

## PREAMBLE

Extracurricular Externships (ECE) are educational experiences that take place in real work environments, are not included in the curricular plans, and are optional and complementary to the study programs (SP).

These Regulations establish the general rules and operating procedures that must be followed for the ECE of students enrolled in the study programs offered by the Escola Universitária Vasco da Gama (EUVG).

## ARTICLE 1º (EEC Committee)

1. The ECE Committee (ECEC) is composed of a minimum of two members, whereby, each Department may propose up to two Lecturers per active Study Program (SP), for appointment by the Board of Directors;
2. At the first meeting of the academic year, the appointed members of the ECEC shall elect their Coordinator;
3. The term of the ECEC is one academic year, renewable for an equal period;
4. It is the responsibility of the ECEC, with the support of a Secretariat, to implement the following actions necessary for the proper functioning of the ECE:
  - a) Propose, before the start of the academic year, any adjustments to the ECEC's Planning and Calendar (**Annex I – [Model 85/P02](#)**), for approval by the Board of Directors;
  - b) Receive and clarify any doubts from Students and other parties involved in the process;
  - c) Ensure the document management of the entire process, verifying completeness and validity;
  - d) Receive applications from scientific supervisors, both internal and external to EUVG;
  - e) Receive collaboration proposals from companies/institutions willing to host internship students;
  - f) Promote coordination between EUVG and host entities, proposing collaboration agreements whenever possible;
  - g) Organize and monitor the externship by establishing institutional contact and formalizing the process;
  - h) Report to the relevant Academic Bodies any situation that may compromise the operation of the ECE;
  - i) Submit suggestions to the relevant Academic Bodies for the overall improvement of the ECE process;

- j) Prepare and submit to each Department Directorate the ECEC's annual activity report, corresponding to the Students of the respective Study Programs.

## ARTICLE 2º (Objectives and Scientific Areas)

1. The ECE encompasses several general objectives, namely:
  - a) To enable the development and application of technical-scientific and psychosocial skills that add value to a graduate's profile, particularly in relation to entering the job market;
  - b) To promote the development of transversal (soft) skills through direct contact with a wide variety of professional practices in a pre-professional context;
  - c) To create an opportunity for curricular enrichment that contributes to greater appreciation and integration of acquired knowledge;
  - d) To encourage the Student's active role in the learning process and in their technical-scientific and personal development;
  - e) To allow the exploration and validation of personal and professional aspirations;
  - f) To continuously assess the curriculum of the respective SP, adapting it to the evolving reality of the profession;
  - g) To enhance the establishment of partnerships that contribute to the development and closeness of EUVG's activities, thereby ensuring an active role in the development of professionals and the profession.
2. The ECE must be selected in the respective Registration Form (**Annex II – [Model 86/P02](#)**); it may take place in one of the scientific (sub)areas of the SP in which the Student is enrolled, as indicated.
3. The definition of specific objectives for the ECE will depend on the scientific (sub)area in which it occurs, as well as the specific characteristics of the host institution; the specific objectives shall be defined in the Activity Plan (**Annex III – [Model 87/P02](#)**).

## ARTICLE 3º (Access Conditions and Duration)

1. Any student regularly enrolled in an active SP at EUVG is considered eligible to undertake an ECE, provided that the procedures and deadlines outlined in these Regulations are met;
2. The Student may propose to undertake the ECE during the periods established in the current schedule, provided that it does not interfere with, or overlap, the academic term and/or the evaluation period;

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3. Specific cases that arise outside the scope of the previous clause may be subject to review by the ECEC, which shall issue an opinion to the corresponding Department; the Board of Directors shall ratify the decision of the Department, duly substantiated;
4. The ECE must be carried out over a minimum total period of 30 hours, completed within the timeframe defined in the Registration Form (**Annex II – [Model 86/P02](#)**) and the Activity Plan (**Annex III – [Model 87/P02](#)**).

### ARTICLE 4º (Scientific Advisor)

1. The Scientific Advisor must be a professional with academic qualifications in the scientific (sub)area in which the student proposes to carry out the ECE;
2. It is the responsibility of the Scientific Advisor to:
  - a. Establish the Activity Plan (**Annex III – [Model 87/P02](#)**), with the Student, taking into account:
    - i. the Student's knowledge, interests, and motivations, as well as the tasks and routines that can be established at the host institution;
    - ii. general and specific objectives, in accordance with the SP and the relevant (sub)area;
  - b. Guide and encourage the Student so that they develop the ability to integrate acquired knowledge and to deepen technical-scientific knowledge and transversal skills necessary to achieve the defined general and specific objectives;
  - c. Ensure the correct completion of the Attendance Sheet (**Annex IV – [Model 88/P02](#)**) and the Student Monitoring and Evaluation Report (**Annex V – [Model 89/P02](#)**), these documents must be sent by the Scientific Advisor to the ECEC (comissao.eec@euvg.pt) and physically submitted to the EUVG Academic Services within the deadlines set in the current schedule;
  - d. Inform the ECEC of any irregularities or difficulties that arise during the ECE.

## ARTICLE 5º (Student Responsibilities)

1. The Student is responsible for:
  - a. Familiarizing themselves with the provisions of this Regulation;
  - b. Contacting the Scientific Advisor in advance to obtain their consent before proposing them;
  - c. Proposing to the host entity the establishment of a Collaboration Protocol with EUVG (template available upon request from the Academic Services), if one has not already been established;
  - d. Arranging a personal accident insurance policy;
  - e. Keeping the Academic Services and the ECEC informed of any changes to the initial activity plan;
  - f. Submitting the completed Registration Form (**Annex II – [Model 86/P02](#)**), within the deadlines set in the current schedule;
  - g. Submitting the Activity Plan (**Annex III – [Model 87/P02](#)**) signed by both the Student and the Scientific Advisor, within the deadlines set in the current schedule;
  - h. Submitting a brief description of the activities carried out during the ECE (to be included in **Annex V – [Model 89/P02](#)**), in accordance with the rules, and within the deadlines set in the current schedule;
  - i. Diligently, responsibly, and professionally fulfilling the tasks assigned by the Scientific Advisor, according to the previously established plan;
  - j. Knowing and complying with the rules and internal regulations in effect at the host institution;
  - k. Ensuring the proper maintenance of facilities and equipment handled or entrusted to their care at the host institution, being personally responsible for any damages caused due to duly proven negligence;
  - l. Adopting ethical and professional standards of conduct.

## ARTICLE 6º (Activity Plan)

1. The Activity Plan (**Annex III – [Model 87/P02](#)**) is the document based on the specific objectives of the (sub)area in which the student is enrolled;
2. It reflects the activities to be carried out during the internship period proposed by the Student and also serves as a fundamental support for both the Student and the Scientific Advisor;

3. This document must be prepared by the Student in coordination with the Scientific Advisor, who, being familiar with the reality of the host institution, is best positioned to define the actual participation of Students in practical activities;
4. The plan must be submitted within the deadlines stipulated in the current schedule.

## ARTICLE 7º (Description of the EEC Activities)

1. The description of the ECE activities must reflect a summary of the activities carried out and a critical analysis of them in the context of the professional environment in which the Student was integrated;
2. This description, written by the Student, must comply with the “General Instructions” and “Basic Formatting Rules,” which are two sections outlined in the current EUVG Regulation for the preparation and presentation of academic and scientific work, and it must not exceed the allocated space in **Annex V – [Model 89/P02](#)**;
3. In the description of the activities carried out, the Student must briefly:
  - a. Frame their activity plan within the scope of the general and specific objectives of the ECE;
  - b. Summarize the activities undertaken, including a descriptive statistical analysis;
  - c. Present the outcomes of the ECE, including: applied theoretical and practical knowledge, skills and competencies mobilized, learning achieved, and difficulties encountered;
4. In the specific case of the Integrated Masters Degree in Veterinary Medicine, all activities and hours/workload must also be recorded in the corresponding sections of the EUvetBOOK system, according to its own regulation. The validated registration report for the ECE period must be attached to the ECE activity report after being requested by the Academic Services from the EUvetBOOK Commission.
5. The description of the activities carried out during the ECE must be included in the Student's Monitoring and Evaluation Report by the Scientific Advisor (**Annex V – [Model 89/P02](#)**), which shall be sent by the Scientific Advisor to the ECEC once fully completed, in accordance with the established deadlines.

## ARTICLE 8º (ECE Validation)

1. The ECE validation process results from the analysis of the following documents, submitted within the deadlines stipulated in the current schedule:
  - a. Activity Plan (**Annex III – [Model 87/P02](#)**);
  - a) Student Attendance Record Sheet (**Annex IV – [Model 88/P02](#)**);
  - b) Student Monitoring and Evaluation Report, duly completed (**Annex V – [Model 89/P02](#)**);
2. Upon completion of the ECE validation process, a qualitative assessment is assigned, either “validated” or “not validated,” based on a ECEC meeting and recorded in the minutes to be submitted to the Academic Services;
3. The Student must be informed of the ECE validation by the Academic Services within the deadlines established in the current schedule;
4. Only ECE with the classification “validated” will be included in the respective Diploma Supplement.

## ARTICLE 9º (Irregularities)

1. Any party involved in the development or evaluation process of the ECE is obliged to immediately report any detected irregularities to the ECEC, including those related to ethical conduct or academic integrity, through a written report;
2. The ECEC must inform the corresponding SP Department of the reported irregularities;
3. If the Student commits the irregularity, the applicable measures will be decided in a meeting between the ECEC, the Department Directorate, and the Board of Directors, depending on the severity and nature of the irregularity. All decisions will be recorded in meeting minutes, with an excerpt added to the student's personal record. The Student may be summoned before the final decision is made;
4. If the irregularity is committed by the Scientific Advisor or another participant in the process, the ECEC will notify the corresponding Department Directorate, which in turn will inform the Board of Directors, responsible for deciding the measures to be implemented.

**ARTICLE 10º**  
**(Amendments to the Regulation)**

1. This Regulation is inherently a dynamic document; therefore, the academic bodies of EUVG, namely the Department Directorates and the Board of Directors, monitor its applicability and are always open to its continuous improvement;
2. Amendments to this Regulation should be proposed by the ECEC, in coordination with the Departments, and must be duly approved by the Pedagogical Council and the Board of Directors, in accordance with the regulatory and statutory terms.

**ARTICLE 11º**  
**(Omissions)**

The Board of Directors shall resolve any doubts or omissions regarding the application of this Regulation, after consulting the relevant Departments and the ECEC.

**ARTICLE 12º**  
**(Entry into Force)**

This Regulation enters into force on the day immediately following its approval or the approval of any amendments that may be introduced.

**List of Annexes**

- (Annex I – [Model 85/P02](#)) Planning and calendar of Extracurricular Externship activities
- (Annex II – [Model 86/P02](#)) Registration Form for Extracurricular Externship
- (Annex III – [Model 87/P02](#)) Extracurricular Internship Activity Plan
- (Annex IV – [Model 88/P02](#)) Student Attendance Record Sheet for Extracurricular Externship
- (Annex V – [Model 89/P02](#)) Student Monitoring and Evaluation Report for Extracurricular Externship

## TECHNICAL SHEET

### Title:

Reg- 16A/P02\_Regulations for Extracurricular Externships at EUVG

### Version 0.0

### Approved by

Board of Directors of the Escola Unversitária Vasco da Gama

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(Professor Doutor Ferdinando Bernardino de Freitas)

### Date of approval

5th February 2025



## EXTRACURRICULAR EXTERNSHIP COMMITTEE

	PHASE I	PHASE II	PHASE III
REGISTRATION PHASE	By sending the Registration Form to the ECEC via email ( <a href="mailto:comissao.eec@euvg.pt">comissao.eec@euvg.pt</a> ), with the subject/title: <b>FI_CE_Student's Name</b>		
EXTERNSHIP PERIOD	1st to 15th November	1st to 15th March	1st to 15th July
	December, January, February and/or March	April, May, June and/or July	August, September, October and/or November
SUBMISSION OF THE ACTIVITY PLAN	<b>Up to 5 days after the start of the externship</b> , by sending the Activity Plan to the ECEC via email ( <a href="mailto:comissao.eec@euvg.pt">comissao.eec@euvg.pt</a> ), with the subject/title: <b>PA_CE_Student's Name</b> <b>Note:</b> The original document must <b>also be submitted in person</b> to the Academic Services <b>within 5 days after the end of the externship period</b> .		
SUBMISSION OF THE ECE ACTIVITY REPORT	<b>Up to 15 days after the end of the externship period</b> , by sending to the ECEC via email ( <a href="mailto:comissao.eec@euvg.pt">comissao.eec@euvg.pt</a> ), with the subject/title: <b>R_CE_Student's Name</b>		
VALIDATION BY ECEC AND COMMUNICATION TO THE STUDENT	Up to 1 month after the end of the respective phase.		

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**STUDENT**

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**Name:** [insert full name]

**Nº:** [insert number]

**E-mail:** [insert email address]

**Tel.:** [insert telephone number]

**Study cycle:** [choose option: Integrated Masters Degree in Veterinary Medicine; Bachelors Degree in Bioveterinary Sciences]

**(Sub)area to which the student is applying:** [choose option: MIMV – Fundamental Sciences; MIMV – Clinical Sciences; MIMV – Animal Hygiene; MIMV – Animal Production; LCB - Animal Pathology; LCB - Veterinary Diagnostics; LCB - Research (One health)]; LCB - Applied Biotechnology]

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**HOST INSTITUTION**

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**Organisation:** [insert name of organisation]

**Address:** [insert full address]

**Tel.:** [insert telephone number]

**Postcode:** [insert]

**E-mail:** [insert email address]

**Name of the Scientific Advisor:** [insert full name]

**Position or function of the Scientific Advisor:** [insert]

**Professional License:** [insert]

**Externship period:** from [choose date] to [choose date]

I acknowledge that the completion of this Extracurricular Externship will not be considered a formal justification for absence from academic activities, including previously scheduled assessments that coincide with the internship period.

Student signature: \_\_\_\_\_

Date: [choose date]

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## STUDENT

**Name:** [insert full name]

**Nº:** [insert number]

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## HOST INSTITUTION

**Organisation:** [insert name of organisation]

**Address:** [insert full address]

**Tel.:** [insert telephone number]

**Postcode:** [insert]

**E-mail:** [insert email address]

**Name of the Scientific Advisor:** [insert full name]

**Position or function of the Scientific Advisor:** [insert]

**Professional License:** [insert]

**Externship period:** from [choose date] to [choose date]

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## EXTERNSHIP

### Objectives of the Externship

[insert text]

### Activities to be Developed

[insert text]

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## THE SCIENTIFIC ADVISOR

I hereby declare that I will assume responsibility for supervising the Extracurricular Externship of the above-mentioned Student in accordance with the plan outlined in this document.

Signature: \_\_\_\_\_

Date: [choose date]

### THE STUDENT

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I hereby declare that I will undertake the development of the ECE (Extracurricular Curricular Externship) in accordance with the plan outlined herein and in compliance with the guidance of the Scientific Advisor, the ECE Regulations of EUVG, and the rules and standards of the host internship organization.

I acknowledge that the completion of this ECE will not be considered a formal justification for absence from academic activities, including previously scheduled assessments that coincide with the internship period.

Signature: \_\_\_\_\_

Date: [choose date]

Student Name: [insert full name]

Student Number: [insert number]

Host Institution: [insert name of organisation]

Name of Scientific Advisor: [insert full name]

Externship Period: from [choose date] to [choose date]

Days:	Month	Month	Attendance Validation (Signature/Initials of Advisor)	Absence (to be completed by the Advisor)		Observations (to be completed by the Advisor)
	Attendance (Student's signature)	Attendance (Student's signature)		Justified	Not Justified	
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**Organisation:** [insert text]

**Name of Scientific Advisor:** [insert text]

**Student Name:** [insert text]

**Scientific Area:** [insert text]

**Externship Start Date:** [choose date]

**Externship End Date:** [choose date]

### 1. Description of Activities Performed by the Student

- Description of Activities Performed by the Student:

[insert text]

## 2. Evaluation of the Extracurricular Externship:

*(to be completed by the Scientific Advisor)*

Criteria	Evaluation		
	Insufficient	Sufficient	Good
Attendance			
Punctuality			
Sense of responsibility			
Demonstrated Interest			
Communication and Integration			
Theoretical-Practical Skills			
Ethical/Professional conduct			

## 3. Activities performed by the Student:

*(to be completed by the Scientific Advisor)*

In light of the evaluation carried out in the previous section, do you consider that the activities performed by the Student during the mentioned externship period were successfully completed and aligned with the objectives outlined in the activity plan for that same period?

Yes ☐ No ☐

## 4. Suggestions/Observations (optional):

*(to be completed by the Scientific Advisor)*

[insert text]

Signature: \_\_\_\_\_

Date: [choose date]