
Animal Ethics Policy

1. Purpose

- a) The University has a code of ethical conduct for the use of live animals for teaching and research that has been approved by the Ministry for Primary Industries.
- b) The purpose of this Policy is to ensure that the University complies with the code when using live animals for teaching and research.

2. Application of Policy

- a) This Policy applies to Staff Members and Students.

Policy Content

3. The Code of Ethical Conduct for the use of live animals for teaching and research

- 3.1 The Code deals with all vertebrate animals plus octopus, squid, crab, crayfish and lobster, and unborn mammals and pre-hatched birds and reptiles in the last half of gestation/development, in addition to 'any animal of a species declared by the Ministry for Primary Industries, by notice in the Gazette, to be a species of animal for the purposes of the [Animal Welfare Act 1999](#) and its amendments' (see Appendix B for a copy of the code).
- 3.2 The use of animals includes captive breeding programs undertaken by the Animal Care Facilities and any animals killed (but otherwise not manipulated) for the purpose of collecting tissues for research and teaching.
- 3.3 As part of this code the University has an Animal Ethics Committee (AEC) with a membership approved by the Ministry for Primary Industries. The chief functions of the committee are to consider all applications for the use of live animals for teaching and research, to monitor the use of animals in approved projects, and to inspect any animals held for the purposes of teaching and research.

4. Teaching and research

- 4.1 All teaching or research involving the use of animals must be approved in advance by the AEC. There is an online application form for such approval available at <https://rme.vuw.ac.nz/rmenet/>. Since applications will be considered by the AEC at its scheduled meetings, applications must be submitted well in advance of any planned starting date. Approval may be granted for periods of up to three years.
- 4.2 Supervisors are responsible for ensuring that students are aware of and comply with the Code of Ethical Conduct and the procedures of the AEC.
- 4.3 Refer to Appendices A and C for the responsibilities of principal investigators and undergraduate course organisers.

5. Responsibility of Vice-Provost (Research)

- 5.1 The Vice-Provost (Research) is responsible for ensuring the maintenance of proper ethical standards in research and will liaise with the Animal Ethics Committee for that purpose.

6. Responsibility of Head of School

- 6.1 The Head of School has a responsibility to ensure that any member of their department contemplating teaching or research involving the use of live animals is aware of the Code of Ethical Conduct, and of the procedures for obtaining AEC approval.

7. Animal Care Facility

- 7.1 The AEC inspects the Animal Care Facility regularly and reports to the Vice-Chancellor on this and other matters relating to the use of animals within the University. All facilities overseen by the AEC must have a quality management plan outlining the management of the facility and its general operation such that its operation is in accordance with good practice.

8. Misconduct

- 8.1 Where University employees fail to obtain ethical approval when such approval is required or where they act contrary to the decision of a body authorised to consider applications for ethical approval, the matter shall be dealt with under the University's [Staff Conduct Policy](#). Where a student has engaged in an unethical activity, the matter should be dealt with by the student's examiner or supervisor, and where necessary, referred to the head of the school. In serious cases, the misconduct provisions of the University's [Student Conduct Statute](#) may be used.

9. Definitions

In this Statute/Policy/Procedure, unless the context otherwise requires:

ACE means Animal Ethics Committee.

Related Documents and Information

10. Related Documents

[Education Act 1989](#)

[Staff Conduct Policy](#)

[Student Conduct Statute](#)

[Appendix A: Use of Animals in Research – Responsibilities of Principal Investigators](#)

[Appendix B: Code of Ethical Conduct for the use of Live Animals for Teaching and Research](#)

[Appendix C: Use of Animals in Teaching – Responsibilities of Undergraduate Course Organisers](#)

Previous version: [Animal Ethics Policy](#)

11. Document Management and Control

Approver	Vice-Chancellor
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