

UAEC Administrative Procedure No: UProc1

SUBJECT: Membership application to a University of Queensland AEC

POLICY: The University of Queensland is required to establish Animal Ethics Committee(s) which is/are responsible for ensuring the humane care of animals used for scientific and teaching purposes within the University. These committees must have a membership as set down under *The Australian code of Practice for the care and use of animals for scientific purposes* for the purpose of conducting AEC business which includes but is not limited to consideration of animal ethics applications. To obtain membership to a committee the procedures as set down below must be followed.

Glossary: AEC – Animal ethics committee
UAEC – University Animal ethics committee
AWUC – Animal Welfare Unit Coordinator
CVO - Consultant veterinary Officer
VC – Vice Chancellor

CONDITIONS: -

Standard procedure:

1. The applicant must apply for membership to an AEC by completion of the appropriate, current, membership form.
2. The Animal Welfare Unit (AWU) should wherever possible through the use of referees etc determine that the applicant fulfils the criteria set down in *The Australian code of Practice for the care and use of animals for scientific purposes*. (Section 2.2.2) for the category of membership applied for.
3. Once it has been determined that the applicant fulfils the criteria for that category of membership the application form must be presented to the next UAEC meeting for consideration and approval or rejection as the committee determines.
nb) In the case of application for membership to the UAEC which is a Vice Chancellors committee the final determination lies with the VC or his delegate.
4. Once approval has been granted the applicant will be required to sign a confidentiality agreement prior to attending a committee meeting. If the application is rejected they should be informed promptly of the committee's decision.

Executive procedure for urgent membership approval:

In the case of recruitment of a member being urgently required to fill a vacancy that would leave a committee otherwise none quorate and unable to attend to AEC business the following urgent procedure may be enacted.

1. Steps 1 and 2 as above should be undertaken.
2. Once it has been determined that the applicant fulfils the criteria for that category of membership then an interim decision may be made, on an application for membership, after consideration by the Chair of the UAEC, The Chair of the appropriate peripheral AEC, the AWUC and the CVO. If approved the applicant will be required to sign a confidentiality agreement prior to attending a committee meeting
3. The application form must then be presented to the next UAEC meeting for consideration and ratification or rejection as the committee determines.
nb) In the case of application for membership to the UAEC, which is a Vice Chancellors committee, the final determination lies with the VC or his delegate.
4. Once final approval has been granted the prospective member must be advised in writing of the ratification of the membership. If the applicant is rejected by the committee they should be informed promptly of the committee's decision.

DATE

CHAIR OF UAEC