Animal Ethics Procedure

1 Purpose

To establish an operational framework for Animal care and use activities conducted at the University under the Australian code for the care and use of animals for scientific purposes 8th Edition 2013 (updated 2021).

2 Scope

This Procedure applies to:

- University Researchers;
- University Members involved in a Teaching Activity;
- members of the University of Southern Queensland Animal Ethics Committee (UniSQ AEC); and
- professional Employees supporting the administration of Animal ethics at the University.

3 Procedure overview

This Procedure outlines the University processes related to the ethical conduct, review, approval, and monitoring of activities involving Animal use and should be read in conjunction with:

- the Australian Code for the Responsible Conduct of Research; and
- the Australian Code for the care and use of Animals for scientific purposes (the Code) and any supporting guidelines referred to therein.

4 Procedures

The University of Southern Queensland (UniSQ) is dedicated to fostering a culture that ensures the ethical, humane and responsible care and use of Animals for Scientific Purposes.

Investigators must ensure that respect for Animals underpins all Decisions and actions involving the care and use of Animals for Scientific Purposes, maintaining this respect throughout the

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Animal's lifetime until provisions are made for the Animal at the conclusion of their use. Investigators must also ensure compliance with the Code and with any relevant legislation in the state, territory and/or country in which activities are being undertaken.

The Principal Investigator for a Research project has ultimate responsibility for the care and use of Animals in that project. The Principal Investigator must:

- ensure all University Members involved in the project understand and accept their roles and responsibilities;
- ensure procedures and resources are in place so all people involved in the care and use of Animals in the project can meet their responsibilities, including their education, training and supervision, as appropriate;
- be competent with respect to the wellbeing of Animals used in the project.

The Principal Investigator does not relieve the individual responsibility of each Investigator working with Animals in the project.

4.1 Ethics review

All activities that involve the care and use of Animals for Scientific Purposes must be applied for through the University's Research information management system and:

- be subject to ethics review, approval and monitoring by the UniSQ AEC;
- commence only after approval has been granted by the UniSQ AEC;
- be conducted in accordance with UniSQ AEC approval; and
- cease if the approval is expired, suspended or withdrawn.

The requirements above also apply to the immediate use of Animals for the diagnosis of unexplained and severe disease outbreaks, or morbidity/mortality, in Animals or people. Regular reviews of existing UniSQ AEC approvals for the care and use of Animals for Scientific Purposes will be undertaken.

4.1.1 Activities that are out of scope of the Code

Investigators who wish to undertake an activity that falls outside the scope of the Code should submit an Animal ethics exemption application for review by the UniSQ AEC Executive before the activity commences. Such activities may include:

- the use of Animal tissues that were not obtained from an Animal killed for their collection;
- the use of Animals that aren't defined as Animals under the relevant state or territory legislation;
- the use of Animals for non-Scientific Purposes; and/or
- non-use of Animals (observation only).

Activities that fall outside the scope of the Code may still fall within the scope of relevant acts and regulations, such as the following:

- Australian Code for the Responsible Conduct of Research (2018)
- Animal Care and Protection Act 2001 and supplemental Animal Care and Protection Amendment Act 2022 (Queensland)
- Animal Care and Protection Regulation 2023
- Nature Conservation Act 1992
- Nature Conservation (Animals) Regulation 2020
- Biosecurity Act 2015
- Gene Technology Act 2000

4.1.2 Activities involving more than one institution and/or Animal Ethics Committee

In accordance with the Code, Investigators must notify the UniSQ AEC in writing if they are involved in collaborative activities using Animals at another institution, or if they are named in an application to the AEC of another institution.

Investigators intending to conduct collaborative activities with other Australian institutions must put a collaboration agreement in place to ensure:

- all parties involved are aware of, and can meet, their respective responsibilities under the requirements of the Code;
- a project does not commence before each AEC approves, or the delegate AEC approves, activities to be conducted by members of its institution;

- each AEC will be responsible for approval and monitoring of Animal care and use that occurs at the institution for which it acts;
- the responsible AECs are aware of all aspects of the proposed use of Animals, and consider the cumulative effects on the wellbeing of the Animals involved;
- the responsible AECs can inspect the Animals so that all phases of the activity are monitored, including any transport of Animals between sites;
- Animals will receive appropriate care in all phases of the project, including any transport of Animals between sites; and
- clear communication channels are established between all AECs and all Investigators.

Mechanisms for reporting non-compliant activities between institutions and AECs should also be included.

Individuals who have obtained Animal ethics approval from another institution's AEC must apply to the UniSQ AEC using the appropriate 'prior review' form within the Research information management system.

4.1.3 Activities involving work outside of Australia

Activities involving work in other countries that will be conducted by UniSQ Employees or Students will be accepted for consideration if it can be demonstrated by the Principal Investigator that:

- the activity or project will comply with the Code, and will not breach relevant local legislation;
- the activity or project is not being carried out in another country as a means of avoiding compliance with the Code;
- Animal care and use can be properly monitored (the UniSQ AEC may choose to appoint a delegate to act on its behalf in such matters);
- the UniSQ AEC has been provided with adequate information on local compliance requirements and how these will be met; and
- any approval granted by an AEC in another country will be able to ensure outcomes equivalent to those expected through application of the Code.

4.1.4 Activities not reviewed or approved by the UniSQ AEC

The UniSQ AEC is registered to operate in one or more states and territories within Australia.

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Each jurisdiction has conditions and legislative requirements regarding Animal use. As such, projects involving more than one state or territory must only include activities that meet the requirements of each jurisdiction.

Some Australian states and territories do allow some of the following activities, however, the UniSQ AEC will not review or approve the following:

- use of skin and eye irritancy tests (e.g., Draize eye test);
- use of classical LD50 (50% lethal dose) or similar tests;
- testing sunscreen products or ingredients of sunscreen products;
- use of leghold or foothold traps*;
- use of lethal snares;
- use of serrated/toothed jaw traps;
- testing of a chemical ingredient unless the proposed use of Animals is justified by a purpose other than use in a cosmetic; or
- testing of finished cosmetic products.

* Activities involving the use of leghold or foothold traps may be approved only if they are soft-catch traps that are offset and have rubber padding on each jaw.

4.2 Ethics review process

4.2.1 Preparation and submission

Investigators are responsible for preparing and submitting items for ethics review through the University's Research information management system.

For Student applications, the role of Principal Investigator must be assigned to the principal supervisor. Student applications require review and endorsement by the principal supervisor before progressing for review.

Items must be clear, comprehensive, and written in accessible language for ethics review bodies. Poor-quality or incomplete items will not be accepted and may delay the review process.

Information on the application process and resources, is available on the animal ethics section of the University website.

Approval for the care and use of Animals for Teaching Activities should be in place prior to the commencement of the Study Period. Therefore, it is recommended that applications for

Teaching Activities are submitted for ethics approval a minimum of six months prior to the commencement of the Study Period in which the activities are anticipated to be undertaken.

4.2.2 Administrative review

Upon receipt of an item, the Research Integrity and Ethics Team conducts an administrative review to ensure completeness and consider the approval pathway. In limited circumstances, the AEC Executive may consider 'minor' variation requests between scheduled AEC meetings. A minor amendment may include a change to an approved project or activity where the proposed change is not likely to cause harm to the Animals, including pain and distress, such as a one-year extension of an existing approval or changes to project personnel. Interim Decisions made by the AEC Executive in response to such requests are presented for ratification or modification by the Committee at the next scheduled meeting.

4.2.3 UniSQ AEC Executive review (for 'prior review' applications)

Individuals who have obtained Animal ethics approval from another institution's AEC must apply to the UniSQ AEC using the appropriate 'prior review' form within the Research information management system. 'Prior review' applications will be considered by the UniSQ AEC Executive between scheduled UniSQ AEC meetings. The UniSQ AEC Executive may:

- ratify the approval of the primary AEC; or
- refer the application to the full UniSQ AEC at the next scheduled meeting.

4.2.4 UniSQ AEC review

The UniSQ AEC will consider items under review in accordance with its terms of reference. The role of the UniSQ AEC is to provide judgement as to whether a proposed use of Animals is ethically acceptable and ensure all activities relating to the care and use of Animals are conducted in accordance with the Code.

4.2.4.1 General meeting protocols

UniSQ AEC meetings are scheduled in accordance with the University Meeting Schedule. Additional or extra meetings may be scheduled, as required.

To allow appropriate consideration, any matters for consideration by the UniSQ AEC must be made using the Research information management system and received by the submission deadline for the upcoming meeting.

To allow members sufficient time to appropriately review and provide feedback on agenda papers and items, papers will be distributed at least seven days prior to the meeting date.

Further details on the conduct of meetings are outlined in the UniSQ AEC's terms of reference,

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available on the governance section of the University website.

4.3 Ethics review outcomes

Following review by the UniSQ AEC, one of the possible following outcomes will be communicated to the Investigator:

Decision category	Description	Next steps
Approved	The project is approved with standard conditions.	Investigators must comply with all conditions outlined in the approval letter.
Approved (with additional conditions)	The project is approved with standard conditions plus additional conditions specified by the review body.	Investigators must comply with all conditions outlined in the approval letter.
Subject to modifications	Approval is conditional upon the applicant addressing specific feedback from the AEC.	The applicant must submit modifications addressing the feedback to allow further review of the project.
Not approved: Resubmission permitted	The item does not meet the requirements for ethics approval in its current form, but feedback is provided for revision.	The applicant may revise and resubmit the item through the appropriate review pathway.
Not approved: Resubmission not permitted	The item does not meet the requirements for ethics approval, and no further revisions will be accepted.	The project cannot proceed, and no resubmissions are permitted.

4.3.1 Resubmission of items

4.3.1.1 Items subject to modifications

Items that receive a 'subject to modifications' outcome at the time of initial Decision may be resubmitted for consideration.

The applicant is required to address feedback received in relation to the initial Decision prior to resubmission. Should this not occur, the UniSQ AEC may choose not to accept the resubmission. In such instances, applicants may be invited to meet with the Committee to provide a defence of the item.

4.3.1.2 Items not approved: resubmission permitted

Items that were not approved (resubmission permitted) at the time of initial Decision may be

resubmitted for consideration at a future meeting of the UniSQ AEC.

The item must be updated to take into account the feedback received in relation to the initial Decision prior to resubmission. Should this not occur, the UniSQ AEC may choose not to accept the resubmission. In such instances, applicants may be invited to attend a meeting with the UniSQ AEC to provide a defence of the item.

4.3.2 Duration of UniSQ AEC approval

Most UniSQ AEC approvals granted for the care and use of Animals for Scientific Purposes will be approved for the standard approval period of three years, however, activities seeking a longer approval period will be reviewed by the UniSQ AEC on a case-by-case basis.

Activities conducted within New South Wales can only receive approval for a maximum of 12 months.

4.4 Amendments to ethics approval

Additional approval must be sought from and granted by the UniSQ AEC prior to implementing any proposed change, which varies from that which was originally approved, to the way in which an Animal is cared for or used for Scientific Purposes.

To seek an amendment to an existing UniSQ AEC approval, the Principal Investigator is responsible for submission of an amendment application via the Research information management system. The amendment request must include:

- a detailed description of the proposed changes;
- a justification for the amendment, including any associated Risks or ethical considerations; and
- updated documentation, such as revised protocols.

The ethics review body will assess the amendment to ensure it complies with ethical principles, addresses any new Risks, and aligns with the original project's objectives and approved conditions. Approval of amendments is contingent on the project team's compliance with existing conditions outlined in the original approval letter.

In limited circumstances, the UniSQ AEC Executive may consider 'minor' variation requests between scheduled UniSQ AEC meetings. A minor amendment may include a change to an approved project or activity where the proposed change is not likely to cause harm to the Animals, including pain and distress, such as a one-year extension of an existing approval or changes to project personnel. Interim Decisions made by the UniSQ AEC Executive in response to such requests are presented for ratification or modification by the UniSQ AEC at its next scheduled meeting.

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Once an amendment is approved, Investigators must:

- update all relevant project documentation to reflect the approved changes;
- notify all affected participants or collaborators if the changes impact them directly; and
- ensure that any new procedures or materials are implemented as per the amended approval.

4.5 Monitoring and reporting

4.5.1 Activity reports

Principal Investigators must provide the following reports via the Research information management system:

- annual milestone reports on the project or activity for which ethics approval was granted (due by 31 December annually, or upon completion of the project, whichever comes first);
- a final report on the outcomes of the project or activity for which ethics approval was granted;
- reports on the creation and maintenance of any genetically modified Animals;
- notification of any Unexpected Adverse Events (Animal); and
- any other reports as requested by the UniSQ AEC.

Failure to submit reports or comply with monitoring requirements may result in the suspension or revocation of ethics approval until the identified issues are resolved.

4.5.2 Monitoring of Animal use activities

All University activities that involve the care and use of Animals for Scientific Purposes are subject to monitoring by the UniSQ AEC. In line with the Code, the UniSQ AEC may conduct the following monitoring activities:

- inspecting Animals and Animal housing;
- observing the conduct of procedures; and
- reviewing records and reports.

The UniSQ AEC will ensure annual inspections of any and all UniSQ Animal facilities used for the care and use of Animals for Scientific Purposes.

The following additional strategies are used to ensure projects do not proceed without ethics approval and to check for projects that may have proceeded in the absence of approval:

- the finance office will not create an account for a Research project that uses Animals without either confirmation of ethics approval or alternative advice from the Office of Research; and
- the Graduate Research School will immediately advise the Office of Research if it appears, at any stage during candidature up to the point of confirmation, that a Higher Degree by Research (HDR) project has proceeded without the required ethics approval.

The UniSQ AEC will determine the appropriate Delegation, form (e.g., still or video images) and timelines for inspections of Research undertaken remotely at the time of the UniSQ AEC approval and communicated to the Research team. Investigators may also be invited to present recordings and other monitoring records at AEC meetings. Appropriate reporting methods will be determined by the UniSQ AEC and will form part of the reporting requirements for the approved project.

4.5.3 Failure to uphold the conditions of AEC approval

If a member of the team becomes aware of a failure to uphold the conditions of a UniSQ AEC approval during their project, it must be reported as soon as practicable to the UniSQ AEC through the Senior Research Ethics Advisor. The matter may also need to be considered by the Designated Officer in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

4.5.4 Reporting on the activities of the UniSQ AEC

The UniSQ AEC reports to the University Council through the University's Research Committee and other University committees as relevant.

The UniSQ AEC Chair will meet with Pro Vice-Chancellor (Research, Development and Commercialisation) (PVC [RD&C]) on an annual basis. The meeting will focus on the effectiveness and consistency of the UniSQ AEC processes in relation to the requirements of the Code.

The UniSQ AEC Executive reports to the UniSQ AEC on activities undertaken between meetings. The UniSQ AEC Chair reports to the UniSQ AEC on activities undertaken between meetings.

4.5.5 Independent external review

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The University will ensure an independent external review is conducted at least once every four years to assess the University's compliance with, and ensure the continued suitability, adequacy and effectiveness of, its procedures to meet its responsibilities under the Code. The independent external review will be conducted in accordance with Section 6 of the Code.

4.6 Emergencies and Unexpected Adverse Events (Animal)

Prompt action must be taken in response to any Unexpected Adverse Event (Animal) or emergency. This includes, but is not limited to:

- alleviation of Animal pain and distress;
- treatment, following veterinarian review and advice; and/or
- if necessary, Animals being humanely killed by a competent person, without delay.

Alleviating unanticipated pain and distress must take precedence over an individual Animal reaching the planned endpoint of the project, or the continuation or completion of the project. When an Animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy should be performed by a competent person.

Principal Investigators must promptly notify the UniSQ AEC, in response to Unexpected Adverse Events (Animal) and emergencies, within 48 hours of the event occurring using the Unexpected Adverse Event Report form within the Research information management system.

Following an Unexpected Adverse Event (Animal), the Principal Investigator must review the protocol and procedures that led up to the event to determine if the protocol and/or procedures require modification and/or refinement, Investigators require further training, or further supervision of trainees is required to be implemented.

Where the review requires a revision to an existing protocol or procedure, the Principal Investigator must submit an amendment application as outlined in Section 4.4 of this Procedure. UniSQ AEC approval of the revision must be received prior to implementing any changes to the protocol.

The Unexpected Adverse Event Decision Tree available via the animal ethics pages of the University website provides detailed guidance on the course of action to be taken when handling an Unexpected Adverse Event (Animal).

4.7 Suspension or discontinuation of Research

The UniSQ AEC Chair has the power to suspend an approval for the use of Animals for Scientific Purposes in the event of an Unexpected Adverse Event (Animal) or apparent breach of ethics approval in cases where the Chair reasonably believes that the welfare of Animals will be seriously compromised if the activities are permitted to continue.

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Any suspension of a UniSQ AEC approval must be reported by the UniSQ AEC Chair to the UniSQ AEC at the next scheduled UniSQ AEC meeting and the Committee should decide on whether the relevant approval should be suspended, modified or withdrawn.

The Senior Research Ethics Advisor will inform the PVC (RD&C) of any such suspension of a UniSQ AEC approval. The PVC (RD&C) may notify Regulators of any such suspension as required.

Consistent with the Australian Code for the Responsible Conduct of Research and the University's Research Code of Conduct Policy, the UniSQ AEC Chair (in consultation with the Senior Manager, Research Integrity and Ethics) will consider whether any apparent breach of an approved protocol should be referred for further investigation pursuant to the University's Research Code of Conduct: Management of Potential Breaches Procedure.

4.8 Record-keeping

Records will be maintained in accordance with the University's Records Information and Management Policy and the Management of Data and Information in Research: A guide supporting the Australian Code for the Responsible Conduct of Research. The Office of Research will maintain:

- a register of all applications made for, and documentation pertaining to, the care and use of Animals for Scientific Purposes at the University;
- the outcomes of all such items and any deliberations related to those outcomes;
- the outcomes of any other items under review and any deliberations related to those outcomes;
- documentation that records Decisions of the UniSQ AEC review processes;
- minutes and all records relating to the operation of the UniSQ AEC; and
- records of inspections conducted by the UniSQ AEC.

These records may be made available to persons at the University responsible for the care of Animals, as required to undertake their work activities, via request in writing to animal.ethics@unisq.edu.au, and in accordance with the University's Policies on record-keeping.

4.9 Management of Complaints

4.9.1 Complaints about an Investigator or the ethical conduct of a project

A concern or a Complaint about an Investigator and/or the ethical conduct of a project can be

raised by various parties, including members of the public, funding bodies, University Employees or Students.

If a concern relates to an Investigator and/or the ethical conduct of a Research project, it should be raised with the UniSQ AEC via the Senior Research Ethics Advisor email: animal.ethics@unisq.edu.au or by phone. If a concern or Complaint is raised directly with an Investigator rather than the UniSQ AEC, the matter should be promptly forwarded to the Senior Research Ethics Advisor. The UniSQ AEC will investigate whether the activities were conducted in accordance with AEC approval.

Where a concern or Complaint relates to activities that have the potential to adversely affect Animal Wellbeing, the approval of Animal use may be immediately suspended during the consideration of the concern or Complaint.

The Senior Research Ethics Advisor will consider whether the matter should be referred to the Designated Officer for consideration in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure, whether the matter may be resolved informally or if the matter must be referred to the UniSQ AEC.

During this process there should be consideration given to whether:

- the Complaint relates to activities that have the potential to adversely affect Animal Wellbeing;
- the Complaint relates to activities that would normally require UniSQ AEC approval and therefore must be referred to the UniSQ AEC;
- there may be a need to modify the conditions of approval for a project;
- there are matters that should be drawn to the attention of the UniSQ AEC in their consideration of similar projects in future;
- there is a need to modify or add to University Policy or Procedure; and/or
- there is a need for additional training resources for Investigators.

The Senior Research Ethics Advisor will keep the UniSQ AEC Chair informed.

In the case of a matter that can be resolved informally, the Senior Research Ethics Advisor will liaise between the Complainant and the Investigator(s) to see whether it is possible to reach a mutually satisfactory conclusion. If such a matter is successfully resolved, the Senior Research Ethics Advisor and AEC Chair will decide what, if any, reporting there should be to the UniSQ AEC or PVC (RD&C).

If the matter relates to an activity that would normally require UniSQ AEC approval, the AEC must review the activities in consultation with all relevant people to ensure that the reason for

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the Complaint is addressed. The AEC may decide that modification of a project is required, or an approval for a project is suspended or withdrawn. If the Complaint is found to have related to activities not conducted in accordance with an AEC approval, the AEC should refer the matter to the Designated Officer in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

If a matter cannot, or has not been resolved satisfactorily, the matter must be referred for further review in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

If a concern or Complaint relates to a Teaching Activity or otherwise non-Research activity or project that raises the possibility of a breach of the Code, the process outlined in the Enterprise Agreement or Student General Misconduct Procedure will be followed.

If a Complaint relates to an activity or project that spans more than one institution and/or AEC, the matter will be dealt with on an individual basis as per the agreement with that institution, or, if no agreement exists, in negotiation with the other institution.

Complaints relating to the conscientious objection of the use of Animals for Scientific Purposes should be directed to the Senior Manager, Research Integrity and Ethics. In the case of teaching activities, the Complaint will be progressed to the relevant Course Coordinator.

4.9.2 Complaints concerning the UniSQ AEC process of review, the conduct of a UniSQ AEC member or an Employee of the Office of Research

The grounds for appealing a Decision made by the UniSQ AEC or AEC Executive are that:

- due process has not been followed; or
- the views of the Committee cannot be effectively accommodated because of the Committee acting outside of its remit.

Where Complaints concerning the AEC process of review of an item or report cannot be resolved by communication between the Complainant and the UniSQ AEC, the concern should be referred to the PVC (RD&C) to initiate a review of the process followed by the UniSQ AEC. Following this review, the UniSQ AEC may need to review its process in reaching its Decision regarding the item or report and re-evaluate its Decision in light of the reviewed process. The ultimate Decision regarding the ethical acceptability of an activity lies with the UniSQ AEC and must not be overridden (in line with clause 5.6 of the Code).

If a person is dissatisfied with the conduct of a member of the UniSQ AEC, or Employee of the Office of Research, a Complaint may be made in writing to the PVC (RD&C) for investigation and resolution in accordance with the University's Policies on Complaints management.

Complaints made by Students may be made in accordance with the Student Grievance Resolution Procedure and will be referred to the PVC (RD&C) for investigation and resolution.

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4.10 Management of potential breaches

When Research or teaching projects, Research Activities or functions of the UniSQ AEC in breach of the Code are detected, the UniSQ AEC, and/or the Responsible Officer must ensure that:

- actions are taken to ensure that Animal Wellbeing is not compromised, the issue is addressed promptly, and activities that have the potential to adversely affect Animal Wellbeing cease immediately;
- actions are taken to address the issues in consultation with the person(s) involved;
- when considered necessary, such matters are referred to the institution for action; and
- non-compliance receives appropriate follow-up.

A breach of the Code may also breach the University's Research Code of Conduct. Potential breaches are managed in accordance with the Research Code of Conduct: Management of Potential Breaches Procedure.

5 References

National Health and Medical Research Council (2013). Australian code for the care and use of Animals for scientific purposes, 8th edition. Canberra: National Health and Medical Research Council.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Director (Office of Research)
Policy Type	University Procedure
Policy Suite	Research Code of Conduct Policy
Subordinate Schedules	

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Approved Date	23/3/2026
Effective Date	23/3/2026
Review Date	23/3/2031
Relevant Legislation	*Animal Care and Protection Act 2001* *Animal Care and Protection Amendment Act 2022 (Qld)* *Animal Care and Protection Regulation 2023* *Australian Code for the Responsible Conduct of Research (2018)* *Biosecurity Act 2015* *Gene Technology Act 2000* *Nature Conservation Act 1992* *Nature Conservation (Animals) Regulation 2020*
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Conflict of Interest Policy Records and Information Management Policy Research Code of Conduct Policy Student General Conduct Policy Student Grievance Resolution Policy Work Health and Safety Policy
Related Procedures	Biosafety Procedure Conflict of Interest Procedure Research Code of Conduct: Management of Potential Breaches Procedure Student General Misconduct Procedure Student Grievance Resolution Procedure
Related forms,	Animal Ethics Minor and Major Amendment Classification Guide

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publications and websites	Department of Primary Industries - Animal welfare and ethics Feedback, Complaints and Appeals University Meeting Schedule UniSQ AEC Confidentiality Agreement (available from animal.ethics@unisq.edu.au) Animal ethics on the University website UniSQ AEC Standard Operating Procedures
Definitions	**Terms defined in the Definitions Dictionary**
	Animal Any live non-human vertebrate (that is, fish, amphibians, reptiles, birds and mammals, encompassing domestic Animals, purpose-bred Animals, livestock, wildlife) and cephalopods. Animal Ethics Committee (AEC) A committee constituted in accordance with the terms of reference and membership laid down in Australian code for the care and use of animals for scientific purposes 8th Edition 2013. Animal Wellbeing An Animal is in a positive mental state and is able to achieve successful biological function, to have positive experiences, to express innate behaviours and to respond and cope with potentially adverse conditions. Animal Wellbeing may be assessed by physiological and behavioural measures of an Animal's physical and psychological health and by the Animal's capacity to cope with stressors and species-specific behaviours in response to social and environmental conditions. Complainant A person who has made a Complaint. Complaint A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.

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Council

Council means the governing body, the University of Southern Queensland Council.

Course Coordinator

Responsibilities of Course Coordinators include but are not limited to: Course planning, design and development Course Specifications and alignment with Program Learning Outcomes Assessment design, implementation and marking Course delivery and Student learning experiences by providing Student support leadership and guidance of teaching teams engagement with professional and accreditation bodies ensuring currency of disciplinary and content knowledge and expertise reflecting on evaluations for the purpose of quality enhancement of Courses.

Decision

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

Delegation

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Enterprise Agreement

University of Southern Queensland Enterprise Agreement 2023-2026.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

Policy

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A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Principal Investigator

The lead Researcher for a Research project. The Principal Investigator may also be referred to as the chief, lead or principal Researcher or investigator.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Research

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

Research Activities

Refers to activities that result in the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.

Researcher

Any person/s involved in Research Activities at, or on behalf of the University. This includes, but is not limited to Employees, Students, visiting scholars, research partners, research affiliates, holders of Honorary or Adjunct positions.

Scientific Purposes

All activities conducted with the aim of acquiring, developing or demonstrating knowledge or techniques in all areas of science, including teaching, field trials, environmental studies, research (including the breeding of a new Animal line where the impact on Animal wellbeing is unknown or uncertain), diagnosis, product testing and the production of biological products.

Student

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A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Study Period

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

Teaching Activity

Any action or group of actions undertaken with the aim of achieving a scientific purpose, where the scientific purpose is imparting or demonstrating knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirements.

Unexpected Adverse Event (Animal)

An event that may have a negative impact on the wellbeing of Animals and was not foreshadowed in the approved project or activity. An unexpected adverse event may result from different causes, including but not limited to: death of an Animal, or group of Animals, that was not expected (e.g. during surgery or anaesthesia, or after a procedure or treatment); adverse effects following a procedure or treatment that were not expected; adverse effects in larger numbers of Animals than predicted during the planning of the project od activity, based on the number of Animals actually used, not the number approved for the study; a greater level of pain or distress than was predicted during the planning of the project or activity; power failures, inclement weather, emergency situations or other factors external to the project or activity that have a negative impact on the welfare of the Animals.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

University Members

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University;

	members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this procedure only
	Investigator As defined by the Australian code for the care and use of Animals for scientific purposes, 8th edition (2013): Any person who uses animals for scientific purposes. Includes researchers, teachers, undergraduate and postgraduate students involved in research projects, and people involved in product testing, environmental testing, production of biological products and wildlife surveys. **Regulators** Department of Primary Industries (Queensland) Department of Primary Industries (New South Wales) Animal Welfare Victoria **UniSQ AEC Executive** The UniSQ AEC Executive is established in line with the Australian code for the care and use of animals for scientific purposes and must include the chairperson and at least one member from Category C or D.
Keywords	Animal, ethics, wellbeing, research
Record No	14/1878PL

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