

Student Handbook

2017



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

Head of School Welcome

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

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

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

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

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

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

Welcome to the veterinary community.

Best wishes

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 29, QS World University Rankings 2016](#)), 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 or Physiology.

When you arrive at the University of Queensland, you will be studying in first-class facilities that were purpose built in 2010 and recognised as the best veterinary school facilities in the Southern Hemisphere. These facilities include a clinical skills centre where you will learn animal handling and surgery techniques. 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
- food security 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 practicals: Protective clothing (overalls) should be neat and clean. Closed in footwear must be worn, long hair should be tied back and a nametag and hat are essential.
- Clinical work: When in a public environment, 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 practise in North America).

[American Veterinary Medical Association \(AVMA\)](#)

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

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

Each accredited college must provide a mechanism for students, anonymously if they wish, to offer suggestions, comments, and complaints regarding compliance of the college with the Standards of Accreditation. These materials shall be made available to the Council annually **To assist the School in maintaining accreditation, students are encouraged to submit feedback to the AVMA Questionnaire Response box at Reception in Building 8114. Please take the time to read through the standards via the link above.**

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

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

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

The AVBC provides a number of services, including mechanisms for accreditation of veterinary schools and courses in Australia, maintaining a uniform basis for recognition of qualifications for registration and 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](#) 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
Bachelor of Veterinary Science (Hons)					
BVSc I	Year	VETS1025	Animal Management for Veterinarians	2	Dr Brandon Frazer and Rod Verrall
	1	VETS1060	Animal and Veterinary Biology	2	Prof Malcolm Jones
	1	BIOC1011	Molecular Basis of Life	2	Prof Stephen Barker
	1	VETS1018	Veterinary Professional Foundations	2	Dr Joerg Henning
	2	AGRC1041	Cell and Tissue Biology for Agriculture and Veterinary Science	2	Dr Deanne Whitworth
	2	VETS1003	Digestion, Metabolism & Nutrition	2	Dr Dick Wright
	2	VETS1021	Functional Anatomy of Locomotion and the Integument	2	Dr Dick Wright
BVSc II	1	ANIM2501	Applied Animal Nutrition & Grazing Management	2	Dr David McNeill
	1	VETS2006	Principles of Disease I	2	Dr John al Alawneh
	1	VETS2011	Structure and Function I	4	Prof Paul Mills
	2	ANIM2503	Animal Breeding & Molecular Genetics	2	Assoc Prof Jenny Seddon
	2	VETS2007	Principles of Disease II	2	Assoc Prof Chiara Palmieri
	2	VETS2008	Veterinary Reproduction	2	Prof Jon Hill
	2	VETS2012	Structure and Function II	2	Dr Rebecca Dunlop
BVSc III	Year	VETS3010	Infectious Diseases	4	Dr Justine Gibson
	Year	VETS3060	Veterinary Systems Pathology and Medicine	4	Dr Helen Owen (S1)/ Dr Geoffrey Truchetti (S2)
	Year	VETS3070	Veterinary Introductory Clinical Practice	4	Dr Aaron Herndon (S1)/ Dr Helen Owen (S2)
	Year	VETS3050	Veterinary Pharmacology, Therapeutics and Toxicology	2	Prof Paul Mills
	Year	VETS3024	Veterinary and Animal Enterprise Business Fundamentals	2	Dr Dan Schull
BVSc IV	Year	VETS4010	Companion Animal Clinical Studies	6	Dr Ann Thompson and Dr Jayne McGhie
	Year	VETS4022	Equine Clinical Studies	2	Dr Lisa Kidd
	Year	VETS4035	Ruminant Medicine & Surgery	2	Dr Tim Olchoway
	Year	VETS4034	Theriogenology	2	Dr Gry Boe-Hansen
	1	VETS4012	Principles of Clinical Practice	2	Dr Greg Simmons
	2	VETS4021	Intensive Livestock Medicine	2	Kit Parke

Program	Sem	Course Code	Course Name	Units	Coordinator
BVSc V	Year	VETS5012	Veterinary Public Health and Pathology	2	Assoc Prof Rowland Cobbold
	Year	VETS5015	Equine Clinics	2	Dr Steve Zedler / Dr Ben Ahern
	Year	VETS5029	Veterinary Professional Practice	2	Dr Dan Schull / Dr John Mallyon
	Year	VETS5030	Small Animal Clinics	4	Assoc Prof Bob Doneley/Dr Donna Spowart
	Year	VETS5024	Rural Veterinary Practice - Livestock Medicine	2	Prof Michael McGowan / Joe Olm
	Year	VETS5028	Veterinary Anaesthesia and Radiology	2	Dr Margie McEwen
	Year	VETS5016	Clinical Veterinary Elective	2	Dr Erika Meler/Dr John Al-Alawneh
	Year	VETS5017	Research Veterinary Elective	2	Dr Mike Noad
Bachelor of Veterinary Technology					
BVetTech I	2	VETS1005	Professional studies for veterinary technology (internal & external)	2	Trish Farry
BVetTech II	1	VETS2001	Animal Health Technology (internal & external)	2	Dr Tania Banks
	2	ANIM2020	Dogs, cats and others pets (Internal & external)	2	Rebekah Scotney
	2	VETS2032	Animal Pathogens and Immunity (internal and external)	2	Prof Jo Meers
BVetTech III	Year	VETS3043	Surgical Principles and Practices	2	Trish Farry/Wendy Goodwin
	Year	VETS3044	Preparation for Professional Practice	4	Rebekah Scotney
	2	VETS3009	Small Animal Health (external only)	2	Dr Steven Kopp/Marcia Coradini
	1	VETS3018	Large Animal Health and Management	2	Dr Andres Ardilla Arvila
	1	VETS3017	Animal Therapeutics & Toxicology	2	Dr Jo Rainger
	2	VETS3023	Veterinary Diagnostic Technologies (flexible)	2	Dr Steven Kopp
Bachelor of Veterinary Technology (Honours)					
BVetTech (Hons)	1&2	VETS6001	See BSc Hons	2	Assoc Prof Mike Noad
	Year	VETS6631/ VETS6632	Honours Research Project in Veterinary Technology (S1/S2)	4	Rebekah Scotney
	Year	VETS6621/ VETS6622	Veterinary Technology Honours Practicum(S1/S2)	10	Rebekah Scotney/Trish Farry

Program	Sem	Course Code	Course Name	Units	Coordinator
Bachelor of Science					
BSc I	1	VETS1060	See BVSc I		
	2	VETS1030	One Health (Gatton & St. Lucia)	2	Dr Ricardo Sores Magalhaes
BSc II	1	VETS2031	Comparative Animal Structure & Function	2	Assoc Prof Mike Noad
	2	AGRC2045	Molecular and Quantitative Genetics (Internal & external)	2	Assoc Prof Jenny Seddon
	2	VETS2032	See BVetTech II		
	2	VETS2033	Laboratory Animal Science	2	Dr Rachel Allavena
BSc III	1	AGRC3042	Animal & Plant Biosecurity		Assoc Prof Rowland Cobbold
	1	VETS3042	Ecological and Disease Genetics		Nick Clark
	2	ANIM3063	Animal Welfare and Ethics	2	Prof Clive Phillips
	2	VETS3040	Mechanisms of Animal Disease (internal & external)	2	Dr Karen Jackson
	2	VETS3041	Stem Cells, Clones and GMOs	2	Dr Natalie Fraser
BSc (Honours); BAppSci (Honours)					
Honours	1 & 2	VETS6001	Epidemiological and Research Methods for Veterinary & Biomedical Sciences	2	Dr John al Alawneh (sem 1); Dr Joerg Henning (sem 2)
	1 & 2	VETS6640	Postgraduate Advanced Topic	2	Dr Bec Dunlop
	Year	VETS6618	Honours thesis (starting in Sem1)	12	Dr Bec Dunlop
	Year	VETS6619	Honours thesis (starting in Sem 2)	12	Dr Bec Dunlop
	Year	VETS6626	Honours thesis (Honours thesis part-time starting Sem 1 for 2 years)	12	Dr Bec Dunlop
	Year	VETS6627	Honours thesis (Honours thesis part-time starting Sem 2 for 2 years)	12	Dr Bec Dunlop

Program	Sem	Course Code	Course Name	Units	Coordinator
Master of Veterinary Science					
MVSc	1	VETS7609	Advanced Veterinary Topic II	2	Dr Helen Owen
	1	VETS7611	Graduate Research Project I	4	<i>Not running in 2017</i>
	1	VETS7709	Diagnostic Pathology	2	Dr Sarah Kaye/Dr Rachel Allavena
	1	VETS7618	Graduate Research Project III	8	Prof Joanne Meers
	2	VETS7619	Graduate Research Project III	8	<i>Not running 2017</i>
	1&2	VETS7617	Graduate Research Project III	8	<i>Not running 2017</i>
	2	VETS7608	Advanced Veterinary Topic I	2	Willy Suen
	1&2	VETS7605	Advanced Veterinary Topic III	4	Dr Rachel Allavena
	2	VETS7704	Veterinary Diagnostic Laboratory Techniques	4	Assoc Prof Chiara Palmieri
	2	VETS7711	Pathology of Diseases of Australian Wildlife	2	Assoc Prof Chiara Palmieri
	2	ANIM7010	Advanced Animal Breeding & Genetics	2	<i>Not running 2017</i>
	1	AGRC7052	Animal and Plant Biosecurity	2	Assoc Prof Rowland Cobbold/Prof Vic Galea

Adding and Dropping Courses, Withdrawals and Deferrals

Current information on adding and dropping of courses as well as withdrawal and deferrals 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.

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.

Student Communications

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

Library

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

The library offers advice and training on the best sources of information for your studies. Help is available through group workshops, individual consultations or online training modules. Information literacy skills

classes are held, enabling effective use of the library and assisting with referencing. In addition, library links and relevant resources created by the library are embedded in Blackboard for courses.

Rules

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.

Program Rules for SVS managed programs

BVSc (Hons): <http://www.uq.edu.au/student/ProgramRules2017/2017-Bachelor-of-Veterinary-Science-Honours-2378.pdf>

BVetTech: <http://www.uq.edu.au/student/ProgramRules2017/2017-Bachelor-of-Veterinary-Technology-2387.pdf>

BSc: <http://www.uq.edu.au/student/ProgramRules2017/2017-Bachelor-of-Science-Gatton-2330.pdf>

General Award Rules

General Award Rules (GARs) are rules that govern the conduct of UQ programs. They provide guidance for a number of processes that are common to all programs. These rules cover admission requirements, assessment, credit, exemption and Honours calculations. GARs are updated for each academic year, and previous published editions may also remain available online, so it is important to ensure that you refer to the published GARs relevant to the current academic year.

General Award Rules, Admissions rules, and related information 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 verified 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. **Students cannot further defer a deferred examination if awarded.**

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 further opportunity to achieve a level of performance commensurate with a passing grade (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 or a 2 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 be 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, if required. 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 constitutes 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:

GPA	Class
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. With respect to the BVSc (Hons), it should be noted that, as per the Program Rules, students cannot progress to a subsequent year of the program until they have gained credit for all courses in the preceding year.

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

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](#). For a complete list of all awards, scholarships and prizes students could be eligible for, please visit the website. Please note the list of awards may vary from year to year.

BVSc (Hon) Awards, Prizes, Scholarships and Bursaries in 2016.

Name	Eligibility
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
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
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
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
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
Miriam E Wippell Undergraduate Scholarship	A 1st year Bachelor of Veterinary Science student who is entering tertiary study for the first time
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
RHG Burns Memorial Prize	A final year Bachelor of Veterinary Science student who gains the highest mark in VETS5030

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 and is competitive.
Veterinary Alumni Prize	A 4th year Bachelor of Veterinary Science student who is not repeating and gains the best results in the year
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
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 and is competitive.
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.
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.
Neil May Memorial Prize	A 2nd year Bachelor of Veterinary Science student who gains the highest cumulative marks in VETS1021, VETS1022, VETS2011 & VETS2012
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.
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.
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.
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).

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.
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
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.
Australian Veterinarians Public Health Student Prize	Awarded to the student with the greatest demonstrated interest and capacity in public health practice, based on marks in the VPH component of VETS5012 and VPH activities undertaken during the program
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
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.
Veterinary Epidemiology Prize	A final year Bachelor of Veterinary Science student who gains the highest mark for an 5th year epidemiology assignment

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 VETS1025 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 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 managed by the RCVS.

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.

SVS EMS Coordinator: Professor Michael McGowan

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.

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 VETS3024.

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. Please note no placements will be approved throughout the formal teaching periods, placements can only be scheduled for vacation periods.

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 VETS1025 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 VETS1025 ECP for further details.

Formal assessment of pre-clinical EMS is part of the course assessment requirements for VETS3022. The One4 online platform is also used for this assessment. Your EMS providers will return an assessment form via One 45. An unsatisfactory grade for any assessment category will trigger a feedback meeting with the pre-clinical EMS coordinator. Depending on the outcomes of this feedback meeting, you may be required to repeat the placement, or undertake additional training at the coordinator's discretion.

All necessary Pre-Clinical EMS 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. Submit via BVSc Pre-Clinical External placements Blackboard site, along with confirmation from the placement provider to attend the property in the form of an email or phone confirmation date

UQ Placement Travel Form (Greater than 60km)

3 weeks before commencing the placement.

Submit via BVSc Pre-Clinical External placements Blackboard site. Please submit at the same time as your registration

Assessment Form

This form will be distributed electronically to placement providers 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. Submit via BVSc Pre-Clinical External placements Blackboard site with supporting documents.

Si-net Information

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

Property Specifications (Minimum requirements)

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

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

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

A suggested list of primary producers is 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

Exemption from Pre-Clinical EMS

Students with an extensive practical experience on livestock enterprises may apply for partial exemptions by submitting an Application for Pre-Clinical Vacation Work Exemption 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 VETS3024. 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 VETS3024 ECP for further details.

BVSc/BVSc (Hons) Extramural Clinical Placement

EMS Coordinators: Dr John Mallyon and Prof Michael McGowan

Administration Officer: Email 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

Extramural Studies (EMS)

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

*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 or ext. 50206) for any queries or in order to finalise your placements. Placements must be finalised **at least** 30 days prior to the commencement of 3rd year.*

For students completing EMS in BVetTech, please contact vetprac@uq.edu.au.

Credit Application

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.

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 (VETS3024)
- 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 consult the UQ Travel Policy and to check DFAT warnings, if any, for the country you are planning to go to before applying for Placement with the School administration,

Once approved by the School, students must make a time to see their GP or the Travel Doctor who should be able to provide the best possible advice with regards to appropriate vaccinations.
- Any incidence, illness or injuries sustained while on placements must be reported to both the placement organisation as well as to the UQ Vet School on +61 7 5460 1834, which will then be referred to the Workplace Occupational Health & Safety Co-ordinator.

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 ; 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 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

As part of occupational related immunization, 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.

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

Bats (micro or flying foxes) - 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 as part of their duty of care.

Students who wish to specialise in bats and related species will need to organise this outside their UQ program.

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

- Contact the placement provider and ask for any other vaccination or training requirements that might be required, as these may differ from clinic to clinic and you may not be accepted upon arrival without appropriate vaccinations. The placement providers will be able to offer the best advice. All students intending to travel overseas to complete a placement need to be aware of required immunisations, which may include typhoid, cholera, malaria and rabies. Remember that certain vaccinations can take several weeks before full immunity can take place.
- Students are strongly advised to visit the Travel Doctor Clinic to discuss appropriate immunisations and travel advice for specific countries.
- All students should be up-to-date for tetanus immunisation.
- Please inform your health provider of any pre-existing medical condition or pregnancy.
- 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).

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

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

Environmental reasons: students may not wish some species to be removed from their native habitat for teaching purposes.

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

Decisions on whether or not 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](#).

B Vet Tech (Honours)

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

Postgraduate Honours

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

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

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

Master of Philosophy (MPhil)

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

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
Administration			
Prof. Glen Coleman	Head of School (HOS)	hosvetsci@uq.edu.au	5460 1967
Prof Nigel Perkins	Academic Superintendent	n.perkins1@uq.edu.au	5460 1806
Kathy Bachmann	Personal Assistant to HOS	hosvetsci@uq.edu.au	5460 1967
Assoc. Prof. Jenny Seddon	Deputy Head of School	j.seddon1@uq.edu.au	5460 1838
Weston Davis	School Manager	w.davis@uq.edu.au	5460 1848
Prof. Malcolm Jones	Academic Coordinator Chair Students & Admissions Committee	m.jones@uq.edu.au	5460 1825
Assoc. Prof. Rowland Cobbold	Chair, Teaching & Learning Committee	r.cobbold@uq.edu.au	5460 1829
Dr. Steven Kopp	Chief Examiner	s.kopp@uq.edu.au	5460 1962
Assoc Prof Chiara Palmieri	Postgraduate Coursework coordinator	c.palmieri@uq.edu.au	
Prof Joanne Meers	Director of Research	j.meers@uq.edu.au	5460 1839
Prof. Clive Phillips	Postgraduate Coordinator	c.phillips@uq.edu.au	5460 1158
Dr Rebecca Dunlop	Honours Coordinator	r.dunlop@uq.edu.au	
Phil Lister	Academic Services Manager	p.lister2@uq.edu.au	5460 1956
Jodie Kowaltzke	Student Rotations Admin Officer	vetprac@uq.edu.au	5460 1834
Sally Humphreys	Assistant Rotations Admin Officer	vetprac@uq.edu.au	
Annette Winter	Postgraduate Admin Officer	a.winter3@uq.edu.au	5460 1842

Rebecca Hulett	Undergraduate Admin Officer	vetenquiries@uq.edu.au	5460 1934
Chris Cowell	Receptionist	c.cowell@uq.edu.au	5460 1834

Clinical & Diagnostic Services			
Dr. Steven Zedler	Head, Equine Clinic	s.zedler@uq.edu.au	5460 1799
Mariki Visser	Business Manager	m.visser@uq.edu.au	5460 1957
Dr Anne Covill	Operations Manager	a.covill@uq.edu.au	5460 1788
Samantha Kempster	Manager, Clinical Studies Centre	s.kempster@uq.edu.au	5460 1866
Dain Heffernan	Commerce Manager, UQ Vets	d.heffernan@uq.edu.au	5460 1984

Year Coordinators

BVSc (Hons) Program Coordinators

Year 1:	Dr. David McNeill	(d.mcneill@uq.edu.au)
Pre-clinical:	Dr. Helen Owen	(h.owen1@uq.edu.au)
Clinical:	Dr. Gry Boe-Hansen	(g.boehansen@uq.edu.au)

BVSc (Hons) Year Mentors

Year 1:	Dr Dee Whitworth	(d.whitworth@uq.edu.au)	5460 1972
Year 2:	Dr John Al-Alawneh	(j.alawneh@uq.edu.au)	5460 1837
Year 3:	Dr Justine Gibson	(gibson.j@uq.edu.au)	5460 1830
Year 4:	Kit Parke	(c.parke@uq.edu.au)	5460 1955
Year 5:	Dr John Mallyon	(j.mallyon@uq.edu.au)	
International Student Mentor	Dr Joerg Henning	(j.henning@uq.edu.au)	5460 1846

Bachelor Veterinary Technology Program Coordinator

Rebekah Scotney	(rebekah.scotney@uq.edu.au)	5460 1952
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B Veterinary Technology/BAppSc (Veterinary Technology) Year Mentors

Trish Farry	(t.farry@uq.edu.au)	5460 1558
Dr Steven Kopp	(s.kopp@uq.edu.au)	5460 1823

BSc (Animal and Veterinary Bioscience) Coordinators

School of Veterinary Science Coordinator: Assoc. Prof. Michael Noad:	(m.noad@uq.edu.au)	5460 1876.
School of Agriculture and Food Science Coordinator: Prof. Wayne Bryden:	(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 to obtain assistance with any faculty administration matter.

Student Organisations

UQVSA

UQVSA Executive: 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

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.

2nd year reps: uqvets2020@gmail.com

3rd year reps: uqvets2019@gmail.com

4th year reps: vetreps2018@gmail.com

5th year reps: vetreps2017@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 physician in determining work activity limitation.** In some situations, e.g., where a significant risk has been identified, or in later stages of the pregnancy, School will require a medical clearance from the student's treating physician supporting the nature of activities and procedures that the student will be undertaking.

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

Immunisations

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

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

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

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

Laboratory Safety Rules

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

Building

- In an emergency and during practice evacuations, move quickly and carefully from the laboratory to the nearest emergency exit. Proceed to the designated assembly area as per instruction included in the induction (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 strongly advised 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. This is as per risk assessment as determined by the staff in charge of the practical class.

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

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

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

First Aid

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

Eye injuries

Notify your tutor or the staff on-site immediately.

Whether caused by chemical, mechanical or splashed with biological material, eye injuries are always serious. First aid action will include immediate 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

Notify your tutor or the staff on-site immediately.

Thoroughly wash the affected area with copious quantities of water under safety shower or as instructed in the Material Safety Data Sheet (MSDS). 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 or the staff on-site immediately.

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

Animal bites

Notify your tutor or the staff on-site immediately.

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

Other

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

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

Safety Declaration

OCCUPATIONAL HEALTH AND SAFETY

Undergraduate students

Safety Declaration Form

School Of Veterinary Science, UQ

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

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

All other detailed information about Workplace Health & Safety including UQ OH&S Policies & Procedures, Risk Assessments, Chemwatch, Biosafety, Electrical Safety 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 <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 http://www.uq.edu.au/ohs/OHYG/OHYG-LabSafety-UG.pdf
2. 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 gattonhealthservice@uq.edu.au. More information on the UQ Health Service, Gatton is also available on http://www.uq.edu.au/healthservice/gatton-clinicinfo
3. Appropriate Personal Protective Equipment (PPE) such as front-closing long-sleeved lab coats/overalls, appropriate closed-in footwear, 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. 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.
11. While on Placements, operation of machinery such as farm machinery, equipment and handling hazardous substances such as farm chemicals may only be driven, handled or operated by competent licensed persons. Only qualified competent persons operate machinery and equipment. 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. The use of 4WD require appropriate licences. Students are forbidden from travelling in the trays of utilities, foot plates of tractors or on implements or trailers.

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

Student Name: _____ Student 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

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

Download the SafeZone App from your phone store using the link below:

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

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