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REGULATION OF THE CURRICULAR UNITS OF VETERINARY INTEGRATED PRACTICE OF THE STUDY CYCLE LEADING TO THE MASTER DEGREE

(PREAMBLE)

The present Regulation sets out the rules and general operating procedures to be satisfied by the curricular units (CUs) of Veterinary Integrated Practice (VIPs) I, II, III, and IV, the integrated cycle of studies leading to the Master degree in Veterinary Medicine (1st cycle: bachelor degree in basic studies in animal health sciences; 2nd cycle: master's degree in veterinary medicine) taught by, Escola **Universitária Vasco da Gama** (EUVG)), whose curricular framework corresponds to the study plan, published by law No. 22129-AE / 2007, in the **Diário da República**, 2nd series, No. 182 of September 20th and rectified by the Rectification Declaration No. 1286/2011, published in the **Diário da República**, 2nd series, No. 160 of August 22th.

CHAPTER I: GENERAL PROVISIONS

ARTICLE 1st (Nature)

1. This Regulation establishes a set of procedures to ensure the operation of the curricular units of VIP of the above mentioned studies cycle.
2. As a privileged time of training, VIP encourages the deepening of theoretical and practical interaction and confrontation with the social and professional reality, thus featuring a nature of pre-professional experience and of acquisition of scientifically informed technical skills.
3. In addition to the General Coordination, of the responsibility of a committee appointed for the purpose by the Dean of the Direction Council of EUVG, the internship is developed under the supervision of a Scientific Supervisor in the host place of the internship and a Tutor, Professor of EUVG.
4. This Regulation is necessarily a dynamic document. In this sense the Direction Council of EUVG, the Direction of the Department of Veterinary Medicine and the Commission of VIP (CVIP) accompany their applicability being always available for its continuous improvement.

ARTICLE 2nd (Scientific Areas and locations of Veterinary Integrated Practice)

1. The VIP may occur in any of the areas listed below without prejudice of other recognized as fundamental in the training of the veterinarian:
 - a) Companion Animal Clinics;
 - b) Equine Clinics (equines, donkeys, mules)
 - c) Wild and Exotic Animal Clinics;
 - d) Livestock and Food-producing Animals Clinics
 - e) Animal Health;
 - f) Veterinary Public Health;





- g) Animal Production;
 - h) Sanitary Inspection;
 - i) Technology and Safety of Food of Animal Origin;
 - j) Laboratory Practice in Activities of R&D.
2. The following are considered internship locations:
 - a) Offices, clinics and hospitals of companion animals;
 - b) Units of Sport Medicine;
 - c) Zoological and biological parks; aquarium; Centers of Conservation and Recovery;
 - d) Livestock holdings; Agri-food industries; Institutions of Sanitary Control and Research and Development; Public Entities in which the veterinary is part (Ministries, General and Regional Directions; Municipalities)
3. The student can choose the areas and locations to carry out the VIP, provided that, up to 9th semester, the student present the VIP in at least two of the areas mentioned in 1., and to this end, submit its proposal to the CVIP in the registration phase. At each VIP students can only apply for a single VIP area.
4. It is the responsibility of the CVIP to assign a location to perform VIP to a given registered student that does not present any proposal, who shall be subject to the assigned location. In this case, the student who does not submit a proposal for VIP, must require the assignment of an internship location and corresponding Scientific Supervisor to the CVIP up to a week before the end of the registration phase, so that deadlines can be met.

ARTICLE 3th **(Objectives)**

1. The VIP includes general objectives, inherent in its specificity as Curricular Unit (CU) of the Study Plan, and specific objectives arising from the semester in which it runs and intervention area.
2. The general objectives of VIP are:
 - a) To create the opportunity of curricular enrichment that contributes for the integration of knowledge acquired;
 - b) To favor the development of skills transversal to the Study Plan through the direct contact with professional practices;
 - c) To permanently assess the Study Plans developed, adapting them to the reality of the evolution of the professional;
 - d) To enhance the establishment of partnerships that contribute for the development of the activity of the Vasco da Gama University School, guaranteeing it an active role in the development of the profession;
3. The specific objectives for the area and semester of the Study Cycles are listed in a separate document (**Annex I**), enclosed and belonging to the present Regulation. The specific objectives are considered as a guidance instrument in





the definition of the Plan and work objectives specifically applicable to each of the receiving institutions.

ARTICLE 4th **(Duration)**

The VIP has a total duration of 180 hours, held in a period indicated in the Scholar Calendar publicized in each academic year.

ARTICLE 5th **(Conditions for access)**

The objectives of each VIP are directly related to the acquisition of certain skills that the students, according to the respective Study Plan, should have acquired to the moment. Thereby:

1. It is considered admitted to VIP any student of the 4th, 6th, 8th, and 10th semesters of the integrated cycle of studies leading to the Master degree in Veterinary Medicine, as long as they have duly complied with the procedures and deadlines laid down in this Regulation.
2. The student intending to register in the VIP of the semester subsequent to that in which it is registered, may do so provided that, cumulatively:
 - a. Present sufficient credits to do so, according to the in general terms the Regulations of EUVG ;
 - b. Have been approved in all the VIPs of the Study Plan previous to that in which the student intend to make the application;
 - c. The registration in all the CUs of semesters previous to the VIP the student intent to apply is not superior to 42 ECTS in that academic year.
3. Particular cases that arise without framework in the preceding paragraph may be subject to case by case evaluation by the Direction of the Department of Veterinary Medicine together with the Commission's Coordinator of VIP, whose reasoned decision will be ratified by the Council of Direction.

CHAPTER II – ORGANIC STRUCTURE **(Stakeholders and their attributions)**

ARTICLE 6th **(Commission of the VIP)**

1. The commission of the VIP comprises:
 - a. A **commission's Coordinator**;
 - b. A Supervisor Professor for each semester;
 - c. The Tutor
2. The mandate of the CVIP is an academic year which may be extended for an equal period.





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3. The Coordinator of the VIP is appointed by the President of the Council of Direction, after hearing the Scientific Council of EUVG and the Director of the Department of Veterinary Medicine.
4. Supervisor Professors of VIP are Professors of EUVG appointed to such purpose by the Director of the Department of Veterinary Medicine to the Council of Direction for approval as part of the distribution of teaching service to be held before the beginning of each academic year. Each Year or Semester Supervisor should be a teacher of a curricular unit of the corresponding semester.
5. Tutors are Teachers of EUVG assigned to each student, by the Coordinator of the Commission of VIP, through proposal to the Scientific Council and the Council of Direction until December 30th.
6. It is the **CVIP** responsibility to implement the following actions necessary for the function of VIP, namely:
 - a. Systematize the registration of the students and their proposals for receiving entities and Scientific Supervisors;
 - b. Receive any applications from external veterinarians to EUVG to receive and perform the duties of Scientific Supervisor;
 - c. Receive any proposals for companies / institutions to host trainee students;
 - d. Designate a location and corresponding Scientific Supervisor for students who do not present a proposal;
 - e. Organize and plan the internships establishing institutional contacts that lead to the formalization thereof;
 - f. **Arrange the VIP's Final Assessment Schedule and inform the Scientific Supervisors accordingly ;**
 - g. Promote coordination between EUVG, internship entities and other institutions and organizations, proposing the celebration of protocols whenever possible;
 - h. Communicate to the Director of the Department of Veterinary Medicine any fact which could compromise the proper and regular functioning of the VIP;
 - i. Submit to the Director of the Department of Veterinary Medicine suggestions for the overall improvement of the VIP.

ARTICLE 7th **(Supervisor Professors and assignments)**

1. Supervisor Professors represent the Commission of VIP in the corresponding semester of the Cycle it relates to, competing them to:
 - a. Perform a meeting with the students before the registration period at the Academic Services, to explain the functioning of the VIP and the present Regulation with emphasis on general and specific objectives, process steps and main attributions of the interveners, particularly the students.
 - b. Send a thank you letter to each Scientific Supervisor, within two weeks after the end of the internship, along with the Certificate of Participation in Training Activities (**Annex II - DOC 01 / REG_PVI**);
 - c. Send a written invitation to the Scientific Supervisor to attend the final **assessment interview of the students' VIP, after it is scheduled.**





Handwritten signature or mark in blue ink.

ARTICLE 8th (Tutor and assignments)

1. The Tutors are considered the main link between the trainee student, the EUVG and receiving institution. Its main function is to guide the student, monitor the activities carried out and writing of the reports. They shall, namely:
 - a. Support the student in any difficulties in adapting to the internship, making all the necessary institutional support, carrying out contacts with the Scientific Supervisor, at least once during the course of VIP, and whenever appropriate;
 - b. Provide its support in the organization and review of the Internship Report, as well as in the preparation of the student to the Final Interview of VIP;
 - c. Check compliance of all documents arising from the realization of VIP and undertake the respective file;
 - d. Remind students the deadline of the internship report and the sanctions to be applied whenever the report is not delivered or if the student misses the interview of the VIP;
 - e. Participate in the final interview and in the final evaluation process of VIP, namely regarding the filing and validation of all evaluation documents, including final grids, handing the documents in the Academic Services at the end of the process.
2. To pursue these tasks the Tutor should, at the end of the internship period, set a time to weekly receive and attend to their attributed students until the elaboration of the final interview of evaluation.

ARTICLE 9th (Scientific Supervisor and assignments)

1. The Scientific Supervisor should be a professional with academic qualifications in technical and scientific field in which the student intends to practice.
2. It is the Scientific Supervisor responsibility to:
 - a. Establish, with the student, the Activity Plan, taking into account the knowledge, interests and motivations of the trainee student and the possible tasks and routines to establish within the receiving institution. In preparing the Activity Plan of VIP the objectives defined by area and semester of the Study Cycle should also be considered (**Annex I**)
 - b. Guide the student so that he exercises the ability to integrate the acquired knowledge;
 - c. Stimulate, in the student, the need to deepen the technical and scientific knowledge necessary to fulfil the objectives established for the VIP;
 - d. Ensure the filling of the attendance sheet, during the internship course;
 - e. **Assess student's performance in VIP, filling the corresponding Evaluation Chart and making it reach EUVG in time;**
 - f. Participate or be represented, whenever possible, in the final interview;
 - g. Inform the Commission of VIP or the Tutor of any anomaly arising in the course of VIP.





ARTICLE 10th (Student responsibilities)

1. It is the student responsibility to:
 - a. Know the present Regulation;
 - b. Contact previously the intended Scientific Supervisor before naming him in the registration form of the VIP;
 - c. Deliver, in the Academic Services, within the deadlines established in the Calendar of VIP, the registration form of the VIP (**Annex III - DOC 02 / REG_PVI**) typewritten and filled in all required fields;
 - d. Keep updated, within the Academic Services, all the information about the internship, mandatorily communicating any change occurring before or during its course, including dates, locations, identification and contact details of Scientific Supervisor, as well as to inform the Commission of VIP through the email address: pvimedvet@euvg.pt;
 - e. Verify, in the Academic Services, before the beginning of the VIP, that the process is properly complete for the purpose;
 - f. Deliver the Plan of Activities of the VIP within 5 working days after its beginning, ensuring that the Academic services receive the corresponding document (**Annex IV - Doc 03 / REG_PVI**) signed by the student and the Scientific Supervisor;
 - g. Deliver the Collaboration Protocol Draft between EUVG and Receiving Institution, up to 5 working days after the beginning of the VIP, to the Academic Services, the corresponding document (**Annex V - Doc 04 / REG_PVI**) signed by the Scientific Supervisor;
 - h. Maintain contact with the Tutor to inform him regarding the development of the VIP;
 - i. Fulfil all the tasks assigned by the Scientific Supervisor, according to the established Plan;
 - j. Know and comply with the Internal Regulations and other rules in force at the receiving institution;
 - k. Ensure the proper maintenance of the facilities and equipment handled or left in their care at the receiving institution, being personally responsible for any damage resulting from recklessness and duly proven negligence;
 - l. Always bear in mind the ethical conduct rules regarding the veterinarian profession;
 - m. Consult the Tutor and, whenever possible, the Scientific Supervisor, at the elaboration and final revision of the Activity Report of the VIP;
 - n. Elaborate the report of the VIP in accordance with the rules laid down in the present Regulation and deliver, at the Academic Services, within the established deadlines three copies of the report destined to the Scientific Supervisor, to the Tutor and to the VIP Commission, which will then be archived in the EUVG library;
 - o. Attend the final interview as defined in the calendar of VIP;
 - p. In case of waiver, inform the Commission of VIP delivering in the Academic Services the respective written communication within five working days after the last presence at the internship;
 - q. Elaborate a final version of the Activity Report, if requested in the final interview.

CHAPTER III – PROCESS OF FUNCTIONING AND EVALUATION





ARTICLE 11th **(Planning)**

1. In each academic year the periods of realization of VIP will be planned and publicized, as well as the deadlines defined for each phase of the process, as an Annex to the respective academic calendar.
2. It is up to VIP Commission Coordinator to present the proposed calendar of activities of VIP to the Director of the Department of Veterinary Medicine, by the end of June of the previous academic year, which will in turn forward it to the Council of Direction for final approval.

ARTICLE 12th **(Registration)**

1. The registration on the VIP will be made by the student through the complete and legible filling of the specific form (**Annex III - Doc 02 / REG_PVI**), available on the EUVG webpage.
2. Students not registered within the stipulated deadlines will carry out the VIP in the area and location chosen by EUVG.

ARTICLE 13th **(Plan of activities)**

1. It is the document that, based on the specific objectives of the corresponding area and semester, reflects the activities to be developed within the predicted period of VIP. Conceived as a Guide for Practical Activities, its content represents a fundamental support for the student (guiding its performance), the Scientific Supervisor and the Tutor in the monitoring and evaluating the student regarding its execution.
2. This document should be drawn up by the student, in close coordination with the Scientific Supervisor who, knowing the reality of the receiving institution, can better define the real possibilities of participation of the trainee student.
3. The Plan of Activities is presented in printed form (**Annex IV - Doc 03 / REG_PVI**), signed by the student and the Scientific Supervisor, being sent to the Academic Services up to the 5th working day of the period of internship.

ARTICLE 14th **(Elements of the final evaluation of VIP)**

1. The evaluation of the VIP results from the gathering, comparison and synthesis of several informative elements, embodied in the following instruments:
 - a. **SUPERVISOR'S EVALUATION CHART** (**Annex VI - Doc 05 / REG_PVI** or **Annex VII - Doc 06 / REG_PVI**): is filled by the Scientific Supervisor and systematizes the information recorded throughout the process. It must be returned to EUVG at the end of the period of internship, together with the





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- attendance sheet. It can be sent by postal services or through the student, in a sealed envelope, properly addressed and stamped, as provided by EUVG.
- b. VIP ATTENDANCE SHEET (Annex VIII - Doc 07 / REG_PVI) is the daily record of attendance during the internship and must be returned to EUVG together with the Evaluation Chart.
 - c. ACTIVITY REPORT: is prepared by the student according to the rules defined in Article 15 of the present Regulation and delivered in the Academic Services within the period specified in the calendar of VIP. Failure to submit this document within the stipulated time will result in disapproval of VIP.
 - d. FINAL INTERVIEW (Annex IX - Doc 08 / REG_PVI): it constitutes, by itself, the final moment of evaluation, representing the synthesis and integration of all elements of evaluation available. It is performed under conditions laid down in Article 16, in the date defined by the Commission of VIP, within the period established for this purpose in the calendar of VIP.

ARTICLE 15th (Rules for the elaboration of the activity report)

1. The Activity Report is a document prepared by the student which should reflect the synthesis of the activities pursued and their critical analysis in the context of the practice of veterinary medicine, taking into account the stage (semester) of the Study Cycle in which the student is registered in (specific objectives of VIP).
2. The elaboration of this document must observe the following principles:
 - a. Compliance with the rules of text formatting described below;
 - b. Scientific rigor in the description of the observed and / or developed activities;
 - c. Synthesis skills;
 - d. Clear description of the ideas and / or situations.
3. Regarding the structure and text formatting of the Activity report the following rules must be respected:
 - a. Maximum of:
 - i. 4 pages A4 for students of the 4th and 6th semesters;
 - ii. 5 pages A4, for students of the 8th and 10th semesters.
 - b. Justified text and 2.5 cm margins;
 - c. Arial font; size 12; 1.5 space;
 - d. Standardized cover (1st page) according to **Annex X**, containing:
 - i. Identification of EUVG, of the Student, of the internship location, of the Scientific Supervisor and the Tutor;
 - ii. Semester of the Study Cycle, year of VIP and area of internship.
 - e. On the following pages the student shall:
 - i. Frame the plan of activities under the general and specific objectives of the VIP;
 - ii. Summarize the activities developed, making a statistical presentation of consultations and / or interventions attended, as well as other activities deemed relevant;
 - iii. State the results of the internship, namely: applied theoretical and practical knowledge, skills and abilities mobilized, incurred learning, difficulties experienced.





- f. For students of the 8th and 10th semester it is recommended the presentation and discussion of a clinical, surgical or other case, always according to their area of internship.
 - g. Attachments: should be attached the Excel sheet (**Annex XI - Doc 09 / REG_PVI**) duly completed and organized in accordance with the guidelines of the Tutor. Apart from this attachment (required) additional documents will only be enclosed with the consent of the Tutor and only up to:
 - i. 4 pages A4 for students of the 4th and 6th semesters;
 - ii. 5 pages A4, for students of the 8th and 10th semesters.
 - h. References: should be standardized and prepared in accordance with the guidelines of the American Psychological Association (APA) according to the latest format.
4. The Activity Report must be submitted in **triplicate** at the Academic Services up until the date set for this purpose by the calendar of VIP.

ARTICLE 16th **(Public act of final interview)**

1. The VIP is subject to evaluation and public discussion in a public act that is itself the final valuation moment, representing the synthesis and integration of all available assessment elements, being held according to schedule provided by the corresponding Commission.
2. It is considered admitted to the final interview the student who has met the following requirements:
 - a. Attendance: frequency of at least 80% of the days predicted for VIP;
 - b. Participation in the actions provided for in the receiving institution: Positive rating (minimum 10 points) from the Scientific Supervisor;
 - c. Preparation and delivery of the Activity Report within the established deadline.
3. The jury of the final interview is composed of at least two elements, mandatorily the Tutor of the Student and one Professor appointed by the Commission of VIP, as well as the Scientific Supervisor, whenever possible.
4. The final interview is public and will take place in two moments:
 - a. Presentation made by the student with a maximum duration of 10 minutes in which it must:
 - i. Characterize the internship receiving institution;
 - ii. Report the developed activities;
 - iii. Present the conclusions, analysis of the main lessons learned and difficulties;
 - b. Query by the members of the jury, up to 10 minutes maximum.
5. The jury of the final interview will make the final evaluation of the trainee student taking into account:
 - a. The Activity Report prepared by the student;
 - b. **Supervisor's evaluation chart, where the following parameters are considered:**
 - i. Sense of responsibility and interest;
 - ii. Integration / communication skills





- iii. Theoretical and practical skills;
 - iv. Attitude and work ethics.
 - c. Final interview, which assesses existence of the required knowledge and skills and demonstrated competencies, based on the presentation and discussion of the developed activities.
6. Without prejudice of the continuous assessment, the formalization of the assessment should be made at the end of VIP.
 7. The classification of the public act of final interview is expressed in a numerical scale from 0 to 20 and validated by all jury members in the Evaluation form of VIP (**Annex IX - Doc 08 / REG_PVI**), taking into account the following indicators:
 - a. Domain of theoretical-practical knowledge: knowledge and correct application of the concepts, technical terms and techniques learned and ability to integrate the knowledge, critically analyzing their learning;
 - b. Communication and posture skills: degree of clarity and objectivity of the oral presentation and adoption of appropriate postures.

The minimum required rating for approval in VIP is 10, calculated by the formula shown below, according to the ADMINISTRATIVE SERVICES

DATE: _____

SIGNATURE: _____

8. of VIP (**Annex IX - Doc 08 / REG_PVI**):

$$F.C. = \frac{G.S.S. + 2*G.F.I.}{3}$$

Where: C.F. = Final Classification of VIP; G.S.S. = Grade from the Scientific Supervisor; G.F.I. = Grade from the Final Interview

9. The student obtaining at least 10 as final classification as well as in each of the partial ratings, is considered approved in the VIP
10. When any changes are required to the Activity Report during the final interview, the student must submit, at the Academic Services, within 15 days, a copy of the final version of the report. The warning that the delivery of a final copy of the report is required should be indicated in the student evaluation form. The Failure to comply with the submission of a corrected and final version of the Activity Report will result in the non-release of the final classification of the VIP.
11. The student who has not passed the VIP will repeat the Curricular Unit in the following academic year in the period and the time limits defined by the academic calendar, except in case of explicit indication of the Council of Direction.
12. Failure to perform the final interview, by lack of conditions of established in point 2 of the present article, as well as by absence of the student, except for proven internment reason duly demonstrated, will result in failure on VIP.





ARTICLE 17th **(Moment of evaluation for ERASMUS students)**

1. Students returning from ERASMUS are subject to VIP process described in Articles 11th, 12th and 13th of the present Regulation, except the schedule that will be individually adapted by decision of the Council of Direction.
2. However, delivery of documents of the process of VIP and delivery in triplicate of the Activity Report, should take place until one month after the return to EUVG.
3. For these students, the final interview schedule assessment will be prepared in cooperation between the Commission of VIP and the Student and should not **exceed the period of three months since the student's arrival to EUVG.**

CHAPTER IV – FINAL DISPOSITIONS

ARTICLE 18th **(Irregularities)**

1. Any of the interveners in the development or evaluation process of VIP has the responsibility to immediately notify the CVIP the detected irregularities, including plagiarism, breach of copyright and intellectual property or other irregularities through a written report;
2. The CVIP must give notice of irregularities to the Director of the Department of Veterinary Medicine.
3. If the irregularity is from the student and depending on the severity and type of detected irregularities, the measures to be applied will be decided in a meeting with the presence of the student, the Council of Direction, the Direction of Department and the VIP Commission, always communicated and recorded in the respective minutes.
4. If the irregularity is from the Scientific Supervisor or other person involved in the process, the CVIP will notify the Director of Department, which in turn will inform the Council of Direction which shall take appropriate actions.

ARTICLE 19th **(Modifications to the Regulation)**

1. The present Regulation can be annually reviewed.
2. Amendments to this Regulation should be promoted by CVIP being necessarily approved by the Council of Direction, without prejudice of the pronouncement of the Scientific and Pedagogical bodies of EUVG in particular in matters relating to their expertise in regulatory and statutory terms.





3. This Regulation is necessarily a dynamic document and for that reason the academic bodies of EUVG, in particular the Council of Direction and the Direction of the Department of Veterinary Medicine accompany its applicability being always available for its continuous improvement.

ARTICLE 20th
(Omitted cases)

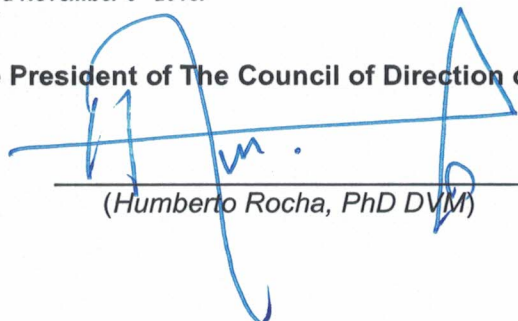
The doubts and omissions in the application of this Regulation shall be settled by the Council of Direction, after consultation with the Department of Veterinary Medicine and the Commission of VIP.

ARTICLE 21st
(Entry into force)

This Regulation shall enter into force on the day immediately following the approval or the approval of any amendments that may be introduced.

Regulations approved by the Scientific Council at September 24th 2009 and Pedagogical Council at September 2nd 2009 and amended in Article 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 o and 21 by decision of the Council of Direction dated October 10th 2015. Amended in Annexes II, III, IV, V, VIII e IX by decision of the Council of Direction dated November 6th 2018.

The President of The Council of Direction of EUVG



(Humberto Rocha, PhD DVM)

