



SINGLE-CYCLE MASTER'S DEGREE COURSE IN VETERINARY MEDICINE (LM 42) – Students enrolled since the academic year 2009/2010 – Students enrolled since the academic year 2020/2021 – Students enrolled since the academic year 2023/2024.

University of Milan – Lodi campus

REGULATION FOR INTERNSHIP ACTIVITIES

1. INTRODUCTION

The regulation governing the single-cycle degree course in Veterinary Medicine at the University of Milan stipulates that part of the 300 ECTS that students must acquire to graduate must be dedicated to internship activities, as detailed below:

Students enrolled up to the a.y. 2009/2010: 30 ECTS FOR INTERNSHIPS, DIVIDED INTO:

9 ECTS: acquired by attending supplementary practical activities at the Small Animal Hospital (OPA), the Large Animal Hospital (OGA) and the Mobile Clinic. In detail, within the degree course, attendance is distributed as follows:

- **Small Animal Hospital (OPA)** 6 ECTS equals 12 shifts (12 hours per shift), of which 4 in the third year, 5 in the fourth year and 3 in the first term of the fifth year of the course.
- **Large Animal Hospital (OGA)** 2 ECTS attended in conjunction with the delivery of the internship parts of the Medical Clinic for Ruminants and Swine and Equine Medicine.
- **Large Animal Mobile Clinic:** 1 ECTS, attended in the fifth year: consists of at least 3 field trips, one of which relates to public health, one to cattle and pigs and one dedicated to equines.

21 ECTS: acquired through practical training in the various subject groups listed below

- **Internships active from the fourth year**

Prophylaxis, avian pathology and parasitic diseases (2 ECTS)

Veterinary pathological anatomy and clinical pathology (2 ECTS)

Animal sciences and technologies (Animal Husbandry or Food and Nutrition: AGR/18 (4 ECTS)

- **Internships active from the fifth year**

Inspection and control of foodstuffs of animal origin (4 ECTS)

Veterinary medical clinic (Pets 2 ECTS)

Veterinary surgical clinic and radiology (3 ECTS)

Veterinary obstetrics and gynaecology clinic (2 ECTS)

Veterinary medical clinic (Equine medicine -1 ECTS)

Veterinary medical clinic (Medical clinic for ruminants and pigs 1 ECTS)

Internships may also be carried out at other European faculties, provided they are EAEVE accredited and subject to the favourable opinion of the Internship Commission.



Students enrolled from the academic year 2020/2021 and Students enrolled from the academic year 2023/2024: 36 INTERNSHIP ECTS, DIVIDED INTO:

12 ECTS: acquired by attending supplementary practical activities at the Small Animal Hospital (OPA), the Large Animal Hospital (OGA) and the Mobile Clinic for large and small animals.

In detail, within the degree programme, attendance is distributed as follows:

- **Small Animal Hospital (OPA):** 8 ECTS equal to 16 shifts (12 hours per shift), of which 4 in the third year, 6 in the fourth year and 6 in the first term of the fifth year of the course.
- **Large Animal Hospital (OGA):** 2 ECTS attended in conjunction with the delivery of the internship parts of Medical Clinic for Ruminants and Swine and Equine Medicine.
- **Large Animal Mobile Clinic:** 1 ECTS attended in the fifth year: consists of at least 3 visits, one of which relates to public health, one to cattle and pigs and one dedicated to equines.
- **Small Animal Mobile Clinic:** 1 ECTS attended in the fourth year: consists of at least 3 visits to private and public kennels and catteries.

24 ECTS are acquired in the practical internships listed below:

- **Internships active from the first year**

Animal Handling I (1 ECTS)

- **Internships active from the second year**

Animal Handling II - OVU (1 ECTS)

- **Internships active from the third year**

Herd Health Management - Farm Veterinarian (1 ECTS)

- **Internships active from the fourth year**

Prophylaxis, avian pathology and parasitic diseases (2 ECTS)

Veterinary Pathological Anatomy and Clinical Pathology (2 ECTS)

Animal Sciences and Technologies (Animal Husbandry or Feeding and Nutrition - 4 ECTS)

- **Internships active from the fifth year**

Inspection and Control of Foodstuffs of Animal Origin (4 ECTS)

Veterinary medical clinic (Pets 2 ECTS)

Veterinary surgical clinic and radiology (3 ECTS)

Veterinary obstetrics and gynaecology clinic (2 ECTS)

Veterinary medical clinic (Equine medicine 1 ECTS)

Veterinary medical clinic (Medical clinic for ruminants and pigs 1 ECTS)

The practical internship for each of the above activities lasts 25 hours/ECTS.

The number of weeks in each internship period cannot exceed the corresponding number of ECTS.

For example: 1 ECTS equals 1 week of activity, with a daily commitment of 5 hours for 5 days.

Day/night shifts and shifts on public holidays are only possible for OPA and OGA internships, as stated in the Syllabi <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>



2. FACILITIES WHERE INTERNSHIPS ARE CARRIED OUT

2.1 Internal “intramural” internships must be conducted in Lodi at the following facilities:

- Laboratories of the Department of Veterinary Medicine and Animal Sciences
- Departments of the Veterinary Teaching Hospital
- Departments of the Experimental Teaching Zootechnical Unit

2.2 External ‘extramural’ internships must be carried out only at facilities affiliated with COSP. For the third year, information on the facilities is provided to students before places are assigned. For the fourth and fifth years, a list is available on the course website at the following link: <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>. All facilities are approved by the Internship Committee, and at least one veterinary surgeon per host facility must have completed an online teaching course provided by DIVAS after contacting the EAEVE Affairs Committee (CEM@unimi.it) by email.

2.3 Internships may also be carried out at other European faculties, provided they are EAEVE-accredited and subject to the favourable opinion of the Internship Committee.

3. ACCESS TO THE INTERNSHIP

3.1 Internship periods and access requirements.

Students:

a) must attend the shifts arranged for the following internships: Animal Handling (1st year), Animal Handling OVU (2nd year); Herd Health Management Veterinary Farming (3rd year); Small Animal Hospitalisation OPA (3rd-4th-5th year); Small Animal Mobile Clinic (4th year); Large Animal Mobile Clinic (5th year). The above activities must be attended in accordance with the shifts arranged by the internship supervisors indicated in the Syllabus <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>

b) must attend the 1st and 2nd year internship activities, regardless of the number of exams taken, according to the instructions of the tutors, at the end of the 2nd semester of the 1st and 2nd years, respectively

c) must attend shifts in OPA, starting from the 3rd year, regardless of the number of exams taken, in accordance with the shift schedule prepared with the heads of the hospital departments concerned and the internship committee. OPA shifts take place throughout the calendar year, including during the fourth and fifth years of the course.

d) may attend third-year internship activities only if, at the end of the second semester of the third year, they have passed all second-year examinations.

e) may attend the internship activities in Veterinary Pathological Anatomy, Prophylaxis, Avian Pathology and Parasitic Diseases, and Animal Science and Technology (specifically Animal Husbandry or Feeding and Nutrition) only if, at the end of the second semester of the fourth year, they have passed all third-year exams. Internships in Animal Science and Technology, Prophylaxis,



Avian Pathology and Parasitic Diseases, and Pathological Anatomy for fourth-year students may only be attended during the summer teaching breaks (from June to September).

f) may attend the activities of Veterinary Medical Clinic (Pets), Veterinary Medical Clinic (Medical Clinic for Ruminants and Pigs), Veterinary Medical Clinic - Equine Medicine), Veterinary Surgical and Radiology Clinic, Veterinary Obstetrics and Gynaecology Clinic and Inspection and Control of Foodstuffs of Animal Origin only if, at the end of the first semester of the fifth year of the course, they have passed the three-year exams and attended the fifth-year courses. These internship activities may be attended from the end of the first semester of the fifth year, compatibly with the obligation to attend the courses of the training activities chosen by the student, which are concentrated, as far as possible, in the months of March and April.

g) may attend OGA shifts only if they have attended the courses of the first semester of the fifth year of the course and passed the three-year exams.

3.2 Procedure for choosing and assigning internship shifts

First and second year internships

The organisation of first- and second-year internships is carried out directly by the tutor professors without any ranking.

Third, fourth- and fifth-year internships

a) Third year internships are assigned in May; activities take place between June and September and cannot be made up during lessons and practical activities, or in subsequent years, except in special circumstances that will be considered by the Chair of the Teaching Board. Internships (excluding small animal hospitalisation) are normally external only.

b) Fourth- and fifth-year internships are assigned in November for internships that take place from January to May and in May for internships that take place from June to September. Internships can be either internal or external, and some of them (e.g. Small Animal Hospitalisation - OPA) can be carried out throughout the year, even overlapping with lessons and practical activities.

c) Access to internships is based on a ranking list. The data used to compile the ranking list is downloaded from the university database by the Academic Service and relates to the exams taken during the student's career at the date of extraction. The ranking list considers 1) number of ECTS; 2) weighted average. In the event of equal ECTS and grade point averages, priority is given to younger students.

d) In early November, only fifth-year students and those who have exceeded the standard duration of their degree programme (fourth- and fifth-year internships) who meet the requirements may submit their enrolment application by replying to the specific e-mail sent by the Academic Service. By mid-November, a ranking list of those eligible to access the activities will be drawn up, considering the ECTS acquired by the end of October.

e) A similar procedure is followed in May (third, fourth- and fifth-year internships) for fourth



and fifth year students. Applications must be submitted by the first few days of May, and the ranking considers the ECTS acquired by the end of April.

f) Students on the ranking list are then invited to a meeting and, following the ranking list, can choose their internship and attendance period.

g) Students may choose clinical internships (medical clinic, surgical clinic and obstetrics clinic) only if they have completed internships in animal science and technology, prophylaxis, avian pathology and parasitic diseases, and pathological anatomy.

3.3 How to proceed:

Information on each individual internship is available in the Syllabi, which can be found at the following website: <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>

• **EXTERNAL INTERNSHIPS** – to activate an external internship (years III, IV and V), students and company tutors, also referred to as non-academic tutors, must follow the instructions in the syllabi and in the file “Instructions for activating external internships” published on the page <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>

• **INTERNAL INTERNSHIPS** – for internal internships, students must comply with the provisions of the Syllabi published on the page <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>

4. ATTENDANCE AND PRACTICAL ACTIVITIES

4.1 The “academic tutor” for internal internships and the “company tutor”, also known as the “non-academic tutor” for external internships are responsible for monitoring the interns' activities in accordance with the Syllabus available at <https://veterinaria.cdl.unimi.it/it/studiare/stage-e-tirocini>

4.2. The ‘academic tutor’ for internal internships and the ‘company tutor’ for external internships monitor and control the intern's activities, attendance and skills acquired. They report any suggestions, changes and problems encountered in the delivery of the internship to the Internship Committee and the Chair of the Teaching Board. For H15of3 students, attendance at internship activities and skills acquired are certified by means of the Logbook Practical Assessment Internship available at: <https://logbook2tirociniovet.unimi.it>

4.3. Justified absences are permitted up to a maximum of 20% of the hours assigned to each internship

4.4. The OPA internship is available every day of the calendar year (including holidays), from Monday to Sunday. There are 12-hour shifts from 8 a.m. to 8 p.m. and from 8 p.m. to 8 a.m. according to the following shift schedule:

• **for third-year students** (students enrolled since the academic year 2009/2010, students enrolled since the academic year 2020/2021 and students enrolled since the academic year 2023/2024): **4 shifts** (2 ECTS) in total, daytime **only**. There will be 2 “blocks” consisting of 2 consecutive shifts. The shifts cannot be carried out in a single semester. The first two shifts should preferably be carried out on weekdays (Monday to Friday).



- **for fourth-year students: 4 shifts** (2 ECTS - Students enrolled since the academic year 2009/2010) or **6 shifts** (3 ECTS - Students enrolled from the academic year 2020/2021 and Students enrolled from the academic year 2023/2024) in total. Shifts are divided into 2 or 3 “blocks”, consisting of 2 consecutive shifts respectively, and may be daytime or night-time, weekdays or holidays. Shifts cannot be carried out in a single semester.
- **for fifth-year students:** assignment of **4 shifts** (2 ECTS - Students enrolled since the academic year 2009/2010) or **6** (3 ECTS - Students enrolled since the academic year 2020/2021 and Students enrolled since the academic year 2023/2024) in total. The shifts are divided into 2 or 3 “blocks”, respectively of 2 consecutive shifts, which may be daytime or night-time, weekdays or holidays. The shifts assigned cannot be carried out in a single semester.

The distribution of shifts for each academic year is organised by student representatives. The calendar is shared with all students and with the company tutors involved in the activities of the OVU's “small animal, exotic animal, emergency and intensive care unit” and with its manager.

Shift changes are possible, depending on need, and must be communicated to the student representative in charge, who will make the necessary changes to the calendar.

In case of delays, it is necessary to notify the doctor on duty by calling 0250334116 (PS).

If the student has to take an exam, he/she may be absent from their shift for the duration of the exam only.

Shifts not worked can be made up in the following academic year starting from 1st October.

Students who are outside prescribed times in their studies and need to make up shifts to graduate may be included in the shifts for the same academic year, at the expense of the fourth- and fifth-year make-up shifts.

If it is impossible to take part in an internship shift that has already been assigned, it is mandatory to find a replacement independently, promptly notifying the shift supervisor and the student representative. The organisation of shifts is based on the principle of individual responsibility and respect for the commitments made: for this reason, failure to attend a shift will result in a demotion in the internship ranking, with a shift of ten positions compared to the position provided for by the official score. The shift supervisor will report any absence to the Head of Department and the Academic Service.

4.5 The OGA Internship consists of two ECTS (1 ECTS carried out at the Ruminant and Swine Clinic and 1 ECTS carried out at the Equine Clinic) which are awarded according to the shift schedule organised by the academic tutors during the simultaneous completion of the internships in Veterinary Medical Clinic (Equine Medicine - 1 ECTS) and Veterinary Medical Clinic (Ruminant and Swine Medical Clinic - 1 ECTS) for a total of 4 weeks. There are 2 day/night shifts and holidays at the Ruminant and Swine Clinic and 2 day/night shifts and holidays at the Equine Clinic.

5. PROFESSORS

5.1 All professors on the Veterinary Medicine degree course can provide internal internship activities. The teaching load can be decided independently, considering the timings of other internships

5.2. Adequately trained staff employed on a contract basis for the activities of the University Veterinary Teaching Hospital and the Experimental Teaching Zootechnical Unit actively participate in the provision of skills for the internship activities that take place at these facilities.



5.3. Doctoral students, research fellows, and scholarship holders from the Specialisation Schools, after adequate training, may participate in the provision of skills for each internal internship, subject to the consent of the tutor and the Director of the Specialisation School.

6. DOCUMENTS CERTIFYING THE ACTIVITY PERFORMED

6.1 Students enrolled since the a.y. 2009-2010– Students enrolled since the a.y. 2020-2021

Validation via paper logbook.

- For intramural internships: by the last day of each internship, students must complete the paper logbook in its entirety and have it signed by an “academic tutor”.
- For external “extramural” internships, the paper logbook must be signed by the head of the organisation (“company tutor”) and countersigned by the “academic tutor”.
- **Validation of the red booklet.** By the last day of each internship, students must complete the “red” booklet, indicating the skills acquired and not the clinical cases. The booklet must be signed by one of the tutors.
- The Department stamp is no longer required on either the paper logbook or the red booklet.
- For trainees enrolled from the academic year 2020-2021, certification of activities through the electronic logbook 1.0 is required for internal internships only
<https://logbookveterinaria.unimi.it/app/web/site/>

6.2 Students enrolled from the a.y. 2023-2024

The activities and attendance at individual internships are validated via the electronic Practical Internship Logbook available at: <https://logbook2tirociniovet.unimi.it>, which definitively replaces the paper logbook and the red booklet.

- Students must record the activities and skills acquired in the electronic logbook (<https://logbook2tirociniovet.unimi.it>) and request validation at the time of their acquisition and/or no later than 72 hours after completion. Validation can be carried out by the professor(s) involved in the internal “intramural or academic” internship or by the company tutor during the “extramural” internship. Final validation of the individual internship is only possible with the acquisition of 100% of the skills and 80% of the hours of attendance. The list of skills to be acquired in the electronic Practical Internship Assessment Logbook is available on the website:
<https://logbook2tirociniovet.unimi.it>

- Only at the end of all the internship activities required in the three areas (Ministerial Decree 652 07.07.2022) the student can download a summary certificate from the Electronic Logbook 2.0 website (<https://logbook2tirociniovet.unimi.it>). To make it official, they must send it to the Academic Service, which will have it signed by the President of the Degree Programme or the delegate.
- The paper logbook must be completed for both internal and external internships.
- The department stamp is no longer required on the paper logbook.
- ECTS acquired in individual internship activities must be recorded on the SIFA application according to a schedule that will be communicated to students at the beginning of each internship.



7. TRANSITIONAL PROVISION

For students enrolled in the H01 system, the rules established by the H01 Practical Internship Regulation remain in force.

For students enrolled in the H08 system, the rules established by the H08 Practical Internship Regulation approved on 1 October 2008 (published on the website) remain in force.