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## Animal Ethics Policy

### Research Policy

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#### 1 Purpose

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

#### 2 Organisational Scope

This is a University-wide policy.

#### 3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

AEC: Animal Ethics Committee.

#### 4 Policy Content and Guidelines

##### 4.1 *The Code of Ethical Conduct for the use of Live Animals for Teaching and Research*

- (a) 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 Minister 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).
- (b) 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.

##### 4.2 *Teaching and Research*

- (a) All teaching or research involving the use of animals must be approved in advance by the AEC. There is a special 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.
- (b) Supervisors are responsible for ensuring that students are aware of and comply with the Code of Ethical Conduct and the procedures of the AEC.

- (c) Refer to Appendices A and C for the responsibilities of principal investigators and undergraduate course organisers.

#### **4.3 Responsibility of Vice-Provost (Research)**

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

#### **4.4 Responsibility of Head of School**

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.

#### **4.5 Animal Care Facility**

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.

#### **4.6 Misconduct**

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 may amount to misconduct and be dealt with under the University's [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.

### **5 Legislative Compliance**

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

[Animal Welfare Act 1999](#)

### **6 References**

[Conduct Policy](#)

[Student Conduct Statute](#)

Previous Version: [Animal Ethics Policy](#)

### **7 Appendices**

[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](#)

### **8 Approval Agency**

Vice Chancellor

## **9 Approval Dates:**

This policy was originally approved on: 8 October 2002

This version was approved on: 15 April 2015

This version takes effect from: 15 April 2015

## **10 Policy Sponsor**

Provost

## **11 Provost Contact Person**

The following person may be approached on a routine basis in relation to this policy:

The Executive Officer, Animal Ethics Committee

Ext: 6082