

# **Procedural principles for conducting knowledge examinations in accordance with the Federal Veterinary Code in the state of Berlin**

## **I. Fundamentals**

The Berlin State Office for Health and Social Affairs is the competent authority in the state of Berlin for decisions on the granting of a licence to practise as a veterinarian in accordance with Section 4 of the Federal Veterinary Code (BTO) and the granting or extension of a licence to practise as a veterinarian in accordance with Section 11 BTO.

The granting of a licence in accordance with Section 4 (2) sentence 1 and (3) BTO requires the equivalence of the level of training. The state office is responsible for checking the equivalence of the level of training of applicants. If the equivalence of the level of training is not given or can only be determined with unreasonable time or material effort, an equivalent level of knowledge must be proven in accordance with Section 4 (2) sentence 3 BTO. Proof is provided by passing an examination that covers the content of the veterinary examination (Section 4 para. 2 sentence 4 BTO). An aptitude test must be taken by an applicant in accordance with Section 4 (3) BTO. The examination takes the form of an oral examination, which may also include practical components.

The State Office may make the granting or extension of a professional licence dependent on proof of an equivalent level of knowledge through an examination. The provisions of these procedural principles apply accordingly to this examination.

## **II Examination board**

The state office appoints an examination board. Each examiner has the task of providing an expert opinion on the candidate's level of knowledge for the subject they are examining.

The commission consists of the chairperson, one or more deputies and other members who are appointed in writing as examiners for specific examination subjects and for no more than four years at a time. Professors of the University are appointed as chairpersons and deputies, and professors or other teaching staff of the subjects that are the subject of the examination are appointed as additional members. Sections 20 and 21 of the Administrative Procedure Act shall apply accordingly.

## **III Knowledge test**

### **1. Exam date**

The state office determines the place and time of the examination for each examination subject and invites the candidate at least 14 days before the respective examination date.

In the first invitation, the state office informs the candidate about the examination procedure, including the examination requirements in accordance with number 3, and about the consequences of missing the examination.

## 2. Examination procedure

The examination takes place for each subject as an individual examination in the form of a technical discussion, which may also include practical parts, in German. The members of the examination board are bound to secrecy. The examination is not open to the public. Representatives of the State Office and the Senate Department responsible for healthcare may be present during the examination.

## 3. Exam contents

The content of the examination is based on the veterinary examination (Section 29) of the Ordinance on the Licensing of Veterinarians (TAppV), including Section 28 TAppV.

The examination covers the subjects:

	Examination subject	theoretic examination Duration approx. min.	Practical examination Duration approx. min
1.	Animal breeding and genetics including animal assessment (§ 28 TAppV)	30	0
2.	Animal welfare and ethology (§ 29 No. 2 TAppV)	30	0
3.	Animal nutrition § 29 No. 3 TAppV)	30	0
4.	Animal disease control and infection epidemiology (§ 29 No. 8 TAppV)	30	0
5.	Drug and narcotics law (§ 29 No. 10 TAppV)	30	30
6.	Poultry diseases (§ 29 No. 11 TAppV)	30	30
7.	Radiology (§ 29 No. 12 TAppV)	30	0
8.	General pathology and special pathological anatomy and histology (§ 29 No. 13 TAppV)	60	120
9.	Food science including food hygiene (§ 29 No. 14 TAppV)	30	60
10.	Meat hygiene (§ 29 No. 15 TAppV)	30	60
11.	Dairy science (§ 29 No. 16 TAppV)	30	60
12.	Reproductive medicine (§ 29 No. 17 TAppV)	30	60
13.	Internal medicine (§ 29 No. 18 TAppV)	30	60
14.	Surgery and anaesthesiology (§ 29 No. 19 TAppV)	30	90
15.	Forensic veterinary medicine, professional and ethical law (§ 29 No. 20 TAppV)	30	0

§ Section 4 (2) and (3) BTÄO must be observed.

## 4. Assessment

On the basis of the examination, the examiner makes an expert statement for the subject examined by him or her as to whether or not the candidate has an equivalent level of knowledge within the meaning of the Federal Veterinary Code.

The examiner must give reasons for this assessment. If he or she comes to the conclusion that the equivalence of the level of knowledge for the subject examined by him or her is not given, he or she should make a recommendation as to the period of time after which a new examination in the subject examined by him or her should be taken, which further training programme should be completed and which literature should be used for self-study.

The examiner informs the candidate of the result for the subject he or she has examined and, if requested, provides an oral explanation.

## 5. Documentation of the test

A transcript of the examination must be prepared for each subject. These must include

- a) Personal details of the examinee,
- b) Place and time of the examination,
- c) Name of the examiner,
- d) Subject of the audit,
- e) Assessment result including the supporting reasons,
- f) any recommendations made by the examiner and
- g) special events.

The minutes must be signed by the examiner and sent to the State Office immediately after the examination.

## 6. Withdrawal, default and cancellation

If the candidate withdraws from an examination date, misses an examination date or cancels the examination in a subject, he/she must notify the state office immediately of the reasons for his/her withdrawal, default or cancellation and provide evidence of the reasons, e.g. by submitting a medical certificate. If the notification is not made immediately or if there is no good reason for the withdrawal, default or cancellation, the examination is deemed to have been failed. Otherwise, the examination is deemed not to have been taken. The decision is made by the state office.

## 7. Repeating the exam

The examination in failed subjects can be repeated twice. The chairperson or a member of the examination board appointed by him or her must be present at the second repeat examination. If an examination subject is not passed after two retakes, the examination is definitively failed. A further resit is not permitted. Failed examination subjects in other federal states are counted towards the number of retakes.

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