



European
College
of Veterinary
Microbiology

Instructions to Candidates

Applying to be
Recognised as
de facto Diplomates

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This document is strictly explanatory and does not substitute the relevant documents of the ECVM or those of the EBVS cited below. The candidate is strongly advised to refer to these documents before submitting his/her application.

1. Definition of “de facto Diplomate”

A “de facto” Diplomate (herein after referred to as **DF-Diplomate**) is a Founding Diplomate that is appointed by the Interim Executive Committee. DF-recognised Diplomates are not required to submit to examination to become a Diplomate but they are expected to contribute to the running of the College and the training of residents. Recognition of a small number of de facto Diplomates is possible up to five years after EBVS granted provisional recognition ECVM (14/4/2016), i.e. until the **30th of April 2021**.

2. Requirements to apply for recognition as DF-Diplomate

To be appointed DF-Diplomate, one must meet the following criteria:

- I. Be initiators in their field;
- II. have achieved distinction in the field, and have qualifications achieved by training and experience far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation;
- III. be internationally recognised as a qualified specialist by peers, and
 - a.) have at least ten years’ experience practising the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality, and
 - b.) have advanced training (at European Qualifications Framework, level 8) in the speciality; have demonstrated competency through teaching, research and practice in the speciality to which the individual devotes most of his or her professional time, and
 - c.) be author of at least ten significant publications in peer-reviewed journals resulting from the research or practise in the speciality;
- IV. be uncontroversial to the majority of the membership;
- V. spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours, for the last at least 10 years;
- VI. be practising in Europe;

- VII. practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation;
- VIII. display the willingness to contribute to the growth of the College;
- IX. apply high level knowledge and skills at the forefront of his/her specialist area of veterinary microbiology to their own professional work;
- X. perform at a high level of competency through teaching, research and practice in their speciality area;
- XI. promote aptitude and proficiency in the field of veterinary microbiology;
- XII. demonstrate the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences.

3. Application for DF-recognition

The application for DF-recognition must consist of the following three parts:

Part A. Cover letter stating (i) name, (ii) request to be considered for de facto recognition, (iii) the European country in which the candidate is practising, (iv) a description of the way training and expertise has been acquired, (v) a description of the way in which the speciality is currently practised, (vi) a list of activities that convey the level of his or her professional work, and (vii) an estimate of how much time is spent in the speciality (hours per week).

Part B. A letter of reference/support from two senior colleagues or authorities, consistent with, and composed according to, the relevant instructions of EBVS (Policies and Procedures of the EBVS, Appendix 9, page 78).

Part C. (i) A complete curriculum vitae in the prescribed format (Policies and Procedures of the EBVS, Appendix 6, page 72), and (ii) a report that should be structured with reference to each of the fields I-XII of Section 2 above, providing all the information that would substantiate that the applicant fulfills the specified requirements.

The information that the candidate is expected to provide in connection with each of the requirements of the fields I-XII of Section 2 above should include but is ***not necessarily limited to the following***:

In connection with requirement I (Be initiators in their field)

1. No. of scientific publications in relevant journals with a high impact factor (IF) i.e. equal or above 2 for veterinary specific journals and equal or above 4 for other journals (provide a list of publications and their IF/year for last 10 years)
2. No. of awards in international conferences (provide list and electronic copy of award certificates)
3. No. of awards in national conferences (provide list and electronic copy of award certificates)
4. Evidence of coordination of large collaborative research projects (provide a means of substantiation)
5. No. of patent application approved/granted (report title and patent number)
6. No. of scientific articles with hetero-citations above 100 (provide a means of substantiation)
7. No. of invited speeches at conferences (provide a means of substantiation)

**In connection with requirements II (Have achieved distinction...or-
ganisation) and iii (Be internationally...by peers)**

1. No. of publications in journals listed in SCI (provide list of publications)
2. No. of publications in journals listed in SCI as first or last author (provide list of publications or make reference to the numbers of the list provided in connection with the field II.1)
3. No. of presentations in international conferences (provide a means of substantiation)
4. No. of presentations in national conferences (provide a means of substantiation)
5. Total no. of hetero-citations (provide a means of substantiation)
6. *h*-index (provide a means of substantiation)
7. Participation in large, collaborative projects (provide a means of substantiation)

8. Participation in the organizing/scientific committee of scientific conferences (provide a means of substantiation)
9. Participation in editorial boards of peer-reviewed SCI journals (provide a means of substantiation)

In connection with requirements III a, b, c

1. No. of years practising the speciality by teaching, research and applied veterinary microbiology (report total number of years)
2. No. of years practising diagnostic veterinary microbiology (provide a means of substantiation)
3. No. of years teaching (provide a means of substantiation)
4. No. of years active in research (provide a means of substantiation)
5. No. of SCI publications in the last 10 years (provide a means of substantiation or make reference to the numbering of the list provided in connection with the field II.1)
6. No. of post graduate projects as supervisor in the last 10 years (indicate numbers of PhD, Masters, DVM etc.... completed successfully, provide a means of substantiation)
7. No. of extramurally funded research projects in which the applicant was the principal coordinator (provide a means of substantiation or make reference to the numbering of the list provided in connection with the field II.7)
8. Percentage of professional time devoted to veterinary microbiology (provide a means of substantiation, including letter of support)
9. Certificate of level 8 training (supply electronic copy)

In connection with requirement VIII (Display...growth of the College)

1. The candidate is required to submit together with the application for *de facto* recognition the applications for the recognition of a Training Center ([Application](#)). Guidance regarding the preparation of the applications for the recognition of a Training Center and for the establishment of a Training Programme can be provided by the Chairman of the ECVM Education Committee ([Contact](#)).

2. Describe and elaborate on your intended contribution to the development of the college, other than establishing a residency program.

The applicant is strongly advised to provide substantiation in connection with the requirement referred to here, demonstrating beyond any doubt the availability of resources and his/her intention to establish a successful standard residency program.

In connection with the requirements referred to in paragraphs 2.IV-VII and 2.IX-XII, the applicant is requested to provide any means of substantiation he/she considers adequate. This could include but is not necessarily limited to selected elements of the C.V. and/or a specific statement included in the submitted letters of reference.

4. Procedure for DF-recognition

- A.** The candidates may submit their application electronically at any time by an e-mail addressed to the Secretary of the ECVM, and should notify him/her again, if an acknowledgement of receipt has not been returned to them within 3 days of submission. The applicant should keep copies of all relevant correspondence. Applications submitted after the 13th of April 2021 will be rejected.
- B.** Initially applications will be considered by an Evaluation Committee. This Committee will consist of three members of the IEC, of which one should preferably be from the same country as the applicant, and if possible a fourth, who will be an experienced Diplomat of another College (external Diplomat). The role of the external Diplomat will be to provide advice. Personal conflict or the appearance of conflict that could affect the results of the evaluation procedure is to be avoided, and will be substantiated by signed statements of the members of the Evaluation Committee and the IEC. The members of the IEC and the external Diplomat/s can participate in more than one Evaluation Committee established for different European countries. Should it be required, the Evaluation Committee may contact the candidate for clarification.
- C.** The members of the Evaluation Committee prepare a proposal for formal decision by the IEC. The IEC can request clarification from the Evaluation Committee. When the application is highly convincing, the Committee can advise the IEC to recognise the applicant as a de facto Diplomat, entitled to become a Founding Diplomat of the College.

- D.** When deemed necessary, the three members of the Evaluation Committee may visit the institution of the applicant to observe procedures, equipment, records, etc. At this stage the members of the committee can conclude that the applicant's qualifications are sufficient to advise the IEC to recognize the applicant.
- E.** If the conclusion of the evaluation conducted by the Evaluation Committee is negative or unsure, it is forwarded to the IEC for final decision.
- F.** In all cases (highly convincing applicants, decision negative or unsure), the IEC decides on acceptance/refusal of the application for DF-recognition. An affirmative vote of two-thirds of the IEC shall be required for adoption.
- G.** The outcome of the evaluation will be communicated to the applicant by the Secretary of the IEC.
- H.** The names of successful applicants will be published on the site of ECVM with the indication "de facto Diplomate". Unsuccessful applicants for de facto recognition may choose to sit the ECVM examination to achieve Diplomate status or may be offered some other test, at the discretion of the IEC.
- I.** A newly recognised de facto Diplomate may participate in Evaluation Committee/s that may be established after her/his nomination.

APPENDIX 6

Model CV for members of a Member of the Interim Executive Committee

Name

Address

Date of Birth

Education

Colleges

Dates

Degrees

Professional Activities

Scientific Organisations

Honours

Public Service

Bibliography

Most relevant (not to exceed one page)

APPENDIX 9: Reference letter

EBVS Reference letter

Evaluation of those becoming Diplomates of a College, as well as re-certification of all Diplomates, is an undoubtedly important part of maintaining the EBVS Colleges' high standards. For quality assurance purposes, reference letters are a necessary part of the evaluation/re-certification process in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

The following Reference letter form is to be used by two Referees in support of:

- Founding Diplomates
- De facto Diplomates
- Re-certification of Diplomates
- Diplomates of non-EBVS recognised Colleges ("Diplomates by equivalent exam").
- Veterinarians internationally recognised in the field of a College, when applying to sit the College's examination without prior completion of a Residency programme.

This form below should be completed and returned by email to the EBVS Secretariat (for Founding diplomates; info@ebvs.eu) or to the College (for other categories; email College Secretary).

Name of applicant:

Title of speciality:

Position for which applying:

Founding De Facto Re-evaluation By equivalent exam Internationally recognised

1. In what capacity do you know the applicant?

It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.

2. How long have you known the applicant's work?

A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.

I know the applicant

personally

by reputation

3. List the criteria by which, in your opinion, the applicant is maintaining their EBVS Specialist status.

The EBVS expects that all Specialists have:

- been practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years;
- demonstrated satisfactory moral and ethical standing in the profession;
- practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- promoted continuous improvement in the quality and standard of specialist practice
- communicated effectively with the public and with professional colleagues.

I confirm that I have read the applicant's application form.

I signify below my whole-hearted support for this application for.

Any other comment:

Signature:

Name (in capital letters):

Date:

European College of Veterinary Microbiology

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