

## ERASMUS+ VETERINARY MEDICINE

**1. ERASMUS + STUDY:** can be undertaken in any location for which there is an agreement with the Veterinary Medicine course and primarily involve internships of 9 months, with set courses, and related examinations. The credits are validated as training or educational activities chosen by the student. This last opportunity is limited to some locations but results in 8 credits in a single area (eg small animal surgery, internal medicine in small/large animals etc). In some Erasmus+ study Locations the internship is shorter (3-4 months) and credits are related to the chosen educational activity and/or activities included in the traineeship (see at the end of this paragraph for a list of the host sites with the duration of the program and the activities usually carried out).

**INFO MEETINGS.** In order to give all the necessary info on the program and to answer students questions, the Erasmus Study tutor for the course of Veterinary Medicine, **Prof. Valeria Grieco** ([valeria.grieco@unimi.it](mailto:valeria.grieco@unimi.it)) will convene preliminary info meetings, generally in October and December. Dates of the meeting will be published on the departmental website in the section dedicated to the Erasmus+ opportunities.

**WHO CAN PARTICIPATE.** Students of the course of Veterinary Medicine. For 3-4 months Erasmus+ Study stages, mainly reserved to practical activities of the 5<sup>th</sup> year of course, the applicant should be a student of the 4<sup>th</sup> year of course. When completing the application a certificate of knowledge of the language of the chosen Faculty (level A2) must be included. If you do not have this certificate you can insert a self-certification.

**SELECTION PANEL AND INFORMATION MEETINGS.** Announcements for the selection of students eligible for the Erasmus+ scholarships are published on the University website (click students, click study abroad and then follow the link to Erasmus+) generally at the end of January with submission deadlines usually the 28th February. A panel of at least 3 teachers is appointed and the selection comprises a brief interview with each student who has applied. Particular attention will be paid to the motivations for application and the study program to be carried out abroad. Knowledge of the language of the host site may be verified by reading of a section of a scientific article in the language of the location chosen for the internship.

The date and the faculty hall location for an information meeting will be published on the website. All those who wish to submit an application must attend to receive the necessary information regarding the hosting sites. This meeting is held by the tutor of the Veterinary Medicine Course, **Prof. Valeria Grieco** (<mailto:valeria.grieco@unimi.it>). Another meeting will be arranged by the central student mobility offices and, at this meeting, the procedures for completing the application will be described. These procedures are the same for each student, regardless of which degree course they are enrolled in. In addition to this meeting, the tutor convenes further meetings, October and December, to provide information that will enable students to plan and budget an eventually abroad stage.

**AFTER THE SELECTION, THE PREPARATION OF THE LEARNING AGREEMENT.** The learning agreement is a document listing the activities that the student will perform abroad. There are 3 signatories, the student, the tutor of the Faculty of origin and the tutor of the host Faculty. The learning agreement is responsible for the student who undertakes to implement the program (at least 70% of the credits declared) and at the same it is a form of protection for the student. The tutors declare that these

activities will take place at the host site and that, upon return, they will be validated and included in the student's career.

To prepare an appropriate Learning Agreement for the individual student, the Veterinary Medicine tutor sees the student twice: first to discuss the program and then to complete the document and sign it. The learning agreement will then be sent to the foreign office for the signature of the local tutor.

The learning agreement is not rigidly fixed, it can in fact be changed by adding or deleting courses/practices. There is a section in the document for such changes that, as for the initial document, will be signed by the student, the Italian tutor and the foreign one.

**THE DEPARTURE.** The departures for the 9-month internships take place in September, with different dates depending on the start of the courses in the host Faculty. For shorter internships, as a module of your choice and / or internship, the departures are usually in February or March.

**During the period abroad** During the period abroad it is important to follow all the courses and practices included in the learning agreement. It is also important to keep a logbook in which the practical activities will be recorded and shared with the teachers responsible for certifying the hours worked. In modules chosen by the student it is advisable to ask the foreign teacher responsible for these practical hours, to affix at the end of the certificate a short report relative the student's work, so that he can then translate it into a school grade. This is not necessary for training hours.

**On return.** On return, the host faculty provides a "certificate of stay" in which the start and end dates of the visit appear. Within 10 days from the end of the internship date, this certificate and the "transcript of record" (document showing school grades and activities carried out, also issued by the *host Institution*) must be delivered to the central Erasmus office which will make a copy and return the original documents to the student. The "transcript of record" must then be handed over to the Faculty's tutor, upon request for an appointment, so that the final validation document of the activities carried out can be approved in the Didactic College and delivered to the central secretariat who insert it in the student career.

If you do not pass parts of the exam abroad you can performing them in Italy through small integration examinations. To carry out the latter it is important to ask for a meeting with the tutor who will draw up a brief document for the teacher concerning the part to be integrated.

## **2. Erasmus+ Traineeship**

This program allows students to carry out a traineeship abroad at companies, research and training institutions, universities or other organizations. Traineeship opportunities for students of Veterinary Medicine degree, generally cover 3 months. and they could be realized as internships at foreign veterinary clinics, research laboratories or other qualified centers.

The traineeship and related activities must be formalized with an official agreement, designed as "letter of intent", between the host institution and students in SVB. The Erasmus coordinator, together with the teachers, thesis supervisors or tutors, of the course of study in SBV will provide a fruitful student's support aiming to define the most suitable host foreign institution according to student's interest and expectation. The Erasmus traineeship candidate must have a tutor from Italian sending University as well as from host institution able to share and signed the learning agreement for traineeship on which student's activity will be defined and approved. The available host institution where students can apply for traineeship are published together with the announcement and the

student's choice may cover a maximum of three different host institutions, that should be listed according to their priority.

#### **WHO CAN PARTICIPATE**

Application to this Erasmus programme is restricted to student candidate who is still enrolled in the Veterinary Medicine degree at the time of the announcement and selection, however the traineeship might start after graduation. Several host institutions together with application form ask for a certificate level knowledge of language (generally English or the language of host country).

#### **SELECTION PANELS AND INFORMATION MEETINGS**

Erasmus + traineeship calls for student selection are published on the University of Milan website generally in autumn (between September and October), and possibly a second call could be in February. In the announcement and in the published related documents, the dates of selection interviews are established. The interviews are carried out by a provided Commission of at least 3 teachers. During the interview with the students, who have applied, the Commission will evaluate student's motivations, the study abroad program and verify the knowledge of the language of the chosen foreign country. All meetings organized by the Erasmus coordinator, even those that precede the exit of the call (usually in October and December) are always highlighted on the website of the Faculty of Veterinary Medicine, on the page dedicated to the course of study in Veterinary Biotechnological Sciences, and on the website of the Department.

#### **TRAINEESHIP AGREEMENT PREPARATION.**

The Traineeship agreement (Ta) for traineeship is the official document listing all the activities that the student will carry out abroad (internship activities, practical activities). The TA is shared and agreed between the tutor of sending institution and of host one; the LA is also signed by student.

#### **THE DEPARTURE**

The departure must be coordinated with the host organization, through the tutor. In all cases, the internship must be carried out by 30 September of the year following the call for applications. Example: for the September/October 2018 call for applications, the deadline will be 30 September 2019.

#### **AFTER THE MOBILITY**

After the mobility the TA must be filled by the tutor of host institution, with the description of student's activity and a brief comment and evaluation concerning student's work. The Erasmus coordinator who will prepare the final document for validation of the activities (acquired credits, training) carried out abroad. After the approval by the Academic collegiate organisms, the student secretariat will recognise these activities in the student's career.