



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

**PROCEDURE FOR ELECTIVE COURSES**

Identification Code: VET-LM5 008

Date: 16/07/2021

Page 1 of 3

## **INDICE**

0. Revision matrix
1. Aim
2. Reference documents, abbreviations and definitions
3. Responsibility, authority and competences
4. Operating mode
5. Attachments

## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	34	16/07/2021	First issue
01				
02				
03				
04				
05				



## 1. AIM

The purpose of this document is to define the methods for managing the choice of optional courses by students of the Degree Course in Veterinary Medicine.

## 2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS

- University Teaching Regulations in force.
- Teaching Regulations of the Degree Course in Veterinary Medicine.

## 3. RESPONSIBILITY, AUTHORITY AND COMPETENCES

The figures involved in the procedure are the following:

- The **President of the DC in Veterinary Medicine** has the task of:
  - √ informing students attending the first semester of the 5th year about enrollment in optional courses and related deadlines;
  - √ developing a grid for assigning students to the various courses;
  - √ organizing a meeting with all student applicants to verify requests and assignments;
  - √ proposing for approval to the Degree Course Council the list of optional courses chosen by students for confirmation of activation of the courses.

The **Teaching Unit of the DVS** has the task of:

- √ receiving applications for enrollment on optional courses from students;
- √ preparing a list of student applicants, indicating the e-mail address and sending it to the Presidency of the Degree Course;
- √ sending the resolution confirming the activation of the optional courses chosen by the students to the University Degree Courses and Master's Degree Training Offer Unit.
- The **Internalization Office** has the task of:
  - √ receiving the applications for participation in optional courses in English from foreign students and sending a summary table to the Presidency of the degree Course.
- The **Student** has the task of:
  - √ filling in the application for choosing the optional courses they would like to attend;
  - √ participating in the meeting organized by the President of the Degree Course for the verification of requests and assignments;
  - √ complying, once enrolled in the Course, with the obligation to attend and taking the final exam by following the prerequisites provided.

## 4. OPERATING MODES



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Page 3 of 3

- The student interested in enrolling in one or more optional courses in Italian or English offered by the Degree Course in the second semester of the 5th year must send to [didattica@vet.unipi.it](mailto:didattica@vet.unipi.it) and for information to [presidenzamv@vet.unipi.it](mailto:presidenzamv@vet.unipi.it) enrollment applications from 15 November to 15 December of each year, using the format attached to this procedure.
- Applications sent not in the foreseen times or that are compiled incorrectly or in an incomplete manner will not be accepted.
- For the optional courses in Italian there is no minimum number of students for the activation confirmation;
- For optional courses in English, activation will be confirmed with the enrollment of at least 5 students. If the course is chosen only by foreign students, activation is confirmed for at least 3 requests. For these courses there is a maximum number of 10 students.
- Degree Course students can express their preference for 3 optional courses in English, indicating the order of priority. Foreign students can indicate up to a maximum of 5 optional courses in English that they would like to attend.
- The Degree Course Presidency draws up a grid for the assignment of students to the various courses by matching the preferences of the students to the number of places available. In the presence of a request exceeding the maximum number established for each course taught in English, corresponding to 10 students, priority is given to foreign students and those of the Degree Course regularly enrolled in the 5th year. In addition, for the students of the Degree Course, the chronological order of arrival of the applications is taken into consideration.
- The Degree Course President, after having prepared the grid for the assignment of students to the various Courses, convenes all applicants for a final check and adjustment of any requests.
- The Degree Course Council approves the confirmation of activation of the optional courses chosen by the students. The resolution is transmitted by the Teaching Unit to the University Degree and Master's Degree Courses Educational Offer Unit.

## **5. ATTACHMENTS**

Application form for optional courses