

Practical Learning Regulations for the Department of Post-Baccalaureate Veterinary Medicine, Asia University

Approved by the 1st Curriculum Committee of the Departmental Affairs Meeting on 2nd March 2018, the 2nd semester of the 2018 academic year

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Article 1: The Department of Post-Baccalaureate Veterinary Medicine Program (hereinafter referred to as "the Veterinary Department") aims to revitalize the curriculum, make flexible use of professional skills, enhance students' understanding of industry characteristics, and reinforce the effectiveness of students' employment and practice. These efforts are geared towards fostering seamless integration with the industry and aligning with the spirit of the World Organisation for Animal Health (OIE) Day 1 Competencies and the One World One Health initiative. The above-mentioned regulations are formulated consequently.

Article 2: According to the curriculum framework of the Program, students' practical learning comprises four components: Summer Rotation (I) and (II), as well as Clinical Rotation (I) and (II).

Article 3: Practical learning institutions are categorized into three groups primarily focus on veterinary core curriculum and animal production fields: the first group is Companion Animal Group, the second group is Production Animal Group, and the third group is Other Categories Group. Each of these groups includes domestic and international counterpart practical learning institutions. Overseas practical learning arrangements adhere to the relevant regulations set forth by Asia University.

Group 1 includes Companion Animals (dogs and cats), non-canine and feline companion animals, and other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine, excluding animal protection/rescue organisation.

Group 2 comprises poultry (both aquatic and terrestrial), avian species, pigs, sheep, cattle, and other production animals (including operations related to slaughter hygiene inspection), as well as other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine, excluding animal protection/rescue organisation.

Group 3 encompasses government veterinary institutions under the Ministry of Agriculture, Executive Yuan, R.O.C.(Taiwan), national-level laboratory animal centers (including private sectors), public and private zoos and museums, wildlife rescue and conservation centers, and other domestic and international institutions recognized by the Practical Training Committee of Post-Baccalaureate Veterinary Medicine.

The individual practical training institution in the first and second groups must meet the equipment standards set by the Post-Baccalaureate Veterinary Medicine, Asia University as outlined in Appendices One and Two.

Article 4: For the Summer Clinical Rotation (I) and (II) of students in the Post-Baccalaureate Veterinary Medicine, they are required to rotate between the second and third groups as described in Section Three of these regulations. Each student must complete rotations in both groups, and repetition of the same group is not allowed.

Clinical Rotation (I) and (II) will be conducted within group one. The assessment methods will follow the curriculum regulations set by Asia University.

Article 5: In cases where students need to change rotation groups or repeat a group due to specific circumstances, they must submit an application to the Student Practical Learning Committee of the Post-Baccalaureate Veterinary Medicine for approval before any changes can be made.

Exceptions to the rules regarding student clinical rotation grouping are as follows:

1. Students with backgrounds in individual group (group one, two or three) must select a different institution within the same group for their clinical rotation.
2. To promote the sustainable development of the production animal industry, students with backgrounds and interests in production animals may choose to rotate consecutively in the Production Animal Group. However, such arrangements must be approved by the Student Practical Learning Committee of the Post-Baccalaureate Veterinary Medicine for approval.

Article 6: Students must rotate at practical learning institutions approved by the Practical Training Committee of the Post-Baccalaureate Veterinary Medicine. The pairing of students with practical learning institutions is conducted by the Student Practical Learning Committee, based on the quotas and conditions specified by the individual institution. If the available position at a particular institution are insufficient for allocation, allocation will be prioritized according to the requirements of the institution. If necessary, allocation may be conducted through random selection or based on the ranking of relevant professional subject grades. The Post-Baccalaureate Veterinary Medicine Student Association will assist in the allocation process.

Students who wish to rotate at domestic or international institutions (including summer and clinical rotation) must submit complete and relevant information about the institution before the end of the first semester of the academic year. Approval from the Student Practical Learning Committee is required before such rotation can proceed.

Article 7: Summer internships must be a minimum of eight weeks long, with five days per week and at least eight hours per day, or according to the regulations of the institution regarding the number of days per week and hours per day. However, the total duration must amount to at least 320 hours.

- Article 8: During the summer rotation period, students are required to maintain a practical learning diary. The format of the diary is provided in Attachment Three.
- Article 9: Within the first two weeks of each academic year's first semester, students must deliver an oral presentation on their summer internship experiences. The Student Association will assist in organizing the presentation, and a committee comprising members of the Student Practical Learning Committee, extramural experts, and industry lecturers will serve as evaluators. The evaluation criteria are outlined in Attachment Four.
- Article 10: Total Grade for Summer Rotation Course:
Applicable to Freshmen and Sophomores:
(1) Evaluation Score from Rotating Institution: 30%. Refer to Attachment Five.
(2) Rotation Diary: 40%.
(3) Oral Presentation: 30%.
Students who fail to achieve a total score of 60 points for the clinical rotation will be considered as not passing. They must retake the clinical rotation within the same group until they pass.
- Article 11: During the rotating period, the Student Practical Learning Committee will conduct periodic visits to various rotating institutions. These visits will involve interviews, seminars, assessments, and discussions with students and the supervisors of the institutions. The visiting form is provided in Attachment Six.
- Article 12: During the rotating period, if there are exceptional performances that contribute positively to the reputation of the university, or if there are violations of school regulations or behaviors that compromise the university's reputation, they will be reported to the university for commendation or disciplinary action following approval by the Departmental Affairs Meeting.
- Article 13: Before students embark on rotation, they must adhere to Article 5 of the "Asia University Student Domestic and Overseas Internship Operation Regulations" to complete the signing of clinical rotation contracts. These contracts, primarily between Asia University and the collaborating institutions, should specify details such as working hours, duration, tasks, stipends or scholarships, accommodation and meals, insurance coverage, student counseling, and assessment methods. This is to prevent disputes after signing and ensure comprehensive protection of the rights and interests of the students.
- Article 14: During their off-campus rotation, students may apply for student off-campus clinical rotation insurance through the Career Center. They are required to submit the necessary insurance information to the center at least 15 days before the commencement of the off-campus clinical rotation.
- Article 15: The veterinary department has established a mechanism to provide counseling and facilitate the transfer of students who face difficulties during off-campus clinical rotation to other collaborating institutions. Whether feedback comes from the students themselves or the collaborating institutions, the assigned counseling teacher must promptly contact and counsel the students. The counseling teacher should continuously monitor the students' adaptation progress and address any issues concerning their rights or well-being.

If a student still struggles to adapt to the rotating institution's environment or if abnormal situations at the collaborating institution persist, the counseling teacher should assist the student in applying to terminate the rotation or transfer to another collaborating institution. After undergoing the official review process by Asia University, the veterinary department will facilitate the transfer of the student to a new collaborating institution to continue the clinical rotation, following the approved procedures.

Article 16: For matters not covered by these regulations, they will be handled in accordance with the relevant regulations of Asia University and the veterinary department's curriculum. Specific implementation details for clinical rotation will be separately formulated.

Article 17: These regulations have been reviewed by the Student Practical Learning Committee of the veterinary department, approved by the Departmental Affairs Meeting, and announced for implementation after being reported to and endorsed by the university. The same process applies to any future revisions.

Attachments:

1. Standards for Companion Animal Hospitals.
2. Standards for the Production Animal Industry.
3. Format for Clinical Rotation Diaries.
4. Evaluation Form for Summer Clinical Rotation, Oral Presentations.
5. Evaluation Form for Clinical Rotation, Institution Assessment.
6. Site-visit Report Form for Clinical Rotation, Student, and Institutional Versions.