

# Global Oral Cancer Diploma

## Terms and Conditions

AO Foundation, AO CMF in collaboration with the International Academy of Oral Oncology (IAOO) offer the Global Oral Cancer Diploma Program to gain knowledge in oral cancer management.

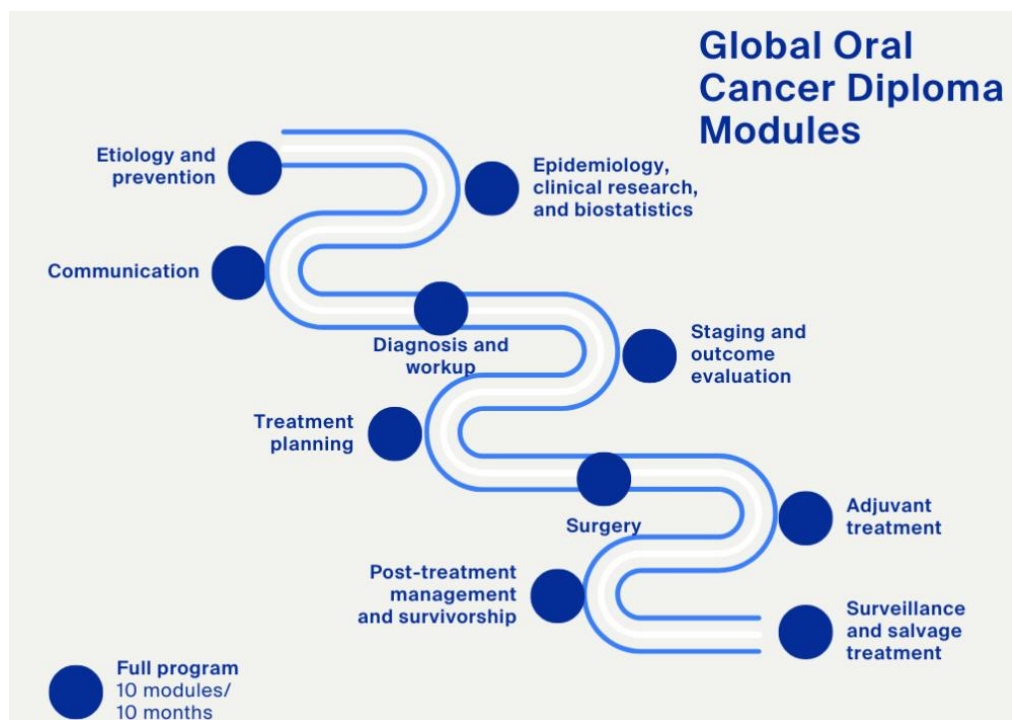
By registering for the Global Oral Cancer Diploma, you fully accept all Terms and Conditions of registration as detailed in this document.

### DEFINITIONS

- **Participant(s):** refers to the person(s) taking part in the training program.
- **Eligibility:** Eligibility criteria for each training program are outlined on the AO CMF website.
- **AO CMF:** AO Foundation, AO CMF, headquartered at Clavadelerstrasse 8, Davos, Switzerland
- **Full Diploma program:** refers to the exercise designed to acquire the knowledge required to earn the Global Oral Cancer Diploma.
- **Full Diploma program duration:** The full Diploma consists of ten modules with durations from two to twelve weeks. In total the learning duration is 10 months.
- **Learning Management System:** is the platform that is used to access the learning content online.
- **Fee:** refers only to the rates (consisting of an administrative and tuition fee). The administrative fee is due with the application process and is nonrefundable. The tuition fee is due 2 weeks after receiving the acceptance e-mail to the program. Neither of these fees will cover any travel or accommodation costs, or any additional expenses. A refund will be provided according to the refund and deferral outlined in this document.
- **Module:** Each module is based on a specific topic aligned with the AO CMF curriculum.

### FORMAT OF THE DIPLOMA PROGRAM

The program includes ten online modules and is based on a backward planned curriculum developed by AO CMF and IAOO.



At the start of each module, participants will be provided with the study plan containing an overview of self-study material per week, and the dates of the mandatory synchronous activities (eg, webinars and online case discussions) taking place once during each month. The expected time investment for the self-study and synchronous activities amounts to approximately 2–5 hours a week over the whole program period.

Each module will include a pre- and post- module assessment to validate the success of the participant. Each week will end with a formative quiz to help participants to reflect on their knowledge of the specific topic of the week.

All module faculty members supporting the program are experts in their respective fields of oral cancer management and support the participants in gaining knowledge by answering questions and steering weekly discussions.

## **ELIGIBILITY for PROGRAM**

### **Language**

Each participant must be fluent in writing and understanding of English. This is a prerequisite to participate in the Global Oral Cancer Diploma Program. Upon applying and registering for the program, participants acknowledge that any claims arising from language proficiency or misinterpretation are not valid

### **Curriculum vitae (CV)**

Interested persons must be practicing surgeons or surgeons in advanced training, with backgrounds in General, Maxillofacial, and Head and Neck Surgery, Otolaryngology, or Plastic Surgery, who treat patients with oral cancer and want to update and certify their competencies. Interested persons must provide their CV for the eligibility check in the application system.

**Certificate of a completed surgeon training** must be provided for the eligibility check in the application system.

### **AO CMF or IAOO member**

Further, to be considered eligible, a person must be an AO CMF or IAOO member.

## **REGISTRATION**

Starting from the 12<sup>th</sup> of February 2024 until the 14<sup>th</sup> of May 2024, interested persons can apply via the application link on the program website: <https://www.aofoundation.org/cmef/education/global-oral-cancer-diploma-program>

The documents needed for the eligibility check need to be uploaded to the application system, to which interested persons will be directed from the application link on the program website.

The Steering Committee and AO CMF staff will review applications throughout the application period (12<sup>th</sup> of February 2024 – 14<sup>th</sup> of May 2024). As soon as the eligibility check is successfully passed, you will receive an e-mail with the final decision latest two weeks after the application deadline on April 8<sup>th</sup>.

## **FEE**

An **administrative fee** of **CHF 100** is required to verify eligibility. This must be paid during the application process, and by the end of the process at the very latest. The fee is nonrefundable. The **tuition fee** of **2400 CHF** must be received by AO CMF within 14 days after confirmation of eligibility at the latest.

Payment of fees must be made in Swiss francs (CHF).

**IMPORTANT: An “Early Bird fee” of 2000 CHF** is available between the **12<sup>th</sup> of February until the 8<sup>th</sup> of April 2024**. Secure your spot by applying with this timeframe and save **20%** on your tuition fee! **Only candidates that submit a complete application in the system AND paid the administration fee until April 1st will be eligible for the early bird fee.**

We recommend payment by credit card for faster registration and guaranteed availability.

## CANCELLATION

Deferral of a course is postponement of commencement after accepting a place, usually for a year. This is commonly known from many university courses, but most continuing medical education courses **do not allow deferral**. Since the Global Oral Cancer Diploma Program has a limited number of places and enrollment is only once a year **deferral is not permitted** once a place has been offered. If an applicant does not accept the place or does not pay the tuition fee, they are free to reapply for a place in the program at a future enrollment opportunity. A place following reapplication is not guaranteed.

### Withdrawal before commencement

Once an applicant has been offered a place in the program, the fee must be paid in full. Withdrawal after payment of the fee and before commencement of the first module must be declared in writing to the AO CMF event manager (e-mail: [oralcancerdiploma@aocmf.org](mailto:oralcancerdiploma@aocmf.org)) and will be subject to the following refund policy:

Fee Refund	Withdrawal Date
<b>90 percent</b>	More than <b>90 days</b> before the program commencement date
<b>75 percent</b>	Between <b>61 and 90 days</b> before the program commencement date
<b>50 percent</b>	Between <b>31 and 60 days</b> before the program commencement date
<b>25 percent</b>	<b>Less than 30 days</b> before the start of the program

### Withdrawal after commencement

Withdrawal after commencement is not possible.

Withdrawal will mean the candidate is not eligible for readmission to the program other than by reapplication.

### Satisfactory progress

Each module requires the following to achieve academic credit for the module:

- Participation in the online discussion forums
- Online attendance at tutored webinars and case discussion sessions (synchronous sessions)
- Submission of one case in Module 7 – Surgery for discussion. For the case submission a specific template will be provided which must be used. For each discussion forum (weekly) and synchronous session (once per month) of the Surgery-Module submitted cases from participants will be randomly selected and discussed.
- Completion of the formative assessment components of the module (weekly and pre- and post-module assessment)

Engagement with program peers and faculty is just as important as self-study. The online synchronous and self-directed activities are an essential part of the learning process.

Due to work or other commitments, it may not be possible for a participant to attend/complete all program activities. **BUT to achieve academic credit the following criteria must be met:**

- participation in at least **80 percent of all tutored sessions** offered in the program is required.
- satisfactory completion of the **formative assessment** (weekly and pre- and post-module assessment)
- participation in at least **70 percent of the module activities**

The learning management system will indicate progress during the module on individual accounts, visible only to the participant and faculty.

Any difficulties engaging in the program should be discussed with the faculty member.

**Progression** to the next module does not depend on achieving academic credit for a module, but any uncredited modules will need to be completed satisfactorily before receipt of the Global Oral Cancer Diploma. This will require enrolment in a subsequent program to complete the uncredited module(s) and payment of an individual registration fee specific to the module(s).

Failure to achieve academic credit for two or more modules in any semester will result in **dismissal from the program**.

### **DURING THE PROGRAM**

For ten months, the participant will join ten different modules. For each module, participants will receive self-study material such as pre-recorded lectures, book chapters, journal articles, etc., and weekly tasks, such as joining a weekly group discussion on the topic of the week. In parallel, the participant will have to join one synchronous activity per month at a set time: a webinar and a case discussion. Dates of these activities will be provided well in advance latest during the first week of the training program.

The program will be offered fully online. Therefore, it is important that participants ensure that they have access to a stable internet connection to guarantee a well-functioning online environment. It is the participant's responsibility to ensure good internet connection so that he/she can participate in the program and live activities according to the schedule. By applying and registering for the program, you agree that you are responsible for your information technology (IT) equipment and Internet connection and that all and any claims due to technical misunderstandings or misinterpretations are excluded.

### **RESULTS OF THE TRAINING PROGRAM**

During the program, participants will be required to complete an assessment which must be taken at the end of each week as well as prior and after each module.

Each participant must take part in all assessments to proceed to the next module. For details, refer to the above-mentioned satisfactory progress.

During Module 7 (Surgery) of the training program, participants will be required to create a case based on the predefined Learning Objectives of the Surgery module. In addition, a pre- and post-assessment must be taken at the start and at the end of each module. Each participant must take part in both assessments to proceed to the next module. In addition, a minimum 70 percent completion rate of all the module activities must be proven to receive academic credit for the module. For details, refer to the above-mentioned satisfactory progress paragraph.

### **LIABILITY DISCLAIMER**

AO Foundation, AO CMF endeavor to offer participants fair learning conditions. AO Foundation, AO CMF make no guarantee and will not be liable for any technical problems or other disturbances during the program period, nor will AO Foundation, AO CMF offer reimbursement or opportunities to retake the program in the event of such disturbances.

### **APPEAL**

No post-examination appeal process is available. This is expressly agreed upon by participants upon acceptance of these terms and conditions. In no event will AO CMF be held liable for the results of the assessments. Each candidate shall be exclusively liable for his/her assessment results.

### **MISCONDUCT**

By registering, participants agree to respect that misconduct includes, but is not restricted to:

- a) Introduction into any training program of any materials other than those specifically made available for said training program.
- b) Any attempts to tamper with the IT/training program to remove materials or content (including

the use of recording devices) from the program

- c) Any attempt to release content from any program module to a third party/commercial organization
- e) Any attempt to gain access to or read the work of another participant
- f) Any attempt to gain or pass on information about the contents of the assessments in advance of the date of the assessments
- g) Impersonation or attempted impersonation of a participant
- h) Bribery (of another participant, assessment official, or actual or simulated patient)
- i) Unacceptable or disruptive behavior during the live activities
- j) Falsification or alteration of any results document or qualification
- k) Any other form of cheating or conduct likely to give an unfair advantage to the participant or others
- l) Failure to abide by the rules and regulations of the program
- m) Aiding or abetting any of the above
- n) Any use of the AO branding in reference to the program by a candidate without having passed 80% of the educational activities

### **Dismissal**

A participant will be dismissed from the program with forfeiture of the fee and any academic credits under the following circumstances:

- Any of the above-mentioned acts of misconduct
- Disrespectful interaction with peers or faculty
- Breach of conditions of use of the program website

### **PERSONAL DATA**

Participants' personal data is registered with AO Foundation, AO CMF in line with the European Union General Data Protection Regulation (GDPR) and may also be transferred and shared with third-party suppliers working with the organization of the program (namely Totara, learning management system partners and staff). The information provided during the application and registration process is used for the program registration, and delivery of the certificate, and statistical purposes. Personal data will be held temporarily in the customer data files of AO Foundation, AO CMF. It may be used for the administration of the results and statistical purposes only by AO Foundation, AO CMF or any AO Foundation, AO CMF partner involved in the program certification process. Furthermore, we remind the candidates that they expressly accepted the General Terms and Conditions of the AO Foundation and especially the AO data privacy policy including all applicable legislation when signing in at the AO website. Each candidate has the right to access, amend, and oppose any use of his/her personal data. The AO Foundation and AO CMF comply with the GDPR, and all personal data will be treated accordingly. A candidate may request to have his/her personal data destroyed by sending an e-mail to [oralcancerdiploma@aocmf.org](mailto:oralcancerdiploma@aocmf.org)

### **APPLICABLE LAW AND JURISDICTION**

Participation in the Global Oral Cancer Diploma program and any claims in connection with this program shall be governed by the material laws of Switzerland. Place of jurisdiction is Zurich, Switzerland.