



### **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 30<sup>th</sup> 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 30<sup>th</sup> 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 (divacademica@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.