

School of Veterinary Science

Student Handbook



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PLEASE NOTE: This document should be read online via the SVS website to ensure you are reading the most current version.

Head of School Welcome

Welcome to the School of Veterinary Science at the University of Queensland!

Our learning facilities are outstanding and complement the highly skilled, enthusiastic teaching staff dedicated to providing you with the best in veterinary and science education.

*To our students starting in the **Bachelor of Veterinary Science (Honours) (BVSc (Hons))** program - congratulations on being accepted into this very demanding five-year program! You will develop a comprehensive understanding of the science behind veterinary practice. This knowledge will underpin the technical skills in medicine and surgery that you will need to practice as a veterinarian. An essential requirement of the BVSc program is that it prepares you for registration as a veterinary surgeon under the Queensland Veterinary Surgeons Act. You must learn all aspects of veterinary science and the skills required to diagnose and treat diseases in domestic, native and exotic animals. There is also a requirement to understand public health (including abattoir and biosecurity processes) and preventative medicine.*

*I would also like to welcome the **Bachelor of Veterinary Technology** students entering this year. As a veterinary technologist you will be an integral member of an animal health and management team, caring for and handling companion and production animals. You will gain skills in routine laboratory and clinical support procedures including; veterinary radiography, anaesthesia, surgery, pathology, clinical pathology, nutrition, veterinary therapeutics, professional communications and animal reproduction. You will also develop knowledge and skills in animal management, technology and welfare that can be used beyond the clinical setting, e.g. in the regulatory, industry, academic sectors. You also have the option to complete a dual qualification, the bachelor degree plus a **Certificate IV in Veterinary Nursing**. Veterinary Technology is an emerging profession in Australia and internationally and UQ is a leader in the field, providing the most specialised degree of its kind in Australia.*

*I am pleased to welcome students enrolled in the **Bachelor of Science (BSc) Animal and Veterinary Bioscience major**. This major combines fundamental biological disciplines with courses that examine animals from the molecular scale through to whole animal populations. This program will equip you for employment in animal industries or related areas, or for further research training in the animal and veterinary arena.*

For all our students, I'm sure that whilst acquiring technical skills and vast amounts of new knowledge you will also develop important communication skills and the ability to work in a team environment. Apply yourselves conscientiously to your studies. I highly recommend that you become actively involved in the professional and social activities of the veterinary and university student body. It is the extra-curricular environment that creates the wonderful camaraderie within the School and you will make friends for life. I am sure you will enjoy the journey towards graduation and beyond.

Welcome to the veterinary community.

Best wishes

Professor Nigel Perkins
Head of School

Introduction

The School

The University of Queensland is internationally recognised, ranked in the top 50 universities in the world (rank 38, QS World University Rankings 2018), and our School offers an outstanding veterinary science program and contributes to veterinary technology and other science programs. Our graduates, as well as gaining employment in Australia, are now working in more than 50 countries worldwide. Many work at the highest levels in clinical practice, in veterinary education and government. One of our graduates has even gone on to win a Nobel Prize in Medicine or Physiology.

When you arrive at the University of Queensland, you will be studying in first-class facilities that were purpose built in 2010 and recognised as the best veterinary school facilities in the Southern Hemisphere. These facilities include a clinical skills centre where you will learn animal handling and surgery techniques as well as a Clinical Skills Hub where you can hone your technical skills using models and simulated environments. Our new veterinary hospitals include a Small Animal Hospital and an Equine Specialist Hospital on the Gatton campus, as well as a mixed practice hospital and clinic at the nearby rural township of Dayboro.

You will be taught by dedicated, highly regarded academic and clinical staff, including those who have been recognised through nationally accredited awards. We have a strong focus on animal handling and the development of those clinical skills you will need on your first day in practice as a veterinarian or veterinary technologist. You will be trained in medicine and surgery in commonly treated species, such as dogs, cats, cattle, sheep, pigs and horses, but also gain skills in medicine of wildlife and avian and exotic pets. We encourage international placements for both Australian and International students.

Our students come from a wide range of backgrounds but quickly form a cohesive, supportive group, sharing their journey through the veterinary programs together. You will join a cohort of students, getting to know your fellow students in classes and at social events organised by the Veterinary Students Association (UQVSA). You will be able to join our student-led Special Interest Groups to follow your own interests, including marine, wildlife, cattle, horses, one health (public health) and Vets Beyond Borders. You'll make life-long friends and colleagues.

Research and course areas covered by the School includes:

- animal welfare behaviour, health, husbandry and production
- biological and veterinary biochemistry and cell biology
- veterinary anatomy, physiology and pharmacology
- veterinary pathology, immunology and infectious diseases
- genetics, animal breeding and animal nutrition
- tropical animal production systems
- poultry wine and aquaculture health, medicine and production
- reproduction in farm animals and horses
- food security and science
- dairy, beef cattle, pig, sheep and goat medicine and production
- wildlife health and management
- veterinary medicine and surgery, and

- veterinary preventive medicine, biosecurity, veterinary public health and One Health.

We value feedback about our School curriculum and operations, and information is essential to processes of continual improvement, as well as for program accreditation. There are several mechanisms for providing feedback, including: within SECaT evaluations of course and teachers; to year academic mentors or UQVSA student representatives; via the anonymous drop box located outside the anatomy laboratory; or via our online feedback portal.

Your Development as a Professional Veterinarian & Veterinary Technologist

What is a profession?

'An occupation whose core element is work based upon the mastery of a complex body of knowledge and skills. It is a vocation in which knowledge of some department of science or learning or the practice of an art founded upon it is used in the service of others. Its members are governed by codes of ethics and profess a commitment to competence, integrity and morality, altruism, and the promotion of the public good within their domain. These commitments form the basis of a social contract between a profession and society, which in return grants the profession a monopoly over the use of its knowledge base, the right to considerable autonomy in practice and the privilege of self-regulation. Professions and their members are accountable to those served and to society.' (Cruess et al. 2004)

In the UQ veterinary science and veterinary technology programs, we seek to provide the skills, knowledge and professional attributes necessary to take your place in the veterinary and veterinary technology professions. The development of the curriculum has been guided by a list of "Program Learning Outcomes". These Learning Outcomes are associated with various National and International accreditation and academic standards. The courses you undertake in your program aim to help you build these attributes incrementally across the years of study, such that graduates are prepared for entering the veterinary profession through being practice-ready and complying with relevant registration requirements.

We recognise that the veterinary profession is demanding, requiring a high degree of commitment from its practitioners. To this end, the School has established a list of essential attributes required from our students. These [inherent requirements](#) are put in place to assist students make informed choices about their study and to assist them to meet the daily challenges of veterinary practice upon graduation. It is expected that students in the UQ Bachelor of Veterinary Science (Honours) program will meet these requirements during their studies and retain them on graduation. These inherent requirements meet the Royal College of Veterinary Surgeons Statement on Fitness for Practice.

Students are being trained to enter the veterinary profession, and are held with high regard by the public. We expect students to be professional at all times, including their interactions with staff, other students and the public, as well as online. Students will be assessed throughout their training in terms of professionalism and non-technical skills. Students are also required to complete an online tutorial that describes their responsibilities and be familiar with the concepts within UQ's [Fitness to Practise Policy](#) and how this links to their veterinary training.

Professional Appearance

As part of overall professional behaviour, **all students** are expected to dress appropriately **at all times** with particular attention given to personal hygiene, cleanliness, and especially professional presentation. Students need to demonstrate that they have proper judgment about what attire to wear for a given educational activity. Clients should feel comfortable in a student's presence. A student who makes a client, simulated client, visitor, staff member or other students feel uncomfortable is not showing good judgment.

Dress standards are required, and enforced, for reasons of biosecurity, occupational health and safety, and to ensure students present a professional image to members of the public. The School requires the following standards of dress from its students:

- **General:** Closed in Footwear with low heels is to be worn at all times. Footwear that allows any part of your feet to be seen is not acceptable in practical classes. Students must wear a nametag and ensure that long hair is tied back. Students must also adhere to dress requirements for particular practicals when notified by the School.
- **Laboratory:** A clean front closing laboratory coat and enclosed footwear are mandatory for protection against potential splash with hazardous chemicals and biologicals and prevent injury from dropping surgical and other instruments.
- **Animal Handling and Large Animal practicals:** Protective clothing (overalls) should be neat and clean. Closed in footwear must be worn, long hair should be tied back and a nametag and hat are essential.
- **Clinical work:** When in a public environment while within the Hospital, students must present a professional image and behave appropriately. Neat, tidy and ironed clothing is required. Protective clothing (overalls or scrubs if required) must be clean for hygiene and appearance reasons. All protective layers of clothing (overalls, scrubs or clinical jackets) must be removed prior to leaving the hospital or the Clinical Studies Centre.
- **Site practices:** The Dayboro Veterinary Surgery and Gatton Veterinary Medical Centre operate clinical practices open to the public. Each practice may have specific policies and requirements on student dress and it is your responsibility to know and follow these.

Any student failing to comply with these guidelines may be requested to rectify their dress and/or leave the class. Students who are directed to leave may then be required to make up the time missed during classes at a future date.

Student Charter

The [Student Charter](#) sets out a detailed list of expectations of both students and the University. The [Policy and Procedure Library](#) explains this.

Inherent Requirements

Some programs and courses at UQ have [inherent requirements](#) that must be met in order to graduate. Inherent requirements are **core activities, tasks and skills** that are essential to successfully completing a program or course. They can include:

- physical and cognitive requirements
- communication and interpersonal skills
- professional behaviour
- ethical conduct

Inherent requirements help us to maintain the integrity of our programs, learning, assessment and accreditation processes. They are based on a program's learning outcomes, which are designed to reflect required professional standards.

The Bachelor of Veterinary Science (Honours) program has a specific set of [inherent requirements](#) that you must meet to be able to graduate.

Inherent requirements should be read in conjunction with other information such as the BVSc(Hons) Program Rules as well as:

- [Royal College of Veterinary Surgeons Statement on Fitness to Practice](#)
- [UQ Fitness to Practise Policy, Procedures and Guidelines](#).

Meeting the inherent requirements

If you think you may experience any problems meeting inherent requirements, contact a [Diversity, Disability and Inclusion Adviser](#).

We recommend doing this as early as possible, so you can make an informed choice about your study options. Advisers will work with you to understand your needs and whether any reasonable adjustments might help you meet inherent requirements. They can also provide you with advice about other study options, if appropriate.

Reasonable adjustments

We can make reasonable adjustments for cultural or religious reasons, or for students with a disability or medical condition (including mental health conditions and temporary conditions). Reasonable adjustments can be made to things like:

- teaching and learning
- assessment
- clinical practice, and
- other activities.

Reasonable adjustments need to balance the interests of everyone affected, including students and the University. **Even with reasonable adjustments, you still have to meet inherent requirements and all academic standards to graduate.** If you're unable to carry out some inherent requirements, you may fail part of your program and be unable to graduate.

Inherent Requirements FAQ's

Do I have to make a declaration or disclosure to the University about my disability?

No. The University does not require students to disclose any form of disability at any stage, whether as part of the application process or as an enrolled student.

What should I do if I am worried about my ability to successfully fulfil a listed inherent requirement?

You are strongly encouraged to contact a [Diversity, Disability and Inclusion Adviser](#) to discuss your specific issue. Advisers will work with you to understand your needs and whether any reasonable adjustments might help you meet inherent requirements. They can also provide you with advice about other study options, if appropriate.

What is a reasonable adjustment?

The University of Queensland has a legislative requirement to ensure reasonable adjustments are made for students with disabilities.

Reasonable adjustments are modifications or accommodations made by the University that assist a student with a disability to participate in their program or access University facilities on the same basis as someone without a disability. Reasonable adjustments can be made for cultural or religious reasons, or for students with a disability or medical condition (including mental health conditions and temporary conditions). Reasonable adjustments can be made to things like:

- teaching and learning
- assessment
- clinical practice, and
- other activities

A reasonable adjustment might be an aid to vision or hearing, allowing extra time for written examinations or an adjustment to hours of fieldwork.

Any such adjustments must be reasonable and cannot compromise the academic integrity of a program. Reasonable adjustments are provided to assist students to fulfil the core participation requirements, not as a substitute for those requirements.

Reasonable adjustments need to balance the interests of everyone affected, including students and the University. Even with reasonable adjustments, you still have to meet inherent requirements and all academic standards to graduate. If you're unable to carry out some inherent requirements, you may fail part of your program and be unable to graduate.

Can I enrol even if I am not sure I will be able to fulfil some of the core participation requirements?

Yes. It is your decision as to whether or not you wish to enrol if you are offered a place in the BVSc (Hons) program. It is unlawful for the University to make determinations regarding enrolment solely on the basis of disability, or to discriminate against students with a disability in other ways.

Are inherent requirements assessed?

Yes, some inherent requirements are assessed at entry while others are assessed during the course of BVSc (Hons) program. For example, the online [Situational Judgement Test \(SJT\)](#) you undertake during the selection process gauges your resilience, critical thinking and communication skills. Similarly, effective and efficient

communication in English is assessed for international students through English proficiency tests, such as the IELTS test.

During the program, a veterinary student's communication skills, physical abilities, cognitive skills and other skills will become apparent during assessments, examinations and clinical training.

What happens if I do enrol and I am unable to fulfil some of the core inherent requirements?

If you are unable to fulfil the core participation requirements, even with reasonable adjustments having been made, you may fail a core component of the BVSc(Hons). Should this occur, you would not be able to complete the program, graduate from the Bachelor of Veterinary Science (Honours) or be registered as a veterinarian.

Online Conduct

Online conduct relates to use of Social Media and details the expectations of students in the School of Veterinary Science. Please refer to the [SVS Guidelines for Online Conduct](#).

Accreditation and Professional Bodies

The University of Queensland's BVSc (Hons) program conforms to various international and national accreditation standards. This ensures that veterinary students are eligible for registration on graduation. Professional registration and accreditation requires a wide range of 'Day 1' and other prescribed competencies to be developed across all of the various disciplines of veterinary science and applied to all of the common domestic species. Apart from being a registration requirement, it provides a complete training experience and maximises career flexibility. Students are expected to participate in learning activities across all fields of veterinary science. This includes practical activities such as visits to animal production facilities (including intensive facilities such as piggeries and feedlots), abattoirs, procedural training that involves the use of animals (including large animals) and exercises involving post-mortem materials. Students should familiarise themselves with practical teaching requirements of the program as detailed in this handbook and in respective course profiles. If students have ethical, OHS or other concerns regarding teaching activities, they should consult with their Year Coordinator in the first instance.

The UQ BVSc (Hons) veterinary degree is equivalent to a DVM and has accreditation with:

- Australasian Veterinary Boards Council which allows UQ veterinary graduates to practice in all Australian states and in New Zealand;
- Royal College of Veterinary Surgeons, leading to registration of UQ veterinary graduates in United Kingdom, Singapore, Hong Kong and elsewhere; and
- American Veterinary Medicine Association (AVMA), making UQ veterinary graduates eligible to sit the North American Veterinary Licensing Examination (a pre-requisite for any veterinarian who seeks to practise in North America).

American Veterinary Medical Association (AVMA)

The AVMA Council on Education assures that minimum standards in veterinary medical education are met by all AVMA-accredited colleges, and that students receive an education which will prepare them for entry-level positions in the profession. UQ SVS is one of only a small number of Schools outside of North America that has AVMA accreditation. Apart from being a further quality assurance mechanism, this accreditation also allows graduates eligibility to sit the licensing examination to practice in North America.

There are 11 [Standards](#), which must be addressed by the School for accreditation purposes. Standard 6 – “Students” requires that:

Each accredited college must provide a mechanism for students, anonymously if they wish, to offer suggestions, comments, and complaints regarding compliance of the college with the Standards of Accreditation. These materials shall be made available to the Council annually.

To assist the School in maintaining accreditation, students are encouraged to submit feedback to the AVMA Questionnaire Response box at Reception in Building 8114. Please take the time to read through the standards via the link above.

[Australian Veterinary Association \(AVA\)](#)

The Australian Veterinary Association is a professional organisation representing veterinarians across Australia. The AVA provides many programs, special interest groups (SIG's) and supports new graduates into professional practice.

[Australasian Veterinary Boards Council Inc \(AVBC\)](#)

The AVBC provides a number of services, including mechanisms for accreditation of veterinary schools and courses in Australia, maintaining a uniform basis for recognition of qualifications for registration and encouraging standardisation of veterinary services to the community. The UQ BVSc program is accredited with AVBC's Veterinary Schools Accreditation Advisory Committee (VSAAC), meaning that all graduates from our program are eligible for registration with the various Australian and New Zealand professional veterinary registration agencies.

[Royal College of Veterinary Surgeons \(RCVS\)](#)

The RCVS manages a range of standards with respect to veterinary science in the United Kingdom, including education and school accreditation standards and expected learning outcomes (Day 1 skills) required to practice in the UK and Europe. UQ's BVSc is also accredited with RCVS, meaning that graduates are eligible for UK and European practice registration.

[Veterinary Nurses Council of Australia \(VNCA\)](#)

The Veterinary Nurses Council of Australia (VNCA) is a professional organisation representing veterinary nurses across Australia. The VNCA has representation at state level and details regarding membership can be accessed via the VNCA website.

Information about your program

Admissions

Once you have been admitted into your Program, you will have access to Si-Net, the University's Student Information Network. This is a major communication and records system for students and staff.

As a UQ student, you can use mySI-net to:

- Search for and enrol in UQ courses
- View your course profiles

- View your timetable
- Sign-on to some classes (such as tutorials)
- Pay your fees
- Apply for financial assistance
- View your results

Enrolments

For information on enrolment and class sign on, please refer to the my.UQ website:

<https://my.uq.edu.au/information-and-services/manage-my-program/classes-timetables-and-coursework/enrolment-and-class-sign>

Course Lists

Program course lists outline the courses you are required to successfully complete in order to meet the program requirements. The BVSc(Hons), BVetTech and BSc program course lists and official rules can be found on the Programs and Courses website.

BVSc(Hons): https://my.uq.edu.au/programs-courses/program.html?acad_prog=2378

BVetTech: https://my.uq.edu.au/programs-courses/program.html?acad_prog=2387

BSc(Animal & Vet Bioscience): https://my.uq.edu.au/programs-courses/program.html?acad_prog=2330

ECPs

Electronic Course Profiles, or ECPs, are a detailed guide to each individual course and can be accessed by clicking on the individual courses listed on the program course list. ECP's outline the requirements of a course and include important assessment information.

Managing your program

Current information on all aspects of managing your program can be found on the my.UQ website:

<https://my.uq.edu.au/information-and-services/manage-my-program>

Credit Applications

If you have completed previous tertiary study at UQ or another institution, you may be eligible to receive credit for certain courses in your UQ program.

You may wish to search the [Credit Precedents Database](#) for a list of courses that UQ has previously assessed for credit applications.

Applications for credit are to be submitted by using the online form, available through your [my.UQ dashboard](#) (login required).

Study Requirements

Class Timetables

The University publishes the class timetable electronically on [mySi-net](#). Minor changes to the timetable, particularly to lecture venues, are common in the first couple of weeks of semester. It is the student's responsibility to regularly check mySi-Net, course Blackboard sites and emails from course coordinators for timetable changes in the first weeks of semester. The School will normally email a copy of the semester timetable to student year representatives around the time of the commencement of each semester.

Printing Course Notes

The School of Veterinary Science does not provide hard copies of lecture/course and/or practical notes/guides for students if they are available to students via the course Blackboard site. This is in line with general UQ policy, and in response to increasing use of mobile electronic devices in class. If a student specifically requests a printed copy, they can be ordered and obtained from the [UQ Gatton Printery](#) for the recommended retail price at the time. If lecture/course and/or practical notes/guides are not available on Blackboard or disability action plans require hard copies, then the School will provide these to students at no cost.

Computer requirements

A computer is essential for undertaking our programs and the School recommends that all students have their own laptops. Students will regularly need to access software such as Si-Net, Electronic Course Profiles, Blackboard, E-portfolio, InPlace and email in order to effectively communicate with UQ and SVS, for accessing learning resources and general academic processes. At the Gatton Campus, computer workshops and other tutorials will be delivered in large laboratories where the maximum learning benefit is derived if each student has their own laptop computer. Computers are available for student use in all UQ libraries.

For a comprehensive guide to computing at UQ, please visit the [IT Support Page](#).

Attendance

Attendance is mandatory for many teaching activities (as indicated in individual course ECPs), and is strongly recommended in general. Flexible delivery approaches and provision of online and other resources (e.g. recorded lectures) means that physical presence at sessions is not always essential. However, students will gain the most benefit through attendance and direct interaction with staff and their peers due to the style of teaching and learning for veterinary focussed programs.

Some teaching activities occur off-campus, e.g. EMS and elective placements, visits to production facilities and abattoirs. Students are expected to attend such sessions, and will need to arrange travel and accommodation themselves to facilitate their attendance.

Student Communications

Email is the principle means of communication between staff and students. Staff will send emails to students' Si-Net listed email address (i.e. uqconnect@uq.edu.au) and students need to use their formal UQ email address (not private addresses) for communication with staff. Use of Blackboard announcements and email systems also represent formal UQ staff-student communications. Students are expected to read and, where required, respond to emails from UQ staff. Formal email communications between staff and students will be stored in electronic media archive systems. Further information about email and other forms of

online communication is included in the library module “Communicate and collaborate online” available at <https://web.library.uq.edu.au/node/3954/1#1>.

Library

The library has gathered some of the most useful resources for veterinary students into an online guide available at <http://guides.library.uq.edu.au/vet-science>

The library offers advice and training on the best sources of information for your studies. Help is available through group workshops, individual consultations or online training modules (see <https://web.library.uq.edu.au/research-tools-techniques/digital-essentials>). Information literacy skills classes are held, enabling effective use of the library and assisting with referencing. In addition, library links and relevant resources created by the library are embedded in Blackboard for courses.

Rules at UQ

University policies and procedures apply to many aspects of student life. As a UQ student, you must comply with both University-wide and program-specific regulations.

The following is a selection of key policies for students:

- [Research and Research Training](#)
- [Student Charter](#)
- [Teaching and Learning](#)

For other topics, search the [Policy and Procedures Library](#).

Any policies should be read alongside the rules of your specific program. Use the [program and course catalogue](#) to find your program rules.

Program Rules govern how students can progress through a program. For example, they may cover progression, examination issues and how many units must be gained to be eligible for graduation. Each program at UQ will have its own set of specific rules. Program Rules take precedence over General Award rules, where there is a difference.

Program Rules for SVS managed programs

BVSc (Hons): <http://www.uq.edu.au/student/ProgramRules2020/2020-Bachelor-of-Veterinary-Science-Honours-2378.pdf>

BVetTech: <http://www.uq.edu.au/student/ProgramRules2020/2020-Bachelor-of-Veterinary-Technology-2387.pdf>

BSc: <https://www.uq.edu.au/student/ProgramRules2020/2020-Bachelor-of-Science-Gatton-2330.pdf>

Plagiarism

The School of Veterinary Science has a zero tolerance policy regarding plagiarism.

The University defines plagiarism:

Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations,

words or works may be found in print and/or electronic media. It is the University's task to encourage ethical scholarship and to inform students and staff about the institutional standards of academic behaviour expected of them in learning, teaching and research. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in examinations or other forms of assessment and must ensure they do not plagiarise.

Responsibilities of Students in Relation to Plagiarism

Submit only work which is your own, or which properly acknowledges the ideas, interpretations, words or creative works of others.

- Avoid lending original work to others for any reason.
- Be clear about assessment conditions for assessment items.
- Be clear about what constitutes appropriate referencing and the consequences of inappropriate referencing.
- Discourage others from plagiarising by observing the practices above
- If in doubt, contact your Course Coordinator for guidance.

Examples of plagiarism where appropriate acknowledgement or referencing of the author, or source, does not occur are:

- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence;
- Direct copying of paragraphs, sentences, a single sentence or significant parts of a sentence with an end reference but without quotation marks around the copied text;
- Copying ideas, concepts, research results, computer codes, statistical tables, designs, images, sounds or text or any combination of these;
- Paraphrasing, summarising or simply rearranging another person's words or ideas without changing the basic structure and/or meaning of the text;
- Offering an idea or interpretation that is not one's own without identifying whose idea or interpretation it is;
- A 'cut and paste' of statements from multiple sources;
- Presenting as independent, work done in collaboration with others;
- Copying or adapting another student's original work into a submitted assessment item, including during practical and oral examinations.

Assessment Deferral Extension Protocol

Examinations, assignments and practical attendance are distinct assessment instruments. **Different requirements apply** when a student is unable to complete the assessment item in the timeframe stated in the Electronic Course Profile (ECP).

- 1) **Examinations** are pieces of assessment that are scheduled at a specific time and are to be completed in a short, stated timeframe. This includes online quizzes and practical examinations. The process of **deferral** applies to all examinations. You must apply online (via Si-Net) to defer an examination. All deferred exam requests must be submitted no later than 5 calendar days after the date of the original exam.

The following URL provides information on deferring examinations:

<https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/deferring-exam>

*Note that you should **NOT** provide medical certificates or other documentation to the course coordinator when requesting to defer an examination; these should be uploaded when you apply online. Provision of such documentation to a course coordinator **does not** substitute for the requirement to apply online, and **does not** constitute approval to sit deferred assessment.*

- 2) **Assignments** are pieces of assessment that are progressive in nature, and have a stated due date. This includes portfolios, case logs, case reports, laboratory reports, take-home exercises and individual/group presentations. The process of **extension** applies to all assignments. You must apply online (<https://my.uq.edu.au/node/218/2#2>) BEFORE the due date of the assignment (or by any extension request due date stipulated in the relevant ECP).

The following URL provides information on requesting extensions:

<https://my.uq.edu.au/information-and-services/manage-my-program/exams-and-assessment/applying-extension>

*Note that you should NOT provide medical certificates or other documentation to the course coordinator when requesting an extension; these should be uploaded when you apply online. Provision of such documentation to a course coordinator **does not** substitute for the requirement to apply online, and **does not** constitute approval for any extensions.*

- 3) **Practical attendance** may be an assessable item in itself, or certain core skills may map to a practical. Further, a student might be disadvantaged for a subsequent practical examination if they are unable to attend a practical session for a genuine documented reason. In these situations, the student should contact the relevant course coordinator/practical coordinator in the first instance to ascertain the specific content that has been missed. For example, if an in-class quiz is embedded in the session, then the student must apply to defer this item within the required timeframe, as this represents an examination. If the practical is designated compulsory or attendance is assessed, the coordinator (on receipt of acceptable supporting documentation) will advise on a suitable alternative means by which these requirements can be met. This might include attendance at another practical, or a 'drop-in' laboratory session to practise and demonstrate required skills or techniques. **It should be noted that students cannot miss a practical session without a valid and documented reason and expect to be offered alternative arrangements or further opportunities to undertake that practical session.**

Students who are unsure about requirements around assessment deferral, extension or practical session absence should contact the School's undergraduate administration as soon as any issue, or potential issue, arises.

Re-marks for Exams and Assessment

If you believe an exam or assessment mark doesn't accurately reflect your performance according to the relevant assessment criteria, you can apply for a re-mark.

The desire for extra marks in order to achieve a higher course grade isn't an acceptable reason for a re-mark.

Before you apply, discuss your concerns with your course coordinator. They can provide you with additional feedback about your original mark.

If you decide to request a re-mark after receiving additional feedback, submit an online request through your [my.UQ dashboard](#) (login required). Your request must include a personal statement that outlines how your original mark doesn't reflect your performance according to the relevant assessment criteria.

For more information, read the [Assessment Re-mark Procedures](#). Your request has to be made within certain timeframes – go to section 4.4 of the procedures to learn more.

Grading Systems

Specific requirements and mark cut-offs vary with each course. Please refer to the ECPs for specific details regarding cut-offs, hurdles and assessment requirements.

BVSc Honours

The BVSc (Hons) is classified with the Australian Qualification Framework (AQF) as an AQF8 Hons program. This means that all students who complete the BVSc will be awarded a specific class of Honours degree. Please refer to the BVSc(Hons) program rules regarding the method of calculation:

<https://www.uq.edu.au/student/ProgramRules2019/2019-Bachelor-of-Veterinary-Science-Honours-2378.pdf>

Failure of Courses

Students who obtain a failing grade for a course may repeat the course in the following year. Students will meet with the Academic Coordinator who will design a new progression pathway to ensure all courses are completed in a timely manner. With respect to the BVSc (Hons), it should be noted that, as per the Program Rules, students cannot progress to a subsequent year of the program until they have gained credit for all courses in the preceding year.

Any queries regarding the above should be directed to the Head of School or the Course Coordinator or the Chief Examiner of the School.

Scholarships and Prizes

The School awards a number of prizes, awards, scholarships and bursaries each year. The School manages some of these, while others are managed by the office of [Undergraduate Scholarships and Prizes](#). For a complete list of all awards, scholarships and prizes students could be eligible for, please visit the website: <https://scholarships.uq.edu.au/0>

Extra-Mural Studies (EMS)

Conflict of Interest

Students are not permitted to undertake EMS/clinical elective placements where a significant relationship exists with a member of that practice who has potential influence over the student or their assessment, e.g. spouse, parent, partner. This is in line with UQ policy 1.50.11 on Conflict of Interest (<https://ppl.app.uq.edu.au/content/1.50.11-conflict-interest>).

Generally, SVS discourages students from undertaking placements where they have significant work relationships (i.e. current or recent employment, even on a part time basis) as this can potentially influence students' experiences or assessment, may interfere with their work status or relationships, or limit the range of clinical experiences for the student.

Students must report potential Conflicts of Interest, whether personal or work-associated, when submitting placement requests to the EMS team.

Approval to conduct placements in work places will be considered on a case-by-case basis by consulting with the EMS Coordinator and/or Course Coordinator. The final decision will be based on: the degree and nature of relationship between student and placement provider; likely impacts on student activities and assessment; options for alternative placement venues (based on location, specialist nature of placement, etc.) Students must declare their conflict of interest and arrange to discuss approval to be placed where they work at the time that the placement request is lodged with the EMS team. The placement provider will be made aware of the conflict of interest and briefed on dealing with it by the EMS Coordinator and/or Course Coordinator.

BVSc Pre-Clinical Extra Mural Studies Milestone

SVS EMS Coordinator: Dr Steven Kopp

Pre-Clinical Coordinator: Mr Rod Verrall vetenquiries@uq.edu.au

Placements Officer: vetenquiries@uq.edu.au

Pre-clinical extra mural studies (PEMS) is to be undertaken during Year 2 and 3 holiday breaks and is to be completed by the end of Year 3 BVSc.

Students must successfully complete all first year BVSc courses and a designated **Farm Safety** training program before they can commence Pre-clinical EMS placements. **It will be mandatory** for the students to complete farm safety awareness training which includes practical sessions on an all-terrain vehicle (ATV), also known as a quad bike. This will be done through [UQ Skills](#), Gatton Campus.

Objectives

Pre-clinical Extra Mural Study aims to familiarise students with enterprise management and animal husbandry procedures across a range of commercial enterprises in which animals are kept for production or recreational purposes. It assists veterinary students to become competent and confident with a range of animal species, including farm animals, and provides them with opportunities to develop insight into the operation and management of a range of animal enterprises, to complement their studies on campus.

Completing Pre-Clinical EMS for accreditation and to progress through the BVSc(Hons)

Veterinary graduates can only be registered to practise if the training program they have completed is accredited. The UQ veterinary program is accredited in Australia, New Zealand, the United Kingdom and North America. Accreditation in Australia, New Zealand and the United Kingdom requires that all veterinary students undertake vacation practical work placements on animal enterprises.

Requirements

Bachelor of Veterinary Science students are required to undertake a minimum of 50 days of preclinical EMS. The work must be undertaken after official confirmation of passing all Year 1 BVSc (Hons) courses, and be completed by the end of second semester of Year 3 BVSc/BVSc (Hons) as part of the requirements for VETS3024 Veterinary and Animal Enterprise Business Fundamentals

Practical work completed outside of these designated intervals, unless approved in advance by the University, will not be recognised toward your pre-clinical EMS, nor will it be covered by UQ insurance protections. Please note that no placements will be approved throughout the formal teaching periods, and placements can only be scheduled for vacation periods.

The 50 days (10 weeks) of pre-clinical EMS must consist of:

Extensive	Three weeks, which must incorporate both beef and sheep
Intensive	Three weeks, which must incorporate horses and dairy; may also include a week of poultry, pigs or goats
Other	Four weeks other (any extensive or intensive species listed above or other enterprises such as deer, fish, wildlife etc.)

Please note:

- One week constitutes 5 working days, with a minimum commitment of 8 hours per day.
- Minimum placement time is 5 successive days on a property that is approved.

Students are required to use their own initiative in contacting properties and arranging periods of practical work. Students progressing into Year 2 of the BVSc/BVSc (Hons) program will be provided with a link and access details to InPlace (placement schedule software platform) and E-portfolio (assessment software). Further advice on how to use InPlace and E-portfolio will be provided via relevant blackboard sites.

Students who receive a failing grade for one or more of the end of semester species practical handling examinations in VETS1025 *AND* who are eligible for supplementary assessment will be given the opportunity to undertake supplementary assessment. The supplementary assessment will be in the form of additional Pre-Clinical EMS. Refer to the VETS1025 ECP for further details.

Formal assessment of pre-clinical EMS is part of the course assessment requirements for VETS3024. The E-Portfolio online platform is also used for this assessment. Your EMS providers will return an assessment form via E-portfolio. An unsatisfactory grade for any assessment category will trigger a feedback meeting with the pre-clinical EMS coordinator. Depending on the outcomes of this feedback meeting, you may be required to repeat the placement, or undertake additional training at the coordinator's discretion.

All necessary Pre-Clinical EMS information (including for Occupational Health and Safety and Hendra Virus) and forms are available via the Pre-Clinical EMS Blackboard site. It is imperative that forms be familiarized

and completed by the due dates to allow proper administration and insurance protections to be applied. It is the student's responsibility to return the forms on time.

Deadline for placement registration

Pre-Clinical Registration Form

3 weeks prior to commencing placement. Register your placement for approval via BVSc Pre-Clinical External placements Blackboard site, along with confirmation from the placement provider to attend the property in the form of an email or phone confirmation date.

Si-net Information

Please update your personal information with next of kin details and your current mobile phone number.

Property Specifications (Minimum requirements)

For a property to be suitable, it must satisfy these minimum number requirements:

Beef Cattle	100 breeders
Dairies	80 milkers
Sheep	500 ewes / wethers
Piggeries	100 sows
Goats	80 does
Poultry	5,000 layers or 20,000 broilers
Horse Studs	25 mares

For other enterprises (e.g. aquaculture establishments, exotic species production units), contact the Pre-Clinical Coordinator for determining acceptability. These limits have been set to ensure that a property is of adequate commercial size and can in fact deliver the learning objectives of the milestone.

A suggested list of primary producers is available on the Pre-Clinical EMS Blackboard site. If other properties fill the minimum requirements, these too may be considered. Please confirm this with coordinator vetenquiries@uq.edu.au

Exemption from Pre-Clinical EMS

Students with an extensive practical experience on livestock enterprises may apply for partial exemptions by submitting an Application for Pre-Clinical Vacation Work Exemption for approval by the Pre-Clinical Coordinator. This form is available on Blackboard – Pre-Clinical EMS Blackboard site. All supporting information must be included with the application.

Pre-Clinical EMS Assessment

Students will initiate an assessment form via E-Portfolio that will be distributed electronically to placement providers. The student has no responsibility to chase the return of this document.

Formal assessment of pre-clinical EMS is part of the course assessment requirements for VETS3024. The E-portfolio online platform is also used for this assessment. Your EMS placement providers will return an assessment form via e-Portfolio on how you have performed on each placement. An unsatisfactory grade will trigger a feedback meeting with the pre-clinical EMS coordinator. Depending on the outcomes of this feedback meeting, you may be required to repeat the placement, complete an alternate training program or undertake additional training at the coordinator's discretion. Refer to the assessment section of the VETS3024 ECP for further details.

BVSc/BVSc (Hons) Extramural Clinical Placement

EMS Coordinators: Dr John Mallyon and Dr Steven Kopp

Administration Officer: vetenquiries@uq.edu.au

The EMS Team organises placement for students based on submitted preference forms.

Except for international placements, placement providers that require an application process directly from the student and zoo placements, students are asked not to contact placement providers directly.

Students must complete an [EMS Drivers Licence](#) before any placement are approved. This is to give guidance to behaviour while on placement. It is managed by the RCVS.

All Clinical EMS is incorporated into 5th year courses. Placements are requested via preference forms and each student will have an individual schedule developed, available for viewing on InPlace. There are no set groups within the 5th year rotations.

Clinical placements at external clinics are a requirement for licensure of your degree. The requirements for EMS placements are:

- 2 weeks general small animal practice - Small animal practice is comprised of 100% small companion animals (dog/cat/pocket pets).
- 2 weeks mixed animal practice - Mixed practice comprises a mixture of all species (small/ equine/ large).
- 6 weeks of 'Other' - The six weeks of other are left for the student to select practices that cover areas that they are interested in (equine/ exotic/ small/ large/zoo etc).

Informal absences from 5th year BVSc rotations

In recognition of the need for students to occasionally attend to personal matters that might not otherwise qualify for formal excused absences from a rotation, the attendance policy for clinical rotations during the 5th year of the BVSc will have flexibility to approve leave of half or one full day at the discretion of the course/ subject coordinator with no negative impact on performance evaluation. Each request for non-sick leave will be evaluated on its individual merits and must be submitted well in advance.

BVetTech Extra-Mural Studies (EMS)

SVS EMS Coordinator: Dr Steven Kopp

Academic Program Coordinator: Rebekah Scotney

Placements Officer: vetenquiries@uq.edu.au

BVetTech EMS/Vacation Practical Work

Students must successfully complete VETS1005 before they can commence Pre-clinical EMS placements. **It will be mandatory** for any students who intend on completing a portion of their EMS on a farm to complete a designated **Farm Safety** training program which includes practical sessions on an all-terrain vehicle (ATV), also known as a quad bike. This will be done through [UQ Skills](#), Gatton Campus.

Students must complete the [VN Online Placements Tool](#) before any placement is approved. This is to give guidance to behaviour while on placement. It is managed by the RCVS.

Objectives

Extra Mural Study (EMS, or vacation practical work) aims to familiarise students with enterprise management and animal husbandry procedures across a range of commercial enterprises in which animals are kept for production, recreational purposes, education, and research in a veterinary clinical environment. It assists veterinary technology students to become competent and confident with a range of animal species, including farm animals, and provides them with opportunities to develop insight into the operation and management of a range of animal enterprises, to complement their studies on Campus.

Requirements

Bachelor of Veterinary Technology students are required to undertake a minimum of 30 days of EMS/Vacation Practical Work. The work must be undertaken after official confirmation of completing VETS1005, and be completed by the 31st Dec of Year 2 BVetTech as part of the requirements for enrolling in VETS3044.

Practical work completed outside of these designated intervals, unless approved in advance by the University, will not be recognised toward your EMS, nor will it be covered by UQ insurance. Please note that no placements will be approved throughout the formal teaching periods, and placements can only be scheduled for vacation periods.

The 30 days (6 weeks) of EMS must consist of;

- at least 10 days in a veterinary clinic
- the remaining 20 days can be completed in a second clinic or another approved enterprise (e.g. extensive or intensive farm, native wildlife park, biomedical research facility etc.)

Please note:

- One week constitutes 5 working days, with a minimum commitment of 8 hours per day.
- Minimum placement time is 10 successive working days at an approved facility/property/enterprise.
- Students will reflect on each block and require a Supervisors report

Students are required to use their own initiative in contacting potential providers and arranging periods of practical work. Students will be provided with access to the BVetTech second year EMS Blackboard site for managing their placement applications, approvals and assessment upon completion of VETS1005.

Your EMS providers will be required to complete and return an assessment form. Any unsatisfactory grade for any assessment category will trigger a feedback meeting with the BVetTech Academic Program Coordinator.

Depending on the outcomes of this feedback meeting, you may be required to repeat the placement, or undertake additional training at the coordinator's discretion.

All necessary EMS forms are available on the BVetTech second year EMS Blackboard site. It is imperative that forms be completed by the due dates to allow proper administration and insurance protections to be applied. It is the student's responsibility to return the forms on time.

Deadline for Forms submission

EMS Registration Form

A minimum of 3 weeks prior to commencing placement. Submit via BVetTech second year EMS Blackboard site, along with confirmation from the placement provider to attend the placement in the form of an email or phone confirmation date.

Exemption from Pre-Clinical EMS

Students with an extensive practical experience on livestock enterprises, other animal related enterprise or in a veterinary clinic may apply for partial exemptions by submitting a Credit application to the BVetTech second year EMS blackboard site for approval by the Academic Program Coordinator. All supporting information must be included with the application.

SI-net Information

Please update your personal information with next of kin details and your current mobile phone number.

Concerns regarding EMS placements should be directed to vetenquiries@uq.edu.au

3rd year BVetTech Placement and Clinical Rotations

Placement

The eight week placement forms part of VETS3044 and is completed at approved external clinics (or other enterprise negotiated with the Course Coordinator). Placements are requested via preference forms and each student will have an individual schedule developed, available for viewing on InPlace.

*The EMS Team and the Veterinary Technology Educator organises placement for students based on submitted preference forms. **Except for international and zoo placements, students are not to contact placement providers.***

Clinical Rotations

The Clinical Rotations form part of VETS3043 and are completed mostly within SVS Clinics and Hospitals, with some external providers.

Rotations will be organised by both the Course Coordinator and the Veterinary Technology Educator.

Rotations and placements stretch across 24 weeks and include holiday periods and Self-Directed Learning (SDL) periods. Further information will be provided during Year 2.

Informal absences from 3rd year BVetTech rotations

In recognition of the need for students to occasionally attend to personal matters that might not otherwise qualify for formal excused absences from a rotation, attendance policy for placement/clinical rotations during the 3rd year of the BVetTech will have flexibility to approve leave of half or one full day at the discretion of the course coordinator with no negative impact on performance evaluation. Each request for non-sick leave will be evaluated on its individual merits and must be submitted well in advance.

InPlace Placement and Eportfolio Assessment Management Software

The InPlace software platform is used by the School to manage EMS placements. Students will have direct access to the system, which will be available to students when eligible.

Chalk and Wire is the assessment management software and is used to complete placement performance, reflection, skills lists and case logs.

Student Conduct on EMS Placements

Students are required to interact positively and professionally with owners/managers in the course of daily duties. The extent of the benefit from this practical work will depend largely on the student's success in gaining the cooperation and goodwill of the owner/manager of the property. Remember, you are developing your professional skills and are an ambassador for the University, so it is important that you conduct yourself in accordance with the Student Charter. EMS providers are to be considered members of the University Community.

Occupational Health and Safety and Students' Responsibilities and Duty of Care While on Placements:

Students should be aware at all times of their obligations under workplace health and safety. The Workplace Health and Safety Act 2011 places an obligation on employers to ensure workplace health and safety to employees, visitors and others at a workplace. Students should become familiar with [The University of Queensland policies relating to the workplace health and safety](#). Students must follow safe work procedures established by the University, School or Section; and follow the directions of the Placement supervisor.

- Specific needs for medication, mobility, allergens or special consideration must be notified to the course coordinator at the beginning of the semester.
- It is recommended that any pre-existing medical conditions be reported discreetly to the person in charge of the placement organisation or the course supervisor prior to placement
- Always be safety conscious and wear protective clothing and footwear as appropriate for the activity or as instructed by the property manager or person in charge of the placement organisation.
- A hat, broad brim preferably, long sleeve shirts, sun screen and sun glasses (preferably impact rated) are essential protection from sun exposure during outdoor work activities.
- Make sure you have sufficient drinking water with you for each day's activities. A 600 ml water bottle is not sufficient. A 4 litre water cooler would be preferable.
- Use safety and emergency equipment, including PPE, provided in the workplace or as directed by the person in charge of the organisation. Make sure you know how to use the safety equipment.
- Students must ask for clarification if they feel uncomfortable or unsure of anything while involved in tasks as part of the course requirement, particularly if they feel additional information, training or assistance might be required before attempting the task. Handling and procedural training in both small and large animals is a requirement of successful completion of the veterinary program, and while these activities carry some risks, these will be minimised as far as reasonably practicable under

the duty of care of the placement organisation. *At no stage should students participate in an activity, which places themselves, or others, in danger as a consequence of participating in the activity.*

- Operation of farm machineries and other equipment (including but not limited to quad bikes and tractors) requires competency training and therefore operation of such vehicles and equipment, as well as handling of hazardous farm chemicals, is to be done by the competent licensed persons. Only qualified persons should operate machinery and equipment. Students are not authorised to operate vehicles, machineries which require licensing, handle farm chemicals, or travel in the trays of utilities, foot plates of tractors or on implements or trailers. See training on quad bikes (ATV), below.
- During the 1st year of the programme, it will be mandatory for the students to complete 2 days of farm safety awareness training which includes practical training sessions on an all-terrain vehicle (ATV), also known as a quad bike. This will be done through [UQ Skills](#), Gatton Campus.
- For students who are going over-seas as part of their placement, it is important to consult the UQ Travel Policy and to check DFAT warnings, if any, for the country you are planning to go to before applying for Placement with the School administration.
- Once approved by the School, students must make a time to see their GP or the Travel Doctor who should be able to provide the best possible advice with regards to appropriate vaccinations.
- Any incidence, illness or injuries sustained while on placements must be reported to both the placement organisation as well as to the UQ Vet School on +61 7 5460 1834, which will then be referred to the Workplace Occupational Health & Safety Co-ordinator.

Biosecurity

When attending placements students must ensure that their personal clothing, protective clothing and footwear are clean. Students must also ensure that any contaminated clothing or footwear is either removed and replaced by the cleaned set or thoroughly cleaned before they visit any other farm or animal facility. Students must also ensure that sufficient sets of overalls are taken with them. Relevant information on this section is included in the EMS Driving Licence www.ems.vet.ed.ac.uk/animalmh/ which is compulsory to complete prior to commencement of pre-clinical EMS.

Prior to their departure for commencement of pre-clinical EMS, all students should have received, during first year lectures, information on how to avoid potential penetrative transmission zoonosis, demonstrations on Personal Protective Equipment, hygiene and decontamination procedures, vaccination requirements, and information on governing bodies that manage Biosecurity as well as their own duty of care as future veterinarians.

Additional information on Hendra Virus is also included on your blackboard information.

Confidentiality

In order to optimize learning outcomes, veterinary students may be given access to a great deal of private/privileged information about the practice and facilities they attend. This could include client and business information and procedures, personnel and financial management policies, practice development plans and so on. All information gained during your attendance at the practice is **strictly confidential**. It must not be discussed with fellow students, friends, family or anyone else. To do so would be un-professional and

a breach of trust. The School would view any breach of confidentiality by a student as academic general misconduct. Please refer to the University Policy on [Student Integrity and Misconduct](#).

Insurance protections on EMS placement

Please note: students may not be covered under UQ Student Insurance for incidents which occurred as a result of a pre-existing medical condition. For detailed information on Insurance, please consult [University Insurance](#) or contact insurance@uq.edu.au ; 07 3365 3075 (ext. 53075).

Student Personal Effects

It is the responsibility of students to take out insurance cover on personal property and belongings whilst on practical placement.

Personal Protective Equipment (PPE)

While off-campus placements providers will provide you with appropriate and varying level of PPE such as disposable gloves as per the Work Health and Safety Act 2011 (the Act), additional protection may be required.

For on campus rotations, PPE (including clinical coats and jackets) must be removed prior to leaving the facilities.

Vaccination Requirements for Placements

As part of occupational related immunisation, all students enrolled in the BVSc, BVSc (Hons), BAppSc (Vet Tech) and BVetTech programs are expected to be immunologically protected against infection with Q-Fever.

Tetanus vaccination is another occupational related vaccine requirement. It is prudent to have your status updated. If unsure, contact your GP or UQ Health Service on either of the campuses (St Lucia or Gatton contact number: 5460 1396).

Bats (micro or flying foxes) - Veterinary clinics and other locations that handle bats as part of the service will not permit UQ students to participate in this activity as part of their duty of care. Students who wish to specialise in bats and related species will need to organise this outside their UQ program.

Students must be vaccinated against rabies before undertaking any placement in countries where rabies is present. Organisations will not permit students to participate in their activities without appropriate vaccinations or training. Therefore prior to commencement of your pre-clinical or clinical placements, students must:

- Contact the placement provider and ask for any other vaccination or training requirements that might be required, as these may differ from clinic to clinic and you may not be accepted upon arrival without appropriate vaccinations. The placement providers will be able to offer the best advice. All students intending to travel overseas to complete a placement need to be aware of required

immunisations, which may include typhoid, cholera, malaria and rabies. Remember that certain vaccinations can take several weeks before full immunity can take place.

- Students are strongly advised to visit the Travel Doctor Clinic to discuss appropriate immunisations and travel advice for specific countries.
- All students should be up-to-date for tetanus immunisation.
- Please inform your health provider of any pre-existing medical condition or pregnancy.

EMERGENCIES

If you require assistance anywhere in the world, contact the local telephone operator and ask for a reverse charge call to Chubb Assistance + 61 2 8907 5995 reverse charges and quote policy number 01PP529201.

Chubb Assistance service includes:

- Evacuation or repatriation if necessary
- Assistance in replacing a lost or stolen passport
- Legal assistance
- Assistance in tracing delayed or lost luggage
- Verification of medical insurance to medical providers
- Guaranteed payment of medical service providers
- Emergency medical advice 24 hours per day
- Assistance in arranging medical appointments and hospital admission
- Advice and information on the location of physicians, hospitals, and dentists worldwide
- Delivery of essential medicine where necessary (to Insured's cost).



Emergency contacts

Travel - Chubb Assistance + 61 2 8907 5995
reverse charges (quote policy number
01PP529201) or email
assist@medicalassistance.com.au

Policy and Guidelines on Ethical Concerns with Use of Animals in Teaching

Veterinary medicine/technology is more than just a scientific training. Students have to learn about many other issues, such as the ethical management of animals, animal welfare, client management and animal law. Nevertheless, the bulk of the curriculum involves learning how to provide animal care. As animal welfare concerns become more evident worldwide, students increasingly question the ethics of what they are taught, including the techniques used to inform them about treatment methods.

Students should consult the University policy [PPL 4.20.11 Responsible Care for the Use of Animals in Teaching and Research](#), which sets out the responsibilities of individuals associated with The University of Queensland with regard to the conduct of Research and Teaching involving the care and use of Animals for Scientific Purposes. The University must also comply with the following legislation governing the use of animals for scientific and teaching purposes:

- [Australian code for the care and use of animals for scientific purpose \(the Code\)](#)
- [Animal Care and Protection Act \(2001\)](#)

Conscientious objection is defined as a deep inward conviction of moral injustice. It can only be held after a period of serious reflection and is usually resistant to any consideration of the advantage or disadvantage that the conviction may bring to the student in pursuit of their course of study.

There are a number of ethical reasons why students will be concerned about their involvement in specific parts of the BVSc and BAppSc (Vet Tech)/BVetTech or BSc (AVB) curricula.

Religious reasons: Students of specific faiths may not want to dissect animals e.g., pigs and cattle.

Belief in the sanctity of life: Some students may believe that animals should not be killed solely for the purpose of enhancing their training. Others may be concerned that incorrect attitudes to the killing could be fostered in the use of animals during their training. Vegetarian or vegan students may wish to avoid learning about practicing veterinary medicine on food producing animals.

Environmental reasons: students may not wish some species to be removed from their native habitat for teaching purposes. Progressive, contemporary universities such as the University of Queensland welcome and foster free thought in their students. Objecting to specific practices on ethical or other grounds should not be used to stigmatise or otherwise disadvantage any student. However, students must reach the prescribed standards set by the relevant veterinary colleges to which they will be registered as Members at the end of their course - the Australian Veterinary Boards' Council, the Royal College of Veterinary Surgeons, and the American Veterinary Medical Association. Failure to reach these standards will jeopardize their registration. These Veterinary Boards require that the University demonstrates that all veterinary graduates are competent in all areas of veterinary science – including medical and surgical procedures, livestock medicine and production, and abattoir management and hygiene. Furthermore, alternatives cannot be provided where they diminish the Program's academic rigour and student experience, if they break laws or codes of practice, if they are too costly or impractical, result in iniquitous workloads or assessment outcomes compared to other students, or there is insufficient time to implement them.

Decisions on whether or not alternatives can be provided as well as the form of alternatives offered for various components of learning need to weigh up all of these factors. The School of Veterinary Science has devised these guidelines for consideration of the provision of alternatives where ethical concerns are identified.

Procedures and Responsibilities

1. Students need to be aware of forthcoming learning activities that involve use of animals by referring to published Electronic Course Profiles (ECPs). It is the responsibility of academic staff to include sufficient detail of learning activities and assessment tasks that involve animals in ECPs. Where students require more detailed information, they should contact the Course Coordinator, who will provide this information. Students should consider the Program's full suite of animal use activities, and resolve whether entry into and/or progression through the BVSc, BVetTech, or BSc (AVB) program is consistent with their conscientiously held beliefs.
2. Students who identify ethical objections to the requirements described for a program should bring their objections to Director of Students (or their delegate).
3. Students who identify ethical objections to the requirements described for a course need to bring their objections to the attention of the Course Coordinator at least eight weeks prior to the relevant teaching activity.
4. All discussions will take place in a mutually respectful manner, balancing the requirements for academic rigour and practical feasibility with appreciation of the student's sincerely held beliefs.
5. Students who then wish to formally request alternative teaching/learning activities are required to submit a written description of their objection to the Director of Students and Course Coordinator. This request should describe the student's ethical conviction, how this is compromised by the prescribed teaching activity, and discussions to date with staff on how the issue has been dealt with.
6. The possibility of providing alternative teaching activities will be decided by the Director of Students or designate in consultation with the Course Coordinator, Chair of Teaching and Learning, other relevant staff, and the student(s), as needed.
7. Students will be responsible for sourcing their own alternatives e.g. clinical practices to conduct surgical skills, and liaising with technical staff to ensure availability of appropriate cadavers (e.g. Educational Memorial Programme (EMP) cadavers).
8. Alternative teaching and learning activities must:
 - a. Allow students to fulfil course learning objectives.
 - b. Allow students to fulfil program and professional accreditation requirements. Students will be advised as to any potential repercussions to their suitability for registration in undertaking alternative activities.
 - c. Demonstrably fulfil minimal competency expectations of either the Australian Veterinary Boards' Council (e.g. "New Graduate Competencies") beyond accreditation requirements or the Certificate IV in Veterinary Nursing competencies for the BVSc and BVetTech programs, respectively. Expectation requirements will be determined by Course Coordinators.
 - d. Be able to be implemented such that they are not prohibitively resource dependent or logistically unfeasible.
 - e. Be assessed in a manner that is congruent with UQ Policies and Procedures, and equitable with the originally prescribed assessment undertaken by student peers.
 - f. Be described, along with the respective assessment plan, in a written document that is submitted for consideration to the Director of Students.
9. In the event that an alternative teaching activity or assessment task cannot be designed to satisfy the above requirements, students will be required to participate in the original activity.

10. An appeal procedure will be available to students who have registered an ethical concern and are not satisfied with alternatives offered. The appeal process will be managed by the UQ Academic Registrar using the UQ student grievance resolution procedures (<https://my.uq.edu.au/information-and-services/manage-my-program/complaints-and-academic-appeals/grievance-resolution-process>).
11. Students are encouraged to seek support from year mentors, student representatives and/or student counselling services in dealing with their concerns.
12. Records of meetings, agreed plans, correspondence and other dealings associated with ethical objection considerations will be retained in UQ archives.

Opportunities for further study

The School also offers other programs explained in detail below. Where a project or research is involved, it is desirable that this be closely related to current research work within the School. Interested students should consult the appropriate staff member in the first instance. Further information on these programs and more are available from the [UQ Graduate School](#), and [Future Students](#) websites.

B Vet Tech (Honours)

A one year study program comprising a 4 unit Research project and a 10 unit Practicum. Contact the BVetTech (Honours) coordinator for further details.

Postgraduate Honours

Postgraduate Honours and BSc (Hons) offers a one-year research training program for

1. Queensland graduates in Veterinary Science, who either failed to obtain a sufficient class of Honours in their undergraduate studies, or would like to undertake further training in research, or
2. Other graduates, usually with a Science or Applied Science degree and who would like to develop their research skills within the School of Veterinary Science.

The program is tailored to suit each candidate's interests and usually involves a substantial research project of 12 units and two other special topics developed by the student and their advisors (2 x 2 unit courses). These frequently consist of, but are not restricted to, a literature review and a research training course. However, other options include part course work, part assignment, part applied and/or clinical work in conjunction with the research project. The School's Postgraduate Honours Coordinator can provide further details.

Master of Philosophy (MPhil)

Normally one to two years of full-time study and supervised research training, the MPhil is primarily a research degree with some course work added as appropriate. Queensland graduates in Veterinary Science are generally exempt from having to take a Master's qualifying examination.

Master of Veterinary Science (MVSc)

This 18 month coursework program provides advanced training in veterinary diagnostic pathology. Through both core and elective courses that extend beyond the classroom to engage in case work and practical activities, graduates will gain knowledge and skills to practise diagnostic pathology at a high level (although please note this does not provide specialist registration eligibility – see DVClinSc).

Doctor of Philosophy (PhD)

Candidates with Honours I and IIA or MVSc may directly enter PhD training. Where candidates have not met direct entry requirements they may enrol in an MPhil and convert to a PhD after a period, subject to certain conditions. A PhD is primarily research training appropriate to investigations in any area of Veterinary Science where the School holds expertise.

Doctor of Veterinary Clinical Science (DVClinSc)

This unique program combines advanced clinical training with research training to equip graduates with the necessary knowledge and skills to apply for specialist veterinary registration. Over the course of 3.5 years, candidates undertake case based and practical training under the supervision of registered specialists in the fields of small animal medicine or surgery, equine medicine or surgery, wildlife medicine, or pathology. Simultaneously, they complete research training that complements their clinical skills to develop their evidence based practice and research potential.

Doctor of Veterinary Science (DVSc)

To qualify, candidates must produce an original and eminent contribution to veterinary science, as evidenced by published material.

Support and Contacts

Key Staff Contacts

Administration

Contact	Title	Email Address	Phone
Prof Nigel Perkins	Head of School	hosvetsci@uq.edu.au	5460 1967
Kathy Bachmann	Personal Assistant to HOS	hosvetsci@uq.edu.au	5460 1967
Assoc Prof Rachel Allavena	Deputy Head of School	r.allavena@uq.edu.au	5460 1826
Weston Davis	School Manager	w.davis@uq.edu.au	5460 1848
Assoc Prof Joerg Henning	Chair Students & Admissions Committee	j.henning@uq.edu.au	5460 1846
Dr Justine Gibson	Chair, Teaching & Learning Committee	gibson.j@uq.edu.au	5460 1830
Dr. David McNeil	Chief Examiner	d.mcneill@uq.edu.au	5460 1954
Dr Dick Wright	Integrity Officer and Academic Progression	j.wright2@uq.edu.au	5460 1962
TBA	Equity and Diversity Officer		
Assoc Prof Ricardo Soares Magalhaes	Postgraduate Coursework Coordinator	r.magalhaes@uq.edu.au	5460 1827
A/Prof Chiara Palmieri	Director of Research	c.palmieri@uq.edu.au	5460 1828
Dr Francois-Rene Bertin	Postgraduate Coordinator	f.bertin@uq.edu.au	
Dr Rebecca Dunlop	Honours Coordinator	r.dunlop@uq.edu.au	5460 1963
Rachel O'Donnell	Team Coordinator, Student Admin	vetinternaladmin@uq.edu.au	5460 1956
Jodie Kowaltzke	Student Rotations Admin Officer	vetenquiries@uq.edu.au	5460 1834
Sally Humphreys	Assistant Rotations Admin Officer	vetenquiries@uq.edu.au	5460 1834
Rebecca Hulett	Student & Academic Admin Officer	vetinternaladmin@uq.edu.au	5460 1934
Chris Cowell	Client Service Officer – School Reception	vetinternaladmin@uq.edu.au	5460 1834

Clinical & Diagnostic Services

Contact	Title	Email Address	Phone
A/Prof Ben Ahern	Head, Equine Specialist Hospital	b.ahern@uq.edu.au	5460 1799
Mariki Visser	Business Manager	m.visser@uq.edu.au	5460 1957
Dr Anne Covill	Operations Manager	a.covill@uq.edu.au	5460 1788
Samantha Kempster	Manager, Clinical Studies Centre	s.kempster@uq.edu.au	5460 1866
Dain Heffernan	Commerce Manager, UQ Vets	d.heffernan@uq.edu.au	5460 1984

Year Coordinators

BVSc (Hons) Program Coordinators

Pre-clinical: Dr. Sarah Purcell sarah.purcell@uq.edu.au

Clinical: Dr. Gry Boe-Hansen g.boehansen@uq.edu.au

BVSc (Hons) Year Mentors

Year 1 & 2: Dr Dee Whitworth d.whitworth@uq.edu.au 5460 1972

Year 3: Dr Karen Jackson karen.jackson@uq.edu.au 3381 5039

Year 4 & 5: Dr Aaron Herndon and Dr John Mallyon a.herndon@uq.edu.au 5460 1860
j.mallyon@uq.edu.au 5460 1788

SVS Peer Support Network Representative:

Dr Frances Shapter f.shapter@uq.edu.au 5351 5046

International Student Mentor:

Dr Joerg Henning j.henning@uq.edu.au 5460 1846

Bachelor Veterinary Technology Program Coordinator

Dr Rebekah Scotney rebekah.scotney@uq.edu.au 5460 1952

B Veterinary Technology/BAppSc (Veterinary Technology) Year Mentor

Trish Farry t.farry@uq.edu.au 5460 1558

BSc (Animal and Veterinary Bioscience) Coordinators

School of Veterinary Science Coordinator

Assoc. Prof. Rowland Cobbold: r.cobbold@uq.edu.au 5460 1829

Faculty & School Administration

From time to time you may need to seek approval or advice from the Faculty or School Office for various aspects of your continuing study. Information about how to submit administrative requests can be obtained from any [Student Centre](#) or by contacting the Faculty. Important information is usually delivered via email so ***it is vital that you check for messages on your student email address on a regular basis.***

Students can telephone the Science Faculty Student Administration Office (Gatton) on (07) 54601 276 or email enquire@science.uq.edu.au to obtain assistance with any Faculty administration matter.

Student Organisations

UQVSA

The [University of Queensland Veterinary Students' Association](#) (UQVSA) office is located at [Morrison Hall](#). The UQVSA organises many fundraising and social events for students during the year, as well as coordinating the purchase of equipment and books on behalf of students. It is also an important voice representing students on School committees, including the Teaching and Learning Committee. Your participation and support of this group is actively sought. The UQVSA can be contacted via email at uqvsu@uq.edu.au

Student Support

Non-discrimination and Equal Opportunity

The School complies with the University of Queensland's policies and all applicable laws regarding discrimination, harassment, retaliation, and equal opportunity.

Support Services

Student support services provide an integrated service in the areas of careers and employment, learning assistance, personal counselling, disability support, financial services and international student support. At Gatton Campus, you can [email Student Support Services](#), which is located at [Morrison Hall](#).

Within the School of Veterinary Science, students can seek advice and help from any of the academic staff or the staff in the School office. The Year Mentors are academic members who are interested in student welfare and are able to give advice or refer a student on for professional help and guidance when required. The Mentors or academic advisors are available for discussion and can be very useful as a "sounding board" which may be all that is required to help alleviate any concerns you may have. For concerns relating to course specific issues (e.g. examinations, special circumstances, and deferrals), students should first contact the course coordinator. If the issue remains unresolved, contact your Year Coordinator or Year Mentor, or the Academic Coordinator. Appointments with the Academic Coordinator are best organised through the School office.

Disability Advisors

The School and University are committed and dedicated to ensuring that students with disabilities are given the same educational opportunities wherever possible.

Any student with a disability who may require alternative academic arrangements in any course within the program is advised to seek advice at the commencement of the semester from a Disability Advisor at [Student Support Services](#). For example, special arrangements in examinations can be made for students with disabilities. Refer to the University policy on [Student Disability](#).

Blackboard Student Support Page

A Blackboard Student Support Page had been set-up to provide important information to BVSc (Honours) and to BVetTech students. All currently enrolled BVSc (Honours) and BVetTech students should have access to this page.

The following content is provided:

1. Student Health Support Package
2. Time management for students
3. English language support/training for students
4. Inherent requirements
5. Program rules for the BVSc
6. Program rules for the BVTech
7. Occupational Health and Safety Information
8. A digital copy of the Student Handbook
9. Student Feedback Form
10. COVID-19 Support Folder
11. Specific information for international students

Student Health Support Package

Students' wellbeing is a priority for the School of Veterinary Science (SVS). SVS recognises that it is crucial to provide support that addresses all factors of a student's health. We have compiled a package that summarizes resources and information that are available from the University of Queensland (UQ), SVS and from external sources to help students to maintain and monitor good student mental and physical health.

This package contains the following information:

1. Summary of help provided by UQ Student Services on Gatton Campus
2. UQ Student Counselling and Crisis Support contact information
3. Information on the UQ Uniwellbeing online course
4. Information on the UQ Health and Safety App (SafeZone App)
5. SVS guidelines for managing work hours for BVSc Students
6. SVS occupational health and safety information for students (pre-clinical EMS)
7. SVS fatigue management and road safety guidelines

8. Overview about veterinary student health training provided in the SVS BVSc program
9. Information about the SVS Peer-Support Network
10. Information about the book *Coping with Stress and Burnout as a Veterinarian: An Evidence-Based Solution to Increase Wellbeing* by Nadine Hamilton

(available for loan from the Hub, the Director of Students and Admission through the library)

The digital copy of the Student Health Support Package is available on the Blackboard Student Support Page, while hard copies are available in the The Hub, at the SVS reception and VMC receptions and from the Academic student mentors.

Student Union

As a UQ Student, you are represented by the [UQ Student Union](#). Typically, a veterinary student will also be a representative on the Union Council. Your representative on the Union Council can support you in resolving a range of academic and other problems, or advice on seeking professional assistance if required. Apart from the student representative on the Student Union, the Union also employs a Student Advocate who can help you prepare submissions to appeal against academic decisions, or simply provide an impartial source of advice on academic matters. The Student Advocate's office is also in [Morrison Hall](#).

Student Year Representatives

The purpose of Year Representatives is to provide a collective voice for students in a single year who may have an issue with some aspect of their program.

The general process for managing issues is to first contact the Year Representative or Course Coordinator, who will then elevate the concern, if warranted, to the Year Coordinator. Further discussion can go to the Chair of the Teaching and Learning Committee or the Chair of the Students and Admissions Committee before being finally handed to the Head of School for consideration.

Year representatives can be contacted via their general email addresses.

1st year reps: uqvets2024@gmail.com

2nd year reps: uqvets2023@gmail.com

3rd year reps: uqvets2022@gmail.com

4th year reps: uqvets2021@gmail.com

5th year reps: vetreps2020@gmail.com

Occupational Health and Safety

Introduction and scope of the guidelines

These guidelines apply to all practical classes at the University of Queensland that involve practices, procedures or substances which could affect the health and safety of students or staff involved in those classes. It applies to all students. A separate document is available titled, [Occupational Health and Safety in the Laboratory \(Postgraduate Student Edition\)](#).

The University of Queensland recognises that students are considered to be ‘in training’, and consequently, safe working practices must be adopted and taken seriously when undertaking laboratory activities.

Who should read and use these guidelines?

- Course Coordinators
- Practical class coordinators and tutors
- Technical staff associated with practical classes
- Undergraduate students

Responsibilities for Occupational Health & Safety

Students have responsibilities to:

- Avoid, eliminate or minimise hazards of which they are aware
- Comply with all occupational health and safety instructions
- Make proper use of all safety devices and personal protective equipment
- Not wilfully place at risk the health and safety of themselves or any other person
- Seek information or advice where necessary, or when in doubt, before carrying out new or unfamiliar work
- Wear protective clothing and footwear as deemed necessary by the course coordinator or the person in charge of the facilities
- Be familiar with emergency and evacuation procedures
- Report all spills, injuries and accidents including “near miss” incidents to the course coordinator or the person in charge of the practical class.

Pregnancy & Chronic Medical Conditions

The University of Queensland is committed to providing employees and students with a safe and healthy work and learning environment. This commitment extends to staff or students who are considering pregnancy, who are pregnant or who are breast-feeding.

The University has a responsibility to advise all students of any health and safety risks relevant to the practical class, where they cannot be eliminated or substituted. Students, who are pregnant or have chronic medical conditions, including severe allergies, immunosuppressed, may be at higher risk from exposure to certain chemicals and hazards.

Students who are pregnant or have a chronic medical condition are encouraged to advise their course coordinator as soon as possible. Since the first trimester can be a period of high susceptibility, notice from students who are pregnant is particularly important. This ensures that suitable arrangements or modifications can be made to minimise the student’s exposure, if necessary.

While there are clear guidelines on effects of certain chemicals, drugs, micro-organisms and ionizing radiation on pregnancy, it is difficult to determine a “safe limit” in large animal handling. Consideration needs to be given to the unpredictable nature of the animal, types of procedures and the positions involved, which may require heavy physical workloads or effort working in hot conditions. ***Therefore, staff and students who are pregnant and are required to handle large animals should seek medical guidance from their personal physician in determining work activity limitation.*** In some situations, e.g., where a significant risk has been identified, or in later stages of the pregnancy, the School will require a medical

clearance from the student's treating physician supporting the nature of activities and procedures that the student will be undertaking.

Students may be at risk of vaccine-preventable diseases in their work / study and are advised to have vaccinations to protect themselves from the potential risks. Some immunisations are not recommended during pregnancy. Students who are planning a pregnancy, or are pregnant should consult their doctor or the University Health Service Gatton Campus at 5460 1396 about immunisations they need for work or study.

Immunisations

Q-Fever, Tetanus, Hepatitis B, Rabies, Swine Flu Immunisation (also see Vaccinations for Placements) are considered occupational related.

All students enrolled in the BVSc (Hons) and BAppSc (Vet Tech)/BVetTech programs are required to be immunologically protected against the following:

- Q-Fever: Protection against Q fever transmission is a requirement for persons working with cattle, sheep, goats, some feral animals or for those who frequently work in areas where these animals are kept. Demonstrable protection is a requirement for participation in a number of practical activities.
- Tetanus immunisation should be up to date
- A complete course of pre-exposure rabies immunisation for students who travel overseas on practical placements to countries where rabies is still prevalent. Also see Vaccination requirements for Placements.

These services, costs and further advice on immunisation are all available through the [University Health Services](#) at the Gatton Campus Health Centre (opposite the Library).

Laboratory Safety Rules

A laboratory can be a place of specialised research, clinical or diagnostic evaluation, teaching and/or learning. Laboratories are commonly used in many scientific disciplines across the University ranging from health sciences to biological and physical sciences. The term laboratory may also equate with a workshop in some engineering areas, as well as animal houses.

Building

- In an emergency and during practice evacuations, move quickly and carefully from the laboratory to the nearest emergency exit. Proceed to the designated assembly area as per instruction included in the induction (the tutor will also instruct you on the day) and wait there until permission is given to re-enter the building. Never run in the laboratory or along corridors.
- Be aware of the position of exits from all work areas and from all levels of the building.
- All UQ campuses are smoke free. Smoking is also prohibited in all University vehicles.
- Food and drink (including drinking from water bottles) must not be consumed in laboratories
- Students are not permitted to enter any preparatory laboratory without the permission of the laboratory supervisor or tutor.

- Unauthorised experimentation in the laboratories is strictly forbidden.
- Undergraduates wishing to use the laboratory out of timetabled periods must obtain written permission from their course coordinator or person in charge of the facilities.
- All students must be aware of the conditions required for the safe handling of substances and specimens being handled. All specimens should be treated as infectious. If in any doubt, seek guidance from the laboratory tutor or the academic in charge.
- Know the location of the safety facilities of the laboratory: safety showers, eyewash stations, fire extinguishers and emergency exits.
- Working spaces are to be kept clean. Broken glass, sharps and laboratory waste must be placed in their respectively marked bins in the laboratory. No waste is to be left or placed in the sinks, and under no circumstance must waste be placed down the sink, unless authorised to do so by the tutor.
- Disposable gloves should be placed into yellow bins (Clinical waste bin) which are specifically marked.
- All spillages must be cleaned up immediately after they occur. No reagent, solution or apparatus is to be removed from the laboratory without approval from the tutor.
- Correct and safe use of Bunsen burners will be demonstrated by the tutor.
- Pipetting by mouth is prohibited.
- Handle dissecting equipment with care, store blades covered, secure blades inside the dissecting kit and always remove the blade from the handle using the scalpel blade remover.
- Defective equipment or broken glassware must be reported to the tutor.
- Specialised equipment such as UV sources must only be used under the direction and supervision of the tutor or supervisor.
- Bags, ports and sacks are to be placed in designated areas. Do not block passage ways or fire exits and never place items on the laboratory floors.
- Sitting on laboratory benches is prohibited. Do not run or use the chairs on the roller castors to get around inside the laboratory or along corridors.
- Always wash your hands thoroughly before leaving the laboratory.

Laboratory Dress Code

All students must wear covered footwear during practical classes. Thongs, open weave shoes, sandals, ballet flats or similar footwear are not permitted. Students will not be permitted to participate in practical classes unless wearing suitable footwear.

A clean long-sleeved laboratory coat which covers the front part of the body, or overalls, as deemed necessary by the course coordinator or the person in charge of the class, must be worn at all times while in the laboratory or practical classes. The laboratory coat must be removed when leaving the laboratory (beware that contaminated laboratory coats are potentially infectious). If contaminated due to a spill or splash during the practical class, leave the lab coat with the tutor for appropriate action. Otherwise, it is strongly advised that a strong plastic bag be brought to take the lab coat back home, separate from your belongings. The lab coat should be washed on a hot cycle regularly.

In all laboratories and designated work areas where there is a risk of eye injury (e.g. splash to the eye), protective eyewear must be worn at all times during the course of the laboratory work. This is as per risk assessment as determined by the staff in charge of the practical class.

Appropriate disposable gloves will be worn when handling potentially infectious materials, blood and body fluids. Before leaving the laboratory, gloves shall be removed, discarded in the laboratory waste bin and hands decontaminated.

The supply of a laboratory coat/overalls, eyewear and closed footwear of suitable type (this will include sturdy gum-boot style type for post-mortem work) will be the responsibility of the student as part of the uniform scheme, but other items of protective clothing (e.g. disposable gloves), where deemed mandatory, will be supplied by the School.

Requirements for personal protective clothing for low risk procedures in the Veterinary Medical Centre (VMC) and Clinical Studies Centre (CSC)

For students, one of the mandatory requirements included in the revised protocol is that scrubs should be put on once you are inside the building and ready to begin your shift. The scrubs should be removed prior to leaving the building to go to public areas of the campus for lunch or coffee, or to walk from one building to another across a public area of the campus, or to go home at the end of the day.

If you walk from one building to another (e.g. CSC to VMC or vice versa) to commence another animal-related activity in a different building, you should remove your scrubs before leaving the first building, carry them with you in a plastic bag or other protective bag, and put them on again once you have entered the second building.

The principle is that scrubs should serve as a primary biosecurity measure in terms of personal protective clothing while you are carrying out low-risk procedures with animals. The scrubs may be exposed to biological matter including potential pathogens. If contaminated they should be removed and a clean set put on. As a general principle they should not be worn in public spaces on campus to minimise the risk of inadvertently carrying contaminants or pathogens in to these spaces.

As part of the clinical/pre-clinical placements, students are recommended to purchase a small Personal Protective Equipment (PPE) kit at their own expense prior to placement departure. For details, contact the School Work Health and Safety Co-ordinator (m.kyawtanner@uq.edu.au). (Also see PPE under Occupational Health and Safety and students' responsibilities and duty of care while on placements).

First Aid

First aid will be administered by trained first aid officers. Report all injuries and illnesses to the tutor.

Eye injuries

Notify your tutor or the staff on-site immediately.

Whether caused by chemical, mechanical or splashed with biological material, eye injuries are always serious. First aid action includes immediate flushing with water (20 minutes minimum) at the eyewash station. Medical advice should be obtained for an eye injury. For chemical splashes, the Safety Data Sheet (SDS) should accompany the student when seeking medical treatment. Contact UQ Gatton Campus Health Services on extension 50396 or 5460-1396 from your mobiles in the first instance or contact a GP after-hours.

Chemical or biological spills on skin

Notify your tutor or the staff on-site immediately.

Thoroughly wash the affected area with copious quantities of water under the safety shower or as instructed in the Safety Data Sheet (SDS). Consult the SDS to determine appropriate first aid. The SDS should accompany the student if necessary when seeking medical treatment. Contact UQ Gatton Campus Health Services on extension 50396 or 5460 1396 from your mobiles in the first instance or contact a GP after-hours.

Sharps injuries

Notify your tutor or the staff on-site immediately.

Wash the wound and encourage bleeding. Call UQ Gatton Campus Health Services on extension 50396 or 5460 1396.

Animal bites

Notify your tutor or the staff on-site immediately.

The wound must be rinsed well. Tetanus immunisation must be up to date. Call UQ Gatton Campus Health Services on extension 50396 or 5460 1396.

Other

If you are feeling unwell or dizzy when participating in a practical class, stop what you are doing, sit down and have someone notify the tutor or the staff on-site immediately

All accidents must be reported to the tutor or the staff on-site immediately including cuts and bruises, as they must be recorded on the Injury, Illness and Incident on-line reporting system. Non-injury-causing incidents such as spills, electrical shorts and near miss incidents must also be reported.

Safety Declaration

OCCUPATIONAL HEALTH AND SAFETY

Undergraduate students

Safety Declaration Form

School Of Veterinary Science, UQ

The University of Queensland recognises that students are considered to be 'in training', and consequently, safe working practices must be adopted and taken seriously when undertaking laboratory and practical activities.

The University policies have been adopted by the School of Veterinary Science, and all staff, students and visitors are reminded of their obligations to Workplace Health & Safety and Environmental Management.

All other detailed information about Workplace Health & Safety, including UQ OH&S Policies & Procedures, Risk Assessments, Chemwatch, Biosafety, Electrical Safety, Work Injury Management and more, can be found on the UQ Occupational Health & Safety Website: <http://www.uq.edu.au/ohs/index.html>.

The guidelines apply to all undergraduate student practical classes at UQ involving practices, procedures or substances which could affect the health and safety of students or staff involved in the classes, and they can be found on <http://www.uq.edu.au/ohs/pdfs/OHYG-LabSafety-UG.pdf>. Students should also become familiar with [The University of Queensland policies relating to the workplace health and safety](#).

Please note that every possible attempt is made to minimise risks to students in these classes, including the requirement of students to follow various safety precautions. Any enquiries you may have about learning activities should be made initially to the co-ordinator or relevant teaching staff.

At no stage should students participate in an activity which places themselves in danger or others as a consequence.

Task/Equipment
1. OH&S responsibilities as an undergraduate student are found in the School of Veterinary Science Student Handbook or on https://staff.uq.edu.au/files/6617/laboratory-safety-guidelines-undergraduate.pdf
2. As part of the BVSc course requirement, I understand that certain vaccinations such as Q-fever and tetanus are required. A skin test for Q-fever or vaccination if required can be done through UQ Health Services by contacting 5460 1396 or emailing gattonhealthservice@uq.edu.au. More information on the UQ Health Service, Gatton is also available on http://www.uq.edu.au/healthservice/gatton-clinicinfo
3. Appropriate Personal Protective Equipment (PPE) such as front-closing long-sleeved lab coats/overalls, appropriate closed-in footwear, and safety eyewear are required when deemed necessary by the course co-ordinators and tutors, and I agree to comply with these requirements.
4. I understand that if I am not wearing appropriate PPE, I can be excluded from the laboratory and practicals for that class.
5. There are hazards associated with the chemicals and biological materials that I may be exposed to during the course of my studies.
6. Pre-existing medical conditions (examples include significant allergies to animals, chronic illness or being on regular medication), injury, pregnancy and disability that is likely to impact upon your capacity to safely fulfil the course requirements, should be advised to the academic in charge.
7. Fire and Emergency Evacuation procedures will be explained to you.
8. I understand that I must report all injuries and accidents in teaching and practical sessions (including broken equipment, sharps injuries, animal bites, eye injuries, biological and chemical spills and splashes, electric shocks and “near miss” accidents) to the lecturer or tutor immediately.
9. All UQ Campuses are smoke free.
10. I understand that visits to extra-mural locations including farms, veterinary practices and abattoirs, and handling and procedural training in both small and large animals, are requirements of successful completion of the Veterinary Science programme, and while these activities carry some risks, these will be minimised as far as reasonably practicable based on the Occupational Health and Safety policies and guidelines set by the Placement Organisations.
11. While on Placements, machinery such as farm machinery and equipment, and hazardous substances such as farm chemicals, may <i>only</i> be driven, operated or handled by competent licensed persons. Only qualified competent persons may operate machinery and equipment. <i>As students, you are not authorised to operate such vehicles, machinery or handle farm chemicals.</i> ATV's are to be operated only after completion of the Farm Safety Training. The use of 4WD vehicles requires appropriate licences. Students are forbidden from travelling in the trays of utilities, foot plates of tractors or on implements or trailers.

By signing this declaration, you are acknowledging that you have attended the induction and understood the requirements of sections 1 through to 11 above. Should additional information, training or assistance be required, **particularly in relation to animal handling or the procedures**, you should seek advice from the course co-ordinator, relevant teaching staff, or the person in charge of the placement organisation.

Student Name: _____ Student Number: _____

Student Signature: _____ Date: _____

Campus Security

The School and University are committed to promoting the security of its students and staff and seek the cooperation of students and staff to maintain a safe campus. Every member of the campus community is encouraged to report any possible crime, suspicious activity or emergency on campus to Security, by calling

St. Lucia on 3365 1234 for a non-emergency and 3365 3333 for an emergency situation. To ensure your safety on campus, you should:

- Avoid walking alone if possible. Instead, arrange to walk with a friend or colleague.
- Arrange a security escort to walk you to car or public transport.
- Keep to well-lit, well-used pathways.
- Know where the emergency call points are located on campus. These call points link you to security staff and activate an alarm that brings security personnel to that location.
- Program the campus security emergency number, 3365 3333, into your mobile phone. It is also displayed on the back of all staff and student identification cards.

Safe Zone mobile device App

Safe Zone is an easy-to-use location-based application for mobile devices that connects staff and students directly with UQ security officers or emergency services during any type of first-aid or emergency situation on UQ campuses and sites, providing the user has mobile phone or Wi-Fi coverage.

The app is free for staff, students and contractors working on campus.

Activating the app's "Emergency" feature will alert UQ Security to your name, phone number and location, so help can be dispatched swiftly and efficiently.

Safe Zone is available around the clock at various University sites including:

- St Lucia
- Gatton
- Pinjarra Hills and
- Dayboro Vet clinic
- Darbalara

To sign up, after your download (as instructed below) is complete, simply tap on the Safe Zone App icon and following the instructions, using your University e-mail address, create a new password and provide other details as requested.

Download the Safe Zone App from your phone store using the link below:

- **iPhone/iPad:** goo.gl/6ED0XV
- **Android Phone/Tablet:** goo.gl/e3u9mO
- **Windows Phone:** goo.gl/5vFxbW

If you have any questions about the app or require assistance on how to use it please contact UQ Security at safezone@uq.edu.au