prevention; Social behaviour and communication; Sexual behaviour; Parental behaviour, Feeding and drinking behaviour, Most common behaviour problems, differential diagnoses. Age related problems, Training and management, Emotional problems; Repetitive behaviours; Biological therapies; Environmental enrichment; Training, obedience and control; Miscellaneous behaviours Particular emphasis will be given to the candidates' ability to demonstrate clinical judgement when presented with a case scenario.

This part of the examination will also test the following skills of the candidates: Memory Only; Memory-Plus Application; Ability to Interpret Cause-and-Effect Relationships; Ability to Justify Methods and Procedures. Candidates will be encouraged to provide feedback on specific questions in particular to identify any difficulties in comprehension they have encountered, and these comments will be considered in the examination assessment process.

5.6.3.2. Section 2: Short clinical cases and scenarios

This part of the examination consists of open-ended Short Answer Questions (SAQs) and Long Answer Questions (LAQs) relating to clinical cases and scenarios (dog, cat and species of choice). The aim of this part of the examination is to screen the candidate's clinical skills (e.g history taking, differential diagnosis, management, drug selection, etc.).

5.6.3.3. Section 3: Critical review of a specialty journal article

This part of the examination consists of a critical review of an original research paper, published in the last 5 years. Candidates will be asked to perform an analysis of: relevance of the study to the field of veterinary behaviour; hypothesis and goal; appropriateness of methods used to test the hypothesis (including statistics); validity of results and if they confirm/reject the hypothesis; is the conclusion supported by the results.

5.6.3.4. Section 4: Objective Case Management (OCM)

This part of the examination is aimed at screening the clinical skills of the candidate: (performance) in investigating a behavioural problem, as well as screening their abilities to perform clinical cases in practice.

Each candidate will be individually examined by two examiners. A series of practical scenarios will be presented to assess the candidate's skills to deal with real situations. This part of the examination is based on the OSCE approach (Objective Structured Clinical Examination), which is extensively used in life sciences, including veterinary Medicine.

Depending on the number of candidates, the examiners will schedule the time for the examination with each candidate, always within the time frame allocated for this part of the examination.

Examiners will not participate in oral examinations of residents they have supervised within their own program or residents having spent more than one month taking part in their program.

5.6.4 Language

The exam will be conducted in English. Candidates who are not native English speakers have the option of having a translator fluent in their own language attending the examination. If candidates need a translator present, they have to request it on the application for the examination.

5.6.5 Format of the BM Examination

The examination is typically held on three consecutive days. Unless otherwise specified, day one covers sections 1.A and 1.B, day two covers sections 2 and 3, and day three covers section 4.

A maximum of 3.5 hours is allowed to complete each of the following sections: 1.A, 1.B, 2 and 3. Section 4 lasts approximately 50 minutes and includes 2-4 clinical scenarios that are the basis for an oral discussion.

The examination will be held in a quiet environment and will be supervised during the entire time by at least two members of the examination committee. The use of "smart" digital devices that could allow access to information that could benefit the candidate (including cell and smart phones) is not allowed during the examination.

5.6.6 Marking Criteria and Process

5.6.6.1. Pass rate

In order to pass the exam, candidates must achieve a pass mark in each of the sections. As described in the constitution of ECAWBM, candidates that fail individual components of the Examination must retake only the failed components.

However, candidates must re-take all the parts they have not yet passed each time they attempt to complete the examination. All parts must be completed within 8 years of the completion of the residency programme. The maximum number of reapplications to sit parts or all of the examination is 3.

The minimum score to pass each section of the exam is 70% of the maximum potential score for that section. The 70% pass mark for each component is absolute; there is no opportunity to compensate in other components for one failed component. Candidates will pass the examination once they have achieved a pass mark in all five components.

The oral examination is assessed by at least two examiners.

The oral examination is to be video recorded (with the consent of the candidate) and in any case where the examiners are not able to reach an agreed outcome, a third examiner can offer an opinion after reviewing the video.

In case of persistent disagreement between the examiners, the Chair or the deputy Chair will make a final assessment

For the written parts of the exam, the evaluation will be performed by using pre-established answer models. For grading the OCM part of the examination at least two examiners will be present during the examination. The evaluation will be performed by using pre-established answer models.

Relevant notes and justifications for the marks attributed will be made of each element of the examination. These will be available for scrutiny on the request of the candidate or in case of an appeal against an adverse decision.

5.6.6.2. Communication of Results - EC reports

The examination committee will write an examination report consisting of the final evaluation of each candidate's examination performances

The examination committee will communicate the results of the examinations in a written form to the Chair of the BM Executive Group. The Chair of the Executive Group will then contact the candidates and notify them of the results of their examinations.

Results of the examination will be reported within six (6) weeks to all candidates. Results will indicate whether the candidate passed or failed each of the components of the examination. Candidates who failed will receive a document from the Chair of the Examination Committee indicating their performance on the various topic areas within the examination.

5.6.6.3 Examination Review for Failing Candidates

Candidates who fail any part of the examination will be allowed to view representative parts of their transcripts, to get an understanding of why they did not pass the exam, in the presence of an examiner, at the location of any of the examiners, or via remote (video conferencing) means.

Supervisors will not be permitted to attend. The request to view the transcripts must be made within one month of notification to the candidate that they have failed, and the transcript must be viewed within 3 months of notification that they have failed.

5.6.7. Re-examination

5.6.7.1. General information

A candidate who fails the theoretical or practical part of the examination must re-apply, if he/she wishes to re-sit this part of the examination in a subsequent year. The candidate is advised to discuss this decision with their supervisor prior to making an application to re-sit an examination

5.6.7.2. Criteria for Passing Examination

All parts of the examination will be regarded as separate components for the purposes of the assessment. The pass mark for each component is absolute; there is no opportunity to compensate in other components for one failed component. Candidates will pass the examination once they have achieved a pass mark in all six components.

If a candidate fails one or more element, they will be able to re-sit the examination. Candidates are not required to re-sit components in which they have already passed but must re-sit all remaining components in the next examination year.

Candidates may apply to re-take any part of the examination three (3) times and all parts of the examination must be passed within eight (8) years of completion of the residency programme. The candidate is advised to discuss this decision with their supervisor prior to making an application to re-sit an examination.

5.6.7.3. Application Deadlines for Re-Examination Forms

The appropriate application form (BM_Exam_Resit Form) must be submitted to the Exam Committee the year prior to the year in which the candidate intends to re-sit the examination.

5.6.7.4. Application Fee for Examination or Re-examination

The agreed examination resit fee must be paid at the time of application.

THIS SECTION IS FOR BOTH AWSEL & BM

5.6.8 Examination Report & Communication of results

The Chair of the Examination Subcommittee is responsible for preparing a full report of the examination to the Board. This report will include relevant statistics including, for instance, the number of candidates, pass rate for first time candidates, pass rate for repeat examinees, pass rate for the entire examination and pass rate for each theoretical and practical section. In addition, specific comments from the examiners regarding areas of weakness will be included. Any particular event during the examination and the marking, such as question removal, must be documented clearly. The examination report will be made available to all ECAWBM Diplomates after it has been approved by the Board.

5.6.9. Communication of results

Results of the examination will be forwarded to the Board within 7 days for AWSEL and 6 weeks for BM after the practical examination. The Chair of the Executive Committee will notify results of the examination individually to the candidates within 7 days of the timeframe of marking noted above days after the oral examination. The Examination Subcommittee chair will send a written report to failing candidates and their supervisors detailing marks in individual sections and specific weaknesses identified during the examination. Candidates can appeal the decision of the committee within 30 days of receiving notification of their results.

5.6.10. Examination Review for Failing Candidates

Candidates who fail any part of the examination will be allowed to view representative parts of their transcripts, to get an understanding of why they did not pass the exam, in the presence of an examiner, at the location of any of the examiners. On request of the resident the supervisor can attend the meeting. The request to view the transcripts must be made within one month of notification to the candidate that they have failed, and the transcript must be viewed within 3 months of notification that they have failed.

6. Suspected malpractice by examination candidates

6.1 Definition

Malpractice is deemed to be those actions and practices, which threaten the integrity of the examination, and/or damage the authority of those responsible for conducting them. The following

are examples of malpractice by candidates.

The list is not exhaustive and other instances of malpractice may be considered by the ECAWBM at their discretion:

1. Introduction of unauthorised material into the examination room (including but not limited to: notes, textbooks or study guides; personal organisers; mobile phones; or other similar electronic devices);
2. Obtaining, receiving, exchanging or passing on information which could be examination related (or the attempt to) by means of talking, written papers/notes, mobile phone or other electronic device;
3. Attempting to solicit information about the examination from candidates from an earlier time slot;
4. Copying from another candidate;
5. Collusion between candidates or between candidates and any other persons;
6. Disruptive behaviour in the examination room (including the use of offensive language);
7. Failing to abide by the conditions of supervision designed to maintain the security of the examinations;
8. Failing to abide by the instructions of an invigilator, examiners, or the ECAWBM in relation to the examination rules and regulations;
9. Impersonation: pretending to be someone else, arranging for a third party to take the candidate's place in an examination;
10. The inclusion of inappropriate, offensive or obscene material in answers;
11. Misuse of examination material, e.g. by passing or attempting to pass such material to a third party after the examination;
12. Physical or verbal abuse or intimidation of examination candidates or examiners;
13. Bribing or attempting to bribe an examiner;
14. Behaving in such a way as to undermine the integrity of the examination;
15. Contravention of the instructions on the conduct of the examination and the candidate's responsibilities, contained in documents that have been sent to the candidates; or that are published on the ECAWBM website; or that have been conveyed to them by examination staff or invigilators.

6.2 Allegations of Malpractice

6.2.1 Reporting Allegations of Malpractice

Allegations of malpractice may be reported to the Board of the ECAWBM by (supervising) examiners, invigilators or candidates. When dealing with alleged malpractice, the ECAWBM Board will communicate with both with the invigilator or examiner and the candidate or the candidate's representative.

6.2.2 Investigation of Malpractice

The ECAWBM Board will seek to establish the full facts and circumstances of any alleged malpractice by any candidate by seeking full accounts from and, where appropriate, interviewing, all parties involved. The ECAWBM Board will seek to investigate all allegations of malpractice, but reserve the right to reject allegations, which lack substance or appear, following careful scrutiny, to be malicious. Only in the case of a burden of evidence will the College take official steps regarding violations of its Policies and Procedures.

6.2.3 Reporting Malpractice at the Examination

If malpractice is discovered during or immediately after the examination, a full report must be submitted immediately after the event to the ECAWBM Board by the invigilator or supervising examiner. In most circumstances, the candidate will be permitted to complete the examination provided that his/her behaviour causes no disturbance to other candidates or jeopardizes the security or conduct of the examination, in which case he/she should be removed and his/her

examination terminated. However, the candidate will be informed of the nature of the alleged malpractice in front of an independent witness. A full report should be submitted to the ECAWBM Board, including an account of the candidate's response. The candidate should be advised that the matter will be subject to an investigation. Any material illegally introduced into the examination room should be temporarily confiscated (including electronic equipment) and a receipt given. If the candidate refuses to permit the material or equipment to be confiscated, this fact will be recorded.

6.2.4 Reporting Malpractice after the Examination

If malpractice is alleged after the examination or is discovered by the ECAWBM Board, full details of the alleged malpractice will be reported to the invigilator or supervising examiner at the examination centre and he/she will be asked to comment in writing on the report.

6.2.5 Communications to Candidate and Candidate Response

In all cases a candidate accused of malpractice must be sent full details of the allegations and evidence against him/her and be given the opportunity to respond in writing to allegations made. The candidate will be given a period of up to 30 days, following written receipt of the allegations and supporting evidence etc., to reply to the allegations.

6.2.6 Candidate Access to Evidence of Malpractice

The ECAWBM Board will ensure that individuals subject to an irregularity investigation have access to all evidence against them and are provided with all necessary facilities including advice, sufficient time etc. to allow full responses to be prepared.

6.2.7 Investigation and Report of Malpractice to Board

It is the responsibility of the invigilator or supervising examiner, acting on behalf of the ECAWBM, to carry out an investigation, to submit a full written report of the case and to provide supporting evidence, including the actual material or equipment confiscated where appropriate to the ECAWBM Board.

Reports should include:

- 1/ a statement of the facts (detailed account of the circumstances and details of any investigation carried out);
- 2/ a written statement(s) from the invigilators or other staff concerned;
- 3/ any mitigating factors;
- 4/ seating plans, where relevant;
- 5/ unauthorized material found in the examination room;
- 6/ any work of the candidate and any associated material or equipment which is relevant to the investigation.

6.2.8 Consideration of the Malpractice Allegation

6.2.8.1 Informing the Candidate of Possible Consequences of Malpractice

In following up the receipt of a formal report of allegation of malpractice the Chair of the Examination committee should write to the candidate to inform him or her of the possible consequences should malpractice be proven and of the avenues for appealing should a judgment be made against him or her.

6.2.8.2 Informing the Candidate of Course of Action

Once the candidate's response to the allegation contained in the report has been received, the Chair of the Examination committee, or equivalent, will consider the case and decide upon a course of action. This course of action will be communicated to the candidate within 30 days of

receipt of their response. If the potential sanction falls outside the authority of the Chair of Examination, the allegation may be referred to the ECAWBM President. The ECAWBM President may consider the allegation and take appropriate actions, or may ask the Board to consider the allegation. Full details of the procedure should be sent to candidates whose case is put before the ECAWBM Board.

6.2.8.3 Candidate's Options for Response

In most cases the events will be considered on the basis of documentary evidence alone and candidates will respond to allegations in writing. However, candidates will have the right to appear in front of the Board to present their case and in such cases they will be offered the opportunity to be accompanied or represented by a legal adviser or other representative or supporter.

6.2.9 Sanctions and penalties applied against candidates

The ECAWBM Board may, at their discretion, impose the following sanctions and penalties against candidates found guilty of malpractice:

- 1/ formal warning
- 2/ result of a part of the exam annulled or withheld
- 3/ all results for exams to date annulled/withheld
- 4/ barred from entry for set period
- 5/ barred from entry ever again. Penalties (4) and (5) imply also penalty (3).

6.2.10 Principles for applying sanctions and penalties

6.2.10.1 Application of Penalties

The sanctions and penalties are not to be applied to offences according to a fixed scale, but are to be chosen from a defined range, in order to reflect the particular circumstances of each case and any mitigating factors. The ECAWBM reserves the right to apply penalties flexibly, outside of the defined ranges if particular mitigating or aggravating circumstances are found to exist. As no assumptions can be made on intended actions, penalties will be based only on the evidence presented. All penalties must be justifiable and reasonable in their scale and consistent in their application. Penalties may apply either to all parts or components of the examination in which the offence has been committed or may apply additionally to possible future examinations, depending upon the severity of the offence. If evidence comes to light some considerable time after the offence, a penalty may still be applied to the examination in which the offence was committed and to later examination. For reasons of consistency of approach in the application of penalties, the ECAWBM will not (subject to any mitigating factors or extenuating circumstances) take into account the consequential effects of any particular penalty that might arise from the circumstances of the individual.

6.2.10.2 Duration of Penalties Applied

Penalties applied will remain on record until the candidate is either time-expired from the ECAWBM examination or passes the ECAWBM examination.

6.2.11 Communication of the decision

The candidate will be informed of any decision in writing as soon as possible after decisions are made and in all cases within 14 days. It is the responsibility of the ECAWBM Secretary to communicate the decision to the individuals concerned, and to give warnings in cases where this is indicated.

7. Recertification of Diplomates of ECAWBM & Re-Registration of Associate Members

7.1. Recertification of diplomates and re-registration of associate members is required every five years and deadlines for submission of the re-certification/re-registration package must be respected

7.2. The Credentialing and Recertification Subcommittee shall notify applicants for recertification /re-registration on 1st February of the year the recertification is due by 31st May of that year.

7.3. The Credentialing and Recertification Subcommittee shall send two further reminders (15th February and 15th April) to applicants and shall notify on July 31st any applicants that have not submitted their application for recertification /re-registration that their application is overdue.

7.4. In exceptional circumstances, the recertification subcommittee may consider applications beyond the closing date.

7.5. Applying for recertification /re-registration

7.5.1. Applications must be made using the application forms (form x)

*http://www.ecawbm.org/animal-welfare-science-ethics-and-law/aw-diplomate_associate-area/
<http://www.ecawbm.org/behavioural-medicine/bm-associate-area>*

7.5.2. Applicants must provide the following:

7.5.2.1. Confirmation they are spending at least 60% of their time working in the field of AWSEL/BM

7.5.2.2. Details of various activities eligible for credit points

7.5.2.3. Eligible activities include:

- Supervision of residents or PhD candidates
- Scientific publications in relevant peer-reviewed international journals/national veterinary journals in the fields of AWSEL/BM within the last five years
- Societal activities related to the fields of AWSEL e.g. public lectures, interviews to media, review of AWSEL/BM grant applications
- Own AWSEL/BM related education e.g. attendance at congresses
- Presentations relating to AWSEL/BM or provision of legal evidence for court cases

7.5.2.4. The application form shows the credit points attributable to each activity and the maximum credit points that may be submitted for each activity type.

7.5.2.5. Applicants must confirm their attendance at a minimum of two ECAWBM annual scientific meetings in the last five years

7.5.2.6. Membership of an ECAWBM activity e.g. membership of an ECAWBM subcommittee or College Board

7.5.2.7. Preparation of valid ECAWBM examination questions

7.5.3. Applicants must provide the written support of two referees who should:

7.5.3.1. Agree with the applicant's activities.

7.5.3.2. Support recertification

7.5.3.3. Explain why the referee is justified in confirming the activity and supporting the application.

7.6. Review Process by AWSEL/ BM Recertification Subcommittee

Once received, applications will be considered by the recertification subcommittee.

7.6.1. Each application will be assessed by two members of the credentials and recertification subcommittee using the assessment form (form xx)

7.6.2. Subcommittee members shall declare any conflicts of interest with applicants (note that members are not blinded to an applicant's identity). If both assessors declare a conflict of interest, the application will be referred to the Chair, AWSEL/BM Executive Committee and one other AWSEL/BM-CB member for assessment.

7.6.3. If there is a disagreement between the two members assessing an application, the application and its assessment will be reviewed by the subcommittee chair

7.7. Results

The chair of the subcommittee shall inform the College Board the outcome of the subcommittee's decision for each applicant by 1st September.

7.8. Communication of Results

The chair of the subcommittee shall inform each applicant of the outcome of their application for re-certification following confirmation of the decisions by the College Board by 1 October.

7.9 Failure to submit Recertification Documents or Re-registration Documents

Any Diplomat or Associate who is unsuccessful in recertifying in [Doodlea](#) given year may make up any deficits noted in the year following. After this time, should their application be unsuccessful they will be removed from the register.

Any Diplomat or Associate who fails to submit their recredentiaing application by the final deadline has one year grace in order to do this. However, they then have no further grace period for recertification should their application fail the following year.

The following recertification requirement for diplomats who have used their grace period for recertification will follow after a further 4 years and then every 5 years thereafter.

8. Appeal Procedures

8.1 Definitions and Grounds of Appeal

In the event of an adverse decision by the College the affected party has the right to appeal against this decision. Adverse decisions by the College include, but are not limited to:

- A. Denial of certification of credentials.
- B. Temporary or permanent suspension of a member of the college.
- C. Failure of an examination or a part of an examination.
- D. Denial of adequacy of credentials.
- E. Denial of adequacy of re-credentials/re-registration
- F. Denial or withdrawal of approval of a residency programme.
- G. Sanctions or penalties for malpractice.

8.1.1. Affected parties

Affected parties can be persons seeking enrolment as ECAWBM residents, enrolled ECAWBM residents, examinees or members of the college. For adverse decisions regarding training

(residency) programme denial or approval, the Programme Director shall act as the affected person.

8.1.2. A Notice of Appeal

A *notice of appeal* is the submitted document by the affected party prior to it being considered as an Appeal by the Board of the College.

8.1.3. An Appellant

An *appellant* is an affected party who has submitted a Notice of Appeal.

Appeals must be made on one of the following grounds to be considered:

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

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

8.2. Communication of the Right of Appeal

In the event of an adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the adverse decision. This notification must be included with the communication that gives notice of the adverse decision itself. The Appeal Procedure must specify a postal or email address and Officer of the College to which an Appeal should be sent in the first place, this is currently the Secretary.

8.3. Commencing the Appeal Process

8.3.1. Timeline for Launching a Notice of Appeal

Any affected party who wishes to launch a Notice of Appeal must do so no sooner than 60 days and no longer than 90 days of the written/email receipt of the adverse decision. The Notice of Appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and any relevant documentation in support of the Appeal. Note, an exception to this timescale exists for appeal against denying acceptance of credentials. This must be made a minimum of one and a maximum of three weeks following the official announcement of the decision (see also 5.1.8)

8.3.2. Acknowledgement of Receipt of Appeal

The College must acknowledge the receipt of the Notice of Appeal within five working days. The Secretary shall advise the Appellant of the procedure for appealing against the adverse decision including payment of the appeal deposit.

8.3.3. Appeal Deposit

An Appeal Deposit will be payable by the Appellant. The Appeal Procedure will only be opened once the College has received the Appeal Deposit. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice, this will be deemed an admission of liability. All administrative costs incurred by the ECAWBM in handling of the Notice of Appeal and subsequent Appeal, including any travel and subsistence costs of the Appeal Committee members and the Board attending an Oral Hearing, shall be met by the losing party (Appellant or ECAWBM). If the Appeal is accepted/upheld the deposit is repaid in full. In the event of an unsuccessful/rejected Appeal any remaining deposit, following deduction of the costs itemized above, will be repaid to the Appellant together with an itemisation of the costs retained.

8.3.4. Consideration of Notice of Appeal

The Secretary shall notify the President of the College immediately on receipt of the Notice of Appeal. Within 10 working days of its receipt by the College the Notice of Appeal must be considered by at least 3 members of the Board. These members shall have had no prior

involvement with the case, and no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

The board appointed members will decide whether a proper Ground for Appeal has been identified; and provided the Appeal is not completely spurious, will launch the appeal process.

Within 25 working days of receipt of the Notice of Appeal the College must inform the Appellant whether or not the Appeal Deposit has been received and whether or not the Notice Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeal Committee that will consider the Appeal.

8.3.5. Decision on Notice of Appeal

If a proper Ground for Appeal has been identified and if the Appeal Deposit has been received the College will convene an Appeal Committee to consider the Appeal.

If no proper Ground of Appeal by the Notice of Appeal has been identified by the College, the Secretary may inform the Appellant that either:

8.3.5.1. It will take no further action (and explain the justification for this),

OR

8.3.5.2. It will consider the Notice instead as a request for an informal review of an adverse decision by the Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

8.3.6. Timeline for Distribution of Appeal Documents

The procedure for convening an Appeal 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 Appeal Committee according to paragraph 6.4.

Within 5 working days of the appointment of the Appeal Committee, all the documents relating to the dispute shall be forwarded by the Secretary to the members of the Appeal Committee.

8.4. Creation of the Appeal Committee

The Appeal Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as members of the Board of the College or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

The ECAWBM has a standing Appeal Committee Chair who is not a member of the Board. The Appeal Committee Chair shall, with the advice of the selection committee, seek two other Diplomates, who are not involved with any function in the ECAWBM that would compromise their judgment and are not closely associated with the affected person personally or professionally, to serve in the Appeal Committee with the Chair. This committee normally includes the Appeal Committee Chair (unless there is a conflict of interest). The names of the Appeal Committee members shall be put forward for approval to the Appellant and the President of the College. If either party disagrees with the selection of an Appeal Committee member, a reason must be given. The Appeal Committee Chair will then consider the arguments made and may select another suitable Diplomat for the Appeal Committee.

The Appeal Committee Chair is in charge of organising the work of the Appeal Committee and communicating with the Secretary. The Secretary of the College acts as a conduit for communication between the Appeal Committee, the Appellant and the Board.

8.4.1 Confidentiality

All Appeals are to be conducted in due confidence.

8.4.2. Requests for Material

The Appeal Committee should request information relevant to its consideration of the Appeal from any relevant party. This includes material from the Credentials Committee, Examination Committee or other relevant ECAWBM functions, as well as a complete dossier of relevant information from the Appellant via the secretary of ECAWBM and NOT directly with the Appeal committee.

8.4.3. Oral Hearings

The Appeal Committee must carefully consider the need or not for an Oral Hearing. Where an Appeal Committee decides not to hold an Oral Hearing in an Appeal against an adverse decision that arises from an allegation of impropriety against the Appellant (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 the Appellant reasonable opportunity to appear.

An Oral Hearing must be attended by at least three members of the Appeal Committee but neither party will be represented by legal counsel. 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. In the event of rejection of the appeal, the College will not meet any costs incurred by the Appellant or their “representative” in attending the Oral Hearing.

8.4.4. Documentation of the Appeal Meeting

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.

8.4.5. Consideration of the Appeal

The Appeal Committee shall consider the merits of the Appeal based on the Constitution and the Policies and Procedures of the College, in particular whether the College failed to correctly apply its own published rules, procedures or criteria relevant to the decision in question or whether the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

For the purposes of an Appeal, the Constitution and Policies and Procedures to be used will be those which were published on the ECAWBM website at the time of the incident leading to the adverse decision of the College.

8.4.6. *Decision on the Appeal*

The Appeal Committee must either uphold, partially uphold or reject an Appeal. The Appeal Committee should also make recommendations to the Board where it sees problems or insufficiencies in the work of the College, even if these do not merit the upholding of an Appeal.

8.4.7. Timeline for Communication of Decision on Appeal

The Appeal Committee must deliver its decision on the Appeal to the Secretary of the College within 90 days of the date of receiving all documents relating to the dispute, although with an adverse decision on credentials the procedure will be expedited so that the candidate is able to sit the examination if the appeal is successful. Within 15 working days of receipt of the Appeal decision the Secretary will deliver it in writing, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant.

8.4.8. EBVS Appeal

After completion of the Appeal Procedure the Appellant, if not satisfied with the final decision rendered by the ECAWBM Appeal Committee, may appeal to the European Board of Veterinary Specialisation (EBVS) against an adverse decision by the ECAWBM. Appeals to the EBVS must be made in writing to the EBVS Secretariat. The decision of the EBVS is final.

9. Appendices – Forms

Name	Meaning	drafted by
AWSEL form 1	SRP Residency enrolment form	EDUC
AWSEL Form 2	ARTP submitting form	EDUC
AWSEL form 3	AWSEL ePortfolio	CRED
AWSEL form 4	AWSEL Resident Progress- Report form	EDUC
AWSEL form 6	AWSEL Examination Application form	CRED
AWSEL form 7	AWSEL Examination resit form	CRED
AWSEL form 8	AWSEL Examination honour code form	EXAM

Appendix 1: EBVS Quality assurance document

Appendix 2: EBVS Knowledge-Skills and Competences document

Residency requirements

BM Form 1	Residency_requirements_ECAWBM_2020 Requirements For a Residency Training Programme for ECAWBM (AWSEL/ BM)
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SRP Standard residencies

BM Form 2	Res_SRTP Application for approval of a resident enrolling in a Standard Residency (STP) with the ECAWBM (BM)
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Alternative residencies

BM Form 3	Res_ARTP Application for approval of an Alternative Resident Training Programme with the ECAWBM (BM)
BM form 4	Guideline_BM_ARTP_2020 Guidelines for Residents and Supervisors How to apply for an Alternative Residency Training Programme

Evaluation of training

BM Form 5	BM- RFUF Resident 6 Mnth Follow Up Form
BM form 6	BM-Annual_Evaluation_REPORT Res_Supervisor_ Annual evaluation REPORT
BM Form 7	BM_Example_case_log Example on keeping records

Institutions

BM Form 8	Guideline_BM_Institution_SRTP Guideline for institutions that want to provide a Standard Residency Training Programme (SRTP) with the ECAWBM (BM)
BM Form 9	BM_Institution_SRTP Application approval of institutions that want to provide Standard Residency Training Programme (SRTP) with the ECAWBM (BM)
BM Form 10	BM_ReAccreditation_SRTP ReAccreditation of institutions that want to provide Standard Residency Training Programme (SRTP) with the ECAWBM (BM)

Credentialing examination : RESIDENT

BM Form 11	BM_application_Credentialling_Exam To be sent by resident to credential for the Examination
BM form 12	Case Log Template for Residents BM_Case_log_template
BM Form 13	Examination honour code form

Credentialing Examination by the International Recognized specialist route

BM Form 14	Criteria_INT_SPEC_EXAM Criteria for Veterinarians Internationally Recognised in the field of Behavioural Medicine
BM Form 15	ECAWBM_reference_letter_template Reference Letter for Veterinarians Internationally Recognised
BM Form 16	BM Examination resit form

Recertification (diplomats)

BM Form 17	BM_Recertification_Form
BM Form 18	EBVS Reference letter recertification

Re-registering (Associate Members)

BM Form 19	Criteria for Associate membership appendix 1 Application Associate Membership ECAWBM -BM
BM Form 20	BM Associate member re-registering Form
BM Form 21	EBVS Reference letter re-registration