



**Working document for accreditation and re-accreditation of
graduate programs in Periodontology by the EFP
Updated 17.9.2015**

1. A Postgraduate Education Committee (PEC) is instituted by the EFP. This committee consists of a board and society representatives.
 - 1.1 The Executive Committee of the EFP proposes the composition of the EFP-PEC to the General Assembly of the EFP.
 - 1.2. The General Assembly approves the chairman and members of the board of the EFP-PEC.
 - 1.3. The societies propose one representative member for their own society. The requirements for the Society representative are:
 1. He/she should be a certified periodontist or have a PhD or PhD equivalent and a number of publications in the field of periodontology in peer reviewed international English scientific journals.
 2. He/she should be a well-recognised clinician who is active in patient treatment.
 3. He/she should be actively involved in periodontal education
2. A formal application for recognition of a graduate program in periodontology must be sent to the chairman of the EFP-PEC board.
 - 2.1. The chairman of the EFP-PEC board will send the documents: 'Quality standard for graduate programs in periodontology' as well as the "Survey questionnaire to the applying school.
 - 2.2. The director of the applying program sends the completed questionnaire together with all the additional information, to the chairman of the board of the EFP-PEC. The chairman will forward the documents to the other members of the EFP-PEC board in order to determine whether the documentation can be approved and that the application merits a site visit. The chairman of the EFP-PEC board informs the director of the applying school whether the documentation has been approved or that first additional information should be presented.
 - 2.4. After the approval of the EFP-PEC board has been obtained, the chairman of the EFP-PEC board establishes a site visiting committee. The site visiting committee consists of 3 members and the composition is as follows:
 - Chairman: one of the EFP-PEC board members not coming from the country of the applying school
 - An EFP-PEC society representative member of the country from which the application is coming (internal EFP-PEC society representative).
 - An EFP-PEC society representative member not coming from the country of the applying school (external EFP-PEC society representative) or one of the EFP-PEC board members.

- 2.5. After the site visiting committee has been established the documentation of the applying program will be forwarded to the members of the visiting committee. Thereafter the Chairman of the EFP-PEC board informs the director of the applying program that the application merits a site visit and that he is allowed to organize this. He will also inform the director about the composition of the site visiting committee and will provide the addresses of the members.
- 2.6. The director of the applying program is responsible for finding a date on which the site visit will take place as well as for hotel accommodation, meals and other business involved.
3. Finances: the travel expenses (economy class) of the EFP-PEC site visiting committee Members as well as costs for hotel accommodation and meals are on account of the applying school. The EFP will financially support a site visit with a maximum contribution of 1000,- euro. After the site visit has taken place the director of the applying school can submit an application for reimbursement to the treasurer of the EFP.
4. The site visit will take one and a half day during which the program will be evaluated. The evaluation includes:
- detailed discussions on the completed questionnaire
 - inspection of the facilities
 - attending patient treatment by graduate students (initial treatment as well as surgery)
 - attending a lecture / seminar
 - interviewing of graduate students, former students and teachers.
- The director of the applying school is responsible for making a detailed program of the site visit.
5. On the basis of this evaluation, the EFP-PEC site visiting committee will write a report for the board of the EFP-PEC. Next the board of the EFP-PEC will make a decision with regard to the accreditation of the graduate program by the EFP.
6. The approval by the EFP for accreditation of a graduate program is valid for a period of 8 years, provided the director of the program stays in function. In case of permanent leave of the director within this period of 8 years, the accreditation remains valid for the period of 8 years if the director of the program is replaced within 2 years and the new director fulfils the requirements for the director as stated in the document “Quality Standards for Graduate Programs in Periodontology”.
- When the accreditation period has expired, for re-accreditation the document “Graduate Programs in Periodontology, Survey Questionnaire for re-accreditation” must be completed and send to the chairman of the EFP-PEC. Next the board of the EFP-PEC will make a decision regarding the re-accreditation of the graduate program by the EFP. In case of a positive decision, two years after re-accreditation a member of the EFP-PEC board must be appointed as external EFP examiner for the exams of the program in question in order not only to evaluate the exams but also the graduate program itself. This evaluation includes:
- detailed discussions on the completed questionnaire with the director of the program
 - inspection of the facilities
 - interviewing of 1st and 2nd year graduate students as well as the 3rd year graduate students that participated in the final examination,
 - interviewing of the teachers
- The director of the applying program is responsible for making a detailed program of the site visit.
- Travel expenses of the EFP-PEC board examiner as well as costs for hotel accommodation and meals are on account of the applying program.