

Pick up of a new logbook by the student

Every student enrolled in the fourth year, at the beginning of the second semester, must pick up a copy of the logbook at the DIMEVET reception and fill it with personal data. The student is fully responsible for the safekeeping and completion of the logbook. The student is also required to maintain it in good condition, and have it signed by the teachers.

Filling in the logbook by the student

During the CCT, the student records their attendance and the skills/competences acquired in the logbook, noting the date on which each activity was carried out.

Evaluation and countersignature of the activities by the teacher in charge of a rotation within a CCT module ("tutor")

When an activity is carried out, the teacher in charge of a specific rotation within a CCT module ("tutor") verifies and certifies the student's presence and evaluates the acquisition of the required "core" and "additional" skills/competences by placing their signature in the corresponding space.

Certification of attendance and skills/competences of each CCT module by the responsible teacher

The final signature of the teacher responsible for the CCT module certifies its completion. At the end of all the activities planned for each CCT module, the responsible teacher certifies that the student attended at least 80% of the sessions, and acquired all the "core" skills/competences listed in the logbook, by placing their signature in the corresponding space. If, in a specific CCT module, the student does not meet the 80% attendance requirement and/or has not acquired all the "core" skills/competences, the teacher responsible for the CCT module will not certify its completion. The student will have to repeat the CCT module or, if possible, make up for the deficiencies in the following month.

Return of the completed logbook by the student and verification of completion

Once the student has completed the CCT, and obtained certification of attendance and skills/competences from all the teachers responsible for each CCT module, the student must return the logbook to the reception, filling out the Return Form for the CCT logbook, within the deadline corresponding to the chosen degree session. If one or more CCT modules have not been certified in the logbook, the student will receive an email notification and must contact the teachers responsible for the missing CCT modules to obtain their certification.