



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

Identification Code: VET-LM5 001

**PROCEDURE FOR VERIFICATION OF INITIAL  
KNOWLEDGE AND RECOVERY OF DEFICIENCIES**

Date: 03/10/2017

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## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	65	03/10/2017	First issue
01	Resolution	59	19/09/2018	Change from paper to electronic procedure (in-career management of basic knowledge)
02	Resolution	16	12/02/2020	Modification of OFA fulfilment method
03				
04				
05				

## **1. AIM**



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The purpose of this document is to specify how the single-cycle Master's Degree Course (DC) in Veterinary Medicine verifies that the students enrolled have fulfilled the assigned Additional Learning Requirements (Obblighi Formativi Aggiuntivi, OFA).

The rules contained in this procedure apply to the DC in Veterinary Medicine.

## **2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS**

Reference documents:

1. Teaching organisation of the single-cycle Master's DC in Veterinary Medicine
2. Teaching regulations of the single-cycle Master's DC in Veterinary Medicine

The following terms and abbreviations apply in the procedure:

1. DC = Degree Course
2. OFA = Obblighi Formativi Aggiuntivi (Additional Learning Requirements)
3. DVS = Department of Veterinary Sciences
4. DVM Coordinator = Presidency of the Council of the Degree Course in Veterinary Medicine

## **3. RESPONSIBILITY, AUTHORITY AND COMPETENCES**

1. The Teaching Unit of the Department of Veterinary Sciences (DVS) is responsible for requesting from the Teaching Area and the Student Services of the University of Pisa the list of students admitted to the DC in Veterinary Medicine after passing the admission test, with the indication of the score obtained in each test.
2. The Presidency of the Council of the Degree Course in Veterinary Medicine (DVM coordinator) is responsible for verifying and recording the possession of basic knowledge in the student's career using a specific code.
3. The first year Coordinator Teacher is responsible for informing students about this procedure.

## **4. OPERATING MODES**

1. The OFA are described in the Quadro A3.b of the Teaching Regulations of the DC.
2. At the time of publication of the rankings of students who have taken the admission test for access to the DC, the Teaching Unit of the DVS sends a request to the Teaching Area and the Student Services of the University of Pisa to receive data relating to the results of the tests of each suitable student and sends them to the DVM Coordinator.
3. The DVM Coordinator verifies the data received from the Teaching Unit of the DVS, identifies the students who possess the basic knowledge, and then proceeds with the relative recording in the student's career using a specific code.



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4. By the middle of December, the student, requested by the Year Coordinator, is able to verify in their career the record relating to possession of the basic knowledge required by the DC. The lack of basic knowledge leads to the assignment of OFA.
5. The OFA must be completed within the first academic year. Enrollment in the exams relating to the training activities of the following years is subject to completing the OFA.
6. Students who have been given the OFA are required to follow the online remedial course in Biology offered by the DC.
7. After having followed the online remedial course, students have to take a multiple choice written test which must be passed with 70% of correct answers. The test is delivered at least twice in each academic year. Passing the test fulfils the OFA.
8. The DVM coordinator informs the successful students of the possession of basic knowledge.

## **5. ATTACHMENTS**