

PREAMBLE

This Regulation establishes the general rules and procedures governing the operation of the Curricular Externship (CE) curricular Unit (CU) of the Integrated Study Cycle leading to the degree of Master in Veterinary Medicine, offered at the Escola Universitária Vasco da Gama (EUVG), whose curricular framework is outlined in the Study Plan, published through Despacho n.º 6723/2023, dated June 21, in the *Diário da República* n.º 119/2023, Series II.

CHAPTER I

GENERAL PROVISIONS

ARTICLE 1.º (Nature and Objectives)

1. The CE is a CU included in the Study Plan of the Integrated Study Cycle leading to the Master's degree in Veterinary Medicine, offered by EUVG, and its approval, through a public defense of the Dissertation, is required for the awarding of the Master's degree in Veterinary Medicine.
2. The CE consists of a practical component – Externship – and the preparation and defense of an original Dissertation of a scientific nature, specifically carried out for this purpose.
3. The practical Externship component of the CE aims to achieve the following general objectives:
 - a. To create a working period that integrates students into the reality of the professional context and/or scientific research;
 - b. To promote the integrated development of technical-scientific skills, particularly the Day-One Competences of a Veterinary Surgeon, as well as transversal skills;
 - c. To contribute to the ongoing assessment of the Study Plan, adjusting it to the evolving realities of the profession;
 - d. To foster the establishment of partnerships that support the development of EUVG's activities, ensuring it plays an active role in the profession's advancement;
 - e. To bring EUVG closer to public and private institutions/companies with the goal of translating and expanding knowledge.
4. The Master's Dissertation must meet the following general objectives:
 - a. Be an original work of a scientific nature, specifically carried out for this purpose;
 - b. Be a work based on the most recent and best available scientific evidence;
 - c. Be a work grounded in reference and primary bibliographic sources, demonstrating the Student's research ability, both in the collection of elements and in their analysis, comparison, and systematization;

- d. Have a structure appropriate to the topic developed and may take one of the following formats:
 - i. Research Article;
 - ii. Review Article;
 - iii. Retrospective study;
 - iv. Clinical case report;
 - v. Research project;
 - vi. Systematic review;
 - vii. Clinical case series;
 - e. Demonstrate the Student's ability to integrate different pieces of information, to argue, and to synthesize;
 - f. Contribute to the advancement of knowledge.
5. Students may apply for a CE Scholarship, under the terms established in the Regulation for the Award of Scholarships within the scope of the Curricular Externship at EUVG.

ARTICLE 2.º
(Scientific Areas and Locations of the Practical Component)

1. Within the scope of the practical component of the CE:
- a. Any public or private entity in which the practice of the veterinary profession takes place is considered eligible as a host entity;
 - b. The following scientific areas included in the respective study plan are considered:

SCIENTIFIC AREAS

I. Fundamental Sciences

II. Clinical Sciences

III. Animal Hygiene

IV. Animal Production

- c. The Student chooses the scientific area for each host entity/externship location;
2. It is the responsibility of the Curricular Externship Committee (CEC) to assign a location for the CE to any Student who does not submit a proposal in this regard, and the Student will be subject to the assigned location.

ARTICLE 3.º
(Start, Duration and Planning)

1. Each academic year, the deadlines for each stage of the CE process will be planned and made public, according to the **Curricular Externship Calendar (Annex I - [Model 78A/P02](#))**.
2. Considering that the CE is a semester-long CU and that each semester has a duration of 16 weeks, the Student must complete a mandatory minimum practical component – Externship – of 560 hours. The periods for its completion are defined in a dedicated calendar.
 - a. At each host location, a minimum practical period of 280 hours (corresponding to two months) must be completed. The working calendar is determined by the Host Entity and/or External Supervisor.

ARTICLE 4.º
(Admission Requirements)

1. Students will be admitted to the CE if they have no more than two (2) CU pending.
2. The final defense of the Master's Dissertation may only be requested after passing the pending CU.

CHAPTER II
ORGANIZATIONAL STRUCTURE

ARTICLE 5.º
(Curricular Externship Committee and Responsibilities)

1. The CEC and its Coordinator are appointed by the Scientific Council (SC) of EUVG, after consultation with the Department of Veterinary Sciences (Departamento de Ciências Veterinárias - DCV) Directorate.
 - a. The Committee must be composed of a minimum of three (3) and a maximum of five (5) members, including:
 - i. The Coordinator of the Study Cycle;
 - ii. The Director of the DCV or a representative appointed by them;
 - iii. The President of the SC or a representative appointed by them;
 - iv. Representatives of the four scientific areas outlined in Article 2 of this Regulation.
 - b. The roles detailed in the previous point may be held cumulatively.
2. The term of the CEC is one academic year.
3. It is the responsibility of the CEC to implement, among others, the following actions necessary for the functioning of the CE:

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- a. Organize and propose to the DCV the CE Calendar (**Annex I – [Model 78A/P02](#)**), which is published annually and signed by both the CEC and the DCV;
- b. By the end of January, gather from the Faculty a list of projects and/or topics of strategic interest to the Institution, making it available to Students eligible to begin the CE in the following academic year;
- c. Promote coordination between EUVG and external host entities for the practical component of the CE, according to the **Proposal of Internal Supervision Team and Externship Location(s)** (**Annex II – [Model 79A/P02](#)**) submitted by the Student;
- d. Forward to the DCV and SC, the **Request for authorization of an External Supervisor/Co-Supervisor outside EUVG** (**Annex III – [Model 52A/P02](#)**);
- e. Formally request, via email, authorization from the host entities for the Student to carry out the CE, and send documents including attendance records, external evaluation forms, this Regulation, and the general conditions of the Student's school insurance;
- f. Prepare a list of externship locations and periods to be communicated to EUVG's insurance provider;
- g. Coordinate the process for the **Proposal of Theme and Work Plan** (**Annex IV – [Model 51A/P02](#)**), ensuring its forwarding to the DCV and SC of EUVG;
- h. Formally thank, via email, all external entities for the support provided to the Students;
- i. Forward the provisional version of the Dissertation to the Internal Supervision Team for review and corrections, after submission by the Student via InforEstudante;
- j. Request from the Internal Supervision Team the proposal of an Examiner, as well as the date and time for the public defense of the Master's Dissertation;
- k. Forward the proposal mentioned in the previous point to the SC for review and the formal establishment of the Jury, to be included in the corresponding Notice;
- l. Formally invite, via email, the Examiner(s), Supervision Teams, and other Jury members and/or participants to the public defense of the Dissertation, sending all required documentation, including a copy of the Master's Dissertation and the Student's *Curriculum vitae*;
- m. Submit the annexes related to the evaluation process to the CEC Coordinator so that the final grade for the CE can be entered into InforEstudante, after the final defense and in compliance with Article 8, point 5;
- n. Thank and certify the participation of Jury members using the appropriate model;

- o. Notify the Academic Services of the completion of the Students' CE process, after submission and validation of all required documentation, to enable the issuance of certificates/documents for course completion;
- p. Report to the DCV any situation that compromises the proper functioning of the CE;
- q. Submit suggestions to the DCV aimed at improving the overall operation of the CE;
- r. Prepare an annual activity report and forward it to the DCV after the conclusion of all public defenses for the respective period.

ARTICLE 6.º
(Internal Supervision of the CE and Responsibilities)

1. The Internal Supervisor must hold a doctoral degree and be employed at EUVG, and can not simultaneously act as an External Supervisor for the same Student.
 - a. Whenever possible, each Internal Supervisor should not supervise more than three (3) Students per academic year.
2. The Internal Supervisor may be assisted by one or more Co-supervisor(s) who may hold a PhD, Master's, pre-Bologna Bachelor's degree, or be a Graduate of a European or American Specialty College.
3. The Supervisor and, if applicable, Co-supervisor(s) may be external to EUVG. In such cases, at least one member of the Supervision Team must be affiliated with EUVG.
4. The main role of the Internal Supervisor and their Co-supervisor(s), if any, is to guide the Student and monitor the activities developed within the scope of the CE. In this context, they must:
 - a. Support the Student, in coordination with the External Supervisor(s) (if applicable), in defining the Theme and Work Plan, which aims to serve as a fundamental guide both for the Student, in directing their performance, and for the Supervisors in monitoring and assessing the Student's execution;
 - b. Approve the theme and work plan of the Dissertation chosen by the Student;
 - c. Determine whether the Dissertation work plan requires approval/opinion from the Ethics Committee (EC) and/or the Animal Welfare Body (ORBEA), according to publicly available information provided by these bodies. If applicable, the Internal Supervisor must forward the respective final opinion to the CEC;
 - d. Provide support in organizing and reviewing the content and formatting of the Dissertation;
 - e. Foster in the Student the development of:
 - i. the ability to integrate learning;
 - ii. skills in collecting, interpreting, and evaluating the quality of scientific information;
 - iii. the technical-scientific knowledge necessary to fulfill the work plan.

- f. Hold meetings with the Student during the CE, to be recorded according to the current procedure in the “Tutorial Support” section of the EUvetBOOK;
- g. Contact the External Supervisor(s), when necessary;
- h. Support the Student in any difficulties encountered during the CE, facilitating all necessary institutional support;
- i. Participate in the public defense of the Dissertation and in the CE evaluation process;
- j. Warn the Student of the consequences of plagiarism or violation of copyright and intellectual property rights;
- k. Ensure that the Master’s Dissertation:
 - i. is in adequate technical-scientific condition to be submitted for defense, by submitting the **Approval and Evaluation of the Supervisory Team (Annex V – [Model 53/P02](#))**, to the CE Secretariat;
 - ii. after the defense, corresponds to the final version, incorporating any changes proposed by the jury, by signing the **Confirmation of the final version of the Dissertation (Annex VI – [Model 58/P02](#))**;
 - iii. after the defense, is ready for publication in the EUVG repository, by signing the **Authorization for the publication of the Dissertation in the EUVG repository (Annex VII – [Model 59/P02](#))**.

ARTICLE 7 ° **(External Supervision of the CE and Responsibilities)**

1. The External Supervisor(s) must have academic degree and preferably a minimum of five (5) years of professional experience in the area related to the externship; ;
2. Supervision by family members or others with an evident conflict of interest is not permitted.
3. The responsibilities of the External Supervisor(s) include:
 - a. Providing feedback on the Dissertation work plan, when applicable (i.e., if involved in the conception, study design, execution, Data collection, analysis, interpretation, or review of the Master's Dissertation);
 - b. Guiding the Student so that, in the practical component of the CE and/or in the writing of the Dissertation (if applicable), they exercise the ability to integrate the learning and skills acquired throughout the curriculum;
 - c. Encouraging the Student to deepen the technical knowledge necessary to fulfill the Dissertation work plan, if applicable;

- d. Ensuring the completion of the **Attendance Sheet for the Host Entity (Annex VIII – [Model 80A/P02](#))**, as well as evaluating the Student's performance by completing the respective **External Supervisor Evaluation Form (Annex IX – [Model 81A/P02](#))** and submitting both documents to the CEC;
- e. Ensuring that the externship hours comply with the requirements set out in this Regulation, proportionate to the period carried out at the Host Entity;
- f. Being present, whenever possible, at the public defense of the Dissertation;
- g. Informing the CEC and the Internal Supervisor of any irregularities that occur during the CE;
- h. The External Supervisor has the authority to interrupt the externship process if the Student willfully or severely fails to fulfill their duties and/or the essential rules and regulations set by the supervisor or established internally at the externship site — which the Student should be aware of. In such a case, a substantiated report must be sent to the CEC, which will follow the procedures set out in Article 12 of this Regulation.

ARTICLE 8 ° **(Student responsibilities)**

- 1. Before enrolling in the CE, the Student must:
 - a. Be familiar with the contents of this Regulation;
 - b. Meet the admission requirements stated in Article 4 of this Regulation;
 - c. Submit to the CE Secretariat the **Proposal for the Internal and Local Supervision Team and Externship Location(s) (Annex II – [Model 79A/P02](#))**, within the period defined in the current CE Calendar;
 - d. Submit to the CE Secretariat the **Request for Authorization of External Supervisor/Co-supervisor not affiliated with EUVG (Annex III – [Model 52A/P02](#))**, if applicable;
- 2. After the start of the CE, the Student must:
 - a. Submit, via the InforEstudante platform, the **Proposal of Theme and Work Plan (Annex IV – [Model 51A/P02](#))**, within two (2) months of the start of the practical component of the CE;
 - i. An exception to the above are students applying for a Research Grant, who must submit the **Proposal of Theme and Work Plan (Annex IV - [Model 51A/P02](#))** simultaneously with the **Proposal for the Internal and Local Supervision Team and Externship Location(s) (Annex II – [Model 79A/P02](#))**, within the period established in the CE calendar, without prejudice to it being part of the application process, as provided for in the corresponding calendar and specific regulations;

- b. If any changes to the originally submitted proposal of theme and work plan are needed, the Student must submit a **Request for Change of Theme, Work Plan and/or Supervision Team (Annex X – Model 54A/P02)** via the InforEstudante platform, for approval by the EUVG's SC, at least fifteen (15) days before submitting the draft version of the Dissertation;
 - c. If there is a need to change the externship location, CE period, or supervision team, the Student must submit an updated **Proposal for the Internal and Local Supervision Team and Externship Location(s) (Annex II – Model 79A/P02)** through the InforEstudante platform;
3. During the development of the CE, the Student must:
- a. Comply with the internal rules defined, and with the tasks planned and proposed by the host entity, in coordination with the respective External Supervisor(s);
 - b. Ensure compliance with the externship workload stipulated in this Regulation, proportionate to the period carried out at the host entity in question.
 - c. Keep a complete and updated record of the activities carried out in the EUvetBOOK system, in accordance with its specific Regulation;
 - d. Stay in contact with the Internal Supervisor(s) and attend all scheduled meetings;
 - e. Fulfill all tasks outlined in the established work plan;
 - f. It is mandatory to inform the Supervisor(s) and the CEC of any changes, in accordance with the procedure described in the previous section;
 - g. Prepare the Master's Dissertation in accordance with the **Regulation on the preparation and presentation of academic and scientific works of the Escola Universitária Vasco da Gama**.
4. Regarding the versions of the Master's Dissertation:
- a. **The draft version of the Master's Dissertation:** Must include the various corrections requested by the Supervisor(s) throughout the writing process and comply with the rules established in the Regulation on the preparation and presentation of academic and scientific works of the Escola Universitária Vasco da Gama;
 - i. This version must be submitted via the InforEstudante platform, according to the CE calendar, in an editable format (Microsoft® Word or equivalent), for review and correction by the Internal Supervisor(s);
 - ii. If the document is not submitted during the scheduled phase, the Student will automatically move on to the next phase.
 - b. **The final version of the Master's Dissertation:** Must be submitted via InforEstudante, in accordance with the CE Calendar, in PDF format, and comply with the rules established in the Regulation on the preparation and presentation of academic and scientific works of the Escola Universitária Vasco da

Gama. It must also include consecutive line numbering (starting from the title page), which is required only for this version; this version must be accompanied by the following documents:

- i. the student's updated *Curriculum vitae*;
- ii. **Declaration of Honour (Annex XI – [Model 55A/P02](#))**;
- iii. **Request to hold the final defense of the Master's Dissertation (Annex XII – [Model 56A/P02](#))**.

5. After the final defense, within a period not exceeding thirty (30) days, the Student must submit via InforEstudante:

- a. **The definitive version of the Dissertation**, which must already include any changes requested by the Jury Members. This version, along with the relevant annexes, will be made available by the CEC to the Internal Supervisory Team, which will verify the content, provide the necessary signatures, and then submit it to the CEC;
- b. **The Confirmation of the final version of the Dissertation (Annex VI – [Model 58A/P02](#))**, signed by the student;
- c. **The Authorization for the publication of the Dissertation in the EUVG repository (Annex VII – [Model 59A/P02](#))**, signed by the student;

6. The original versions of the annexes submitted via InforEstudante during the CE must be delivered to the CEC no later than fifteen (15) days before the date of the final defense.

CHAPTER III CE EVALUATION

ARTICLE 9 º (Masters Dissertation)

1. The Master's Dissertation is an academic and scientific document prepared by the Student, of their sole authorship and full responsibility, which:
 - a. Reflects the activities outlined in the proposed work plan;
 - b. Complies with the objectives stated in Article 1 of this Regulation;
 - c. Adheres to the standards of the Regulation on the preparation and presentation of academic and scientific works of Escola Universitária Vasco da Gama.
2. Under the terms established in this Regulation, particularly in Articles 6 and 7, the final structure of the Dissertation must be defined by the Student in coordination with the Supervisors.

ARTICLE 10.º
(Public Defence of the Dissertation)

1. The Master's Dissertation is subject to evaluation and discussion in a public defense, which constitutes the final assessment stage and is held in accordance with the current CE calendar.
2. A Student is considered eligible to request the defense of the Dissertation if the following requirements have been met:
 - a. Completion and submission of the Master's Dissertation in accordance with the current CE calendar;
 - b. Submission of the **Approval and Evaluation by the Supervisory Team (Annex V – [Model 53A/P02](#))** with a minimum grade of 9.5 out of 20 points;
 - c. Submission of the **Evaluation by the External Supervisor(s) (Annex IX – [Model 81A/P02](#))** with a minimum grade of 9.5 out of 20 points;
 - d. Approval of all CU preceding the dissertation in the study plan;
 - e. Validation of the EUvetBOOK according to the applicable Regulation;
 - f. Compliance with the requirements stated in the Request to hold the final defense of the Master's Dissertation (**Annex XII – [Model 56A/P02](#)**);
 - g. Institutional validation of the academic integrity of the Master's Dissertation.
3. In accordance with Article 22 of Decree-Law No. 74/2006, of March 24, in its current version, which establishes the legal framework for academic degrees and diplomas in higher education, the jury for the evaluation of the Dissertation consists of three to five members, including the Internal Supervisor.
4. For the purposes of the previous point, the Internal Supervisor may be replaced by the Co-supervisor, provided that the latter meets the legal requirements for doing so.
5. In addition to the Internal Supervisor, the Jury is composed of:
 - a. The President of the SC or a person designated by them, who will serve as President of the Jury;
 - b. The Examiner(s), who must be specialists in the field of the Dissertation and be appointed from among national or international individuals holding a doctoral degree, recognized experts with proven professional competence, or specialists deemed as such by the EUVG SC;
 - c. Other internal or external members, whose presence is considered relevant by the CEC, provided they meet the requirements stated in the previous point;
 - d. In the case of evaluation by an internal EUVG member, the presence of an external examiner is recommended whenever possible.
6. The Dissertation defense will take place in two parts:
 - a. An oral presentation by the Student, with a maximum duration of 20 minutes, during which the Student must briefly present the work carried out;

- b. The questioning by the Jury members, starting with the Principal Examiner (maximum of 20 minutes), followed by other Examiners, if present (maximum of 20 minutes each), and the Supervisor or Co-supervisor (maximum of 10 minutes). The Student must address the points raised by the Jury members (within a time equivalent to that allocated to each member), in a format to be defined at the beginning of the questioning.
7. The Dissertation defense must take place in Portuguese. However, either or both of the components (points a and/or b of the previous section) may be conducted in English, provided all members of the Jury agree and the request is made by the Student and the Supervisory Team at the time of submission of the final version of the Dissertation;
 - a. The Student must bring a printed copy of their Master's Dissertation to follow along during the defense and take notes, especially in the event that the Jury makes correction recommendations during the defense;
8. Immediately after the public defense, the Jury members will meet privately to discuss and assess the Dissertation, during which a final grade will be determined and officially recorded in the **Minutes of the Public Defense of the Master's Dissertation (Annex XIII – [Model 57A/P02](#))**, This grade will be communicated to the Student at that time;
 - a. Jury meetings are not public, and the members are bound by confidentiality regarding all matters discussed and decisions made during the meetings, as well as any associated information they become aware of.
9. If the public defense of the Dissertation does not take place during the scheduled CE period in which the Student is enrolled—due to not meeting the admission requirements outlined in Article 4, paragraph 2 of this Regulation, or due to the Student's justified absence, or due to duly proven force majeure - the defense may be held during the next phase, in accordance with that academic year's calendar. In case of absence, the Student must submit a proper justification, in accordance with the procedure defined in the EUVG's General Regulations for Learning Assessment.
10. Failure to carry out the Final Defense under the terms described in the previous point and after all possible defense periods have passed will result in non-completion of the CE for that academic year, requiring a new registration in the following academic year.

ARTICLE 11.º
(Final Assessment Elements of the EC)

1. The assessment of the CE results from the collection, cross-checking, and synthesis of various informative elements, namely:

- a. **External Supervisor's Evaluation Form (Annex IX – [Model 81A/P02](#));**
 - b. **Approval and Evaluation by the Supervisory Team (Annex V – [Model 53A/P02](#));**
 - c. Evaluation and presentation of the Dissertation defense, according to the **Minutes of the Public Defense of the Master's Dissertation (Annex XIII – [Model 57A/P02](#));**
2. The grade awarded during the public defense of the Dissertation is expressed on a scale from 0 (zero) to 20 (twenty) points and confirmed by all members of the Jury in the minutes mentioned above, based on the following indicators:
 - a. Mastery of theoretical and practical knowledge: understanding and correct application of concepts, technical terms, and techniques learned, as well as the ability to integrate knowledge and critically analyze one's learning;
 - b. Behavioral and communication skills: clarity and objectivity of the oral presentation and demonstration of appropriate behavior.
3. In order to standardize the grading of Dissertations and their defenses, the following factors should be considered, such as the student's autonomy, the difficulty level of the theme, and the extent to which proposed objectives were met. The following reference values are provided:
 - a. Grade of 10 to 12 points: should correspond to a low-difficulty project, developed with little autonomy, fulfilling the minimum proposed objectives;
 - b. Grade of 13 to 15 points: should correspond to a medium-difficulty project, developed with reasonable autonomy and fulfilling the proposed objectives;
 - c. Grade of 16 to 17 points: should correspond to a good-quality project of high difficulty, carried out autonomously and fulfilling the proposed objectives;
 - d. Grade of 18 points: should correspond to a very good, well-structured, concise, and complete project, conducted autonomously and exceeding the proposed objectives;
 - e. Grades above 18 points: should be awarded unanimously, in cases of excellence, to Students who have exceptionally fulfilled all tasks in the work plan and produced work of high scientific merit, presented and discussed in an exemplary manner and, additionally:
 - i. Grade of 19 – Work suitable for publication in a peer-reviewed indexed journal;
 - ii. Grade of 20 – Work suitable for publication in a peer-reviewed indexed journal and which includes truly innovative solutions or contributes exceptionally to knowledge in the scientific area.
4. In the event of a lack of unanimity regarding the grade to be awarded, the President of the Jury has the casting vote.

5. The Final Grade of the CE is calculated, as outlined in the **Evaluation Form for the Curricular Externship Course Unit (Annex XIV – [Model 82A/P02](#))**, by weighting the following components:
- 25%** - Evaluation by the External Supervisor(s);
 - 25%** - Evaluation by the Internal Supervisory Team;
 - 25%** - Evaluation of the Master's Dissertation, as recorded in the Minutes of the Public Defense of the Master's Dissertation (**Annex XIII – [Model 57A/P02](#)**);
 - 25%** - Evaluation of the Presentation and Defense of the Master's Dissertation, also recorded in the Minutes of the Public Defense of the Master's Dissertation (**Annex XIII – [Model 57A/P02](#)**).
6. Each of the components listed above must have a minimum score of 9.5 points.
7. The minimum final grade required to pass the CE is 10 (ten) points.
8. Once the Student has fulfilled the requirements stated in point 5 of Article 8, the final CE grade will be recorded and made available within 30 (thirty) days on the official bulletin board via the InforEstudante platform.

CHAPTER IV

FINAL PROVISIONS

ARTICLE 12.º (Irregularities)

- Any party involved in the development or assessment process of the Dissertation has the duty to immediately report to the CEC any detected irregularities, particularly plagiarism, violations of copyright and intellectual property rights, or any other irregularities, by submitting a report to the CEC's email address.
- The CEC must inform the DCV of any detected or reported irregularities.
- If the irregularity is committed by the Student, it will be reviewed by the CEC and forwarded for further analysis and evaluation by the DCV.
- Following this analysis, where applicable, the case may be submitted for evaluation by the Board of Directors of EUVG, which will decide on any measures to be taken, based on the DCV's proposal.
- The measures applied, depending on the severity of the irregularity, may include:
 - Requiring the Student to restart the externship period, complying with the duration defined in Article 3 of this Regulation, at another location or institution.
 - The Student may proceed to the next phase of the CE calendar or to the following academic year, after correcting the detected irregularity(ies);
 - The Student may proceed to the next phase of the CE calendar or to the following academic year, having to prepare a new Dissertation, although they may keep the original theme;

- d. The Student may proceed to the following academic year, having to prepare a new Dissertation with a change to the original theme and/or work plan and/or Supervisory Team.
4. If the irregularity is committed by the Supervisor or any other party involved in the process, the CEC will report it to the DCV, which will analyze the case and forward its findings and opinion to the Board of Directors, which will take the appropriate measures.

ARTICLE 13.º
(Amendments)

1. This Regulation is a dynamic document and may be reviewed and updated whenever deemed necessary.
2. Amendments to this Regulation must be initiated by the CEC and proposed to the DCV. They must be formally approved by the Board of Directors, without prejudice to input from the CC and the Pedagogical Council of EUVG on matters within their jurisdiction, in accordance with the institution's statutes and regulations.

ARTICLE 14.º
(Omissions)

Questions regarding interpretation and application, as well as unforeseen situations and cases not covered by this Regulation, shall be submitted in writing by the DCV to the Board of Directors and resolved by order of the President of that body.

ARTICLE 15.º
(Entry into force)

This Regulation enters into force on the day immediately following its approval or the approval of any subsequent amendments.

LIST OF ANNEXES

Annex I (Model 78A/P02) – Curricular Externship Calendar

Annex II (Model 79A/P02) – Proposal for Internal and Local Supervision Team and Externship Location(s)

Annex III (Model 52A/P02) – Request for Authorization of External Supervisor/Co-supervisor at EUVG

Annex IV (Model 51A/P02) – Proposal for Theme and Workplan

Annex V (Model 53A/P02) – Approval and Evaluation by the Supervisory team

Annex VI (Model 58A/P02) – Confirmation of the final version of the Dissertation

Annex VII (Model 59A/P02) – Authorization for the Availability of the Dissertation in the EUVG Repository

Annex VIII (Model 80A/P02) – Attendance Sheet of the Host Entity

Annex IX (Model 81A/P02) – External Supervisor's Evaluation Form

Annex X (Model 54A/P02) – Request for Changes to the Theme, Work Plan and/or Supervision Team

Annex XI (Model 55A/P02) – Declaration of Honour

Annex XII (Model 56A/P02) – Request to Hold the Final Defense of the Master's Dissertation

Annex XIII (Model 57A/P02) – Minutes of the Public Defense of the Master's Dissertation

Annex XIV (Model 82A/P02) – Evaluation Form for the Curricular Externship Course Unit

TECHNICAL SHEET

Title: Reg-19A/P02_General Regulation of the Curricular Externship of the Integrated Master's Degree in
Veterinary Medicine of the EUVG

Version 0.0

Approved by

(Board of Directors)

Assinado por: **Ferdinando Bernardino de Freitas**
Num. de Identificação: 12149864
Data: 2025.09.25 15:21:13+01'00'

(Ferdinando Freitas, Professor Doctor)

Date of approval

17th September 2025