

Faculty of Veterinary Medicine



## Extramural Practical training - EPT for students of XII semester



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### Extramural Practical training - EPT for students of XII semester

For students of the Veterinary Faculty of the University of Zagreb who are studying under the program of Integrated undergraduate and graduate studies in veterinary medicine, field-professional practice and professional clinical work are carried out during XII. semester (6th year of study). The curriculum envisages that the student performs field-professional practice for a total of 180 hours in Veterinary organizations (vet. stations and clinics) and professional clinical work of 120 hours at:

- Clinics within Veterinary Teaching Hospital
- Croatian Veterinary Institute (Zagreb)
- Ministry of Agriculture, Fisheries and Rural Development

As part of the practice, students will apply the knowledge acquired during their studies in a specific institution and expand their practical knowledge and skills according to the established program.

During the internship, the student is under the supervision of an expert (professional mentor), who, through practical work and learning, trains him to independently perform professional tasks in the veterinary profession.

Before leaving for field-professional practice and professional clinical work, students receive a "Referral" which will be prepared for them by the Committee for field-professional work and professional practice at the Faculty of the Veterinary Medicine University of Zagreb.



### STUDENT'S DUTIES DURING PRACTICE

During field practice- professional practice and professional clinical work, students have all the rights and duties of regular students, but at the same time they are subject to the work discipline of the institution where they practice.

Students are obliged to carry out tasks assigned to them by an expert mentor from a particular institution, in accordance with the content of field-professional practice and professional clinical work.

The student is obliged to work on concrete tasks under the supervision of a professional mentor and to fulfill diaries:

Diary of field-professional practice - during stay in veterinary organizations (stations and clinics);

Diary of laboratory practice - during stay at the Croatian Veterinary Institute in Zagreb;

Diary of professional clinical work - during stay at the Clinics of the Veterinary Faculty University of Zagreb;

Work diary - during stay at the Ministry of Agriculture, Fisheries and Rural Development of the Republic of Croatia.

The student is obliged to keep a diary of the work performed according to the instructions and attachments contained in the manual on non-faculty teaching, which can be found on the website of the Faculty (Committee for Graduate Studies). The student is obliged to do the internship during the official working hours assigned to him institution and comply with all rules and regulations that apply to the institution's employees



### SIGNING OF THE DIARY

In case there are several students in one institution, each student keeps his diary! The diary is signed by the expert mentor and the student every day and on each sheet of the Diary in the place provided for signature.

After the completed internship, the institution obligatorily certifies the student with a CERTIFICATE of completed field-professional internship and professional clinical work" which can be found on the back of the REFERRAL. Reports will not be submitted without an attached certificate from the institution about the completed professional practice. The certificate is signed exclusively by an authorized person in the institution. Along with the signature, the stamp of the institution is also mandatory.



### SUBMISSION OF REPORTS AND ASSESSMENT

1. The report is submitted to the head of professional practice at the Faculty of Veterinary Medicine.
2. All students must submit a report by the dates that will be announced later.
3. Students must submit the report in person!

Evaluating the diary:  
the head of professional practice reviews the practical work report and evaluates it within two weeks.

Based on the grade:

- a) Complete, orderly, accurate reports of students regularly present at internships (students should report to the main supervisor of professional internships at the designated time for certification in the index).
- b) Incomplete or messy or incorrect reports are returned to students for completion. After completion, the practice is verified in the index.
- c) Students with more than one absence recorded during control are referred to additional practice.
- d) Students with a large number of unexcused absences are not recognized for internships, and they are sent back to internships the following year.

Students who, in the current academic year, do not submit the Report on the completed field-professional practice and professional clinical work within the prescribed period, lose the right to submit, and their practice is canceled, and they will be sent to practice again the following year.

#### Remark:

Every student is obliged during XII. semester (6th year of studies) to perform mandatory field-professional practice and professional clinical work in the appropriate institution, chosen by the Faculty, taking into account the student's place of residence.



If the student does not comply with the rules of conduct during the practice, he will be denied the Institution's Certificate of completed field-professional practice or professional clinical work. Students who, due to illness or greater force, are prevented from regularly performing their internship during their internship, are obliged to report this as soon as possible to the Student Department of the faculty and the institution where they do their internship.

After completing the entire internship (in all the aforementioned veterinary institutions), the student, in addition to keeping a work diary, is obligated to collect signed (4) four "Certificates", which will be certified and signed by their professional mentors from the institutions at the end of each completed part of the internship in which they completed part of their practice or other authorized persons from the institution.

The combined certificates and diaries from the four parts of the completed practice form a single document: "Report on the field - professional practice and professional clinical work", which is submitted for assessment to the main head of professional practice.

When preparing the final Report on field-professional practice and professional clinical work, you should follow the detailed instructions and examples of the report on the equipment and technical layout of the final report, which is listed in the "Handbook on field-professional practice and professional clinical work" on the Faculty's website.