

## **Rules governing the DCVM's Tirocinio Scheme (Teaching Regulation, Ministerial Decree No. 270 of October 24<sup>th</sup>, 2004)**

### **Objectives**

The single cycle degree course in Veterinary Medicine requires students to complete 35 Tirocinio ECTS as part of the practical training provided for by the Degree Course Teaching Regulation (DCTR).

Tirocinio activities represent the practice-oriented educational phase of the degree course. Besides allowing students to discover the real nature of the profession, the Tirocinio enables them to apply knowledge and skills in a variety of working contexts and acquire practical skills of different educational and learning areas.

The National Examination, which establishes the candidate's suitability to practice as a veterinarian, is the actual tool to monitor and verify the learning outcomes (knowledge, skills and competences) students should have acquired from the Tirocinio activities.

### **Organisation and Coordination of Tirocinio activities**

Tirocinio activities are broken down into learning areas as illustrated in Annex 1 (approved by the Degree Course Council on April 11<sup>th</sup>, 2017).

The Tirocinio activities the students shall carry out are outlined in the trainee's logbook and are supervised by either the degree course teaching staff or external professionals.

The role of the professors involved in the supervision of and the provision of support to the trainees is deemed to be crucial for the degree program, the Department of Animal Medicine, Production and Health (MAPS) and the Department of Comparative Biomedicine and Food Science (BCA). Such activity is indeed considered to be comparable to that of theoretical and practical training and is therefore an integral part of the course load.

With regards to the coordination and organisation of the Tirocinio activities, the Degree course Council relies on the support of the Tirocinio Committee (Annex 2, approved by the Degree Course Council on September 28<sup>th</sup>, 2017).

The main tasks of the Tirocinio Committee are:

- To establish, together with the professors of the degree course and the external professionals involved in the Tirocinio scheme, the activities that students shall carry out and that are described in the trainee's logbook;
- To propose amendments of and/or additions to the Tirocinio activities included in the trainee's logbook;
- To establish a timetable for Tirocinio activities;
- To organise and verify the procedures and services aimed at activating, carrying out, monitoring and checking the quality of the Tirocinio;
- To define the evaluation procedures of the activities carried out by students, as well as the level of student satisfaction as regards the activities provided;
- To register the ECTS related to Tirocinio activities;
- To propose amendments to this regulation.

### **Conditions required to take part in the Tirocinio**

In order to take part in the Tirocinio, students shall carry out the formalities here described, in addition to attending or passing the courses covering the subjects listed in Annex 3, as approved by the Degree Course Council on 11<sup>th</sup> April 2017 (and subsequently amended on 24<sup>th</sup> September 2019).

Should the student fail to meet the necessary requirements or be unable to attend the mandatory courses, the Tirocinio will take place during the following academic year.

Any information regarding the fulfilment of the activities necessary to take part to the Tirocinio and the organisation of the Tirocinio activities are made available to students through publication on: <https://www.agrariamedicinaveterinaria.unipd.it/corsi/mv>

In order for students to take part to the Tirocinio, they shall:

1. Undergo a **medical examination**, as established by the Department of Preventive Medicine, to check their overall health prior to commencing any Tirocinio activities.

Students will be contacted to arrange a date and time for the examination and are required to appear for the medical examination.

2. Provide the certification which confirms they have received the necessary **General Safety Training**. This document constitutes evidence of the successful completion of the final examination regarding the General Safety training in accordance with D.Lgs No. 81/08. The training course shall be completed during the 1<sup>st</sup> year (prior to practical activities commencing) and attached to the Training Project form.
3. Sign the confidentiality agreement. The Secretariat will send the document to students, who need to sign and return it along with the Training Project form. This document is very important given the particular type of activities that will be conducted in different educational and professional contexts, both intra and extramural.
4. Return the **Training Agreement** form signed in all its parts. This form allows students to take part to the Tirocinio activities and provides insurance cover throughout the time the activities (both intra and extramural) are carried out. The Training Project form is integrated and validated by both the timetable and a detailed written report of the activities. The body responsible for the management of such documents is the Secretariat.

### **Tirocinio instructions, logbook compilation and acquisition of ECTS**

From the 2018/19 academic year, 20 out of 25 hours per Tirocinio ECTS will be devoted to mandatory training activities supervised by a professor, whilst the remaining five to coordinated individual activities whose objective is to assess the acquired skills and the student's level of autonomy.

Once the activities of each area are completed and professors' evaluations collected, the appointed teacher for the area will assess the student's level of achievement (approved/not approved). If the student's evaluation is "not approved", they will be asked to retake those activities in which they performed poorly, according to the instructions of each area and the organisational availability of the Tirocinio.

All the activities carried out by the students are grouped per year and learning area and reported in the trainee's logbook. The paper logbook, which was in place for activities that took place up to a.y. 2018/19, shall be kept by the student and signed in all its parts. It must be submitted at the end of Tirocinio activities and in any case no later than one week before the deadline for updating the student's academic record (for graduands). This will allow for the Degree Course Coordinator to verify, approve and register the 35 ECTS.

As of the a.y. 2019/20 an electronic version of the Logbook has been implemented. In order to access the online platform, users shall use their Single sign-on. Upon completion of each activity, students must tick the appropriate box, which will be subsequently validated by the teacher responsible for the Tirocinio activity. The presence of the teacher's validation will be taken as proof that students completed the activities. The list of how ECTS are distributed throughout the various years is further detailed in Annex 1. For the cohort enrolled in the a.y. 2019/20, the registration of Tirocinio activities will only take place upon completion of all activities. For all subsequent cohorts, the registration of ECTS will occur in four different stages (at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year, with 3, 3 5 and 24 ECTS awarded, respectively) and will be managed by an appointed Committee. From 2017/2018 academic year, students are also required to evaluate the Tirocinio activities through Moodle. The evaluation is anonymous and binding for the purpose of obtaining the validation of the Tirocinio ECTS (resolution approved by the Degree course Council on December 6<sup>th</sup> 2017).

### **Implementation of and amendments to the Regulation**

From the 2017/2018 academic year, the Regulation of the Tirocinio Scheme shall apply to all the cohorts falling within the 2017 "Ordinamento".

Further amendments to the regulation in question may be proposed by the working group on practical Tirocinios, or by the majority of the Degree Course Council components.

The annexes to the regulation are approved, amended or integrated by the Degree course Council on a proposal by the Tirocinio Committee.

Annex 1: Breakdown of Tirocinio ECTS credits

Year	1 <sup>st</sup> Semester CFUs		2 <sup>nd</sup> Semester CFUs		No. of CFUs
1	SAFETY TRAINING				1
2	0,5	SSD AGR/17-20	0,5	SSD AGR/17-20	2
			1	SSD VET/02	
3	1	SSD AGR/17-20	1,5	SSD AGR/17-20	3
	0,5	SSD VET/04			
4	1	SSD AGR/17-20	0,5	SSD AGR/17-20	5
	1	SSD VET/06			
	1	SSD VET/3			
	1,5	SSD VET/05 Infectious Diseases			
5	1	SSD VET/05 Avian Pathology			24
	2	SSD VET/03 Necropsy Room			
	18	SSD clinical area (VET/08, VET/09, VET/10)			
	3	SSD VET/04			
					35

\*SSD = Scientific Disciplinary Sector

Annex 2: Composition of the Tirocinio Committee

	<b>Coordinator</b>
CHAIRMAN OF THE DEGREE COURSE COUNCIL	Matteo Giancesella
VETERINARY PHYSIOLOGY (SSD VET/02)	Paolo Mongillo
GENERAL PATHOLOGY AND VETERINARY PATHOLOGICAL ANATOMY (SSD VET/03)	Laura Cavicchioli
INSPECTION OF FOOD PRODUCTS OF ANIMAL ORIGIN (SSD VET/04)	Paolo Catellani
INFECTIOUS DISEASES OF DOMESTIC ANIMALS (SSD VET/05)	Maria Luisa Menandro, Alessandra Piccirillo
PARASITOLOGY AND PARASITIC ANIMAL DISEASES (SSD VET/06)	Federica Marcer
CLINICAL VETERINARY MEDICINE (SSD VET/08)	Helen Poser
CLINICAL VETERINARY SURGERY (SSD VET/09)	Ilaria Iacopetti
CLINICAL VETERINARY OBSTETRICS AND GYNAECOLOGY (SSD VET/10)	Antonio Mollo
ANIMAL HUSBANDRY (SSD AGR/17, AGR/18, AGR/19, AGR/20)	Rebecca Ricci, Angela Trocino,
SCHOOL OF AGRICULTURAL SCIENCES AND VETERINARY MEDICINE	Elena Giora
OVUD	Carlo Guglielmini
STUDENT REPRESENTATIVES	Martina Baldin, Arianna Codeluppi

Annex 3: Tirocinio preliminary courses

YEAR	AREA OF TIROCINIO	COURSE
1	SAFETY TRAINING	
2	Introduction - SSD AGR/17÷20	
	Genetics - SSD AGR/17÷20	
	Veterinary Physiology and Ethology - SSD VET/02	
3	Farm animal nutrition - SSD AGR/17÷20	
	Inspection of food products of animal origin - SSD VET/04	HYGIENE AND TECHNOLOGY FOR FOOD SAFETY (attendance only)
	Nutrition and feeding of companion animals, poultry and rabbits - SSD AGR/17÷20	
4	Animal welfare and breeding techniques - SSD AGR/17÷20	
	Anatomical Pathology - SSD VET/03	GENERAL PATHOLOGY
	Infectious Diseases of Domestic Animals - SSD VET/05	
	Parasitology and parasitic diseases - SSD VET/06	

5	Avian Pathology - SSD VET/05	INFECTIOUS DISEASES OF ANIMALS AND AVIAN PATHOLOGY
	Infectious diseases of domestic animals - SSD VET/05 (external)	
	Anatomical Pathology- SSD VET/03	GENERAL ANATOMICAL PATHOLOGY, INFECTIOUS DISEASES OF ANIMALS AND AVIAN PATHOLOGY, PARASITOLOGY AND PARASITIC DISEASES
	OVUD – Clinical medicine, Surgery and Reproduction - SSD VET/08 - VET/09 - VET/10	MEDICAL SEMEIOTICS AND LABORATORY DIAGNOSTIC; VETERINARY SURGERY PATHOLOGY AND SEMEIOTICS; VETERINARY OBSTETRICS AND PATHOLOGY OF REPRODUCTION
	Ruminants-swine-equines - SSD VET/08÷10	MEDICAL SEMEIOTICS AND LABORATORY DIAGNOSTIC; VETERINARY SURGERY PATHOLOGY AND SEMEIOTICS; VETERINARY OBSTETRICS AND PATHOLOGY OF REPRODUCTION
	Inspection of food products of animal origin SSD VET/04	FOOD SANITARY INSPECTION METHODS

\*OVUD = UniversityVeterinaryTeaching Hospital