



Integrated Master in Veterinary Medicine - Regulation

Article 1 Objectives

It is the aim of the Integrated Master in Veterinary Medicine, hereinafter IMVM, to guarantee a high level of general education, grounded on scientific research and giving its graduates a set of competencies described in the document itself, called "Skills Masters in Veterinary Medicine FMV-ULisboa", which are summarized in the following general and specific objectives:

a) General objectives:

- i) To apply knowledge and show the ability to understand and solve problems in new situations, in wide multidisciplinary contexts, in the field of veterinary sciences.
- ii) To integrate knowledge, handle complex issues, develop solutions and make judgments in situations of limited or incomplete information, including reflections on the implications and ethical and social responsibilities that result from those solutions and judgments.
- iii) To be able to communicate conclusions, including knowledge and reasoning that underlie them, in a clear and objective manner.
- iv) To develop skills to ensure autonomous lifelong learning.

b) Specific objectives:

- i) To ensure health and welfare of animals;
- ii) To contribute to a sustainable and competitive animal production, in respect for the environment;
- iii) To protect humans from zoonosis;
- iv) To ensure quality and safety of animal products.

Article 2 Coordination

1 - The programme is coordinated by the President of the Scientific Council, assisted by a Scientific Committee chaired by him and that also includes the President of the Pedagogical Council, the Studies Coordinators of the Scientific Areas and one student elected by and from the students members of the Pedagogical Council.

2 - The Scientific Committee of the programme has the following specific competences:

- a) Ongoing evaluation of the IMVM performance, ensuring that the above defined objectives are met, including the quality of teaching, the acquisition of skills by students and their academic success;
- b) General coordination and harmonization of the IMVM programme;
- c) Proposition of any changes to the IMVM programme or the rules for its functioning;
- d) Proposal of amendments to the IMVM Regulation.



3 - The Scientific Committee meets at least once a year, at the end of the academic year, to evaluate the ending year and preparing the following year.

Article 3 Monitoring and Evaluation

1. The Scientific Committee of IMVM ensures permanent monitoring and evaluation of the functioning of IMVM, assessing the fulfilment of the objectives listed above, and promoting constant updating and improvement through opportune introduction of the necessary changes.
2. In compliance with the preceding item, processes and procedures that enable the collection of information necessary for a proper monitoring and periodic evaluation of IMVM are instituted, namely by conducting regular surveys of the operation of courses, the pedagogic and scientific performances of teachers and the correspondence between credits (ECTS) and the amount of work required in the curriculum, which are organized and approved by the Pedagogical Council, in accordance with the Scientific Council.

Article 4 Curriculum Structure and Organization

- 1 - The IMVM lasts 11 semesters (5.5 years), comprising a total of 330 ECTS and consists of an organized set of curricular units corresponding to 300 ECTS, spread through ten semesters, and a curricular training period, including a master dissertation, totalling 30 ECTS.
- 2 - In agreement to paragraph 3 of article 19 of Decree-Law 74/2006 of March 24, amended by the Decree-Law No. 107/2008, of June 25 and the Decree-Law No. 115/2013 of August 7 and by the Order No. 7287-a / 2006, Series II, March 31, the degree of *licenciado* in Basic Studies in Animal Health Sciences is awarded to the students who have completed the 180 ECTS corresponding to the first six semesters.
- 3 - The curriculum consists of compulsory (285 ECTS) and optional (15 ECTS) curricular units, according to the curriculum of the programme.
- 4 - The subjects of the compulsory and optional curricular units are approved by the Scientific Council, under proposal of the department that include the scientific area that comprises these contents, when these curricular units are created or whenever substantial changes occur.
- 5 - The optional curricular units:
 - a) Are defined by the Scientific Council for each semester of the 3rd, 4th and 5th year of the syllabus, under proposal of the departments;
 - b) Handle with subjects that focus on issues not covered, or superficially addressed, by compulsory curricular units;
 - c) Operate in accordance with rules established by the Scientific Council, in particular with regard to the application, selection and enrolment of candidates and functioning rules, which are announced before each semester in conjunction with the list of optional curricular units offered for that semester.



6 - The curricular units will be taught in Portuguese language or, with the prior agreement of the Scientific Council, may be taught in other languages.

7 - The IMVM syllabus should be reassessed every five years and extraordinarily whenever the Scientific Council determines.

8 - The procedures that integrate the process of evaluation of knowledge and skills are outlined in a separate regulation, the "Regulation of Knowledge and Skills Assessment and Final Examination Admission for the 1st and 2nd cycles of FMV-ULisboa" which is approved by the President of the FMV, after consulting with the Scientific and Pedagogical Councils.

9 - The procedures which rule the process of accreditation are described in a separate regulation, the "Regulation of Previous Training Crediting of FMV-ULisboa", which is approved by the President of the FMV, after consulting with the Scientific Council.

Article 5 Access and enrolment

1 - Access and enrolment in the 1st cycle of IMVM are governed by general rules applied to all 1st cycle's studies and are regulated by national legislation.

2 - Access and enrolment in the 2nd cycle of IMVM are governed by the following rules:

a) All students enrolled in the 1st cycle of the IMVM have direct access to the 2nd cycle of the programme, in compliance with the rules of the transition defined below in this Regulation.

b) May also apply the holders:

i. of a 1st cycle of a master programme in Veterinary Medicine taken in Portugal or in another country of the European Union which follow the system of organization defined by the Bologna Process;

ii. of an academic, scientific or professional *curriculum vitae* that is recognized by the Scientific Council as attesting the capacity to carry out this cycle of studies;

iii. of a degree in Veterinary Medicine (pre-Bologna).

c) Holders of a 1st cycle of a master programme in Veterinary Medicine and holders of an academic, scientific or professional *curriculum vitae* that is recognized by the Scientific Council, have the same access requirements that candidates for admission in the 1st cycle of IMVM (minimum classifications on national exams and on the application to the university) and, if they exceed the vacancies, will be ranked according to the following non-cumulative criteria:

i. Greater value resulting from the algorithm $(CCES \times 70 + (CUCR \times P) \times 30) / 100$:
- CCES corresponds to the classification of the application to higher education through general contingent, calculated by applying the actual access rules for the IMVM at FMV; in the case of students from foreign higher education institutions that have not conducted tests equivalent to those required for the IMVM, grades obtained in the subjects of secondary education that includes biology and chemistry, will be used;



- CCE is the average, on a scale of 0-20 and weighted by ECTS, of the classifications obtained in the origin cycle or in the cycle of studies which accounts for the academic, scientific or professional curriculum recognized by the Scientific Council of the FMV, as attesting the capacity to IMVM the embodiment;
 - P is a value related to the European Scale of Comparability of Classifications (ESCC), assuming for this purpose the following values of P: A rate in EECC - P = 1; B rate in EECC - P = 0.9; C rate in EECC - P = 0.8; D rate in EECC - P = 0.7; E rate in EECC - P = 0.6; in the absence of objective information, the value of P corresponding to E rate (0.6) will be assigned;
 - ii. Fewer years between the degree and this application,
 - iii. Best academic, scientific and professional curriculum vitae.
- d) The number of vacancies for external candidates referred to in b) is annually proposed by the Scientific Council in view of FMV availabilities, distinguishing two contingents:
- i. Holders of the 1st cycle of integrated masters in Veterinary Medicine and holders of an academic, scientific or professional curriculum vitae that is recognized by the Scientific Council attesting the capacity to carry out this cycle of studies;
 - ii. Holders of a degree in Veterinary Medicine (pre-Bologna).
- e) These vacancies, as well as the deadline for applications and documents to be submitted by candidates, are published in the FMV webpage.
- f) Candidates that hold a degree in Veterinary Medicine under the degree system previous to the Bologna Process must proceed in accordance with the provisions of article 18.

Article 6

Transition of curricular year and enrolment in the curricular traineeship

- 1 - Students with overdue curricular units totalling more than 20 ECTS, are not allowed to pass to the next curricular year, from which 10 ECTS may belong to the curricular year in which the student is enrolled or, at most, 10 ECTS may belong to previous curricular year.
- 2 - The maximum referred to in the previous number may be exceeded when accreditation of curricular units has been obtained if:
 - a) The enrolment in the following year does not exceed the total of 80 ECTS;
 - b) The enrolment in the following year exceeds the total of 80 ECTS in the number of ECTS of accredited curricular units pertaining to unfulfilled curricular years.
- 3 - In the case of students who enrol in the IMVM through the Readmission, Transfer and Programme Changes regimes, the direct access to the 2nd cycle, and through the exams aimed to assess the capacity for the frequency of Higher Education for over 23 years, the accreditation of prior training and a curricular study will be performed to determine the curricular year in which the student will be enrolled, according to the rules previewed in the preceding numbers.



4 - The access to the curricular traineeship is restricted to students who have passed all the remaining curricular units of IMVM syllabus (300 ECTS).

5 - Exceptionally, students who have not obtained approval in curricular units that correspond to a maximum of 10 ECTS can start their curricular traineeship if those curricular units do not belong to the Scientific Area of the curricular traineeship.

6 - Students who only meet the requirements stipulated in the preceding two numbers at the end of the 1st semester may enrol in 6th curricular year and in the curricular traineeship until the end of February.

Article 7 Logbook

1 - In order to improve the mentoring of IMVM students' clinical practice throughout the programme, a document, designated hereafter as logbook, was created for the registration of such activities.

2 - The logbook is a book of records, where the essential practical skills that students must acquire are listed and whose performance is confirmed by teaching or technical authorized personnel.

3 - The logbook is personal and not transferable and is distributed to each student in the beginning of the 2nd semester of the 2nd year.

4 - The logbook must be totally filled to get the final approval on IMVM, and should be delivered to the Academic Office before the enrolment in the curricular traineeship.

5 - The specific rules for the use of the logbook are defined by a joint order of the Presidents of the Scientific and Pedagogical Councils.

Article 8 Characteristics and objectives of the curricular traineeship

1 - The curricular traineeship aims to provide learning, training and development of knowledge in a specific area of veterinary sciences.

2 - The curricular traineeship represents a workload equivalent to 30 ECTS, including the preparation of the dissertation and its presentation and discussion in a public *viva*. The practical component of the curricular traineeship must include a period of not less than 500 hours, which must be confirmed in the final statement of the supervisor.

3 - The curricular traineeship culminates in the presentation of a dissertation, in which the practical component may take one of the following forms:

- a) A professional training.
- b) The development of research activities.
- c) A project work.



4 - When applying for the traineeship students must indicate the provisional theme of the dissertation and the Area of Veterinary Sciences in which they intend to accomplish their traineeship. During the traineeship period, students should define with their supervisors the specific and definite theme to be the subject of the dissertation, according to the sample or the opportunity to follow-up or develop adequate activities.

5 - The dissertation is submitted to public discussion by a jury specially appointed for this purpose.

6 - The curricular traineeship can be done in the FMV or extramural, and may not be held in more than two locations, except in the case of a project work for which, although centred on a major site, it is desirable that the student visit various locations for the preparation of the dissertation.

Article 9

Institutional coordination and monitoring of the curricular traineeship

1 - The Scientific Council is responsible for the curricular traineeship, coordinating all the procedures related to it through the IMVM curricular traineeships Committee (IMVM-CTC). This Committee includes at least one professor from each of the Scientific Areas and a representative of the internal structure responsible for the Mobility Programs.

2 - The student is free to choose the supervisor(s), the Scientific Area and the location where to accomplish the curricular traineeship. Students who are not able to find a location for the curricular traineeship should formally ask IMVM-CTC to provide placement and supervision until 30 days before the established deadline.

3 - Prior to the 30th November of each academic year, the IMVM-CTC establish and announces the curricular traineeship schedule. The map of curricular traineeships is prepared by the Academic Office and present to the IMVM-CTC.

Article 10

Application and enrolment in the curricular traineeship

1 - Applications and enrolments must be made in accordance with the schedule referred to in number 3 of article 9, and in obedience to the following:

a) Based on its own initiative or on elements advertised by FMV, the student should contact the supervisor and co-supervisor and present at the Academic Office the application, in the proper form, containing the following elements:

i) Name, address, telephone number and email address;

ii) Research field and provisional theme of the curricular traineeship;

iii) Traineeship agreement, signed by the student, supervisor and co-supervisor (if applicable), including names, addresses, phone numbers and email addresses; the location where the curricular traineeship will take place, including address and phone number; and the predictable date for the curricular traineeship start;



- i) The student must attach to this form a summarized and updated *curriculum vitae* of the external supervisor or co-supervisor if they do not already exist in the Academic Office.
- 2 - After checking that the application includes all the documents referred to in number 1 of this article, the Academic Office sends it to the IMVM-CTC and registers it on the curricular traineeships map of the corresponding academic year.
- 3 - The IMVM-CTC checks that the information contained in the application form are in accordance with the terms of this Regulation and asks the candidate, through the Academic Office, for any missing information or clarification.
- 4 - The IMVM-CTC may consult the Departments or the Coordinators of Studies of Scientific Areas to answer to requests for indication of location and orientation of curricular traineeship.
- 5 - The Academic Office notifies by email the applicant and supervisors of the approval of the application until the 30th July of the academic year preceding the curricular traineeship period.

Article 11

Procedures during the curricular traineeship

- 1 - Within 15 days after starting the student should report by email (secretaria@fmv.ulisboa.pt) to the Academic Office the beginning of the curricular traineeship and within two months the specific and definite theme, always with the acknowledgement and agreement of supervisor.
- 2 - If the student wishes to change the theme and/or the location of the curricular traineeship, permission should be asked to the IMVM-CPC, through a new application form duly completed.
- 3 - If the student wishes to change the supervision of the curricular traineeship, the IMVM-CTC should be informed and a new application must be accompanied by an acceptance letter from the new supervisor(s) and a letter from the outgoing supervisor(s) confirming their understanding and agreement to this change.
- 4 - Changes in the curricular traineeship do not justify any postponing of the date of delivery of the provisional dissertation.

Article 12

Supervision of the curricular traineeship and dissertation

- 1 - Supervision of the curricular traineeship and dissertation is done by a PhD or a specialist of recognized merit in the Scientific Area of the curricular traineeship by the Scientific Council of the FMV, with a minimum of 5 years of experience in the area.
- 2 - If the supervisor does not work at the FMV, the student should indicate a co-supervisor from the PhD, masters or those holding equivalence to those degrees who work in the FMV. If the student prefers, the IMVM-CTC will appoint this co-supervisor.



3 - Regarding the curricular traineeships held at the FMV, the supervisor should be a PhD, master or someone holding equivalence to these degrees working at the FMV. In particular cases, duly justified, an additional co-supervisor may be named among:

- a) PhD, masters or those holding equivalence to those degrees who work in FMV;
- b) Veterinary Surgeons on contract basis in the Veterinary Teaching Hospital of FMV that have a minimum of 5 years of clinical activity and exclusively for curricular traineeship in the Clinical Scientific Area;
- c) FMV higher technicians with a minimum of 5 years of recognized experience in research in the area of the curricular traineeship.

4 - The supervisor has the following competencies and duties:

- a) Establish, in conjunction with the co-supervisor, if any, and the student, the curricular traineeship program;
- b) Advise the student, regarding the technical, scientific, ethical and deontological components;
- c) Send, at the request of the internal supervisor, information on the curricular traineeship;
- d) Critically advise the student in structuring, writing and revision of the dissertation;
- e) Prevent any plagiarism or violation of copyright and intellectual property;
- f) Issue a written opinion on the admissibility of the dissertation;
- g) Integrate the jury that evaluates the dissertation and its discussion in the public *viva*. The supervisor may request its' replacement on the jury by the co-supervisor;
- h) Provide information to the jury about the student's performance during the curricular traineeship period; if, by any major reason, the supervisor cannot attend the meetings of the jury, the Annex I to this Regulation should be filled and sent to the jury President;
- i) Advise the student in any revision of the dissertation requested by the jury.

5 - As a symbolic form of recognition for the services rendered, the FMV provides to the external supervisors:

- a) Preference in enrolment in training activities not leading to academic degrees;
- b) Priority on services provided by FMV;
- c) Preferential access to library and computer resources of scientific literature.

6 - The co-supervisor has the following competencies and duties:

- a) Ensure the link between the student, FMV and the supervisor when the latter does not work in the FMV;
- b) Establish, in conjunction with the supervisor and the student, the curricular traineeship program, cooperating in planning activities;
- c) Communicate to the student any relevant academic or pedagogic indications;
- d) Cooperate in structuring, writing and reviewing the dissertation;
- e) Prevent any plagiarism or violation of copyright and intellectual property;
- f) Issue a written opinion on the admissibility of the dissertation;
- g) Integrate the jury that evaluates the dissertation and its discussion on the public *viva* when the supervisor cannot integrate it;



h) Advise the student in any revision of the dissertation requested by the jury.

Article 13 Characteristics of the dissertation

- 1 - The dissertation should be written in Portuguese or English. In justified cases, by request of the student and with the agreement of the supervisor, the IMVM-CTC can accept dissertations written in another foreign language.
- 2 - The dissertation must be written in accordance with current FMV regulations and, for guidance, comprise between 50 and 70 numbered pages, not exceeding 100 pages in total.
- 3 - The cover of the dissertation must conform to the standard model.
- 4 - In the case the dissertation is the result of a curricular traineeship in which the practical component took the form of a professional training, it should include:
 - a) A brief description (3-6 pages) of the activities developed during the curricular traineeship in which the degree of involvement of the student is evident;
 - b) A state of art on the specific theme, based on a bibliographic research within the main scientific and technical publications in the area in recent years;
 - c) A scientific discussion of a series of clinical cases or experimental results that support the approved theme;
 - d) One or more conclusions of the discussion and also some references to relevant aspects of learning, expectations versus performance or any other subjects deemed pertinent;
 - e) A list of cited literature.
- 5 - In the case the dissertation is the result of a curricular traineeship during which the practical component took the form of a research work, in addition to the aspects mentioned in the preceding number it should also include a description of materials and methods utilized.
- 6 - In the case the dissertation takes the format of a project work, it should reflect the critical analysis of the information gathered and lived experience in the curricular traineeship in a business context. It should include a market analysis of the sector/area in which it operates and a detailed description of the objectives, required resources and organizational structure of the production unit scheme which proposes to outline. It should also contain a brief economic study that demonstrates the feasibility of this unit.

Article 14 Delivery of the dissertation

- 1 - The dissertation resulting from the curricular traineeship can only be accepted by the Academic Office after the student has been approved in all the curricular units of the IMVM syllabus and when all procedures stipulated in articles 10 and 11 are completed, including the prior approval by the MIM-CTC of the specific and definite theme.



2 - After getting the supervisor and the co-supervisor approval, the student must submit the dissertation in the Academic Office and request its public discussion in an application addressed to the President of the Scientific Council of the FMV, accompanied by:

- a) four copies of the dissertation, with the expressed indication of it being a provisional document on the cover and the first page (below the title), and a version in electronic form;
- b) one copy on pre-defined format of the abstract in Portuguese and English, accompanied by up to six keywords;
- c) Declarations of the supervisor and co-supervisor stating that the dissertation meets the conditions required for its analysis and discussion;
- d) The declaration of the supervisor must also attest that the practical component of the curricular traineeship had a minimum of 500 hours.

Article 15

Evaluation of the dissertation and curricular traineeship - Jury and procedure

1 - In the 10 subsequent working days to the submission of the dissertation, the President of the Scientific Council of the FMV, at the proposal of the IMVM-CTC, appoints the jury for its analysis and discussion in a public *viva*.

2 - The jury will consist of 3-5 members and will include:

- a) The supervisor;
- b) Two or three holders of a PhD degree who work in the FMV;
- c) Exceptionally a specialist of recognized merit by the Scientific Council of the FMV may also integrate the jury.

3 - When the supervisor anticipates not being able to attend the public discussion, or considers that this function should be performed by the co-supervisor, a declaration to that effect should be sent to the President of the Scientific Council before the submission the provisional dissertation, so that the co-supervisor can be appointed to the jury.

4 - The jury is chaired by the member, belonging to the FMV staff, that is the oldest professor of the highest category, excluding the supervisor and the co-supervisor.

5 - Within 20 working days after the appointment of the jury, the president must issue an order in which:

- a) Declares the acceptance of the dissertation presented, even if minor inaccuracies could still be corrected in the final version, and set the day, place and agenda of the public discussion;
- b) Justifiably recommends that the dissertation should be reviewed, pointing out the major faults and weaknesses and attaching any existing written reports authored by the other jury members.

6 - The president of the jury will also be responsible for:

- a) Participate in the public discussion as the main examiner;



- b) Conducting the public discussion, ensuring the compliance with the stipulated rules and the quality and dignity of all the procedure;
- c) Set and control the time for the intervention of each member of the jury and the students replies.

7 - In case the provisional dissertation is accepted without significant changes, the student must submit three copies in paper and two in electronic form (not editable) of the final dissertation, one abstract in Portuguese and English in electronic form (editable format - Word) within 30 working days after the public discussion. All amendments proposed by the jury should be included in this final version which must be validated by the president of the jury prior to submission.

8 - The final dissertation should include in the cover and first page the name of the University and of the FMV, the title of the dissertation, the name of the supervisor and, if any, of the co-supervisor and the names of all members of the jury.

9 - When revision of dissertation is recommended by the jury, the student has a period of 60 working days to review the dissertation or declare that he wants to keep it as first presented.

10 - After reviewing the dissertation, the student submits three new provisional copies and one electronic copy.

11 - If, despite the recommendation of the jury to review the dissertation, the candidate declares the intention to maintain the original version, the president of the jury should set the day for the public discussion.

12 - Plagiarism of other technical or scientific work will be cause for outright rejection of the provisional dissertation or, if applicable, sanctioned with the cancellation of the degree awarded.

Article 16

Evaluation of the dissertation and curricular traineeship - Public discussion and classification

1 - The public discussion must occur within 15 working days from the date of the order of the president of the jury accepting the dissertation or of the communication of the student declaring his intention to maintain the first version of the dissertation.

2 - The public discussion consists of the discussion of the dissertation, preceded by a presentation of the work by the student, with a maximum duration of 15 minutes, summarizing the contents of the dissertation, highlighting the goals, the materials and methods used and the main results and conclusions.

3 - The discussion should involve all members of the jury.

4 - The public discussion has a maximum duration of 1 hour and 15 minutes.

5 - The final classification of the curricular traineeship is expressed on a numerical scale from 0 to 20. For its attribution should be taken into consideration the performance of the



candidate in practical activities during the curricular traineeship period and the quality of the dissertation, oral presentation and discussion.

6 - To support the classification process the jury must complete the "Curricular Traineeship Assessment Record" (Annex II to this Regulation). This report is part of the minutes of the public discussion, and to fill it the president of the jury should ask each member to grade each criterion, beginning this inquiry by the members without responsibilities in supervision and finishing with the supervisor(s)' opinion.

Article 17

Assignment of final classification

1 - To the academic degree of master is assigned a final classification, expressed in the range 10-20 on a numerical scale of 0 to 20, as well as in its equivalent in the European scale of comparability of classifications, calculated according to the appropriate standards.

2 - The calculation of the final classification of the master is made by the weighted average, by the ECTS credit units, of all curricular units, including the curricular traineeship classification.

3 - The issue of the Certificate of Registration and the Course Diploma is accompanied by the emission of the corresponding diploma supplement under the legislation in force, within 90 working days after its request. The issue of a certificate of conclusion of the master's degree is conditional to the request for the Certificate of Registration.

Article 18

The attainment of a master degree by pre-Bologna graduates in Veterinary Medicine

1 - Holders of a degree in Veterinary Medicine obtained in the system previous to the Bologna Process may obtain a master's degree in Veterinary Medicine by enrolling in the IMVM 2nd cycle, getting approval on the curricular units not accredited and publicly defending a dissertation in accordance with article 13 of this Regulation.

2 - In case of having more than five years of relevant professional experience in the field of Veterinary Sciences, the holders of a degree in Veterinary Medicine, obtained in the system previous to the Bologna Process in the FMV or any other institution of higher education whose training system in Veterinary Medicine is approved by the European Association of Establishments for Veterinary Education, may obtain a master's degree in Veterinary Medicine fulfilling the stipulated in the preceding paragraph but presenting as alternative to the dissertation, a detailed report on their professional activity, which is submitted to public discussion that includes the discussion of experiences and skills acquired.

3 - The relevant professional experience in the field of Veterinary Sciences, referred on the previous number, must be proven by the *curriculum vitae* of the graduate, in which will be valued aspects such as:

- a) Frequency and/or approval in post-graduate courses or training activities;
- b) Teaching post-graduate courses or training activities;
- c) Participation in research projects;



- d) Publication of scientific and technical articles, books, or book chapters;
- e) Communications at technical or scientific meetings;
- f) Supervision of curricular traineeship of veterinary medicine students;
- g) Performance of senior positions in institutions, scientific societies or companies.

4 - For the purposes of numbers 2 and 3, applicants must:

- a) Enrol in the 2nd cycle at the Academic Office;
- b) Request the accreditation of prior learning and, simultaneously, the evaluation of their *curriculum vitae* to assess if the dissertation could be replaced by the report referred to in number 2 of this Article.

5 - In the 10 working days subsequent to the delivery of the application requesting the evaluation of the curriculum vitae, the President of the Scientific Council, at the proposal of the IMVM-CTC, appoints the jury responsible for that evaluation, which comprises:

- a) Three holders of a PhD degree who work in the FMV in the area of Veterinary Sciences in which the applicant predominantly exerts its' activity;
- b) Exceptionally a specialist of recognized merit by the Scientific Council of the FMV can also integrate the jury.

6 - The jury referred above is chaired by the member, belonging to the FMV that is the oldest teacher of the highest category.

7 - In case the replacement of the dissertation by the report is accepted, the selected jury, referred in the preceding numbers, also is maintained and should appreciate the applicant's professional activity report.

8 - The public discussion of the report follows an operating model similar to that described in articles 15 to 17 of this Regulation.

9 - Within 20 working days after the appointment of the jury, its president should issue an order in which:

- a) States that the professional experience of the candidate is considered relevant and, consequently, the dissertation may be replaced by a detailed report on its' professional activity which is to be subject to public discussion where the experiences and skills will be evaluated;
- b) Declares that the professional experience of the candidate is not relevant and, therefore, the candidate must enrol on the curricular traineeship which includes the preparation of a dissertation.

10 - If the replacement of the dissertation is accepted, the candidate must submit within 60 working days, five copies in paper and three in electronic form (not editable) of the report.

11 - The report must include on the cover the name of the University and of the FMV, the candidate name, the constitution of the jury and the words "Report for the purpose of awarding a master's degree in Veterinary Medicine."

12 - The final classification of the report is given on a numerical scale of 0 to 20. For its attribution the quantity and quality of the activities described, the quality of writing of the report, the oral presentation and its public discussion, should be taken into account.



13 - The classification of the report will have a weight of 30 ECTS on the final IMVM classification.

Article 19 Confidentiality

1 - Some of dissertation work, by its nature or because they developed in collaboration with business companies, may involve the need to ensure the confidentiality of certain components of the dissertation. These situations should be reported to the IMVM-CTC before the submission of the dissertation, clearly identifying the institution or company and the part of the dissertation that requires confidentiality.

2 - If the IMVM-CTC considers relevant the reasons given for the need to ensure the character of confidentiality the following procedures should be followed:

- a) The title, abstract and keywords (both in Portuguese and in English) cannot be confidential;
- b) The coordinator of the IMVM-CTC and all the members of the jury must accept and sign a confidentiality statement;
- c) The text of the dissertation that will become public should be reviewed and authorized by the institution that requires confidentiality, together with the jury;
- d) The confidential parts of the text will be included in an annex, in a separate volume, which is distributed only to the members of the jury and should be returned to the institution seeking confidentiality at the end of the public discussion.

Article 20 School Calendar

The academic schedule is set annually by the Pedagogical Council of FMV.

Article 21 Tuition fees

The amount of tuition fees and the respective payment scheme of IMVM will be fixed pursuant with number 2 of article 16 of Law No. 37/2003, of the 22nd August.

Article 22 Limit of enrolments

The maximum number of annual enrolments that a student is allowed in the IMVM follows the Law No. 37/2003, of the 22nd August.



**Article 23
Omissions**

Omissions of this Regulation are resolved by the appropriate governing bodies of FMV.

Approved by the Scientific Council of the FMV on the 30th July 30, 2014.

Approved by the Pedagogical Council of FMV on the 19th September, 2014.

Approved by the President of the FMV on the 1st December, 2014.

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Annex I to the Regulation of the Integrated Master in Veterinary Medicine

Information from the supervisor of the curricular traineeship

Student's name: _____

Supervisor's name: _____

Start date of the curricular traineeship: ____/____/20____.

Date of completion of curricular traineeship: ____/____/20____.

Hours of practical activity _____

Scientific Area: _____

Theme: _____

The answers to the following questions are subject to the rules of confidentiality of information. Please reply indicating a numerical value on a scale of zero to five (0 - very poor, 1 - poor, 2 - fair, 3 - good, 4 - very good, 5 - excellent).

- 01. ATTENDANCE
- 02. INTEREST
- 03. TECHNICAL PERFORMANCE.....
- 04. SPIRIT OF INITIATIVE OR INNOVATION
- 05. WORKLOAD.....
- 06. QUALITY OF WORK
- 07. RELATIONSHIP WITH COLLEAGUES, CUSTOMERS, etc.....
- 08. FULFILMENT OF THE STUDENT PROGRAM
- 09. LEARNING NEW SKILLS
- 10. APPLICATION OF NEW KNOWLEDGE
- 11. COMMENTS (if any):

Proposed classification for the practical component of the curricular traineeship (0-20) ____.

Date ____ / ____ / 20 ____

The Supervisor _____



Annex II to the Regulation of the Integrated Master in Veterinary Medicine

Assessment Record of the curricular traineeship of IMVM

Attached to the minutes of the dissertation public discussion

STUDENT'S NAME: _____ No.: _____

Qualitative classification: place an X on the qualitative level that the jury assigns to each of the criteria:

	Insufficient (<10)	Sufficient (10-13)	Good (14-16)	Very Good (17-18)	Excellent (19-20)
Performance during the traineeship					
Attendance					
Interest / Attitude					
Social interaction					
Technical performance					
Learning new knowledge					
Exposure					
Clarity					
Exposure quality					
Discussion					
Answers' clarity					
Answers' adequacy					
Communication skills					
Dissertation					
Organization					
Language adequacy					
Cited bibliography novelty					
Methodologies adequacy					
Originality					
State of art quality					
Discussion quality					
Conclusions quality					
Predominant classification range					
Final classification (0-20)					