



European College of Veterinary Surgeons

c/o Vetsuisse Faculty University of Zurich, Equine Department
Winterthurerstrasse 260, CH-8057 Zurich, Switzerland

Phone: + 41 (0)44 635 84 92 / 90
Fax: + 41 (0)44 635 89 91
email: info@ecvs.org / www.ecvs.org

ECVS STANDARD OPERATING PROCEDURE:

Evaluation of Annual Reports & Credentials

General Provisions

1. The annual reports and credentials submissions from Residents are evaluated by the Credentials Committee during the annual [September meeting](#).
2. Residents submit their reports via the RED platform.
3. The submission deadline for annual reports is 31st July of each year; the submission deadline for credentials is 15th August of each year. This allows for the committee to review the documents prior to the [September meeting](#).
4. The SA and LA submissions are evaluated by the SA and LA committees respectively.
5. In case of submissions with deficiencies or denial, the entire group (SA + LA CC) discusses the relevant reports prior to reporting to the BoR.
6. Submissions from candidates who have reached 6 years of training from the start date in either an SVSRP or an AVSTP are evaluated at either the [September](#) or [February meeting](#) and the CC's findings are immediately reported to the BoR.
7. All pertinent correspondence between Resident and/or Supervisor and any member of the CC must be shared with all the other members of the CC and the ECVS Office and made available via the RED platform or a common electronic file sharing system.

Provisions and Processes for Annual Reports

1. After each annual submission, the Resident and named Supervisor(s) are provided with a yearly status report (direct email via RED), highlighting identified issues and requesting corrections as required.
2. This correspondence is to be sent by 15th October at the latest, pending approval by the BoR.
3. The deadline for re-submissions of annual reports is typically 1st December of the year in which the report was submitted. The re-submission deadline can be set for 15th January (for evaluation at the [February meeting](#)).

4. All Residents must submit one annual report until submission of credentials. If a Resident fails to submit an annual report, the committee is to highlight this deficiency to the Resident and Supervisor and request the missing report to be submitted in time for the next [February meeting](#).

Provisions and Processes for Credentials

1. A complete credentials submission must contain all the elements listed in the [Training Brochure](#) (Application for examination or Credentials application).
2. Each credentials submission is independently evaluated by all members of the CC prior to the [September meeting](#) in reference to the criteria stated in the Training Brochure.
 - a) A vote, if an applicant is qualified or not qualified to sit the certifying examination, is given by each CC member. If the candidate's credentials are approved by a majority of the CC members, a recommendation to allow the candidate to sit the examination is forwarded to the BoR. If a credentials submission is rejected by a majority of the CC members, the applicant is indicated to the BoR as not being eligible to sit the examination. A written justification for rejection is provided to the BoR. The Chair of the CC prepares a report of the individual results of the credentials evaluation for the [September BoR meeting](#).
 - b) A member of the CC is required to abstain from voting on the credentials submission, if the applicant has undertaken ECVS residency training under his / her supervision.
3. The criteria for acceptance of publications in the credentials submission are defined in Element 8 of the [Training Brochure](#).
4. Notification of credentials applicants
 - a) Candidates who have submitted their credentials for the [September meeting](#) and are approved by the BoR to sit the certifying examination are notified in writing by the ECVS Office no later than within two weeks after the meeting. The acceptance letter is signed by the Chair of the Board and CC Chair and includes the dates of the exam, details on location and logistics, deadline for signing up etc.
 - b) Candidates who have submitted their credentials for the [September meeting](#) but are not recommended by the CC or not approved by the BoR to sit the certifying examination are notified in writing by the ECVS Office no later than within two weeks after the meeting. This notification is written by the CC Chairs and must include a summary of the reasons for rejection.

- c) Upon inquiry by an applicant, the Chair of the CC has the responsibility to interpret the position and action of the CC and the BoR and to encourage or discourage re-application.
- d) Appeals against a negative decision can be made by the applicants according to the [Appeal Procedure](#). (An Appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision.)
- e) Extenuating circumstances may require further evaluation of a particular applicant after the [September meeting of the BoR](#) and before the date of the examination. Correspondence and/or conference calls/online meetings involving the CC Chair, members of the BoR, and ECVS Office may be used to establish the status of such an applicant.