



ATTACHMENTS





ATTACHMENT III – DRAFT OF THANK-YOU LETTER TO BE SENT TO EXTERNAL ENTITIES

(Article 5, no. 3, point (i))

Dear Sir(s)/Madam(s)
(name), Professor, PhD [delete if appropriate]
(Address)

Your Ref.

Date

Our Ref.

Date

00/00/20 ____

Subject: Thank you.

Dear Sir(s)/Madam(s)

(name), Professor, PhD [delete if appropriate]

Upon completion of the period of Curricular Internship of the study cycle leading to the Master's Degree in Veterinary Medicine of our Student _____, whom you have fully supported, on behalf of Escola Universitária Vasco da Gama (EUVG), I hereby thank you for your helpful collaboration, which has enormously enriched the training of this Student.

Yours sincerely

On behalf of the Curricular Internship Committee (CIC)

(name of the Committee member)

End of Attachment III





ATTACHMENT IV – DRAFT OF FORMAL INVITATION FOR EXTERNAL ENTITIES TO BE PRESENT AT THE DEFENCE

(Article 5, no. 3, point (k))

Dear Sir(s)/Madam(s)
(name), Professor, PhD [delete if
appropriate]
(Address)

Your Ref.

Date

Our Ref.

Date

___/___/___

Subject: Defence of Master's Thesis.

Dear Sir(s)/Madam(s)

(name), Professor, PhD [delete if appropriate]

We hereby invite you to be present, on _____, at Escola Universitária Vasco da Gama (EUVG), at _____ AM/PM in order to participate as Examiner of the Panel of the /attend the [in the case of other external entities] Final Defence of the Thesis regarding the Integrated Master's Degree in Veterinary Medicine, entitled " _____", presented by Student _____.

We thank you for all your availability during this evaluation process.

Best regards,

On behalf of the Curricular Internship Committee (CIC)

(name of the Committee member)





End of Attachment IV





ATTACHMENT V – DRAFT OF CERTIFICATE OF PARTICIPATION (Article 5, no. 3, point (m))



euvg escola
universitária
vasco da gama

HEALTH & SCIENCE SCHOOL

CERTIFICATE

We hereby certify that _____ **Professor, PhD,**
participated, as Examiner of the Panel of the/attended the [in the case of the External
Supervisor] (delete as appropriate) Final Defence of the Thesis regarding the
Integrated Master's Degree in Veterinary Medicine, entitled
" _____", presented by Student
_____, on _____ 20____, at
Escola Universitária Vasco da Gama, in Coimbra.

Chairman of the Governing Board of
EUVG

(Pedro Carvalho, Professor, PhD)

Chairwoman of the Department of
Veterinary Medicine

(Sofia Duarte, Professor, PhD)



Departamento de Medicina Veterinária
Department of Veterinary Medicine
Av. José R. Sousa Fernandes-Campus Universitário,
Bloco B – Lordemão – 3020-210 Coimbra

End of Attachment V





ATTACHMENT VI A) – PRESENTATION OF THE LOCATION(S) FOR THE INTERNSHIP OF THE STUDY CYCLE LEADING TO THE MASTER’S DEGREE OF IN VETERINARY MEDICINE OF ESCOLA UNIVERSITÁRIA VASCO DA GAMA

[to be submitted by the Student to the Academic Services until the last working day of the month of June of the previous school year]

(Article 8, no. 1, point (d))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

1. STUDENT'S DATA

Student's name:

Contacts: (telephone/e-mail):

2. SUPERVISION OF THE CURRICULAR INTERNSHIP

Internal Supervisor's Name:

Institution:

Address:

Contacts: _____ **E-mail:** _____

Co-supervisor(s) name(s):

Name: _____

Name: _____

Institution:

Institution:

Address:

Address:

Contacts:

Contacts:





I PRESENT / DO NOT PRESENT [delete as appropriate] PROPOSALS FOR THE LOCATION(S) OF MY INTERNSHIP:

(Fill in the 2nd and 3rd frame only if you want to carry out your internship in more than one location)

[PLEASE FILL IN, IN A LEGIBLE FORM, THE RELEVANT PARTS]

Scientific field: _____

EXTERNAL SUPERVISOR: _____

LOCATION (ENTITY): _____

ADDRESS: _____

POSTAL CODE: _____ - _____

TOWN: _____

TELEPHONE: _____

FAX: _____

E-mail: _____

PERIOD OF COMPLETION:
From _____ / _____ / _____ to _____ / _____ / _____

Scientific field: _____

EXTERNAL SUPERVISOR: _____

LOCATION (ENTITY): _____

ADDRESS: _____

POSTAL CODE: _____ - _____

TOWN: _____

TELEPHONE: _____

FAX: _____

E-mail: _____

PERIOD OF COMPLETION:
From _____ / _____ / _____ to _____ / _____ / _____





Scientific field: _____
EXTERNAL SUPERVISOR: _____
LOCATION (ENTITY): _____
ADDRESS: _____
POSTAL CODE: _____ - _____
TOWN: _____
TELEPHONE: _____
FAX: _____
E-mail: _____
PERIOD OF COMPLETION: From _____ / _____ / _____ to _____ / _____ / _____

3. STUDENT'S DECLARATION OF COMMITMENT

I declare that, during my curricular internship, I will comply with the rules established in the General Regulation of the Curricular Internship (CI) of EUVG and with the guidelines given by the Supervisor(s).

Date: ____/____/____

Student's Signature: _____

4. ACCEPTANCE OF THE INTERNAL SUPERVISOR(S) IN THE CONTEXT OF THE PRACTICAL COMPONENT OF THE CURRICULAR INTERNSHIP

Date: ____/____/____

The Internal Supervisor: _____

The Co-supervisor(s): _____

The Co-supervisor(s): _____





5. ACCEPTANCE OF THE EXTERNAL SUPERVISOR(S) IN THE CONTEXT OF THE PRACTICAL COMPONENT OF THE CURRICULAR INTERNSHIP

5.1 The External Supervisor: _____
(All the pages in this attachment should be initialled in the upper right corner)

Date: ____/____/____

The remaining fields 5.2 and 5.3 are only relevant if there is more than one External Supervisor

5.2 The External Supervisor: _____
(All the pages in this attachment should be initialled in the upper right corner)

Date: ____/____/____

5.3 The External Supervisor: _____
(All the pages in this attachment should be initialled in the upper right corner)

Date: ____/____/____

End of Attachment VI a)





ATTACHMENT VI b) - PROPOSAL OF THE SUBJECT MATTER AND WORK PLAN OF THE MASTER'S THESIS REGARDING THE CURRICULAR INTERNSHIP OF THE STUDY CYCLE LEADING TO THE MASTER'S DEGREE IN VETERINARY MEDICINE OF ESCOLA UNIVERSITÁRIA VASCO DA GAMA [to be submitted by the Student to the Academic Services until one month after the start of the practical component of the CI]

(Article 8, no. 1, point (e))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

1. STUDENT'S DATA

Student's name:

Contacts: (telephone/e-mail):

2. PROPOSAL OF THE SUBJECT MATTER AND SUPERVISION OF THE MASTER'S THESIS

Title:

Scientific Field of the Thesis:

Format of the Master's Thesis:





3. PROPOSAL FOR A WORK PLAN IN THE CONTEXT OF THE MASTER'S THESIS
(maximum 4000 characters, including spaces)





3.1 BIBLIOGRAPHY (from 3 to 10 bibliographical references)

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4. PROPOSAL FOR THE WORK PLAN CALENDAR

Time frame	Task description





5. STUDENT'S DECLARATION OF COMMITMENT

I declare that, during my curricular internship, I will develop the Work Plan according to the plan provided herein and that I will comply with the guidelines given by the Supervisor(s), and with the General Regulation of the Curricular Internship (CI) of EUVG.

Date: ___/___/___

Student's Signature: _____

6. OPINION OF THE INTERNAL SUPERVISOR ABOUT THE WORK PLAN

The Internal Supervisor: _____

The Co-supervisor(s): _____

The Co-supervisor(s): _____





7. OPINION OF THE EXTERNAL SUPERVISOR(S) ABOUT THE WORK PLAN (where applicable)

7.1) OPINION OF THE EXTERNAL SUPERVISOR ABOUT THE WORK PLAN

Date: ____/____/____

The External Supervisor: _____

(All the pages in this attachment should be initialled in the upper right corner)

The remaining fields 7.2 and 7.3 are only relevant if there is more than one External Supervisor

7.2 OPINION OF THE EXTERNAL SUPERVISOR ABOUT THE WORK PLAN

Date: ____/____/____

The External Supervisor: _____

(All the pages in this attachment should be initialled in the upper right corner)

7.3 OPINION OF THE EXTERNAL SUPERVISOR ABOUT THE WORK PLAN

Date: ____/____/____

The External Supervisor: _____

(All the pages in this attachment should be initialled in the upper right corner)





8. OPINION OF THE ETHICS COMMITTEE ABOUT THE WORK PLAN
(where applicable)

Date: ____/____/____

The Ethics Committee: _____

9. OPINION OF THE DEPARTMENT OF VETERINARY MEDICINE OF EUVG

Date: ____/____/____

The Chairperson of the Department: _____

10. OPINION OF THE SCIENTIFIC COUNCIL OF EUVG

Date: ____/____/____

The Chairperson of the Scientific Council: _____

End of attachment VI b)





ATTACHMENT VI c) – REQUEST OF AUTHORISATION OF SUPERVISOR/CO-SUPERVISOR EXTERNAL TO EUVG [to be submitted by the student to the Academic Services along with ATTACHMENT VI a)]

(Article 8, no. 4)

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

1. STUDENT'S NAME

2. INTERNAL SUPERVISION OF THE CI:

INTERNAL

SUPERVISOR:

Institution of Origin: _____

CO-SUPERVISOR(S): _____

Institution of origin: _____

Presentation of the *Curriculum vitae of the element external to EUVG*: YES NO

3. JUSTIFICATION:

Date: ____/____/____ Student's signature: _____

Internal

Supervisor's

Signature:

5. OPINION OF THE DEPARTMENT OF VETERINARY MEDICINE OF EUVG:

Date: ____/____/____ The Chairperson of the Department: _____

6. OPINION OF THE SCIENTIFIC COUNCIL OF EUVG

Date: ____/____/____ The Chairperson of the Scientific Council: _____





Note: The Internal Supervisor may be someone who holds a doctorate external to EUVG and, in this case, an internal Co-supervisor must be mandatorily appointed. Similarly, if justified, the Co-supervisor may be external to EUVG and, in this case, an Internal Supervisor who holds a doctorate from EUVG must be mandatorily appointed.

End of Attachment VI c)

ANNEX VI d) – REQUEST FOR AMENDMENT TO ATTACHMENT VI b)

[to be submitted by the student to the Academic Services up to 15 days before the submission of the provisional version of the Master's Thesis]

(Article 8, no. 2, point (a))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

1. STUDENT'S NAME _____

2. INTERNAL SUPERVISION OF THE CI:

Supervisor: _____

Co-supervisor(s): _____ / _____

3. AMENDMENT:

Scientific Field <input type="checkbox"/>	Thesis format <input type="checkbox"/>	Thesis title <input type="checkbox"/>
Scientific Field: _____ Thesis Format: _____		
Thesis Title: _____ _____		
Justification: _____ _____ _____		
Date: ____/____/____ Student's signature: _____		
Supervisor's signature: _____		
Co-supervisor(s) signature: _____ / _____		

4. OPINION OF THE SCIENTIFIC COUNCIL OF EUVG





Date: ____ / ____ / ____ The Chairperson of the Scientific Council: _____

End of Attachment VI d)

ATTACHMENT VII - MINUTES OF MEETINGS WITH THE STUDENT

[to be submitted by the Supervisor/Co-supervisor to the Academic Services]

(Article 6, no. 7, point (a))

MINUTES

Supervisor:		
Co-supervisor(s):		
Student:		
Date:	Time:	Place:

Subject:	
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Issues discussed:
(compliance with the Plan; difficulties felt; development strategy)

Supervisor

Student

The Co-supervisor(s)

The Co-supervisor(s)





End of Attachment VII





ATTACHMENT VIII - APPROVAL OF THE SUPERVISORS FOR THE DEFENCE OF THE MASTER'S THESIS

[to be submitted by the Student to the Academic Services]

(Article 8, no. 4, point (f))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

Student's name:

Contacts: (telephone/e-mail):

Title:

Scientific Field of the Thesis: _____

Supervisor's Name:

Co-supervisor(s) Name(s): _____ / _____

THE INTERNAL SUPERVISOR

I hereby declare that the Master's Thesis of the Student above identified is suitable for Final Defence, thus giving it my approval.

The Thesis presented requires/does not require [delete as appropriate] the approval of the External Supervisor(s).

Date: ____/____/____ Signature: _____

THE CO-SUPERVISOR(S) (if any)

I hereby declare that the Master's Thesis of the Student above identified is suitable for Final Defence, thus giving it my approval.

Date: ____/____/____ Signature: _____

Date: ____/____/____ Signature: _____

THE EXTERNAL SUPERVISOR(S) (if any)

I hereby declare that the Master's Thesis of the Student above identified is suitable for Final Defence, thus giving it my approval.

Date: ____/____/____ Signature: _____

Date: ____/____/____ Signature: _____

Date: ____/____/____ Signature: _____

End of Attachment VIII





ATTACHMENT IX – INTERNAL SUPERVISION EVALUATION CHART

[to be submitted by the Supervisor/Co-supervisor(s) to the Academic Services up to 5 days after the Student submits the final version, in PDF format, of the Master's Thesis]

(Article 6, no. 7, point (g))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

STUDENT'S NAME	
SCIENTIFIC FIELD OF THE THESIS	
TITLE	
SUPERVISOR	
CO-SUPERVISOR(S)	

INTERNAL SUPERVISION EVALUATION GRID

	Mark (0 to 20)
A. Sense of responsibility and interest (Motivation, interest, observance of instructions and standards)	
B. Ability to think critically and to summarise (Presentation of solutions to problems)	
C. Theoretical and practical skills (Mastery of theoretical concepts and their applicability)	
D. Strategies and professional approach (Capacity for initiative, organisation, compliance with planned activities, recognition of professional conduct and ethical approach)	
E. Evaluation of the writing of the Master's Thesis (Compliance with the rules and standards for the writing of the Master's Thesis, scientific rigour, ability to summarise, clarity of ideas and/or situations)	
Final mark (A+B+C+D+2E)/6	





GLOBAL EVALUATION

(this space can be used as needed)

The Student is eligible/ineligible [delete as appropriate] to proceed to the Final Defence.

DATE: ____/____/____

SUPERVISOR'S SIGNATURE:

CO-SUPERVISOR(S) SIGNATURE:

End of Attachment IX





ATTACHMENT X – ATTENDANCE SHEET AT THE INTERNSHIP LOCATION

[to be submitted by the Student to the Academic Services]

(Article 7, no. 1, point (d))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

Student's name:

Internship location (entity):

Contacts (Telephone and/or e-mail)

External Supervisor's Name:

Period of completion of the internship:

From ____/____/____ to ____/____/____



mvvet



Attendance Record	Days: Month	Attendance (Initials)	Days: Month	Attendance (Initials)	Days: Month	Attendance (Initials)	Days: Month	Attendance (Initials)	Observations
		1		1		1		1	
	2		2		2		2		
	3		3		3		3		
	4		4		4		4		
	5		5		5		5		
	6		6		6		6		
	7		7		7		7		
	8		8		8		8		
	9		9		9		9		
	10		10		10		10		
	11		11		11		11		
	12		12		12		12		
	13		13		13		13		
	14		14		14		14		
	15		15		15		15		
	16		16		16		16		
	17		17		17		17		
	18		18		18		18		
	19		19		19		19		
	20		20		20		20		
	21		21		21		21		
	22		22		22		22		
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	24		24		24		24		
	25		25		25		25		
	26		26		26		26		
	27		27		27		27		
	28		28		28		28		
	29		29		29		29		
	30		30		30		30		
	31		31		31		31		

Date: ___/___/___

External Supervisor's Signature:

End of Attachment X





ATTACHMENT XI – EXTERNAL SUPERVISOR’S EVALUATION CHART

[to be sent by the External Supervisor, by post or e-mail]

(Article 7, no. 1, point (e))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

Student's Name:

Internship location (entity):

Contacts (Telephone and/or e-mail):

External Supervisor's Name:

Professional Category:

Professional Licence No.:

This chart is intended to be filled out by the External Supervisor to register the performance of the Student during the internship period according to the evaluation grid (on the back).

The External Supervisor's Evaluation is on a scale from 0 to 20 and is a result from the arithmetic mean of the marks assigned to each of the four groups: A, B, C and D.

The Board of EUVG appreciates the receptiveness and availability demonstrated throughout this process, highlighting the valuable contribution provided to the training of tomorrow's professionals.

Thank you very much





	MARK (0 to 20)
A. Sense of responsibility and interest (Attendance and punctuality, motivation and interest, observance of instructions and standards)	
B. Integration/Communication Ability (Insertion in the dynamics of the internship location, cooperation with colleagues and superiors, relationship with clients)	
C. Theoretical and practical skills (Mastery of theoretical and technical concepts, ability to present suggestions/solutions)	
D. Strategies and Professional Approach (Capacity for initiative, organisation, compliance with planned activities, recognition of professional conduct and ethical approach)	
FINAL MARK (A+B+C+D/4)	

This space is intended for your Observations/Suggestions:

Date: ____/____/____

The External Supervisor: _____

End of Attachment XI





ATTACHMENT XII - RULES FOR THE DEVELOPMENT OF THE MASTER'S THESIS

(Article 8, no. 3, point (d))

1. General Instructions

The entire Master's Thesis must be written in Portuguese or, alternatively, and provided that it is authorised by the Supervisor(s), in English, in the past tense (e.g. 200 ml of sodium bicarbonate were injected), taking into account the following recommendations:

- a) The name of the School will always be written in Portuguese, with no translation in another language.
- b) Abbreviations should be avoided and can never be used in titles. However, when used, the term (in full) will be first mentioned, followed by the corresponding abbreviation introduced within brackets and included in a list of abbreviations with its extensive definition.
- c) Numbers below 10 should be written in words (e.g. one, two, etc.); however, measures and percentages should be presented in numbers (e.g. 5 g, 5 %, etc.).
- d) In the beginning of sentences, the numbers and fractions should be written in words;
- e) The measures and quantities shall be presented in units of the International System (SI). The temperature should be expressed in Celsius (C). In general, the quantities should be expressed at the nearest unit (e.g. 4.5 mmol/L instead of 0.0045 mol/L; 1.5 g instead of 1500 mg). A space should be left between the number and the corresponding unit (e.g. 5 g, 7 mmol/L).
- f) The anatomical terminology should respect the *Nomina Anatomica Veterinaria* of the World Association of Veterinary Anatomists (WAVA, 2005; www.wava-amav.org/Downloads/nav_2005.pdf).
- g) The nomenclature of bacterial species must comply with the latest version of the list available at the address www.bacterio.cict.fr (*List of Prokaryotic Names with Standing in Nomenclature*, LPSN). The specific names of the bacteria should be written in italics (e.g. *Staphylococcus aureus*). The name should be presented in full the first time it is mentioned. When repeated in the following sections, the generic name should be abbreviated (e.g. *S. aureus*). If only the genus is mentioned, it should be written in italics with initial capital letters (e.g. *Brucella*). Generic names used as adjectives (e.g. staphylococcal toxin) and common names (e.g. staphylococcus) should not have an initial capital letter. The names of commercially prepared bacteriological media should be capitalised.
- h) Manufacturers' names and addresses should be presented within brackets.
- i) Drugs brand names should not be used in the TITLE nor in the SUMMARY. If a non-commercial generic term is available, it will be used throughout the text. When the brand name is mentioned, the manufacturer's name and address shall be given in brackets. Brand names must be spelled with capital letter (e.g. Cloprostenol®) and common names in lowercase (e.g. prostaglandin).
- j) Whenever possible, the doses should be related to units of weight, surface area or another standard unit.
- k) The Students should avoid making moral judgments, unless they have a solid basis and if they are duly justified.





- l) The Students' reasoning must be based in evidences provided by the bibliographic research.
- m) The Thesis should contain scientific information and basic concepts revealing a progressive critical acquisition of knowledge.
- n) The bibliographical references must comply with the recommended by the *American Psychological Association*, following the most recent format.

2. Presentation of the Master's Thesis

The Master's Thesis must comply with the following formatting and presentation rules:

- a. Digital document format A4, white background.
- b. Arial font, size 10, black color.
- c. Line spacing 1.5.
- d. Justified format.
- e. Margins: 3 cm on the top and bottom and 2.5 cm on the left and right.
- f. Page numbers in the footnote's right corner. The pages should be numbered in sequence, with lowercase Roman numerals starting on the cover page. The body of the text should restart with Arabic numerals.
- g. The figures and graphs should be cited in the Thesis in sequence, with Arabic numerals. The legend of the figures and graphs, under them, should consist of a short title which, autonomously and independent from the text, inform about what is illustrated. All the symbols and abbreviations used should be explained. And in case of non-original images, the bibliographic source should be indicated.
- h. Tables and charts must be numbered in sequence, with Arabic numerals and they should have a legend on top. Each table or chart must have a descriptive title and, if numerical measures are used, the units must be included in the column heading. The table notes should be placed under it and indicated by lowercase letters in superscript. The information conveyed by the table should not be duplicated in the text.

3. Structure of the Master's Thesis

- 3.1) Cover (as established template; see at the end of this attachment).
- 3.2) Cover page identical to the cover (as established template).
- 3.3) Page with the inscription: "Thesis of the Curricular Internship of the Study Cycle Leading to the Master's Degree in Veterinary Medicine of EUVG" (in the lower right corner).
- 3.4) Summary and Abstract: they should include a clear definition of the objective of the study or practice, a concise description of the activities undertaken, results and/or conclusions.
This is only applicable in the "Research Project" Thesis format. In the remaining formats, the Summary and Abstract will be immediately after the title page.
- 3.5) Dedication or preface - nonmandatory (in the lower right corner of the page).
- 3.6) Acknowledgements - nonmandatory.
- 3.7) General table of contents.
- 3.8) List of figures.
- 3.9) List of graphs.
- 3.10) List of tables.





3.1,1) List of charts.

3.12) List of abbreviations.

3.13) The body of the text, which must conform to one of the five previously designated formats, must follow the guidelines below. Whenever the Master's Thesis is intended for submission to/publication in a scientific magazine, the Supervisors and the Student may request authorisation from the CIC to adopt the rules of formatting of that magazine.

A) RULES FOR THE DESCRIPTION OF A CLINICAL CASE

This publication format provides real and practical examples, in order to describe the information of a clinical case in a way that a complex subject is presented in an accessible manner, allowing the reader to question and examine the case and assess it independently from the author. This allows the reader to have an indirect experience, as well as the possibility of applying such knowledge to his/her own clinical practice. Thus, the clinical case report format should be applied only in the following situations:

1. Unexpected or unusual presentations of a disease;
2. New associations or variations in pathological processes;
3. Presentations, diagnoses and/or management of emerging diseases;
4. An unexpected association between diseases or clinical signs;
5. An event during the observation or treatment of an animal;
6. Discoveries that shed a new light on the possible pathogenesis of a disease or an adverse effect;
7. Undeclared or unusual side effects or adverse interactions involving medication.

In either case, the authors should demonstrate enough evidence for readers to remain certain and secure that all hypotheses and possibilities have been explored, clearly communicating the limits of each case and paying particular attention to contradictory propositions.

In its entirety, the article should not exceed **4500 words** (excluding references).

A. 1. TITLE PAGE (as established template; see at the end of this attachment).

The first page will correspond to the title page, which should include: the title of the thesis, the full name of the authors (the name of the supervisor should appear in the last place), institutional affiliation with full address and e-mail of every authors. The title of the work shall be accurate, concise and clear; however, it should not include abbreviations or brand names.

A. 2. SUMMARY and Abstract (Abstract always in English)

The second page should consist of a summary, which should be autonomous and without bibliographical citations. It should inform about the context of the clinical case, what was done, the results and the conclusions, in the past tense. New or important observations and aspects of the study should be mentioned in this section. The summary should not exceed 350 words.

A. 3. KEYWORDS





Three to ten appropriate keywords should be selected for indexing and should reflect the content of the article. The keywords should be organised alphabetically and should also appear on the second page.

A. 4. INTRODUCTION (Background)

It should be concise with a maximum of 1000 words, without subsections. It should introduce the clinical case from a point that is accessible to a reader who is not a specialist in the area, providing context and explaining the subject matter clearly. This section should include a small literary review, fully supported by relevant bibliographical references, and should end with brief information on the clinical case that will be addressed in the article. Only the really relevant references should be included in this section. The results and conclusions of the work described should not be included.

A. 5. CASE PRESENTATION

Discussion, speculation and detailed interpretation of the data should not be included in this section, but rather in the DISCUSSION section. This section should present all the details of the clinical case and will be subdivided into the following subsections:

ANAMNESIS

It will consist of a characterisation of the animal (e.g. age, species, breed, etc.) and its previous clinical history. All relevant data for the interpretation of the case should be mentioned.

✓ CLINICAL PRESENTATION OF THE ANIMAL

In this section, the clinical signs, the results of the physical examination and the indication of differential diagnoses will be presented.

✓ CLINICAL AND LABORATORY DIAGNOSTIC EXAMINATIONS PERFORMED AND THEIR RESULTS

The results of all tests and diagnostic examinations performed, regardless of their nature, should be presented. They should be presented with the use of text, tables and illustrations with clarity and accuracy, in a logical sequence in the text, presenting the most important results in the first place. In general, the data presented in the table should not be duplicated in the text or in figures. The numerical results should be presented not only as derivatives (e.g. percentages), but also as absolute numbers from which the derivatives were calculated. The statistical methods used to analyze the information should be specified.

✓ TREATMENT

A description of all treatments or interventions should be presented.

It is not necessary to write in detail the standard methods described in previous literature (the bibliographic citation will be enough). However, it is essential to account for any variation or modification made.





In the description of surgical procedures in animals, the author should indicate the appropriate degree and duration of anesthesia used, as well as specify the type and dose of anesthetic agent. In addition, the authors will have to confirm that all the work involving animals was carried out in accordance with the current applicable legislation and with the prior knowledge and approval of the institution responsible for animal welfare.

A. 6. DISCUSSION

In this section, the results should be discussed, evaluated and interpreted in a coherent manner and, if necessary, with the use of tables and illustrations. The discussion of the results should be based on a bibliographical reference research. In the preparation of this section, the author should address the following questions: Do the results provide a solution to the clinical case? How do they relate to previously published results? Are the results consistent with an existing hypothesis? Do they allow the formulation of a new hypothesis? Do the methods used limit the interpretation of the results? Do the results have a practical and relevant meaning?

A. 7. CONCLUSIONS

This section allows the author to briefly summarise the main conclusions of the work. Unsubstantiated statements and conclusions should be avoided.

A. 8. ACKNOWLEDGEMENTS

This brief section (optional) can include acknowledgements to people, scholarships, institutions, funds, etc. It may be necessary to obtain permission to mention Colleagues or Supervisors in the acknowledgements.

A. 9. REFERENCES

Common to the other thesis formats.

A maximum of 30 bibliographical references should be used.

B) RULES FOR THE DEVELOPMENT OF THE RESEARCH ARTICLE

A scientific article should be written in a clear, objective way, avoiding the use of terms such as "very reduced", "more interesting", and considering that all the results obtained in a study group should be compared with the results of a control group.

The article in its entirety, except for bibliographical references, should not exceed **5000** words.

B. 1. TITLE PAGE

The first page will correspond to the title page, which should include: the title of the thesis, the full name of the authors (the name of the supervisor should appear in the last place), institutional affiliation with full address and e-mail of every authors.

Regarding the title, the goal is to describe the content of the article, with as few words as possible. Attention should therefore be paid to the following considerations:

- The title is a key element to advertise the content.
- The title's choice is fundamental, to the extent that a well-chosen and suggestive title encourages the reading of the work.





- Avoid titles with more than 10 words.
- Do not use abbreviations or acronyms.
- Do not use underlining or italics.
- Do not use chemical formulas.
- Do not use brand names.
- Due to typographic convention, the full stop is omitted.

B. 2. SUMMARY and Abstract (Abstract always in English)

The summary is one of the most important parts of the article, and it should highlight, briefly, the question to which the article tries to answer, the methods used, the results achieved, and the main conclusions, highlighting the contributions to the scientific area.

The abstract is only text and should not contain citations or references to tables or figures, and it must have a maximum of 400 words.

B. 3. KEYWORDS

5 to 7 keywords should identify the content of the article.

B. 4. INTRODUCTION (Background)

It should allow the exposition of the current state of knowledge on the subject matter of the article, referring to what is known, the controversial points and the points that should be better investigated. It should not exceed 700 words and it should be structured in 3 parts:

- Brief introduction to the subject matter.
- Explanation/justification about the need to carry out the study.
- Clear mention of the purpose of the study (or the hypothesis).

B. 5. MATERIALS AND METHODS

In this section, you must mention and describe all the materials and techniques you have used, so that if other investigators want to repeat the tests, they can do it without a doubt.

It is important to consider that the validity of the results depends on the methods used.

In the end, you should include a subsection where you explain the statistical treatment carried out.

B. 6. RESULTS

In this section, you should describe the results you obtained.

This section can be organised into subsections, assigning each subsection a subtitle. In each subsection, the objective should be mentioned briefly, and the results obtained presented, indicating whether or not they are statistically relevant, referring the P-value and the study groups which the results were compared to.

It is important to describe only the results without interpreting them.

You can include pictures, graphs, tables, photographs, schemes to show the results obtained, always with the corresponding legend, without duplicating the information.

B. 7. DISCUSSION AND CONCLUSIONS





It should not exceed 2000 words and can be divided into two separate sections, DISCUSSION AND CONCLUSIONS.

In the Discussion, the following information should be included:

- The totality of the results obtained, showing the existing correlations.
- The results previously published by other investigators, comparing the results obtained with those previously published.
- The results should not be described again.
- Describe the possible sources of error and discuss their potential effect on the results.
- As far as possible, indicate suggestions for correcting problems.

The Conclusions should be based solely on the results of your own research and you should emphasise the results of your work, and how knowledge has been added.

B. 8. ACKNOWLEDGEMENTS

In a scientific article this section is optional, and it is meant to recognise and thank individuals or organisations who contributed to the work or financed it, but who did not have such an extensive contribution as to be considered co-authors.

B. 9. BIBLIOGRAPHICAL REFERENCES

Maximum references: 50

The list of references must be at the end of the document and on a new page.

Referring, or quoting, means recognising the sources of information and the ideas used.

C) RULES FOR THE DEVELOPMENT OF A REVIEW ARTICLE

A review article is aimed at summarising, analysing, evaluating or synthesising information that has already been published. It should be current, understandable and add information to published reviews on the same subject.

Some review articles follow the article format and the Materials and Methods section is used to describe how the literature review was made; however, this is not mandatory, and the article can follow a format more directed to the subject matter under analysis.

Where relevant, a statistical analysis of data or a meta-analysis approach (statistical analysis of compilation of published data on a subject matter) should be carried out.

The article in its entirety, except for the bibliographical references, should not exceed **9500** words of text plus tables and 3 to 4 figures (it is inadvisable to use more than 10 tables and/or figures).

C. 1. TITLE PAGE

On the title page, you must include the title, full name of the authors, affiliation and e-mail address. The considerations for choosing the title are the same as those mentioned above for the other writing templates.

C. 2. SUMMARY and Abstract (Abstract always in English)

It is not an introduction to the article, but rather a concise summary of the totality of the article.





It is one of the most important parts of the article and, in many cases, it will serve as basis for the reader's decision to read the entire text or not.

C. 3. KEYWORDS

You must include 6 to 8 keywords that identify the content of the article.

C. 4. INTRODUCTION

It essentially serves to justify the relevance and opportunity of the review it proposes to the reader and should not exceed 600 words.

The introduction must be structured in three parts and contain:

- A brief introduction to the subject matter.
- An explanation/justification about the need to carry out the study.
- The purpose of the study (or the hypothesis).

C. 5. BODY OF THE TEXT

Many readers tend to ignore the text or read only part of it. They prefer to look at tables and figures. Thus, it is important that these have a strong visual impact, are informative and easy to understand, and can be interpreted only by themselves (i.e. without reference to the text). This requires careful planning, informational legends for the figures, titles, and footnotes for the tables.

In review articles, the use of tables that compile the methods and/or results of several already published works is advantageous.

The legend, which is mandatory, should be short, but with the necessary detail for readers to understand the image.

Tables can be used to:

- Summarise research results;
- Group and compare specific data sets;
- Document a procedure and its results;
- Allow the reader to make calculations;
- Allow the reader to reproduce the experience.

All tables should be structured in the same way, with four main parts:

- Title
- Row headings, columns
- Data
- Footnotes: should be few and brief, and should explain abbreviations or symbols (optional)

There are also many types of graphics that can be included. The chart type should be carefully chosen in order to properly represent the data.

Examples types and functions of Images:

- Display exact values – Table
- Summarise trends, show interactions between 2 or more variables - Line Chart
- Highlight differences, draw comparisons, indicate the values by the length of bars - Bar Chart





- Illustrate complex relationships between variables, interactions - Diagram
- Describe proportions, show a part comparing to the whole – Pie Chart, Bar Chart
- Describe an object, represent visual realities - Illustration, Photography
- Show horizontal or vertical hierarchy of ideas or organisations - Flowchart, Tree Diagram
- Medical or diagnostic images - X-rays, ultrasound scans, magnetic resonance scans, show structures and processes that would otherwise be invisible
- Analog tracings – electrocardiograms, for example, record continuous measurements over time
- Cartesian graphs are very common in scientific literature because they are very useful for displaying a set of data and relationships

C. 6. CONCLUSIONS

In a review article, it may make more sense to make general comments instead of writing a conclusion or conclusions, and it should not exceed the 2000 words.

This section should be concise, the conclusions/considerations should be established based on a synthesis of the study.

Recommendations may be made.

C. 7. ACKNOWLEDGEMENTS

This section is optional.

C. 8. BIBLIOGRAPHICAL REFERENCES

Maximum references: 120

The list of references must be at the end of the document and on a new page.

Referring, or quoting, means recognising the sources of information and the ideas used.

Quoting a large number of references, without justification or apparent criterion, can be an indicator of insecurity.

Listing a large number of references is very easy nowadays. However, the examiners will evaluate whether you have actually read and understood them.

D) RULES FOR A RETROSPECTIVE STUDY

A “cohort” is a group of individuals who have something in common between them and who remain as a group during a certain period of time. The reference period, which corresponds to the period to which they report the data gathered in a cohort study, differentiates prospective studies and retrospective studies. In the latter, the researcher defines the sample and collects data on the predictive variables after the results have occurred, i.e., in retrospective studies, data on exposures or diseases that occurred in the past are collected. In its entirety, the article should not exceed 5000 words (excluding references).

D. 1. TITLE PAGE





The title should be informative, specific and accurately reflect the study design and the subject matter of the article. It should not include brand names or abbreviations.

The names of all who meet the following criteria should be included as authors:

- 1) substantial contribution to planning or design, acquisition or analysis and interpretation of the data;
- 2) outline of the article or critical review of the scientific content;
- 3) final approval of the version to be published.

D. 2. SUMMARY and Abstract (Abstract always in English)

The summary, which should not exceed 250 words, should indicate the importance of the problem that is addressed, the objective of the study, the basic procedures (e.g. selection of sample population, analytical and observational methods), the most important findings (indicating, if possible, their statistical significance), and the most important conclusions. It should emphasise the most important aspects of the study or observations made.

Since abstracts are the only substantial part of the article indexed in most electronic databases, and the only part to which many readers have access, authors should be careful to accurately reflect the content of the article.

D. 3. KEYWORDS

Up to 6 keywords should be listed, in alphabetical order, to help other investigators or clinicians find the article when searching on electronic databases.

D. 4. INTRODUCTION

This section should be concise and provide context on the subject matter that is addressed in the study, describing the nature of the problem and its importance, as well as the specific objectives and/or hypotheses tested in the study. Extensive literary reviews should be avoided, providing only the findings of the most relevant direct references. The data or conclusions of the study that is reported should not be included in this section.

D. 5. MATERIAL AND METHODS

The information used in this type of study refers to situations that have occurred in the past. Often, a part or most of the data has already been collected and recorded in a database. However, it may be necessary to request new data, albeit referring to these past events.

This section should include only the information that was available when the study plan or protocol was written; all information obtained during the study belongs to the results section.

- ✓ **Selection and description of individuals:** it should be indicated whether the study was approved and conducted according to the Institutional Committee on Ethics and Animal Welfare. The selection of participants in the study, including eligibility and exclusion criteria, as well as the population of origin and the definition of decision-making criteria, should be clearly described.
- ✓ **Technical information:** methods, equipment (mentioning the manufacturer's name and address in brackets) and procedures with enough detail to allow the results to be reproducible should be identified. Already established methods, including statistical





methods, should be referred to by citations; in the case of methods that have been published, but which are not well known, brief descriptions followed by the corresponding references should be provided; finally, new methods, or methods that have been substantially modified, should be described, indicating the reasons for their use and assessing their limitations. All drugs and chemicals used, including generic names, doses and routes of administration, should be specified.

- ✓ **Data recording:** the methods used to locate, select, extract, and synthesise the data must be specified. These methods should also be summed up in the summary. The number of observers involved in the data recording should be specified, the way they were selected, and to what extent they were informed during the data recording. If a questionnaire was used, it should be presented as attachment.
- ✓ **Statistical analysis:** the software used for the analyses must be specified. The statistical methods should be described with enough detail to allow the reader with experience in the area and access to the original data to verify the reported results. When possible, the findings should be quantified and presented with appropriate indicators for quantifying the error or the uncertainty (e.g. confidence intervals). The P-value used to determine the statistical significance should be indicated.

D. 6. RESULTS

The results should be presented in a logical sequence in the text, tables and illustrations, presenting first the main or most important findings. The information included in the tables or illustrations should not be duplicated in the text. The numerical results should be presented not only as derivatives (e.g. percentages) but also as absolute numbers from which the derivatives were calculated. Charts should be used as an alternative to tables with multiple inputs, but the information should never be duplicated in charts and tables. Non-technical uses of the terms used in statistics, namely "random", "normal", "meaningful", "correlations" and "sample" should be avoided.

D. 7. DISCUSSION

The results previously presented should not be repeated, and results which were not included in the previous section should be presented. The data and other information presented in the "Introduction" and "Results" section should not be repeated in detail.

In this section, the results should be evaluated and interpreted, as well as compared with other relevant studies. Possible mechanisms or explanations for the findings may be explored. References to works that have not been completed or published should be avoided.

The most important aspects of the study should be mentioned and the findings that they reflect should be related to the objectives of the study, while avoiding statements and conclusions that are not properly supported by the data. The limitations of the study should also be pointed out and further research hypotheses should be suggested.

D. 8. ACKNOWLEDGEMENTS

All those who contributed to the article but did not meet the criteria for authorship should be listed. Examples include clinicians/pathologists who participated while developing their





normal activities; observations in studies with several observers; an individual who provided only technical help, assistance while writing, or statistical analysis. Financial and material support should also be recognised.

In any case, the authors should obtain a written permission from all individuals included in this section.

D. 9. REFERENCES

Maximum number of references: 50

Common to the other thesis' formats.

E. RULES FOR THE RESEARCH PROJECT

The research project must be prepared in strict accordance with the rules of application for an accredited funding entity, identified by the proposer and the supervisor. These rules of the funding entity must be attached to the Master's Thesis.





ESCOLA UNIVERSITÁRIA VASCO DA GAMA

INTEGRATED MASTER'S DEGREE IN VETERINARY MEDICINE

TITLE

(Author's name)

Coimbra, (month [of conclusion of the CI] and year)





ESCOLA UNIVERSITÁRIA VASCO DA GAMA

INTEGRATED MASTER'S DEGREE IN VETERINARY MEDICINE

TITLE

Coimbra, (month [of conclusion of the CI] and year)

(Author's name)

Student of the Integrated Master's Degree in Veterinary Medicine

Members of the Panel
(Fill in according to Notice)

Chairperson of the Panel:

Examiner:

Supervisor:

Internal Supervisor
(name)

Internal Co-supervisor
(name)

External Supervisor(s)
(name)
(Institution)





TITLE PAGE Template

(title of thesis)

Name1 Last name1^a, Name2 Last name2^{b,c}, Name3 Last name3^{a,c}

^a Department of Veterinary Medicine, Escola Universitária Vasco da Gama, Av. José R. Sousa Fernandes 197, Campus Universitário - Bloco B, Lordemão, 3020-210, Coimbra, Portugal (author[s] e-mail)

^b Name of the institution, full address, city, country ([e-mail](#))

NB: Regardless of the number of authors, the first listed will always be the student, and the last the Internal Supervisor.

End of Attachment XII



mvet



ATTACHMENT XIII: RULES FOR ORGANISING THE CASES PRESENTED IN THE ACTIVITY REPORT

(Article 8, no. 4, point (a))

(This document is only valid in Excel, editable and available at "WOC")

ATTACHMENT XIII: RULES FOR ORGANISING THE CASES PRESENTED IN THE ACTIVITY REPORT
(Article 8, no. 4, point a))



ESCOLA
UNIVERSITÁRIA
VASCO DA GAMA



MEDICINA
VETERINÁRIA

CASE-BY-CASE RECORD

[VETERINARY MEDICINE]

Brief context of the CI:

Student's name:	_____
Internship location(s):	_____
Period of internship:	from ____ / ____ / ____ to ____ / ____ / ____
Observations:	

	Canines	Felines	Bovines	Ovines/ Caprines	Porcines	Equines	Poultry	Rabbits/ Other	TOTAL
Clinical cases witnessed *									
TOTAL									
Surgeries attended **									
TOTAL									
Interventions in sanitary and animal production ***									
TOTAL									
Actions in Food Safety and Public Health ****									
TOTAL									
Autopsies									
TOTAL									

* itemise in the lines below the clinical cases observed, subdivided or not by specialties, according to the criterion of the supervisor

** name and quantify the surgeries on different species attended

*** the different prophylaxis actions should be included and named (e.g. intradermal tuberculin test, deworming, vaccination, blood collection for serological surveillance)

**** itemise food safety actions (e.g. inspection of carcasses). In the case of actions where the definition of species is not possible or applicable, only complete the total in the last column

OBS.: The criteria for defining and presenting the cases should be discussed with the internal and external supervisors. However, we suggest you present them on a spreadsheet or similar template; the data in the table can also be worked graphically, by species, specialty, etc., if the internal and external supervisors see fit.

End of Attachment XIII





ATTACHMENT XIV - DECLARATION OF HONOUR SUBMISSION OF THE MASTER'S THESIS

(Article 8, no. 4, point (g))

I, the undersigned, hereby declare on my honour that:

- The work presented is of my exclusive authorship, it is original, and all the sources used were referenced and cited.
- I authorise my work to be submitted to the plagiarism detection software(s) that EUVG recognises as valid.
- I am aware of the Student's Regulations of EUVG, as well as of the General Regulation of the Curricular Internship of the Study Cycle Leading to the Master's Degree in Veterinary Medicine of EUVG.
- I am aware that the practice of plagiarism and copying is an academic illicit.

Full _____ name

Study Cycle _____ Student's number _____

Contacts: Telephone _____ E-mail _____

Coimbra, _____ 20 _____.

Signature





End of Attachment XIV





ATTACHMENT XV - CONFIRMATION OF THE FINAL VERSION OF THE MASTER'S THESIS

[to be submitted by the Student to the Academic Services]
(Article 8, no. 6, point (a))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

Student's name: _____

E-mail: _____

Telephone: _____

Title of the Thesis:

Supervisor(s): _____ / _____

THE INTERNAL SUPERVISOR

I hereby declare that the Master's Thesis of the Student above identified is in accordance with the rules set out in Attachment XII (Rules for the development of the Master's Thesis) of the General Regulation of the Curricular Internship of the Study Cycle Leading to the Master's Degree in Veterinary Medicine of EUVG and corresponds to the final version to be submitted to the EUVG repository.

- Cover and cover page of the Master's Thesis is in accordance with the established;

Signature: _____

Date: ____/____/____

THE STUDENT

I hereby declare that the Master's Thesis I now submit was written in accordance with the rules set out in Attachment XII (Rules for the development of the Master's Thesis) of the General Regulation of the Curricular Internship of the Study Cycle Leading to the Master's Degree in Veterinary Medicine of EUVG and that it corresponds to the final version.

Date: ____/____/____

Signature: _____

End of Attachment XV





ATTACHMENT XVI - DECLARATION OF AUTHORISATION FOR MAKING THE THESIS AVAILABLE AT THE EUVG REPOSITORY

(to be submitted by the Student to the Academic Services)
(Article 8, no. 6, point (c))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

DECLARATION OF AUTHORISATION FOR MAKING THE THESIS AVAILABLE AT THE EUVG REPOSITORY

Student's _____ name:

E-mail: _____

Telephone: _____

Citizen card number: _____

Title of the Thesis: _____

Supervisor(s): _____

Year of completion of the Integrated Master's Degree in Veterinary Medicine: _____

I hereby declare that the Master's Thesis now submitted corresponds to the final version.

I hereby declare that I grant to EUVG and its agents a non-exclusive licence to file and make accessible, in particular through its institutional repository, under the conditions listed below, my Master's Thesis, in whole or in part, in digital support.

I hereby authorise EUVG to file and, without altering the content, to convert the Master's Thesis submitted, to any file format, medium or support, namely through its digitisation, for the purpose of preservation and access.

I agree that my Thesis makes part of EUVG's repository with the following condition (tick only one of the options):

1. Immediate availability of the work for worldwide access (open access);





2. Availability of the entire work for exclusive access at EUVG (embargo) during the period:

- 1 year _____
- 2 years _____
- 3 years _____

After the period chosen, I authorise the worldwide access (and include justification of the embargo duly signed by the supervisor).

3. Availability of the descriptive metadata only (i.e. author, title and summary, among others), which means Closed access. I include the justification for not allowing the whole text to be made available, signed by the Supervisor). I have all the copyrights regarding the Thesis, and the right to use it in future works.

Justification:

I, _____(student's name), hereby communicate that for now I do not intend to make my Thesis regarding the Integrated Master's Degree in Veterinary Medicine, with the title _____ (title of the thesis), available in the EUVG Repository, for the reasons listed below:

Date: ___ / ___ / _____

Student's signature: _____

Supervisor(s) signature: _____ / _____

Date: ___ / ___ / _____

Signature: _____





End of Attachment XVI

ATTACHMENT XVII - EVALUATION CHART AND PRESENTATION OF THE MASTER'S THESIS

*[to be submitted by the Chairperson of the Panel to the Academic Services]
(Article 11, no. 6, point (e))*

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

MASTER'S THESIS EVALUATION CHART

[To be completed by the Panel, after the oral presentation and defence of the Master's Thesis]

STUDENT'S NAME: _____

INTERNSHIP _____ LOCATION _____ (Entity): _____

SUPERVISOR'S NAME: _____

CO-SUPERVISOR'S _____ NAME: _____

EXTERNAL ADVISOR'S NAME: _____

1. Evaluation of the Master's Thesis

	Scale (marks)	Evaluation (marks)
1. Compliance with the rules for the development of the thesis	0 to 2	
2. Clarity in the exposure of descriptions/reports	0 to 3	
3. Scientific rigour in descriptions/reports	0 to 10	
4. Summarising ability	0 to 2	
5. Critical skills	0 to 3	
Total 1:	0 to 20	



**2. Evaluation of the Presentation of the Master's Thesis**

		Scale (marks)	Evaluation (marks)
A. Mastery of theoretical and practical knowledge	1. Correct use of technical terms	0 to 3	
	2. Mastery of the applicable theoretical concepts	0 to 4	
	3. Interpretation and critical analysis of the results	0 to 5	
B. Communication and behavioural skills	4. Clarity of the presentation	0 to 3	
	5. Appropriate behaviour	0 to 3	
	6. Appropriate response to questions made by the panel	0 to 2	
Total 2:		0 to 20	

Minutes of the Panel Meeting to Evaluate the Master's Thesis, to complete the Master's Degree, required by Student _____, of the Study Cycle of the Integrated Master's Degree in Veterinary Medicine of Escola Universitária Vasco da Gama.

On _____ [day and month] 201____, at _____ [time], in room _____ of Escola Universitária Vasco da Gama (EUVG), met the Panel appointed by the Scientific Council, in accordance with article 20 of the Statutes of EUVG, under the Chairmanship of _____ Prof., PhD, of the Main Examiner, _____ Prof., PhD, and _____ Prof., PhD, of the Supervisor, _____ Prof., PhD, to evaluate the Master's Thesis, presented by Student _____ . The examinations began with an oral presentation of the Master's Thesis entitled

« _____ » to what followed the interventions of the members of the Panel, who presented their comments and placed several questions, to which the applicant replied.-----

After the discussion, the Panel voted in accordance with the EUVG Regulation of the Curricular Internship (CI) and Decree-Law no. 115/2013, of 7th August, and decided to _____ (pass/fail) the Applicant with the evaluation of _____ (_____) [mark], _____ (unanimously/by majority), justifying the evaluation with _____

The Panel _____ (considers/does not consider) that the Master's Thesis is eligible to be available in open access at the Open Access Scientific Repository of Portugal (RCAAP), after all the corrections suggested by the members of the Panel have been made, and without prejudice to the provisions of Attachment XVI.-----

These minutes of the meeting were drawn up, and they are signed by all the members of the Panel.-----

The Panel,
Chairperson of the Panel

Examiner



mvvet



Scientific Supervisor

_____.

_____ 20 _____

End of Attachment XVII

ATTACHMENT XVIII – CURRICULAR INTERNSHIP EVALUATION CHART

(to be submitted by the Chairperson of the Panel to the Academic Services)
(Article 11, no. 6, point (f))

ADMINISTRATIVE SERVICES

DATE OF RECEIPT: ____/____/____

SIGNATURE: _____

CURRICULAR INTERNSHIP EVALUATION CHART

STUDENT'S

NAME:

INTERNSHIP

LOCATION

(entity):

SUPERVISOR'S

NAME:

CO-SUPERVISOR'S NAME: _____

EXTERNAL SUPERVISOR'S NAME: _____

PERIOD OF INTERNSHIP: From ____ / ____ / ____ to ____ / ____ / ____

1. Internal Supervisor's Evaluation

Mark given:

2. External Supervisor's Evaluation

Mark given:

(or average, if the practical component was in more than one location)

3. Evaluation of the Master's Thesis:

Mark given:

4. Evaluation of the Presentation of the Master's Thesis:

Mark given:





5. FINAL EVALUATION OF THE CURRICULAR INTERNSHIP

$$\text{CFEC} = (\text{NOE} + \text{NOI} + \text{NTD} + \text{NDF})/4$$

BEING: **CFEC** – Final Mark of the CI; **NOE** – Mark given by the External Supervisor; **NOI** – Mark given by the Internal Supervisor; **NTD** – Mark given to the Master's Thesis; **NDF** – Mark given to the Final Defence

Final Mark: (_____)

Signature of the members of the Panel:

_____ 20_____

End of Attachment XVIII

