

APPROVED:  
in the meeting of the Council  
of the Faculty of Veterinary Medicine of the LSMU  
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**VETERINARY ACADEMY OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**  
**VETERINARY MEDICINE STUDY PROGRAMME**  
**DESCRIPTION OF THE CODE OF PRACTICE ON FOOD HYGIENE PLACEMENT**  
**LEARNING**

**I. GENERAL PROVISIONS**

1. Code of Practice on Food Hygiene Placement Learning (hereinafter referred to as placement or Practice) for the students of Veterinary Medicine study programme at Veterinary Academy of the Lithuanian University of Health Sciences (hereinafter referred to as the University) was developed in accordance with the:
  - 1.1. Law on Education and Science of the Republic of Lithuania. No. XI-242 of 29<sup>th</sup> June 2016 (Amendment Act No. XIV-2095 of 27<sup>th</sup> June, 2023),
  - 1.2. Law on Veterinary of the Republic of Lithuania (No. I-2110, 1991-12-17),
  - 1.3. Decree of the Minister of Education and Science of the Republic of Lithuania “On confirmation of an Example Form for Student’s Placement Learning Agreement” (No. V-1011, 2016-11-16),
  - 1.4. Regulation of the Studies of the Lithuanian University of Health Sciences (approved by the Decree No. 181-03 of the LSMU Senate on 20 June 2024),
  - 1.5. Directive 2005/36/EC of European Parliament and Council “On the Recognition of Professional Qualifications” (20-06-2024),
  - 1.6. Manual of Standard Operating Procedure (ESEVT SOP of 08 June, 2023),
  - 1.7. Description of Veterinary Study Field (Decree of Minister of Education, Science and Sport No V-1687, 2020-11-04),
  - 1.8. Decree of State Food and Veterinary Service (hereinafter referred to as SFVS) on Quality assurance programme DR-7 „Descriptions of rules and procedures for domestic and international pupils, students and persons performing voluntary placements at SFVS“ (No. B1-176, 2020-03-09).
2. This Description establishes the procedures and assessment of placement learning.
3. Placement learning is organized by the Department of Food Safety and Quality, Faculty of Veterinary Medicine, Veterinary Academy (hereinafter referred to as the Department).

**II. MAIN DEFINITIONS**

4. **Food Hygiene placement learning** is a part of undergraduate studies, during which a student of Veterinary Medicine study programme, supervised by the placement supervisor in accordance with the Code, gains the practical skills, abilities and experience necessary for self-dependent work in food enterprises (slaughterhouses).
5. **Description of the Code of Practice on Food Hygiene Placement Learning** combines the study content, methods, material resources and involvement of the academic and professional staff as a

whole together with the description confirmed by the Council of the Faculty of Veterinary Medicine of Veterinary Academy of the University.

6. **Food Hygiene placement coordinator** (hereinafter referred to as placement coordinator) is a person, designated by the Head of the Department, responsible for coordination of Food Hygiene placement learning.
7. **Food Hygiene placement administrator** (hereinafter referred to as placement administrator) is a person, designated by the Head of the Department, responsible for administration of Food Hygiene placement learning.
8. **Food Hygiene placement supervisor** (hereinafter referred to as placement supervisor) is a veterinary doctor, designated by the Head of the placement base, with at least 3 years of professional experience.
9. **Food Hygiene placement base** (hereinafter referred to as placement base) – a slaughterhouse (meat plant), controlled by the SFVS.

### **III. GOAL AND OBJECTIVES OF FOOD HYGIENE PLACEMENT LEARNING**

10. **The goal** – to learn to apply at the meat plants (slaughterhouses) the knowledge and primary skills acquired while studying at the Veterinary Medicine study programme.
11. **The objectives:**
  - 11.1. To check the documentation leading the batch of animals (birds), to inspect animals (birds): to perform an antemortem inspection, to evaluate health status, to check the documents of identity, registry and age;
  - 11.2. To evaluate the compliance to welfare requirements during transportation of animals (birds) to meat plants (slaughterhouses), during their outloading, at the time of keeping before slaughter and during slaughter (stunning and bleeding) process;
  - 11.3. To control the grouping of animals (birds) and their slaughter sequence;
  - 11.4. To perform the postmortem inspection, to recognize signs of zoonoses and noninfective diseases and to evaluate the feasibility of the carcasses and other products for human consumption;
  - 11.5. To register the results of investigations;
  - 11.6. To take samples for laboratory testing (microbiological, chemical, trichinosis, transmissible spongiform encephalopathies and other), to label them and to make records;
  - 11.7. To control the traceability of the carcasses and by-products, elimination of hazardous materials from carcasses and labelling of carcasses with the Health Mark;
  - 11.8. To perform the sanitary control of the slaughter process, to control the storage and realization of carcasses and slaughter products.
  - 11.9. To get acquainted with the Hazard analysis and critical control points' (HACCP) system, applied in the slaughterhouse.

#### **IV.ORGANISATION AND IMPLEMENTATION OF FOOD HYGIENE PLACEMENT LEARNING**

12. Placement learning is compulsory for all students of Veterinary Medicine study programme of the University.
13. Placement learning complies with the Study Plan of the Veterinary Medicine study programme and takes place after finishing the 5-th year and in summer time. It can also take place in other time, following an individual timetable, set up in accordance with the Regulations for Studies of the University.
14. The duration of placement is 80 hours (3 ECTS): 2 hours are given to introduce the students to the Code of Practice, the requirements for the written report and oral examination as well as other important information; 40 hours – for the development of practical skills at the placement base (within 5 working days); 36 hours – to write the report and to prepare for the oral examination set by the Assessment Commission, 2 hours for the Oral Practice defence
15. The student carries out the placement learning independently, following the principles of academic honesty and in compliance with the Regulations for Studies of the University.
16. The student's placement learning at the placement base is supervised by the practice supervisor.
17. A recommendatory list of placement bases is annually prepared by SFVS. The main criteria for selection of placement bases are these:
  - 17.1. the placement base is an approved EU establishment;
  - 17.2. the placement bases are located in different areas of Lithuania;
  - 17.3. the placement base provides the conditions necessary for students to develop the practical skills and a sufficient number of animals(birds) being slaughtered;
  - 17.4. the placement base has a sufficient number of veterinarians to provide the supervising role;
18. In case the placement learning is performed in Lithuania, the Department of Human Resource Management of SFVS organizes the admission of students to the placement bases, considering the Practice Schedule, prepared by Administrator.
19. Foreign students choose the placement learning base in the foreign country or can perform the placement learning in Lithuania.
20. Administrator prepares online Practice registration form in Moodle and informs students about the registration time.
21. Before the placement learning, a consultation is organized for students to be informed with the organizational requirements.
22. In case the placement learning is performed in Lithuania, a tripartite electronic agreement for the Food Hygiene Internship (Annex 1) is signed between the University, the State Food and Veterinary Service (VMVT), and the student using the internship system developed by the University. The University is represented in the agreement by a person authorized by the Rector's order. The agreement must be signed at least 5 days before the start of the internship.
23. Internships at practice bases in countries other than Lithuania are carried out based on tripartite agreements concluded between the University, the student, and the practice base.
24. Having completed the placement learning programme, the student writes the Food Hygiene Placement Learning Report (hereinafter referred to as the Report) following the instructions in Annexes 2 and 3.
25. Final assessment of the student's placement learning is made during an oral examination by the Assessment Commission set by the head of responsible department.
26. The assessment criteria of placement learning are provided in Chapter X of the Code.

## **V. FUNCTIONS OF THE PLACEMENT COORDINATOR**

- 27. Food Hygiene placement coordinator:
  - 27.1. ensures that placement learning is organized in compliance with the Code of Practice on Food Hygiene Placement Learning approved by the Council of the Faculty of Veterinary Medicine;
  - 27.2. Consults students regarding organization, assessment of placement learning and advises on writing the Report;
  - 27.3. ensures that placement learning agreements are prepared and delivered to students on time;
  - 24.4. cooperates with placement supervisors on the improvement of the content, organization and implementation of placement learning;
  - 24.5. performs the training of placement supervisors;
  - 24.6. controls the implementation of placement learning;
  - 24.7. organizes the oral examination of placement learning;
  - 24.8. at the end of placement learning organizes an anonymous survey of the students, analyses the responses and makes decisions based on the results of the survey.

## **VI. FUNCTIONS OF THE PLACEMENT ADMINISTRATOR**

- 28. Food Hygiene placement administrator:
  - 28.1. organizes the meeting for students and food hygiene teachers to inform students about the regulations, performance and organization of placement learning;
  - 28.2. communicates and cooperates with the SFVS regarding the possible list of internship bases and schedules;
  - 28.3. submits the lists of students and the internship schedules to SFVS;
  - 28.3. following SFVS recommendations, prepares a list of placement bases and provides it to students;
  - 28.4. prepares and administrated electronic (for foreign students – paper versions) placement learning agreements and delivers them to students;
  - 28.5. manages Practice course and students' registration into placement learning bases in Moodle.

## **VII. FUNCTIONS, RIGHTS AND RESPONSIBILITIES OF THE PLACEMENT SUPERVISOR**

- 29. Food Hygiene placement supervisor:
  - 29.1. supervises the student during placement learning and facilitates the improvement of the student's theoretical knowledge and practical skills;
  - 29.2. informs the student about the requirements for biosafety and safety at work;
  - 29.3. if necessary, informs (via e-mail) the placement coordinator about any disturbances or student's misconduct;
  - 29.4. assesses the student's skills acquired during placement learning by writing a mark and signing Student Progress Journal (Annex 3).

## VIII. RIGHTS AND RESPONSIBILITIES OF THE STUDENT

30. A student must:
  - 30.1. complete the placement learning programme;
  - 30.2. follow the rules of biosafety and safety at work of the placement base;
  - 30.3. respect the principles of academic honesty and veterinary ethics;
  - 30.4. keep written records of animals' antemortem and postmortem inspection results in the Registration Journal (Annex 4) and Placement Diary (Annex 5);
  - 30.5. submit the Report to the Moodle course "Food Hygiene Practice" on time;
31. A student has the right:
  - 31.1. to get consultations from the placement coordinator and administrator about the organization and implementation of placement learning and the requirements for the Report;
  - 31.2. to inform in writing the placement coordinator about any disturbances of placement learning.

## IX. FINAL STEPS

32. Having completed placement learning, the student prepares the Placement Learning Report (Annexes 1 and 2) and uploads it to the Practice Course in Moodle. Students are informed about the deadline during the meeting, before leaving for the placement learning base, the information is also uploaded in the Moodle.
33. All parts of the Report must be completed, otherwise, it will not be assessed:
  - 33.1. during placement learning, the student daily fills in written A Logbook of Student Progress (Annex 3), the records of animals' antemortem and postmortem inspection results (Annex 4) and Logbook of daily tasks (Annex 5) and provides to the placement supervisor to evaluate and sign.
  - 33.2. Journals of Annexes 3 and 4 and Annex 5 must be signed and stamped by the placement supervisor (signature and stamp on the last page of the journals).
34. At the time set in the study plan, the Assessment Commission is formed to assess the student's progress at the oral practice defence.
35. At the defence, the student draws one examination question and answers it (up to 5 min.). The tasks correspond to the objectives of the placement learning. The student also answers the commission's questions and provides real examples from their placement learning experience.
36. This oral defence is compulsory for all students.

## X. ASSESSMENT OF FOOD HYGIENE PLACEMENT LEARNING

37. Student's knowledge acquired during placement learning is assessed in accordance with the rules of the Regulations for Studies of the Lithuanian University of Health Sciences.
38. During the placement learning the student's practical skills are assessed by the placement supervisor; the Report and Oral defence are assessed by the Commission set by the head of responsible department.
39. For the final assessment of the student's placement learning, a formula is used:  
 **$BV = A \times 0.4 + B \times 0.6$**   
BV – 100 % – assessment of Food Hygiene placement learning;

- A – 40 % – assessment by the placement supervisor (1 to 10 points);  
B – 60 % – assessment by the Assessment Commission (1 to 10 points) (the sum of assessment points of all Commission members divided by the number of members). Detailed requirements for the assessment are described in Annexes 3 and 6.
40. Both (A and B) parts must be assessed with a score at least 5 points each.
41. If, during the assessment of the Report, academic dishonesty (copying, plagiarism, duplication or falsification of data) is detected, action is taken in accordance with the rules of the Regulations for Studies of the Lithuanian University of Health Sciences.

## **FINAL PROVISIONS**

42. Students have the right to appeal and complain:
- 42.1. Regarding the assessment and assessment procedures, the student has the right to appeal in accordance with the provisions of the LSMU Study Regulations.
- 42.2. In cases of harassment, sexual harassment, pursuit or violence, the student may contact the University administration directly or fill in the report form in the Academic Ethics section of the University website in Lithuanian or English, as specified in the Rules of Prevention of Harassment, Sexual Harassment, Pursuit and Violence of Lithuanian University of Health Sciences. Free psychological assistance is provided to LSMU staff and students who have experienced discrimination, harassment or other degrading events.
- 40.3. Students have the right to complain about disputes with the administration and other employees in accordance with the LSMU Student Dispute Resolution Procedure with the administration and other employees.
43. The Regulations comes into force on September 1st, 2025.

## **THE STRUCTURE OF THE FOOD HYGIENE PLACEMENT LEARNING REPORT**

The Report must be written in clear English language, without any factual or clerical errors and must meet the requirements of spelling and punctuation.

The text must be printed on one side of a standard A4 format (210 x 297 mm) white paper sheet. The text must be written in 1.5 spaced *Times New Roman*, size 12 pt font. The Latin terms must be written in *Italic*.

The Titles of the Chapters must be written on new pages in Capital letters, size 12 pt font, **bold**.

### **The Chapters of The Report:**

- 1. The Title page and Confirmation** of the independence of the report (Annex 2).
- 2. The Content.**
- 3. Introduction (up to 1 page).** In this Chapter the student describes the Placement Base in his / her own words, mentioning the activity of the establishment, the time, duration, the goal and the objectives of the Placement (as it is written in the Order).
- 4. A Logbook of Student Progress (Annex 3).** The Journal must be filled and signed by the Placement supervisor.
- 5. A Logbook of Antemortem and Postmortem Registration Results (Annex 4).** Information about the results of antemortem and postmortem inspection is filled into the Journal and the last page is signed by the Placement supervisor.
- 6. A Logbook of daily tasks (Annex 5).** In this Chapter the student describes in his / her own words what tasks he / she has performed in the slaughterhouse and is signed by the Placement supervisor.
- 7. Implementation of the practice objectives in the slaughterhouse (2-4 pages).** Student describes how the practice objectives are implemented in the slaughterhouse. If a certain task is not carried out at the slaughterhouse during the placement learning (e.g., no samples are taken), the student must learn about the implementation of that task from the placement supervisor.
- 8. Conclusions, comments, suggestions (1 page).** Short conclusions into all objectives. If the student has any, he/she may submit suggestions (optional).
- 9.** At the end of the report, the student signs it.

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**  
**VETERINARY ACADEMY**  
Faculty of Veterinary Medicine

**FOOD HYGIENE PLACEMENT LEARNING**  
**REPORT**

**„The title of the Placement base“**

**Prepared by:** Name Surname

Study programme, year, group

**Placement supervisor:** Name Surname

Kaunas, year



**CONFIRMATION OF FOOD HYGIENE PLACEMENT LEARNING  
INDEPENDENCE OF THE REPORT**

**I ..... confirm, that the presented report and all its parts:**  
*(Student Name Surname)*

- **have been done by me;**
- **have not been used in any other Lithuanian or foreign university;**

**I am informed (*aware*) that any violation of the principle of the fair competition, cheating, plagiarism, duplication, otherwise violate of the Clause Academic Honesty of the Study Regulations of LSMU might give cause for expelling me from the University.**

.....  
*(author's name, surname), signature, date)*

A fifth year student of Veterinary Medicine study program, of Veterinary faculty of Veterinary Academy of Lithuanian University of Health Sciences \_\_\_\_\_ carried out Placement learning at \_\_\_\_\_

Since \_\_\_\_\_<sup>(name surname)</sup> 20\_\_ to \_\_\_\_\_<sup>(title of the Placement base)</sup> 20\_\_.

### A LOGBOOK OF STUDENT PROGRESS

| No | Practical skills   | Recommended minimal number of performed procedures       | A number performed by a student (filled by the placement supervisor) | Self-sufficiency level (A/B*) (filled by the placement supervisor) | Intermediate assessment (from 1.0 to 10.0 points) (filled by the placement supervisor) | Signature of the placement supervisor | Comments |
|----|--|--|--|--|--|---------------------------------------|----------|
| 1. | Ability to check the documents leading the batch of animals (birds)  | 3  |  |  |  |                                       |          |
| 2. | Ability to perform an antemortem inspection and to evaluate the health status of animals (birds) intended to slaughter   | 50 cattle, 200 pigs (or 1000 broilers, or 250 turkeys)** |  |  |  |                                       |          |
| 3. | Ability to evaluate the compliance to animals' (birds') welfare requirements during transportation to slaughterhouses, during outloading, at the time of keeping before slaughtering and during slaughtering (stunning and bleeding) process | 3  |  |  |  |                                       |          |
| 4. | Ability to control the grouping of animals/poultry and their slaughtering order  | 3  |  |  |  |                                       |          |
| 5. | Ability to perform the postmortem inspection, to diagnose non-infective and infective diseases and to evaluate the feasibility of the carcasses and other products for human consumption   | 50 cattle, 200 pigs (or 1000 broilers, or 250 turkeys)** |  |  |  |                                       |          |

| No  | Practical skills  | Recommended minimal number of performed procedures       | A number performed by a student (filled by the placement supervisor) | Self-sufficiency level (A/B*) (filled by the placement supervisor) | Intermediate assessment (from 1.0 to 10.0 points) (filled by the placement supervisor) | Signature of the placement supervisor | Comments |
|---|---|--|--|--|--|---------------------------------------|----------|
| 6.  | Ability to take samples for laboratory testing (microbiological, chemical, trichinosis, BSE and other) and to make records              | 3  |  |  |  |                                       |          |
| 7.  | Ability to control the traceability of the carcasses and animals' secondary products, elimination of hazardous materials from carcasses | 3  |  |  |  |                                       |          |
| 8.  | Ability to control labeling of carcasses with the Health mark   | 50 cattle, 200 pigs (or 1000 broilers, or 250 turkeys)** |  |  |  |                                       |          |
| 9.  | Ability to perform a sanitary control of slaughter technological process  | 50 cattle, 200 pigs (or 1000 broilers, or 250 turkeys)** |  |  |  |                                       |          |
| 10.   | Ability to control storage of carcasses and slaughter products  | 50 cattle, 200 pigs (or 1000 broilers, or 250 turkeys)** |  |  |  |                                       |          |
| <b>Final assessment of the placement supervisor (an average of intermediate assessments) (from 1.0 to 10.0 points):</b> |   |  |  |  |  |                                       |          |

\*A-observed; B-performed under supervision

\*\* It is recommended to assess 250 animals (50 cattle and 200 pigs). For those completing the internship at a poultry slaughterhouse: 1000 broilers or 250 turkeys.

|  |  |
|--|--|
| Which of the student's practical skills or characteristics must be improved    |  |
| Comments of the placement supervisor for improvement of the placement learning |  |

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Placement supervisor (N. Surname, signature)  
L. S.

### A LOGBOOK OF ANTEMORTEM AND POSTMORTEM INSPECTION RESULTS

| No | Date | Animals' (birds') type | Animal owner | Results of AM* inspection | Results of PM** inspection | Sanitary assessment | Notes |
|----|------|------------------------|--------------|---------------------------|----------------------------|---------------------|-------|
|    |      |                        |              |                           |                            |                     |       |
|    |      |                        |              |                           |                            |                     |       |
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|    |      |                        |              |                           |                            |                     |       |
|    |      |                        |              |                           |                            |                     |       |

\*AM – *antemortem* inspection, \*\*PM – *postmortem* inspection

Recommended minimal number of inspected animals:  
250 animals (or 1000 broilers, or 250 turkeys)

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Placement supervisor: (Name Surname, signature)  
L. S.

### A LOGBOOK OF DAILY TASKS

| Date | Completed tasks   |
|------|---|
|      | <i>Example: I observed the unloading of pigs brought for slaughter (n=...), assessed compliance with animal welfare requirements during unloading, driving, and pre-slaughter holding, familiarized myself with the accompanying animal shipment documents, and verified the consistency of the information provided in the documents. I observed and independently performed post-mortem inspection of pigs (n=...): assessed behavior, appearance, and respiration.</i> |
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\*In the Logbook of Daily tasks student describes on which day and how s(he) has implemented the objectives of the Practice

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 Placement supervisor (N. Surname, signature)  
 L. S.

### THE ASSESSMENT CRITERIA FOR PLACEMENT LEARNING

| No | The criterion  | Intermediate assessment of a Commission member (from 1.0 to 10.0 points) | Coefficient | Intermediate assessment of a Commission member multiplied by a Coefficient (from 1.0 to 10.0 points) |
|----|--|--|-------------|--|
| 1. | Correspondence of the report to the structural requirements, correctness of filling in the logsbooks and the diary (Annexes 3, 4, and 5) |  | 0,05        |  |
| 3. | Evaluation of student's practical skills, performed under supervision, declared in the Student progress journal                          |  | 0,2         |  |
| 4. | Description of the implementation of the objectives in the slaughterhouse  |  | 0,2         |  |
| 5. | Assessment of the conclusions (are answers to all objectives written, are the conclusions reasonable and concrete)                       |  | 0,1         |  |
| 6. | The student's answer to the question of the task   |  | 0,25        |  |
| 7. | The student's answer to the question(s) of the Commission member(s), ability to substantiate and to interpret the practical skills       |  | 0,2         |  |

|   |  |
|---|--|
| <b>Final assessment of a Commission member (a sum of intermediate assessments multiplied by a coefficient, from 1.0 to 10.0 points)</b> |  |
|---|--|

Final assessment of the Commission is received (from 1.0 to 10.0 points) after summing up final assessment marks of all Commission members and dividing by the number of all members.

Final Commission assessment mark makes 60 % of total Food Hygiene Placement Learning assessment mark.