**Curricular Traineeship Agreement**

Between the Faculty of Veterinary Medicine (Faculdade de Medicina Veterinária) da Universidade de Lisboa, (address: Avenida da Universidade Técnica de Lisboa, Pólo Universitário do Alto da Ajuda, 1300-477 Lisbon), represented by the Coordinator of the curricular traineeships Committee (MIMV-CTC), and:

*Supervisor, (name, professional category, ID card, ORCID n.º (if applicable), professional license nº (if applicable), company, address;*

*Co-supervisor (name, professional category, ID card, ORCID n.º (if applicable), professional license nº (if applicable), company, address;*

*Tutor, (name, professional category, ID card, ORCID n.º (if applicable), professional license nº (if applicable), company, address;*

*Student (name and student´s nº);*

Doing an curricular training in *Local*, *area of veterinary sciences,* between *(period)*, under the provisional theme of the dissertation: “……”.

An agreement is signed in order to establish the rules for the accomplishment of the final curricular traineeship of the integrated Master in Veterinary Medicine (MIVV) in the Scientific Area of (identify scientific area)in (institution) from (date of beginning) to (date of end), under the preliminary theme (identify theme).

Principles governing traineeship and the rights and duties of all parts:

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 discussion in a public examination. 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 Scientific Council is responsible for the curricular traineeship, coordinating all the procedures related to it through the MIMV curricular traineeships Committee (MIMV-CTC).

4 - The student is free to choose the tutor, supervisor(s), the scientific area and the location where to accomplish his curricular traineeship.

5 - Within 15 days after starting the student should report by email (secretaria@fmv.ulisboa.pt) to the Academic Office the beginning the curricular traineeship and within two months the specific and definite theme, always with the acknowledgement and agreement of supervisor.

6 - If the student wishes to change the theme and / or the location of the curricular traineeship, permission should be asked to the MIMV-CPC, through a new application form duly completed.

7 - If the student wishes to change the tutor or supervision of the curricular traineeship, the MIMV-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 tutor and supervisor(s) confirming their understanding and agreement to this change.

8 - The supervisor has the following competencies and duties:

1. Ensure the link between the student, FMV and the Tutor when the latter does not work in FMV;
2. Establish, in conjunction with the Tutor and the student, the curricular traineeship program;
3. Advise the student, regarding the technical, scientific, ethical and deontological components;
4. Communicate to the student any relevant academic or pedagogic indications;
5. Provide the best conditions for the purposes of the traineeship, together with the Tutor, in the case there is one;
6. Critically advise the student in structuring, writing and revision of the dissertation;
7. Prevent any plagiarism or violation of copyright and intellectual property;
8. Issue a written opinion on the admissibility of the dissertation;
9. Integrate the jury that evaluates the dissertation and its discussion on the public examination. The supervisor may request his replacement by the co-supervisor on the jury;
10. 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’s President;
11. Advise the student in any revision of the dissertation requested by the jury.

In case of external supervisor the tasks stipulated in points f), g) and k) should be executed, mainly, by the internal co-supervisor.

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

1. Ensure the link between the student, FMV and the supervisor when the latter does not work in FMV;
2. Establish, in conjunction with the supervisor and the student, the curricular traineeship program, cooperating in planning activities;
3. Communicate to the student any relevant academic or pedagogic indications;
4. Cooperate in structuring, writing and reviewing of the dissertation;
5. Prevent any plagiarism or violation of copyright and intellectual property;
6. Issue a written opinion on the admissibility of the dissertation;
7. Integrate the jury that evaluates the dissertation and its discussion on the public examination when the supervisor declare that he cannot integrate it;
8. Advise the student in any revision of the dissertation requested by the jury.

10 – In applicable cases, the Tutor, a professional with acknowledged merit in the scientific area of the traineeship by the FMV-ULisboa Scientific Council, with at least 5 years of professional experience in the area, helps the Supervisor in the accompaniment of the activities of the traineeship.

11 - In addition to Student Disciplinary Regulations and University of Lisbon Code of Conduct and Best Practices, the student has also the following duties:

1. Observe the conditions of operation of the host institution, including schedules, rules and discipline and demonstrate punctuality, courtesy and cooperative attitude to acquire knowledge mentioned in the traineeship plan;
2. Treat with courtesy and respect everyone involved in the traineeship;
3. Make careful use of resources;
4. Use or divulge information collected without consent of the host institution, not only during the traineeship but also after its expiry.
5. Comply with all rules of the Integrated Master in Veterinary Medicine Regulation.
6. Assist the external supervisor in all aspects related to FMV and internal co-supervisor;

12 – The Faculty of Veterinary Medicine certifies that during the traineeship the student benefits from an insurance policy guaranteeing personal damages caused to his trainee status.

13 – The Integrated Master in Veterinary Medicine Regulation provides all information about curricular traineeship, and is provided at the following Internet address: www.fmv.ulisboa.pt.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*On behalf of the*

*Faculty of Veterinary Medicine*

*Prof. Doutor J.H. Duarte Correia* (Coordinator on the curricular traineeships Committee)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Supervisor*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Co-supervisor*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *Tutor*  Student

Faculdade de Medicina Veterinária

*Date*