

# Student Handbook

# 2016



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**PLEASE NOTE: If you have been emailed a copy of this handbook, saved a copy or have printed this, it will not be able to be updated.**

**This document should be read online via the SVS website.**

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

Glen Coleman  
Head of School

## Introduction

### The School

The University of Queensland is internationally recognised, ranked in the top 50 universities in the world (rank 43, QS World University Rankings 2014/15), and our School of Veterinary Science offers an outstanding veterinary science program and contributes to the veterinary technology and other science programs. Our graduates, as well as gaining employment in Australia, are now working in more than 50 different 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 and 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. 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 behaviour, health, husbandry and production
- biological and veterinary chemistry
- veterinary physiology and pharmacology
- veterinary anatomy, microbiology, pathology and parasitology
- genetics, animal breeding and animal nutrition
- tropical animal production systems
- poultry health, medicine and production
- reproduction in farm animals and horses
- meat hygiene and science
- breeding and nutrition of freshwater fish
- dairy, beef cattle, pig, sheep and goat medicine and production
- wildlife health and management
- veterinary medicine and surgery, and
- veterinary preventive medicine, applied biosecurity, veterinary public health and One Health.

## Your development as a professional

### 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 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.

Students are being trained to enter the veterinary profession, 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.

*Please see later notes on student conduct, and refer to the UQ Student Charter.*

### 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, a 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 are to be worn at all times. Footwear that allows any part of your feet to be seen are not acceptable in practical classes.

- **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.
- Students must wear a nametag and long hair is to be tied back.
- **Animal Handling and Large Animal practical:** 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, 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.
- **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 or leave the class and may be required to make up 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.

## **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.

Your 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 practice 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 \(AVBC\)](#)

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 to encourage 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](#)

The Veterinary Nurses Council of Australia (VNCA) is a professional organization 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

Policies and Rules governing admissions in general can be accessed [here](#). Once you have been admitted into a Program, you will then have access to Si-Net, the Universities Student Information Network. This is a major communication and records system for students and staff. As a student you will have access via mySi-Net, which is the University of Queensland's online Student Administration system.

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

### Enrolling and Course Lists

#### Enrolments

Please refer to [Enrolment topics](#) on the MyAdvisor website.

#### ECPs

Electronic Course Profiles, or ECPs, are a detailed guide to each individual course and can be accessed by clicking on the Current Students > Courses and Program links on the main UQ website. .. Each course below has links to their respective course ECP.

## Course lists

Details for the Bachelor of Veterinary Science (Hons), Bachelor of Applied Science (Veterinary Technology) and Bachelor of Science Course lists are below.

Program	Sem	Course Code	Course Name	Units	Coordinator
<b>Bachelor of Veterinary Science (Hons)</b>					
BVSc I	1	<a href="#">ANIM1024</a>	Animal Husbandry	2	Dr Brandon Frazer
	1	<a href="#">VETS1060</a>	Animal and Veterinary Biology	2	Prof Malcolm Jones
	1	<a href="#">BIOC1011</a>	Molecular Basis of Life	2	Prof Stephen Barker
	1	<a href="#">VETS1018</a>	Veterinary Professional Foundations	2	Dr Joerg Henning
	2	<a href="#">AGRC1041</a>	Cell and Tissue Biology for Agriculture and Veterinary Science	2	Dr Deanne Whitworth
	2	<a href="#">VETS1003</a>	Digestion, Metabolism & Nutrition	2	Dr Dick Wright
	2	<a href="#">VETS1021</a>	Functional Anatomy of Locomotion and the Integument	2	Dr Dick Wright
	2	<a href="#">VETS1023</a>	Animal Handling, Behaviour and Welfare for Veterinary Students	2	Dr Rebecca Dunlop
BVSc II	1	<a href="#">ANIM2501</a>	Applied Animal Nutrition & Grazing Management	2	Prof Dennis Poppi/Dr David McNeill
	1	<a href="#">VETS2006</a>	Principles of Disease I	2	Dr John al Alawneh
	1	<a href="#">VETS2011</a>	Structure and Function I	4	Prof Paul Mills
	2	<a href="#">ANIM2503</a>	Animal Breeding & Molecular Genetics	2	Assoc Prof Jenny Seddon
	2	<a href="#">VETS2007</a>	Principles of Disease II	2	Assoc Prof Jo Meers / Assoc Prof Chiara Palmieri
	2	<a href="#">VETS2008</a>	Veterinary Reproduction	2	Prof Jon Hill
	2	<a href="#">VETS2012</a>	Structure and Function II	2	Dr Rebecca Dunlop
BVSc III	Year	<a href="#">VETS3010</a>	Infectious Diseases	4	Dr Justine Gibson
	Year	<a href="#">VETS3011</a>	Pathophysiology, Pharmacological & Clinical Principles Used in Diagnosis of Diseases in Body Systems	8	Dr Helen Owen / Dr Lisa Kidd
	1	<a href="#">VETS3012</a>	Systems Approach to Management and Welfare of Companion and Production Animals and Wildlife	2	Dr David McNeill
	2	<a href="#">VETS3022</a>	Veterinary and Animal Enterprise Business Fundamentals	2	Dr Dan Schull
BVSc IV	Year	<a href="#">VETS4010</a>	Companion Animal Clinical Studies	6	Dr Ann Thompson and Dr Jayne McGhie
	Year	<a href="#">VETS4022</a>	Equine Clinical Studies	2	Dr Andrew Van Eps
	Year	<a href="#">VETS4035</a>	Ruminant Medicine & Surgery	2	Dr Tim Olchowoy
	Year	<a href="#">VETS4034</a>	Theriogenology	2	Dr Gry Boe-Hansen
	1	<a href="#">VETS4012</a>	Principles of Clinical Practice	2	Dr Greg Simmons
	2	<a href="#">VETS4021</a>	Intensive Livestock Medicine	2	Kit Parke

BVSc V	Year	<a href="#">VETS5012</a>	Veterinary Public Health and Pathology	2	Assoc Prof Rowland Cobbold
	Year	<a href="#">VETS5015</a>	Equine Clinics	2	Dr Steve Zedler / Dr Joan Norton
	Year	<a href="#">VETS5029</a>	Veterinary Professional Practice	2	Dr Dan Schull / Dr John Mallyon
	Year	<a href="#">VETS5030</a>	Small Animal Clinics	4	Assoc Prof Bob Doneley/Dr Tonya Stokes
	Year	<a href="#">VETS5024</a>	Rural Veterinary Practice - Livestock Medicine	2	Prof Michael McGowan / Joe Olm
	Year	<a href="#">VETS5028</a>	Veterinary Anaesthesia and Radiology	2	Dr Margie McEwen
	Year	<a href="#">VETS5016</a>	Clinical Veterinary Elective	2	Dr Tonya Stokes/Dr John Al-Alawneh
	Year	<a href="#">VETS5017</a>	Research Veterinary Elective	2	Dr Helle Bielefeldt-Ohman

Program	Sem	Course Code	Course Name	Units	Coordinator
<b>Bachelor of Veterinary Technology</b>					
BVetTech I	2	<a href="#">VETS1005</a>	Professional studies for veterinary technology (internal & external)	2	Rebekah Scotney
BVetTech II	1	<a href="#">VETS2001</a>	Animal Health Technology (internal & external)	2	Dr Tania Banks
	2	<a href="#">ANIM2020</a>	Dogs, cats and others pets	2	Prof Glen Coleman
	2	<a href="#">VETS2032</a>	Animal Pathogens and Immunity (internal and external)	2	Assoc Prof Jo Meers
BVetTech III	Year	<a href="#">VETS3043</a>	Surgical Principles and Practices	2	Trish Farry
	Year	<a href="#">VETS3044</a>	Preparation for Professional Practice	4	Rebekah Scotney
	2	<a href="#">VETS3009</a>	Small Animal Health (external only)	2	Dr Steven Kopp
	1	<a href="#">VETS3018</a>	Large Animal Health and Management	2	Dr Andres Ardilla Arvila
	1	<a href="#">VETS3017</a>	Animal Therapeutics & Toxicology	2	Dr Jo Rainger
	2	<a href="#">VETS3023</a>	Veterinary Diagnostic Technologies (external)	2	Dr Steven Kopp
<b>Bachelor of Science</b>					
BSc I	1	VETS1060	See BVSc I		
	2	<a href="#">VETS1030</a>	One Health	2	DR Ricardo Sores Magalhaes
BSc II	1	<a href="#">VETS2031</a>	Comparative Animal Structure & Function	2	Assoc Prof Mike Noad
	2	<a href="#">ANIM2030</a>	Animal Genetics	2	Assoc Prof Jenny Seddon
	2	VETS2032	See BVetTech II		
	2	<a href="#">VETS2033</a>	Laboratory Animal Science	2	Dr Rachel Allavena
BSc III	1	<a href="#">AGRC3042</a>	Animal & Plant Biosecurity		Assoc Prof Rowland Cobbold
	1	<a href="#">VETS3042</a>	Ecological and Disease Genetics		Assoc Prof Jenny Seddon
	2	<a href="#">ANIM3063</a>	Animal Welfare and Ethics	2	Prof Clive Phillips
	2	<a href="#">VETS3040</a>	Mechanisms of Animal Disease	2	Assoc Prof Chiara Palmieri
	2	<a href="#">VETS3041</a>	Stem Cells, Clones and GMOs	2	Prof Jon Hill

Year 1 Coordinators	Dr Joerg Henning/Dr Deanne Whitworth
Year 2 Coordinators	Dr Rachel Allavena/Dr John Al-Alawneh
Year 3 Coordinators	Dr Justine Gibson/Dr Helen Owen
Year 4 Coordinators	Dr Lisa Kidd/Kit Parke
Year 5 Coordinators	Dr Tonya Stokes/Dr John Mallyon

### **Adding and Dropping Courses, Withdrawals and Deferrals**

Current information on adding and dropping of courses as well as withdrawal and deferments can be found on the [MyAdvisor](#) website.

### **Credit Applications**

Applications for course credit are to be submitted at the Student Centre. Do not bring applications to the School. Application forms can be obtained from the [Student Centre](#) or from the UQ Website (see [MyAdvisor](#)). Failure to provide all documentation required to make an assessment may result in delays or request denial. BAppSc students will need to submit forms through the School of Agriculture and Food Sciences.

### **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 the BVSc (Hons) program 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, One45 and email in order to effectively communicate with UQ and SVS, and 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.

Please note, while Mac computers can be used, IT suggest Windows is the preferred option as some speciality software only operates on the Windows platform.

For a comprehensive guide to computing at UQ, please visit the [IT Help 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.

### **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>

### **Rules**

Students should be familiar with both the General Award rules and the Program Rules.

#### **Program Rules**

Program Rules are rules that 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.

[\*Bachelor of Veterinary Technology\*](#)

[\*Bachelor of Veterinary Science \(Hons\)\*](#)

[\*Bachelor of Applied Science\*](#)

[\*Bachelor of Applied Science \(Hons\)\*](#)

[\*Bachelor of Science \(Gatton\)\*](#)

#### **General Award Rules**

General Award are rules that govern the conduct of UQ programs. They provide guidance for a number of processes that are common to all programs. It covers admission requirements, examination guidelines, credit and exemption rules and so on.

General Award Rules for 2016 and other years can be found on the [MyAdvisor](#) website.

## Assessment

### Examinations

#### *Examinations Policy*

Please refer to the [Examination Guidelines and Policies](#) on the MyAdvisor website

#### *Deferred Examinations*

Deferred Examinations may be awarded to students who are sick or have other personal circumstances that prohibit them from sitting examinations either during semester or in the end-of-semester examination period. University rules apply to the awarding of these examinations and govern the circumstances under which Deferred Examinations may be awarded. Misreading examination timetables and overseas travel are not valid reasons.

It is important to note that, under UQ policy, a student who attends and attempts whole or part of an original examination will not be eligible for a deferred examination.

If you are so unwell that you are unable to sit an examination, or are prevented from taking examinations due to exceptional circumstances beyond your control, and which you could not be reasonably expected to manage, then you may wish to submit an Application for Deferred Examination.

- All applications for deferred examinations, including School- and Centrally-timetabled examinations, must now be submitted online at the MyAdvisor website.
- Instructions on how to apply for deferred examinations may be obtained via the MyAdvisor website.
- All applications require documentary evidence and if claiming for medical reasons, a medical certificate is required. If the application is on non-medical grounds, the application requires a statutory declaration as to the circumstances and supporting evidence is required.
- Note that there is a strict deadline for the submission of application forms. Applications must be lodged within five (5) calendar days of the examination. Additional information is available via the MyAdvisor website.
- If approved, deferred examinations for mid-semester examinations may be held during semester or in the end-of-semester examination periods at the discretion of the course coordinator. Deferred Examinations for end-of-semester are held in the University's Deferred and Supplementary examination period.
- There is no option to defer scheduled Deferred Examinations. Failure to attend a Deferred Examinations results in the immediate awarding of a failing grade for that examination. Scheduling of deferred mid-semester examinations is solely at the discretion of the Course Coordinator.
- The University of Queensland does not allow special consideration of a student's performance in a piece of assessment on the grounds that they were ill or upset at the time they undertook the assessment. All work submitted for a particular piece of assessment is evaluated against the same standards.
- Students should carefully read the relevant University rules, policies and procedures in relation to the awarding of Deferred Examinations.

### Supplementary Assessment

Supplementary assessment may be granted in certain circumstances where a student has failed a course, and provides a “second chance” at obtaining a passing grade of 4 for the course. The awarding of supplementary examinations is determined by the University rules and by the Program rules for the BVSc, BVSc (Hons), BSc and BAppSc.

- The BVSc, BVSc (Hons), BSc, BVetTech and BAppSc Program Rules outline the situations under which students may be awarded supplementary assessment.
- BVSc students are not required to apply for supplementary examinations when notified of eligibility at the time of result release by the University. The School will notify BVSc students as to what supplementary examinations are required to be sat.
- The eligibility and nature of the supplementary assessment is determined by the School in conjunction with the Associate Dean (Academic) of the Faculty of Science. In most situations, the supplementary assessment will take the form of one or more examinations.
- The gaining of a Grade of 1 in any course leads to an automatic fail of the course and no supplementary exams are allowed. This applies to all years.
- A student who does not sit a supplementary examination at the prescribed time is deemed to have failed that course. Supplementary examinations are held in the Deferred and Supplementary examination period.
- There is no opportunity to apply for a Deferred Examination if a student is ill on the day a supplementary exam is scheduled. If a student cannot sit for a supplementary exam he/she will be deemed to have failed the course.

Note that students are expected to make themselves available during the entire examination period, including the Deferred and Supplementary examination period. Students are expected to be on campus for the Deferred and Supplementary Examination period for Semester 1 courses. The University makes some provision for students to apply to sit examinations at some approved overseas or Australian centres for Semester 2 Deferred and Supplementary Examinations only (fee payable; application online via the MyAdvisor website). All Supplementary Examinations involving practical or oral assessment of students must be sat on campus.

### 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 is appropriate referencing and the consequences of inappropriate referencing.
- Discourage others from plagiarising by observing the practices above
- In 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.

### **Remark Policy**

The Re-mark policy can be found in full in the Policy and Procedures Library at [Policy 3.10.10](#).

Taken from the policy wording:

*A student who believes the judgement of their work and the resulting mark or grade they were awarded for a piece of assessment does not reflect his/her performance as measured against the published assessment criteria, can apply for a re-mark.*

*The purpose of reconsidering assessment judgments' is to ensure the marking criteria and standards have been applied appropriately.*

*If the request for a re-mark is approved the work will be re-assessed against the marking criteria and standards.*

*If the mark is found to be incorrect due to a mathematical error in the calculation of the final result, this is not a re-mark. Amendments to a final result because of (i) a mathematical error or (ii) non-inclusion of the marks from a piece of assessment, are considered an administrative error. Such errors are submitted to the Academic Registrar, through the faculty, for approval to have the final result changed.*

## Grades

### Grading Systems

The general grading system for assessment of SVS courses is:

**Grade X:** No assessable work received.

**Grade 1 – Fail:** The student has failed to satisfy the basic requirements of the course or has failed to demonstrate an understanding of even the most basic concepts.

The minimum percentage required for this grade is 0%.

**Grade 2 – Fail:** Demonstrates clear deficiencies in understanding and applying fundamental concepts; communicates information or ideas in ways that are frequently incomplete or confusing and give little attention to the conventions of the discipline. The student demonstrates substantial deficiencies in their understanding of the fundamental concepts of the course.

The minimum percentage required for this grade is 30%

**Grade 3 - Fail:** Demonstrates superficial or partial or faulty understanding of the fundamental concepts of the field of study and limited ability to apply these concepts; presents undeveloped or inappropriate or unsupported arguments; communicates information or ideas with lack of clarity and inconsistent adherence to the conventions of the discipline. The student demonstrates substantial deficiencies in their understanding of the fundamental concepts of the course.

The minimum percentage required for this grade is 45%.

**Grade 4 – Pass:** Demonstrates adequate understanding and application of the fundamental concepts of the field of study; develops routine arguments or decisions and provides acceptable justification; communicates information and ideas adequately in terms of the conventions of the discipline. The student demonstrates a satisfactory understanding of the fundamental concepts of the course.

The minimum percentage required for this grade is 50%.

**Grade 5 - Credit:** Demonstrates substantial understanding of fundamental concepts of the field of study and ability to apply these concepts in a variety of contexts; develops or adapts convincing arguments and provides coherent justification; communicates information and ideas clearly and fluently in terms of the conventions of the discipline. The student demonstrates a substantial understanding of the fundamental concepts of the course.

The minimum percentage required for this grade is 65%.

**Grade 6 – Distinction:** As for 5, with frequent evidence of originality in defining and analysing issues or problems and in creating solutions; uses a level, style and means of communication appropriate to the discipline and the audience. The student demonstrates a superior understanding of the fundamental concepts of the course in addition to some of the more advanced concepts.

The minimum percentage required for this grade is 75%.

**Grade 7 - High Distinction:** As for 6, with consistent evidence of substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critically evaluates problems, their solutions and implications.

The student demonstrates a superior understanding of both the fundamental and more advanced concepts of the course.

The minimum percentage required for this grade is 85%.

### **BVSc Honours**

The BVSc 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, based on their overall GPA results. The following table indicates the GPA cut-offs that are the basis for awarding of each Honours class:

<b>GPA</b>	<b>Class</b>
6.200 - 7.000	Class I
5.750 - 6.199	Class IIA
5.000 - 5.749	Class IIB
4.000 - 4.999	Class IIIA
<4.000	Class IIIB

Click on [Awarding of Honours](#) to go to The Policy and Procedure Library which has a comprehensive description of Honours.

**NOTE: This information is correct at time of publishing and is subject to change.**

### **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. Note that students cannot enrol in a course until all pre-requisite courses have been passed.

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

For more information please refer to the [MyAdvisor](#) web page on the UQ web site.

## 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](#). Please note the list of awards may vary from year to year.

### BVSc (Hon) Awards, Prizes, Scholarships and Bursaries in 2015.

Name	Eligibility	Opens	Closes	Benefit (2014)
Australian Society for Animal Production Prize in Animal Production	A final year Bachelor of Veterinary Science student who completed VETS5024 and submitted their final year a critical essay in an area of relevance to livestock and gained the highest mark for first attempt in VETS5024			Money for the purchase of books 2 year membership to the Australian Society of Animal Production
Dr John Springhall Prize in Veterinary Science	A 4th year Bachelor of Veterinary Science student who gains the highest mark at first attempt in VETS4022			Money
Duncan Kemp Prize	A Bachelor of Veterinary Science student entering fifth year of the Veterinary Science program who submits an application which includes evidence of having lived and worked on an animal-based farm or property and gained the highest mark in VETS4011 in the previous year			Money
James Conway Langdon Scholarship in Veterinary Science	A 1st year Bachelor of Veterinary Science student who upon graduation, will use their best endeavours to serve at least 2 years' employment with the Queensland Department of Primary Industries or with CSIRO	July	August	Money
John Ryley Memorial Prize in Pig Medicine	A 4th year Bachelor of Veterinary Science student who gains the highest mark in pig medicine component of VETS4021			Money
Miriam E Wippell Undergraduate Scholarship	A 1st year Bachelor of Veterinary Science student who is entering tertiary study for the first time	February	April	Annual income from the fund shared equally between recipients
Ola Mary MacPherson Prize	A final year Bachelor of Veterinary Science female student who completing the Bachelor of Veterinary Science program and shows superior academic ability and the most initiative, imagination and practicality in coping and contending with problems throughout the program			Money
RHG Burns Memorial Prize	A final year Bachelor of Veterinary Science student who gains the highest mark in VETS5030			Money
The Allan Tindall Scholarship in Animal Production and Livestock Health	A domestic student within the meaning of the Fee Rules who is enrolled full-time in the Bachelor of Veterinary Science program and has been approved to undertake the practical placement component of their program. This scholarship requires a detailed submission.	September	October	\$10,000 for up to 5 students (\$2,000 each)

Veterinary Alumni Prize	A 4th year Bachelor of Veterinary Science student who is not repeating and gains the best results in the year			Money
Virbac Prize for Clinical Excellence in Small Animal Clinics and Surgery	A final year Bachelor of Veterinary Science student who demonstrates the highest clinical excellence in practical work on small animals during medical, surgical and radiological rosters at Gatton			Handbooks, equipment (or both) to value of \$350
Webb-Jenkins Veterinary Travel Scholarship in the School of Veterinary Science	A domestic student within the meaning of the Fee Rules who is enrolled full-time in the Bachelor of Veterinary Science program and has been approved to undertake practical placement component of their program in a rural community. This scholarship requires a detailed submission.	September	October	\$2,000 shared between 2 students.
ASAVA Prize In Small Animal Medicine and Surgery	A final year Bachelor of Veterinary Science student who demonstrates the best performance in rosters in clinical hospital & surgical rosters and the oral presentation of a clinical case report and gains the highest results in small animal medicine and surgery examinations.			Engraved Stethoscope
Hill's Pet Nutrition Buddy Prize In Veterinary Nutrition	Awarded to a team of students enrolled in ANIM2501 who choose dogs or cats as the focus of their applied nutrition assignment and gain the highest grade in a ANIM2501 applied nutrition assignment which has focused on dog or cat applied nutrition.			Certificate + Money
Neil May Memorial Prize	A 2nd year Bachelor of Veterinary Science student who gains the highest cumulative marks in VETS1021, VETS1022, VETS2011 & VETS2012			Books
The VSS Prize for Excellence in Small Animal Surgery	A final year Bachelor of Veterinary Science student who shows the best academic performance in small animal surgery.			Book(s)
The VSS Prize for Excellence in Small Animal Medicine	A final year Bachelor of Veterinary Science student who shows the best academic performance in small animal medicine.			Book(s)
Australian Veterinary Association Student Award (AVA Prize)	A final year Bachelor of Veterinary Science student member of the association who through their academic work and participation in student affairs is considered to be an asset to the student body and potentially an asset to the veterinary profession and the association. The nominee must be an AVA Student Member. This award is offered to one student at each of the universities. The award is a two year student subscription to the AVA.			Certificate and 2 years membership to the AVA
AVA Prize for Undergraduates (AVA Prize) Veterinary Pathology	A final year Bachelor of Veterinary Science student members or non-members for outstanding achievement in the subject of <u>veterinary pathology</u> . Attainment in any year is dependent on a sufficiently high standard of achievement (and may not necessarily be awarded).			Varies each year
AVA Bachelor of Veterinary Science Dux (AVA Qld Division Prize) The award is based on the results from years 2 to 5, not the final year.	A final year School of Veterinary Science student that is the best academically performing student from years 2 to 5.			\$500 plus 1 years subscription to AVA
UQVSA Malcolm McLennan Prize	A final year Bachelor of Veterinary Science student that shows the greatest contribution to SVS life over the 5 year program			Money
Zoetis Rural Practice Rotation Award	A final year Bachelor of Veterinary Science student with the highest combined mark for the clinical assessment and clinical viva.			Book voucher

Australian Veterinarians Public Health Student Prize	A final year Bachelor of Veterinary Science student that demonstrates the best aptitude for VPH based on gains the highest results in VETS5012 and other activities during the program (e.g. EMS and clinical elective placements, essay topic, SIG activities)			Money
Equine Veterinarians Australia Prize for Equine Medicine and Surgery	A final year Bachelor of Veterinary Science student that gains the highest results from VETS4022 and VETS5015			Bain-Fallon Proceedings
Centre for Veterinary Education Clinical Competency Award	A final year Bachelor of Veterinary Science student that has been recognised by the School as being the most competent in clinical skills over the clinical portion of their undergraduate degree.			Book(s)
Veterinary Epidemiology Prize	A final year Bachelor of Veterinary Science student who gains the highest mark for an 5th year epidemiology assignment			Certificate + Money

## 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..

### Specific requirements

1. Students must successfully complete VETS1023 and a designated **Farm Safety** training program before they can commence Pre-clinical EMS placements. **It will be mandatory** for the students to complete a 2 days of farm safety awareness training which includes practical sessions on all-terrain vehicle (ATV), also known as a quad, quad bike. This will be done through The University of Queensland Gatton Vocational Education Centre (UQ-GVEC).
2. Students must complete an **EMS Drivers Licence** before any placement are approved. This is to give guidance to behaviour while on placement. It is accessed via the RCVS website.

## **BVSc Pre-Clinical Vacation Work**

Pre-clinical vacation work is to be undertaken during Year 2 and 3 and is to be completed before Year 4 starts.

Pre-Clinical Coordinator: Rod Verrall - email: r.verrall@uq.edu.au

Placements Officer: email: vetprac@uq.edu.au

### **Objectives**

Pre-clinical 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 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**

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.

Pre-clinical EMS is a component of VETS3022, Veterinary and Animal Enterprise Business Fundamentals. You cannot pass VETS3022 until you have completed pre-clinical EMS and you cannot commence year IV until you have completed all third year courses, including VETS3022.

### **Requirements**

Bachelor of Veterinary Science students are required to undertake a minimum of 40 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 VETS3022.

*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.*

The 40 days (8 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	Two 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 is.

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 the One 45 and Vet Prac Blackboard sites for managing placement schedules. Further advice on how to use One45 will be provided at the same time.

Students who receive a failing grade for one or more of the End of Semester species practical handling examinations in VETS1023 AND who are eligible for supplementary assessment under the BVSc/BVSc (Hons) Program Rules 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 VETS1023 ECP for further details. Record of Pre-Clinical EMS.

All necessary Pre-Clinical EMS forms are available via One 45 and the Vet Prac Blackboard site. It is imperative that forms be completed by the due dates to allow proper administration and insurance cover to be applied. It is the student's responsibility to return the forms on time (preferably electronically).

Deadline for Forms submission

***Pre-Clinical Registration Form***

2 weeks prior to commencing placement. Email the form to the Placements Officer, along with confirmation from the placement provider to attend the property in the form of an email or phone confirmation date.

***UQ Placement Travel Notification Form (Excel form)***

3 weeks before commencing the placement.

***Student placement: Travel Acknowledgement Form (one submission per year) + International Travel Acknowledgement Form (if relevant)***

3 weeks before commencing the placement.

***Assessment Form***

Returned by producer via One 45 or mail. The student has no responsibility to chase the return of this document.

***Application for Exemption***

At commencement of pre-clinical EMS studies.

### 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	50 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.

A suggested list of primary producers is listed on the Vet Prac Blackboard site. If other properties fill the minimum requirements, these too may be considered, please confirm this with coordinator

[r.verrall@uq.edu.au](mailto:r.verrall@uq.edu.au)

Please note: No more than 2 students will be registered per property at any one time.

### *Exemption from Pre-Clinical EMS*

Students possessing relevant degrees or diplomas and / or who have had extensive practical experience of livestock properties may apply for partial exemptions by submitting an *Application for Pre-Clinical Vacation Work Exemption* to the Placement Officer for approval by the Pre-Clinical Coordinator. This form is available on Blackboard – Veterinary Practical Work/Practical Placements/Pre-Clinical (2nd & 3rd Years). All supporting information must be included with the application.

### *Assessment*

Formal assessment of pre-clinical EMS is part of the course assessment requirements for VETS3022. The One45 online platform is also used for this assessment. Your EMS providers will return a grid style assessment form via One45 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 VETS3022 ECP for further details.

## BVSc/BVSc (Hons) Extramural Clinical Placement

EMS Coordinators: Dr John Mallyon, Dr Dan Schull and Prof Michael McGowan

Administration Officer: Email [vetprac@uq.edu.au](mailto:vetprac@uq.edu.au)

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

***Except for international and Zoo placements, students are not to contact placement providers.***

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 One45. There are no set groups within the 5th year rotations.

Clinical placements at external clinics is 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).
- 2 weeks large animal practice - Large animal practice is comprised of mostly livestock species (cattle/sheep/pigs). Large animal practice does NOT include equine.
- 4 weeks of 'Other' - The four weeks of other are left for the student to select practices that cover areas that they are interested in (equine/ exotic/ small/ large/zoo).

Students are welcome to attend practices in addition to the required 10 weeks of rotations, but will need to obtain separate insurance coverage. This will be the student's responsibility.

### ***EMS for BAppSc (VetTech)/BVetTech***

#### *Industry Practice Work Experience (IPW)*

*Due to the workload in the 3rd Year it is imperative that all IPW be completed prior to the beginning of semester 5 if you wish to graduate that year.*

*Currently, there is transition process in place as the new BVetEch gradually replaces the BAppSc (Vet Tech) program.*

*For students completing IPW in BAppSc (VetTech), please contact the School of Agriculture and Food Sciences Academic Support Officer, Lynda Barakin ([l.barakin@uq.edu.au](mailto:l.barakin@uq.edu.au) or ext. 50206) in order to finalise your placements **at least** 30 days prior to the commencement of 3<sup>rd</sup> year.*

*For students completing IPW in BVetTech, please contact [vetprac@uq.edu.au](mailto:vetprac@uq.edu.au).*

## General EMS Information

There are 4 courses with EMS requirements:

- a. Veterinary Technology program (VETS3044)
- b. BVSc, BVSc (Hons) program – pre-clinical in Years 2 and 3 (VETS3022)
- c. BVSc, BVSc (Hons) program - clinical in Year 5 (VETS5029, VETS5012)

There are no placement requirements in Year 4 of the BVSc. The School of Veterinary Science Placements Management Team manages EMS.

### *One45 Placement and Assessment Management Software*

The clinical training software program, [One45](#), is used by the School to manage EMS administration and assessment for years 2, 3 and 5 of the BVSc/BVSc (Hon) program and year 3 of the Veterinary Technology program. Students will have direct access to the system, which will be available to students when the Semester commences. One45 is used to schedule placements, complete skills lists and case logs, and provide performance assessment by staff and for some course evaluations.

### *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.

### *OH and S 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.
- 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 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) require competency training and therefore operation of such vehicles and equipment as well as handling of hazardous farm chemicals are to be done so by the competent licensed persons. Only qualified persons should operate machinery and equipment. Students are not authorised to operate vehicles, machinery or handle farm chemicals or from travelling in the trays of utilities, foot plates of tractors or on implements or trailers.
- 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 all-terrain vehicle (ATV), also known as a quad bike. This will be done through The University of Queensland Gatton Vocational Education Centre (UQ-GVEC).
- For students who are going over-seas as part of their placement, it is important to make a time to see their GP or the Travel Doctor website 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

### 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

**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 UQ Financial Business Services <http://www.fbs.uq.edu.au/> under "Insurance" or contact [insurance@uq.edu.au](mailto:insurance@uq.edu.au) ; 3365 3075 (ext. 53075).

The following information should provide guidelines on UQ Insurance Protections for students on placements.

## Policy Coverage

**Public Liability** – the University holds a policy with Unimutual Limited with a liability limit of \$20,000,000 per occurrence. All coverage is subject to the insurer's terms and conditions of the policy/protection wording.

This cover extends to any student of the University whilst engaged on a work experience or community placement program under the direction or control of an entity other than University or an Affiliated Body provided that:

1. Such student is not employed by that entity and does not receive remuneration in respect of her or his participation in the work experience or community placement program. For insurance cover to be effective, students must NOT be remunerated for the work experience.
2. The work experience or community placement program directly contributes to the students' course of study and participation in the placement or practical work has been endorsed by the University.

Please note:

- Properties must have signed a Placement Agreement in order for UQ to provide this insurance.
- Students must also complete the Travel Form to register their travel details for travel insurance purposes.

**Personal Accident Insurance** – this policy is with Ace Insurance Limited.

Cover under the policy includes:

- Lump sum benefits for an Injury resulting in death, disablement and loss/use of senses and/or body parts;
- Benefits for Injury or Sickness resulting in surgery whilst outside of Australia;
- Benefits for Injury resulting in fractured bones or loss of teeth;
- Loss of income as a result of Sickness or Injury;
- Non-Medicare Medical Expenses incurred within twelve (12) months of sustaining a Bodily Injury.

Please Note: Medical expenses where there is a full or partial Medicare rebate / benefit cannot be paid under this policy due to Federal legislation (Australian Health Insurance Act). Therefore, students will be responsible for any out of pocket expenses should they choose to be treated by a medical practitioner who does not 'bulk bill'.

### Excesses

- Lump Sum Benefits No excess
- Non-Medicare Expenses (\$15,000 Limit) \$50 excess

### Student Travel Insurance

This policy provides benefits including accidental injury and sickness cover (not full medical coverage), for students travelling overseas for course placements. It does not cover work experience, which is not a course requirement. [http://www.fbs.uq.edu.au/docs/online\\_forms/insurance/Student\\_Travel\\_Insurance.pdf](http://www.fbs.uq.edu.au/docs/online_forms/insurance/Student_Travel_Insurance.pdf) for detailed information on the level of coverage.

Students are also covered while travelling to and from the Course Placement / Work Experience provider's premises. Personal effects and motor vehicles are not covered by the University.

### International Placements Insurance

Although the University of Queensland has a general International Agreement, it does not extend to health insurance when outside of Australia. If students are attending an overseas placement, it will be the student's responsibility to ensure they have adequate health insurance during this period. Students are to make this a priority when they book an overseas placement.

### 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. It is advisable to obtain a kit (at a fee of \$5.00) from School of Veterinary Science Store, floor 0.

To purchase and collect your kit/s:

- Take an Income Deposit Form (available on Blackboard – Veterinary Practical Work/Practical Placements/ALL STUDENTS) to UQ Gatton Post Office with your payment of cash/cheque/money order or EFTPOS
- You will be issued a receipt, which is to be taken to the Vet School Store where you can collect your kit between 1pm and 4pm Monday to Friday. The Vet School Store is located on the ground level of the Vet Science building 8114 – access via outside loading dock at the end of the building. Knock on the door to alert the stores person you are there.

*Please note:* Payments cannot be made directly to the Vet School Store or Office as they are not a registered cashier points.

On campus rotations, PPE must be removed prior to leaving the facilities.

## Vaccination Requirements for Placements

All students enrolled in the BVSc (Hons), BAppSc (Vet Tech) and BVetTech programs are expected to be immunologically protected against infection with Q-Fever. This is a requirement for participation in a number of practical activities.

Bats (micro or flying foxes) - Students undertaking practical work at veterinary clinics and other locations that handle bats as part of the service will not permit UQ students to participate in this activity.

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 encouraged to visit both the Travel Doctor Website and Smart Traveller website to view suggested 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.
- Take proof of the vaccination to Student Administrative Officer at the School of Veterinary Science reception on Level 1, Veterinary School Building 8114, Gatton Campus. This information will be required before your application for the placement is approved by the Head of School.

## EMERGENCIES

If you require assistance anywhere in the world, contact the local telephone operator and ask for a reverse charge call to Ace Assistance One Report +61 2 8907 5995.

UQ Policy number is 01PP529201 ([www.aceassistance.com](http://www.aceassistance.com)).

**ACE 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).

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.

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

### Introduction to the policy

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.

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.* Muslim or Jewish students may not want to dissect pigs, similarly for Hindus 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 practising 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 and 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 who have ethical concerns with the use of animals in teaching that are likely to impact upon their participation in the veterinary program need to register as a Conscientious Objector with the Associate Dean (Academic) to consider and possibly approve variations to assessment.
2. Academics will advise students in writing of course requirements that involve the use of animals or animal tissues in teaching. Students should familiarise themselves with forthcoming learning activities by looking at published electronic course profiles, practical manuals and the Veterinary Science Handbook. It is the responsibility of academic staff members to make such information accessible in a timely fashion. In some situations, students may require more detailed information than is available from these sources – in this case, it is the responsibility of the course coordinator to provide this information for the most recent offering of that course. Students should consider whether entry into and/or progression through the BVSc/BAppSc (Vet Tech)/BVetTech or BSc (AVB) program is consistent with their conscientiously held beliefs.
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 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 Teaching and Learning or the Head of School in consultation with the Course Coordinator, other relevant staff, and the student(s).
7. Alternative teaching and learning activities must:
  - a. Allow students to fulfil course requirements.
  - b. Allow students to fulfil 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 BAppSc (Vet Tech)/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 equitable with the originally prescribed assessment undertaken by the peer group of the student(s) concerned.
  - f. Be described, along with the respective assessment plan, in a written document that is submitted for consideration to the Director of Teaching and Learning.
8. Course coordinators can approve variations to teaching activities, but any variations to summative assessment tasks must be approved by the Associate Dean (Academic) or the Academic Registrar – this is consistent with the University's policies for special arrangements for assessment in other situations (e.g. disability).

9. In the event that an alternative teaching activity 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 Registrar using the UQ student grievance resolution procedures (<http://www.uq.edu.au/myadvisor/grievance-resolution>).
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 School 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 [What you can Study](#).

### Postgraduate Honours

Postgraduate Honours 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.

### 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 a 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 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
<b>Administration</b>			
Prof. Glen Coleman	Head of School (HOS)	<a href="mailto:hosvetsci@uq.edu.au">hosvetsci@uq.edu.au</a>	5460 1967
Prof Nigel Perkins	Academic Superintendent	<a href="mailto:n.perkins1@uq.edu.au">n.perkins1@uq.edu.au</a>	5460 1806
Kathy Bachmann	Personal Assistant to HOS	<a href="mailto:hosvetsci@uq.edu.au">hosvetsci@uq.edu.au</a>	5460 1967
Assoc. Prof. Jenny Seddon	Deputy Head of School	<a href="mailto:j.seddon1@uq.edu.au">j.seddon1@uq.edu.au</a>	5460 1838
Weston Davis	School Manager	<a href="mailto:w.davis@uq.edu.au">w.davis@uq.edu.au</a>	5460 1848
Prof. Malcolm Jones	Academic Coordinator Chair Students & Admissions Committee	<a href="mailto:m.jones@uq.edu.au">m.jones@uq.edu.au</a>	5460 1825
Assoc. Prof. Rowland Cobbold	Chair, Teaching & Learning Committee	<a href="mailto:r.cobbold@uq.edu.au">r.cobbold@uq.edu.au</a>	5460 1829
Dr. Steven Kopp	Chief Examiner	<a href="mailto:s.kopp@uq.edu.au">s.kopp@uq.edu.au</a>	5460 1962
Vacant	Postgraduate Coursework coordinator		
Assoc. Prof Joanne Meers	Director of Research	<a href="mailto:j.meers@uq.edu.au">j.meers@uq.edu.au</a>	5460 1839
Prof. Clive Phillips	Postgraduate Coordinator	<a href="mailto:c.phillips@uq.edu.au">c.phillips@uq.edu.au</a>	5460 1158
Assoc Prof Mike Noad	Honours Coordinator	<a href="mailto:m.noad@uq.edu.au">m.noad@uq.edu.au</a>	
Phil Lister	Academic Services Manager	<a href="mailto:p.lister2@uq.edu.au">p.lister2@uq.edu.au</a>	5460 1956
Jodie Kowaltzke	Student Rotations Admin Officer	<a href="mailto:vetprac@uq.edu.au">vetprac@uq.edu.au</a>	5460 1834
Annette Winter	Postgraduate Admin Officer	<a href="mailto:a.winter3@uq.edu.au">a.winter3@uq.edu.au</a>	5460 1842
Rebecca Hulett	Undergraduate Admin Officer	<a href="mailto:vetenquiries@uq.edu.au">vetenquiries@uq.edu.au</a>	5460 1934
Chris Cowell	Receptionist	<a href="mailto:c.cowell@uq.edu.au">c.cowell@uq.edu.au</a>	5460 1834

<b>Clinical &amp; Diagnostic Services</b>			
Dr. Joan Norton	Head, Equine Clinic	<a href="mailto:j.norton@uq.edu.au">j.norton@uq.edu.au</a>	5460 1799
Mariki Visser	Business Manager	<a href="mailto:m.visser@uq.edu.au">m.visser@uq.edu.au</a>	5460 1957
Dr Anne Covill	Operations Manager	<a href="mailto:a.covill@uq.edu.au">a.covill@uq.edu.au</a>	5460 1788
Samantha Kempster	Manager, Clinical Studies Centre	<a href="mailto:s.kempster@uq.edu.au">s.kempster@uq.edu.au</a>	5460 1866
Dain Heffernan	Commerce Manager, UQ Vets	<a href="mailto:d.heffernan@uq.edu.au">d.heffernan@uq.edu.au</a>	5460 1984

## Year Coordinators

### *BVSc (Hons) Year Coordinators*

Year 1: Dr Joerg Henning	<a href="mailto:j.henning@uq.edu.au">j.henning@uq.edu.au</a>	5460 1846
Dr Dee Whitworth	<a href="mailto:d.whitworth@uq.edu.au">d.whitworth@uq.edu.au</a>	5460 1972
Year 2: Dr Rachel Allavena	<a href="mailto:r.allavena@uq.edu.au">r.allavena@uq.edu.au</a>	5460 1826
Dr John Al-Alawneh	<a href="mailto:j.alawneh@uq.edu.au">j.alawneh@uq.edu.au</a>	5460 1837
Year 3: Dr Justine Gibson	<a href="mailto:gibson.j@uq.edu.au">gibson.j@uq.edu.au</a>	5460 1830
Dr Helen Owen	<a href="mailto:h.owen@uq.edu.au">h.owen@uq.edu.au</a>	5460 1875
Year 4: Dr Lisa Kidd	<a href="mailto:l.kidd@uq.edu.au">l.kidd@uq.edu.au</a>	540 1858
Kit Parke	<a href="mailto:c.parke@uq.edu.au">c.parke@uq.edu.au</a>	5460 1955
Year 5: Dr Tonya Stokes	<a href="mailto:t.stokes@uq.edu.au">t.stokes@uq.edu.au</a>	5460 1187
Dr John Mallyon	<a href="mailto:j.mallyon@uq.edu.au">j.mallyon@uq.edu.au</a>	

### *BAppSc (Veterinary Technology) 3<sup>rd</sup> Year Coordinators*

Rebekah Scotney	<a href="mailto:r.scotney@uq.edu.au">r.scotney@uq.edu.au</a>	5460 1952
Trish Farry	<a href="mailto:t.farry@uq.edu.au">t.farry@uq.edu.au</a>	5460 1558
Dr Steven Kopp	<a href="mailto:s.kopp@uq.edu.au">s.kopp@uq.edu.au</a>	5460 1823

### *BSc (Animal and Veterinary Bioscience) Coordinators*

School of Veterinary Science Coordinator: Assoc. Prof. Michael Noad: [mnoad@uq.edu.au](mailto:mnoad@uq.edu.au) 5460 1876.

School of Agriculture and Food Science Coordinator: Prof. Wayne Bryden: [w.bryden@uq.edu.au](mailto:w.bryden@uq.edu.au) 5460 1250

## 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 Academic Administrative Officer, Gatton on (07) 54601 347 or email [science.enquiries@uq.edu.au](mailto:science.enquiries@uq.edu.au) to obtain assistance with any faculty administration matter.

## Student Organisations

### UQVSA

**UQVSA Executive:** [uqvsa@uq.edu.au](mailto:uqvsa@uq.edu.au)

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 [uqvsa@uq.edu.au](mailto:uqvsa@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](#) the [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 Coordinators 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 Coordinators 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 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](#).

### **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 generic email addresses.

**2<sup>nd</sup> year reps:** [uqvets2019@gmail.com](mailto:uqvets2019@gmail.com)

**3<sup>rd</sup> year reps:** [uqvets2018@gmail.com](mailto:uqvets2018@gmail.com)

**4<sup>th</sup> year reps:** [vetreps2017@gmail.com](mailto:vetreps2017@gmail.com)

**5<sup>th</sup> year reps:** [6vetreps2016@gmail.com](mailto:6vetreps2016@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 allergies, 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 physicians 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 may be advised to have vaccinations to protect themselves from the risk. Some immunisations are not recommended during pregnancy. Students who are planning a pregnancy should consult their doctor about immunisations they need for work or study. Immunisations that may be needed should be given at this time. If you are pregnant and concerned about immunisations, which may be needed, you should consult your own doctor or a doctor at the University Health Service Gatton Campus 5460 1396 or ext.50396 as soon as possible.

### 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) programs are expected 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
- 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 (and 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.
- Smoking is prohibited in all University buildings. Smoking is not permitted in basements, balconies, loading bays, or within five metres of entrances to buildings, in the vicinity of outdoor eating areas, on the roofs of buildings or air-conditioning units of buildings. 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 blade from handle using 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 to be placed 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 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). It is highly recommended that a

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.

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.

Appropriate disposable gloves are also recommended when handling 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. respiratory protection and disposable gloves), where deemed mandatory, will be supplied by the School.

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](mailto: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***

Whether caused by chemical, mechanical injury or splashed with biological material, eye injuries are always serious. The treatment requires immediate and prolonged flushing with water (20 minutes minimum) at the eyewash station. Medical advice should be obtained for an eye injury. For chemical splashes, the MSDS should accompany the student when seeking medical treatment. UQ Gatton Campus Health Services extension 50396 or 5460-1396 from your mobiles at the first instance or GP after-hours.

### ***Chemical or biological spills on skin***

Thoroughly wash the affected area with copious quantities of water under safety shower or as instructed in the Material Safety Data Sheet (MSDS). Notify your tutor immediately and consult the MSDS to determine appropriate first aid. The MSDS should accompany the student if necessary when seeking medical treatment - UQ Gatton Campus Health Services extension 50396 or 5460-1396 from your mobiles at the first instance or GP after-hours.

### ***Sharps injuries***

Notify your tutor immediately. Wash the wound and encourage bleeding. Call UQ Gatton Campus Health Services extension 50396 or 5460-1396.

### ***Animal bites***

Notify your tutor immediately. The wound must be rinsed well. Tetanus immunisation must be up to date. Call UQ Gatton Campus Health Services 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.

All accidents must be reported to the tutor, including cuts and bruises as they must be recorded on the Injury, Illness and Incident on-line reporting system by the tutor. 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 and 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 students 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 can be found on <http://www.uq.edu.au/ohs/pdfs/OHYG-LabSafety-UG.pdf> or in the School's Undergraduate Handbook that is handed out to all students at the start of each year (refer to the Occupational Health and Safety in the Laboratory section in the back of the book). Students should also become familiar with The University of Queensland policies relating to the workplace health and safety at <http://www.uq.edu.au/ohs/index.html?page=29593>

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 School of Veterinary Science Student Handbook 2014 or on <a href="http://www.uq.edu.au/ohs/OHYG/OHYG-LabSafety-UG.pdf">http://www.uq.edu.au/ohs/OHYG/OHYG-LabSafety-UG.pdf</a>
2. <b>As part of the BVSc course requirement, I understand that certain vaccinations such as Q-fever and tetanus are required. Skin test for Q-fever or vaccination if required can be done through UQ Health Services by contacting 5460 1396 or email <a href="mailto:gattonhealthservice@uq.edu.au">gattonhealthservice@uq.edu.au</a>. More information on the UQ Health Service, Gatton is also available on <a href="http://www.uq.edu.au/healthservice/gatton-clinicinfo">http://www.uq.edu.au/healthservice/gatton-clinicinfo</a></b>
3. Appropriate Personal Protective Equipment (PPE) such as front-closing long-sleeved lab coats/overalls, appropriate closed-in footwear, safety eyewear when deemed necessary by the course co-ordinators and tutors, are required and 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 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 prac 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. Smoking is prohibited in all University buildings. Smoking is not permitted in basements, balconies, loading bays, or within five metres of entrances to buildings, in the vicinity of outdoor eating areas, on the roofs of buildings or air-conditioning units of buildings.
10. <b>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 is a requirement 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.</b>
11. <b>While on Placements, operation of machinery such as farm machinery, equipment and handling hazardous substances</b> such as farm chemicals may <b>only</b> be driven, handled or operated by competent licensed persons. Only qualified competent persons operate machinery and equipment. <b>As students, you are not authorised to operate such vehicles, machinery or handle farm chemicals. ATV's are to be operated only after completion of the Farm Safety Training.</b> The use of 4WD require appropriate licences. <b>Students are forbidden from travelling in the trays of utilities, foot plates of tractors or on implements or trailers.</b>

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 No.: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## Campus Security

The School and University are committed to promoting the security of its students and staff and seeks 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 point's link you to security staff and activate an alarm that brings security personnel to that location.
- Program the campus security emergency number, 3365 3333, in your mobile phone. It is also displayed on the back of all staff and student identification cards.

### *SafeZone mobile device App*

SafeZone 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.

SafeZone is available around the clock at various University sites including:

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