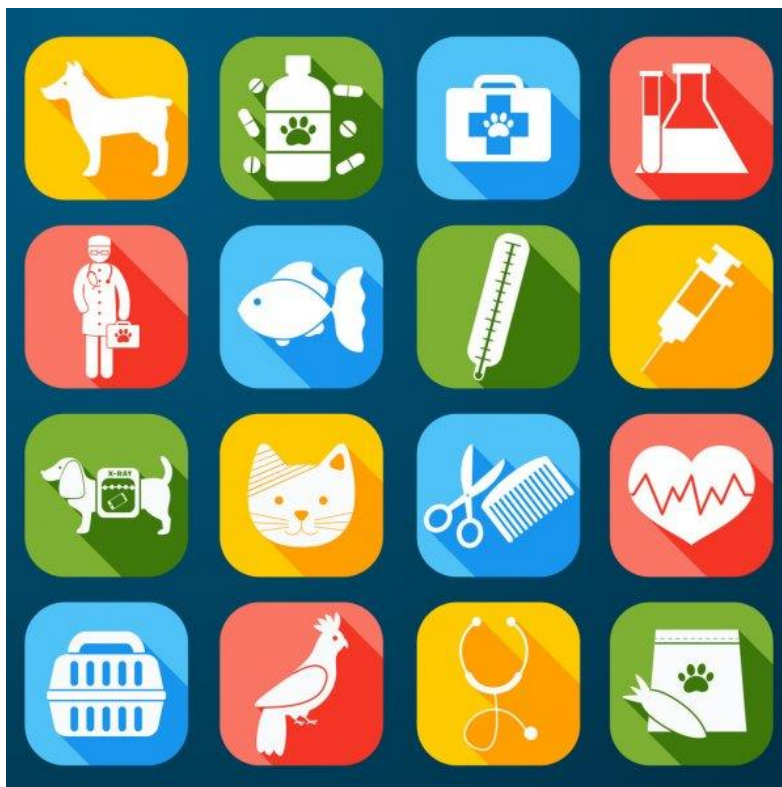


GUIDELINE

FOR
INTERNSHIPS AND PRACTICAL TRAININGS

FACULTY OF VETERINARY MEDICINE
TRAKIA UNIVERSITY – STARA ZAGORA





ANIMAL HUSBANDRY INTERNSHIP

After successful completion of semester VI (III year)

PURPOSE OF THE INTERNSHIP

Students are introduced to the technologies of livestock breeding as well as growing technologies, feeding, dietetics, zoo hygiene, ethology, and animal welfare practices in the geographical area of the internship. The major focus is given to the methods of identification, registration and preventive medicine procedures of all animal categories located in the region of training. Special attention is paid to zoo-hygiene standards and their compliance, impact on the animals' health status etc. A parallel is drawn between extensive and intensive rearing. Feed sources, composition and analysis are performed for all animal categories according to the specificity of the geographical area. Common medical conditions result of technological drawbacks or inefficient work practices, disinfection and quarantine procedures for the newly introduced animals are also reported.

Required student's activities:

1. Data collection and analysis.
2. Determination of breed composition and sustainability of animal population.
3. Buildings and equipment. Status of microclimate in the farm facilities. Determination of technological parameters.
4. Determination of local feed sources, specificity of feed supplementation and feed rations for different animal species and categories.
5. Manure, waste disposal and utilization - environment preservation standards.
6. Service and handling of animals - feeding, milking, care for the newborns and nursery, categorization into groups etc.
7. Determination of the general health status of animals and registration of pathological conditions.
8. Performing of therapeutic and preventive medical procedures - marking and identification, bathing of animals, animal restrain techniques, preparation for transport, etc.
9. Registration of conducted activities.

All Erasmus traineeship students are obligated to observe all mandatory instructions which apply to each student of the Faculty of veterinary medicine and gather and provide all required documents.

Moreover, the Erasmus students have to submit to prof. Ivan Penchev, Natasha Koynarska and Reni Mitsova (Rectors' office) two additional documents:

1. The 3-rd part of the Learning Agreement (LA) - After the mobility, filled in all activities during the traineeship (in detail and according to the plan of traineeship in LA - before the mobility)

2. Certificate

These documents must be signed and stamped by the clinics!

At this stage of practical training, students' goal is to develop long lasting practical skills, enrich their knowledge of animal husbandry practices, preclinical training in propedeutics, etc.



PLACE OF INTERNSHIP

The internship is carried out in livestock farms, animal rescue centers, experimental facilities and agricultural cooperatives.

The internship can be held locally or in similar institutions located abroad. Students certify their attendance with an official document(s) (see below) issued by the internship authorities (farm supervisor, official veterinarian in the farm etc.).

The Faculty of veterinary medicine at Trakia University – Stara Zagora does not have any financial commitments to the internship cost and enrollment procedures.

DURATION: 2 consecutive weeks – 80 working hours (between 5th of July and 27th of August 2022)

ECTS credit points: 4

CONTROL AND MANAGEMENT OF THE INTERNSHIP

The internship is managed and supervised by an official veterinarian, farm veterinarian or farm manager.

Each student has to deposit an official request to the Dean of the faculty of Veterinary Medicine, announcing the institution of choice and the period of the internship.

Due to the current epidemiological situation, the application form has to be submitted online.

Please follow the link: <https://forms.gle/ynYSDTeM3QZjagyW7>

DEFENSE OF THE INTERNSHIP

Students are allowed to defend the internship only when they have fulfilled the requirements to enroll in the following academic year.

The required documents are as follows:

1. Daily logbook

This is a book in which students register their daily activities as interns in the chosen institution. The book should contain daily detailed information on all examined animals (species, breed, sex, age etc.), acquired practical skills, animal nutrition specificity etc.

2. Report

It should begin with a brief information about the farm or rescue center (2-3 pages) – location, facilities, equipment, staff and schedule of the daily activities. The report should include a detailed



information on the used growing technology, animal welfare practices, breeds used, productivity parameters of the animals in the farm etc. The report should end with a brief conclusion: personal opinion on the used growing technology in the farm, breeds used, acquired practical skills, overall impressions of the farm etc.

3. A letter of confirmation

The letter of confirmation is a document that proves student attendance in the daily activities of the farm for the period of the internship. It has to be issued by the farm and the letter should confirm the duration of the internship (beginning and end date). The document should be signed and stamped by the institution authorities.

4. Reference

The reference (or letter of reference) is a document which should be issued by the host farm. The reference should describe the intern's qualities, skills, and capabilities as a trainee. The document should be signed and stamped by the institution authorities.

Documents are submitted to the International students' coordinator – Mrs. Natasha Koynarska (room 597) in the beginning of the following academic year (deadline 30th of September 2022).

The submitted documentation is evaluated by a dedicated committee appointed by Order of the Dean and includes two lecturers from the Animal Husbandry department.

The possible results of the internship defense are:

1. **“Approval”** – result is written in the student's book by the committee chair and the earned 4 ECTS credit points are added to student's file in the database. A student book stamp from the “Internship and clinical activities inspector – Mrs. Tanya Gancheva (room 589), certifies the successful defense of the internship. This allows the student to enroll in the following academic year.
2. **“Non-approval”** – the submitted documents are not completed or do not cover the required activities. Student is given a two-week period to provide the needed information and/or submit the missing documents. In case of second failure, student is not allowed to enroll the next academic year. Student is required to repeat the internship in suitable time and resubmit the required documentation within the next academic year.



CLINICAL INTERNSHIP

After successful completion of semester VIII (IV year)

PURPOSE OF THE INTERNSHIP

The main purpose of the internship is to consolidate and expand the practical skills and techniques acquired in the clinical departments until the end of the 8th semester. Particular attention is paid to the veterinary medical aspect of the internship - patient diagnostics procedures, traditional and innovative treatment, assistance in specialized procedures (surgical, obstetric care, catheterization, laboratory diagnosis, etc.).

PLACE OF INTERNSHIP

Veterinary clinics or private veterinary practices, farms etc.

The internship can be held locally or in similar institutions located abroad (State veterinary authorities). Students certify their attendance with an official document(s) (see below) issued by the internship authorities.

The Faculty of veterinary medicine at Trakia University – Stara Zagora does not have any financial commitments to the internship cost and enrollment procedures.

DURATION – 160 hours - 4 weeks (any period between 5th of July and 27th of August 2022)

ECTS credit points: 6

CONTROL AND MANAGEMENT OF THE INTERNSHIP

The internship is managed and supervised by an official veterinarian, licensed veterinary surgeon or clinic manager.

Each student has to deposit an official request to the Dean of the faculty of Veterinary Medicine, announcing the institution of choice and the period of the internship.

Due to the current epidemiological situation the application form has to be submitted online.

Please follow the link: <https://forms.gle/ynYSDTeM3QZjagyW7>

DEFENSE OF THE INTERNSHIP

Students are allowed to defend the internship only when they have fulfilled the requirements to enroll in the following academic year.



The defense of the internship is held in front of a committee, which is appointed by Order of the Dean. The Committee includes two lecturers (or assistant professors) from the clinical departments. The Committee examines the documents submitted and has a brief interview with each student. Interview dates are announced in late September.

DOCUMENTATION NEEDED:

1. Internship logbook.

This is a book in which students register their daily activities as interns in the chosen institution. The logbook should begin with brief information about the clinic (practice) – location, facilities, equipment, staff and schedule of the daily activities. The rest of the logbook should be organized by dates. This chapter should contain daily detailed information on all examined and treated patients: date, patient name, patient ID number, animal species, breed, age, body weight, information about the owner, medical history (anamnesis), clinical examination, diagnostic tests performed, diagnosis, and treatment plan. The logbook should end with a brief conclusion: most common diseases observed, acquired practical skills, overall impressions of the clinic (practice) etc.

2. Letter of confirmation.

The letter of confirmation is a document that proves student attendance in the daily activities of the vet clinic/practice for the period of the internship. It is issued by the clinic and the letter should confirm the duration of the internship (beginning and end date). The document should be signed and stamped by the institution authorities.

3. Reference.

The reference (or letter of reference) is a document which should be issued by the host clinic. The reference should describe the intern's qualities, skills, and capabilities as a trainee in the clinic. The document should be signed and stamped by the institution authorities.

All Erasmus traineeship students are obligated to observe all mandatory instructions which apply to each student of the Faculty of veterinary medicine and gather and provide all required documents.

Moreover, the Erasmus students have to submit to prof. Ivan Penchev, Natasha Koynarska and Reni Mitsova (Rectors' office) two additional documents:

1. The 3-rd part of the Learning Agreement (LA) - After the mobility, filled in all activities during the traineeship (in detail and according to the plan of traineeship in LA - before the mobility)

2. Certificate

These documents must be signed and stamped by the clinics!



The Internship Logbook (1), the Letter of confirmation (2) and the Reference (3) are submitted to the International students coordinator – Mrs. Natasha Koynarska (room 597) in the beginning of the following academic year (deadline 30th of September 2022).

The possible results of the internship defense are:

1. **“Approval”** – result is written in the student’s notebook by the committee chair and the earned 6 ECTS credit points are added to student’s file in the database. A student book stamp from the “Internship and clinical activities inspector – Mrs. Tanya Gancheva (room 589), certifies the successful defense of the internship. This allows the student to enroll in the following academic year.
2. **“Non-approval”** – the submitted documents are not completed or do not cover the required activities. Student is given a two-week period to provide the needed information and/or submit the missing documents. In case of second failure, student is not allowed to enroll the next academic year. Student is required to repeat the internship in suitable time and resubmit the required documentation within the next academic year.



PRE-GRADUATION EXTERNAL PRACTICAL TRAINING (EPT)

After successful completion of semester X semester (V year)

PURPOSE OF THE TRAINING

The aim of the training is to consolidate and expand the practical and theoretical skills and professional habits of the students, acquired during the pre-clinical and clinical training in the Master's degree program of Veterinary Medicine in the Faculty of Veterinary Medicine at Trakia University – Stara Zagora. The EPT targets completion of professional training, improvement of the day one competence of the upcoming veterinary surgeons and hand on training for the challenges of the veterinary field. Interns are given the opportunity to sharpen their professional as well as social skills needed for their successful integration in the veterinary society.

DURATION: 12 weeks – 480 working hours (5th of July – 24th of September 2022)

ECTS credit points: 20

CONTROL AND MANAGEMENT OF THE EPT:

Each student has to deposit an official request to the Dean of the faculty of Veterinary Medicine, announcing the institution of choice and the period of the training.

Due to the current epidemiological situation, the application form has to be submitted online. Please follow the link: <https://forms.gle/ynYSDTeM3QZjagyW7>

PLACE OF TRAINING

The training is divided into three parts – 4 weeks each.

Part I

The EPT is held within the Regional branch of the Bulgarian Food Safety Agency/State veterinary authority. Within the first 10 working days trainees should visit different laboratories, factories etc. under the control of the Food Inspection and Control functions of the agency. The next 10 working days of the practical training may continue in regional agency centers, state (official) veterinarian



activities, laboratories, companies focused on the development and manufacturing of veterinary pharmaceuticals etc.

Part II

The training takes place in Small Animal Clinic or Equine Clinic.

Part III

The EPT is carried out in a livestock farm or veterinary farm animal practice (farm animals or equines).

The three parts of the training can be conducted in different order, according to students' individual arrangements and preferences.

The internship can be held locally or in similar institutions located abroad (State veterinary authorities). Students certify their attendance with an official document(s) (see below) issued by the training authorities.

The Faculty of veterinary medicine at Trakia University – Stara Zagora does not have any financial commitments to the external practical training cost and enrollment procedures.

INSTRUCTIONS

DOCUMENTATION NEEDED:

1. Report

The report shall contain a detailed description of the visited institutions, observed technologies and performed techniques in the Food Inspection and Control laboratories, factories for production of food from animal origin as well as detailed overview of the most common veterinary medical problems in the visited farms, clinics and private veterinary practices.

The report must reflect the intern's creativity, individuality, analytical and critical thinking, and his/hers readiness for successful beginning of veterinary career.

The report should not exceed 15-25 standard pages. The implementation of tables, smart art, charts and other elements emphasizing the critical analysis to the performed treatment and/or acquired field and lab skills increases the overall assessment of the training.

2. EPT logbook

It describes the performed treatments and procedures on daily bases - diagnosis and treatment of animals, visits to farms or other facilities. The logbook should begin with brief information about the clinic (practice) – location, facilities, equipment, staff and schedule of the daily activities. The rest of the logbook should be organized by dates. This chapter should contain daily detailed information on all



examined and treated patients: date, patient name, patient ID number, species, breed, age, body weight, information about the owner, medical history (anamnesis), clinical examination, diagnostic tests performed, diagnosis, and treatment plan. The logbook should end with a brief conclusion: most common diseases observed, acquired practical skills, overall impressions of the clinic (practice) etc.

A report and logbook templates will be provided on the webpage of the Faculty of veterinary medicine.

3. Letters of confirmation

The letter of confirmation is a document that proves student attendance in the daily activities of the veterinary clinic/practice/food safety agency etc. for the period of the internship. It is issued by the clinic/food safety agency/veterinary practice and the letter should confirm the duration of the internship (beginning and end date). **Three letters of confirmations have to be provided, covering each part of the internship. The documents should be signed and stamped by the institution authorities.**

4. Reference

The reference (or letter of reference) is a document which should be issued by the host clinic or private veterinary practice. The reference should describe the intern's qualities, skills, and capabilities as a trainee in the clinic. Information should include professional and personal skills, shown strengths, weaknesses and recommendations for future improvement. The document should be signed and stamped by the institution authorities.

All Erasmus traineeship students are obligated to observe all mandatory instructions which apply to each student of the Faculty of veterinary medicine and gather and provide all required documents.

Moreover, the Erasmus students have to submit to prof. Ivan Penchev, Natasha Koynarska and Reni Mitsova (Rectors' office) two additional documents:

1. The 3-rd part of the Learning Agreement (LA) - After the mobility, filled in all activities during the traineeship (in detail and according to the plan of traineeship in LA - before the mobility)
 2. Certificate
- These documents must be signed and stamped by the clinics!

The Report (1), EPT Logbook (2), the Letters of confirmation (3) and the Reference (4) are submitted to the International students coordinator – Mrs. Natasha Koynarska (room 597) in the beginning of the following academic year (deadline 1st of October).

DEFENSE THE EXTERNAL PRACTICAL TRAINING

Students are allowed to defend the EPT only when they have passed all of their exams from the previous 10 semesters (no pending exams are allowed).

The defense of the EPT is held in front of a committee, which is appointed by Order of the Dean. The Committee includes six teachers from the Faculty of Veterinary Medicine (Chairman – a professor and 5 professors or associate professors or chief assistant or assistant professors) from the following



departments: Obstetrics, Reproduction and Reproductive Disorders; Veterinary Surgery; Internal non-infectious diseases; Veterinary Microbiology, Infectious and Parasitic Diseases and Hygiene, Technology and Control of Food Products of Animal Origin, Veterinary Legislation and Management. Due to the large number of students, the Dean establishes different committees for each geographic region.

ALL REPORTS FROM ONE REGIONAL BRANCH OF THE BULGARIAN FOOD SAFETY AGENCY ARE PRESENTED FOR EVALUATION TO ONE COMMITTEE, WHICH GUARANTEES THE BETTER ASSESSMENT OF EACH INTERN.

The attestation and evaluation of the graduate internship is carried out as personal presentation, followed by discussion on the reported cases, observed food safety and public health procedures.

The committee examines the documents submitted and has a brief interview with each student.

All Reports and logbooks are provided and used for reference by the State examination committees and may influence the final assessment of the exams.

The possible results of the EPT defense are as follows:

APPROVAL

All required information is provided and the student answers the committee questions with competent opinion and profound analyses of the topic. Report and Logbook describe student experience and outline his/hers creativity, analytical and critical thinking. The result is written in the student's notebook by the committee chair and the earned 20 ECTS credit points are added to student's file in the database. A student book stamp from the "Internship and clinical activities inspector – Mrs. Tanya Gancheva (room 589), certifies the successful defense of the training.

Successful defense of the EPT allows the student to qualify for the two final state exams.

NON-APPROVAL

1. The external practical training has not been conducted or significant part of it has been skipped.
2. Provided documents do not reflect the required structure and duration of the training.
3. Evidence of piracy and infringed copyrights - duplicate reports, photocopies, etc.

CONDITIONALLY APPROVAL

1. Poor design of the reporting documentation and/or insufficient number and incomplete coverage of treated patients.
2. Weaknesses in visualization and lack of personal touch of the intern.
3. Negligible flaws and drawbacks in the report and/or logbook of the conducted training.



4. Grammar, spelling or professional terminology mistakes, unacceptable for a future veterinary surgeon.

REPEATING THE TRAINING

In case of non-approval evaluation, the EPT needs to be repeated as follows:

1. For a period corresponding to the duration of the underachieved part of the training.
2. Complete repetition of the training in case of fake documents or information in the EPT documentation.

SECOND DEFENSE OF THE TRAINING

In case the external practical training has been conditionally approved the student is given one week to make the appropriate corrections in the report and/or logbook. The dedicated committee evaluates the corrected report and conduct second interview with the student.

In case the training is assessed "non-approval", the repeated EPT is evaluated according to the rules mentioned above.