

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.

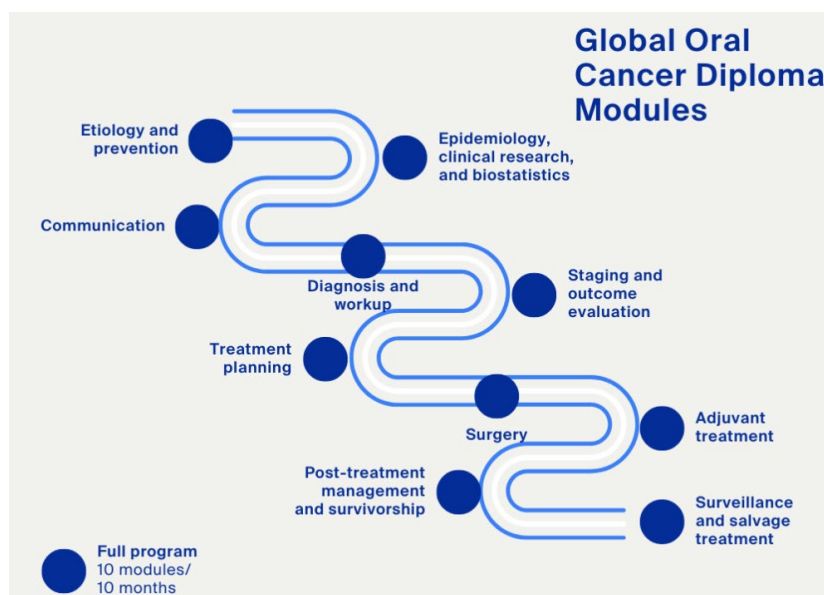
By registering for the Global Oral Cancer Diploma, you fully accept all Terms and Conditions of registration as detailed in this document.

DEFINITIONS

- **Participant(s):** refers to the person(s) taking part in the training program.
- **Eligibility:** refers to the eligibility criteria for each training program, as described on the AO CMF website.
- **AO CMF:** refers to AO Foundation, AO CMF, headquartered at Clavadelerstrasse 8, Davos, Switzerland
- **Full Diploma Program:** refers to the structured educational program designed to provide the knowledge required to earn the Global Oral Cancer Diploma.
- **Full Diploma Program duration:** refers to the program duration, consisting of a ten-month learning period covering ten modules, each with a duration of between two and twelve weeks.
- **Learning Management System:** refers to the platform used to access the learning content online.
- **Fee:** refers only to the fees (consisting of an administrative fee and a tuition fee).
The administrative fee is due during the application process and is non-refundable.
The tuition fee is due within two weeks after receiving the acceptance email for the program.
Neither of these fees cover any travel or accommodation costs or any additional expenses.
Any refund will be provided in accordance with the refund and deferral provisions outlined in this document.
- **Module:** refers to a module 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 the International Academy of Oral Oncology (IAOO).



At the start of each module, participants will be provided with a study plan containing an overview of the self-study material per week and the dates of the mandatory synchronous activities (eg, webinars

and online case discussions) which take place once per month. The expected time commitment for self-study and synchronous activities is approximately 2–5 hours a week throughout the program period.

Each module includes a pre- and post- module assessment to validate participant progress. In addition, each week ends with a formative quiz to support participants in reflecting on their knowledge of the specific topic of the week.

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

ELIGIBILITY for PROGRAM

1. 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. By applying and registering for the program, you agree that all claims due to language and misinterpretations are excluded.

2. 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. The program is also aimed at residents who are keen to specialize in oral cancer management. Applicants must provide their CV for the eligibility check in the application system.

3. A certificate of completion of surgeon training must be provided for the eligibility check in the application system.

REGISTRATION

Starting from **1 April 2026 until 15 July 2026**, interested persons can apply via the application link on the program website: <https://www.aofoundation.org/cmfm/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 via the application link on the program website.

The applications will be assessed by the Steering Committee and AO CMF staff during the application period (1 April 2026 to 15 July 2026). As soon as the eligibility check is successfully passed, you will receive an email with the final decision no later than two weeks after the application deadline, on 15 July.

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 latest. The fee is non-refundable. The **tuition fee** of **CHF 2400** 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).

Installments are currently **not** available.

IMPORTANT: An “Early Bird fee” of CHF 2000 is available from **1 April to 15 May 2026**. Secure your spot by applying within this timeframe and save **20%** on your tuition fee! **Only candidates who submit a complete application in the system AND pay the administration fee by 15 May will be eligible for the Early Bird fee.**

Payment by credit card is recommended to avoid delays in registration and to guarantee availability.

CANCELLATION

Deferral of a course is postponement of commencement after accepting a place, usually for a year. This is common for 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 takes place 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 may 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) and will be subject to the following refund policy:

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

Withdrawal after commencement

Withdrawal after commencement is not possible.

Withdrawal will mean no readmission to the program other than by reapplication.

IMPORTANT: 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. A specific template will be provided for case submission and 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 assessments)

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 or 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 assessments** (weekly and pre- and post-module assessments). For CME accreditation, each formative assessment must be passed with 70%.
- Participation in at least **70 percent of the module activities** is required.

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 AO CMF event manager (e-mail: oralcancerdiploma@aocmf.org).

Progression to the next module does not depend on achieving academic credit for a module, but any uncredited modules must 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 complete ten different modules. For each module, the participant will be provided with self-study material such as pre-recorded lectures, book chapters, journal articles, etc., and weekly tasks, such as participating in a weekly group discussion on the topic of the week. In parallel, the participant will be required to take part in 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, no later than the first week of the training program.

The program will be offered fully online. Therefore, it is important that participants ensure they have access to a stable internet connection to guarantee a well-functioning online environment. It is the participant's responsibility to ensure a reliable internet connection so that they 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 any and all claims arising from technical misunderstandings or misinterpretations are excluded.

RESULTS OF THE TRAINING PROGRAM

During the program, participants will be required to complete assessments at the end of each week, as well as before 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** section.

During **Module 7 – Surgery**, 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 completed at the start and at the end of the module. Each participant must take part in both assessments to proceed to the next module. To receive academic credit for the module, a minimum **70 percent** completion rate of all module activities must be demonstrated. For details, refer to the above-mentioned **Satisfactory progress** section.

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 participant shall be exclusively liable for their assessment results.

MISCONDUCT

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

- a) Introducing into the training program any materials other than those specifically made available for the training program.
- b) Any attempt to tamper with the IT systems or the 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 or commercial organization.
- d) Any attempt to gain access to, or read, the work of another participant.
- e) Any attempt to gain or pass on information about the contents of the assessments in advance of the date of the assessments.
- f) Impersonation or attempted impersonation of a participant.

- g) Bribery (of another participant, assessment official, or actual or simulated patient).
- h) Unacceptable or disruptive behavior during the live activities.
- i) Falsification or alteration of any results document or qualification.
- j) Any other form of cheating or conduct likely to give an unfair advantage to the participant or others.
- k) Failure to abide by the rules and regulations of the program.
- l) Aiding or abetting any of the above.
- m) Any use of AO branding in reference to the program by a candidate without having successfully completed at least 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 the 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 involved in 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 program registration, 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 results and for statistical purposes only by AO Foundation, AO CMF, or any AO Foundation, AO CMF partner involved in the program certification process. Furthermore, candidates are reminded that they expressly accepted the General Terms and Conditions of the AO Foundation, and in particular the AO data privacy policy, including all applicable legislation, when signing in to the AO website. Each candidate has the right to access, amend, and oppose any use of their personal data.

AO Foundation, AO CMF comply with the GDPR, and all personal data will be treated accordingly. A candidate may request to have their personal data destroyed by sending an email to 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. The place of jurisdiction is Zurich, Switzerland.