



**THE AUSTRALIAN AND NEW ZEALAND
COLLEGE OF
VETERINARY SCIENTISTS**

**POLICIES AND
PROCEDURES**

2015

Welcome to the ANZCVS Policies and Procedures booklet.

The Australian and New Zealand College of Veterinary Scientists is administered by an elected Council comprising six members plus the Chief Examiner. The Policy and Procedures Booklet is a compilation of Policies and Procedures adopted by Council and the Board of Examiners. It should be a useful resource to College members, especially office bearers of Council and the Board of Examiners.

BOARD OF EXAMINERS

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Dr C Guy BVSc MANZCVS (Epidemiology) Assistant Chief Examiner (Examinations)
Dr S Raidal BVSc FANZCVS (Equine Medicine)
Dr K Briscoe BVSc (Hons 1) MVetStud (Small Animal Clinical Studies) FANZCVS (Feline Medicine)
Dr P Bennett BVSc FANZCVS (Canine Medicine) DACVIM (Oncology, Small Animal Internal Medicine)
Assistant Chief Examiner (Training and Credentials)
Dr T McAlees BVSc FANZCVS (Emergency Medicine and Critical Care)
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Dr I.C. Hodge Dip.Agr BSc BVSc MANZCVS (Dairy Cattle Medicine)
Dr C. Mansfield BSc BVMS MVM PhD MANZCVSc DECVIM-CA (Small Animal Medicine) President

COUNCIL

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Dr M. Paton BVSc, MANZCVS (Veterinary Epidemiology) Honorary Treasurer
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SECTION A

GENERAL POLICIES

1. ASSOCIATE MEMBERSHIP

Definition

Associate Members will be available to veterinarians who:

- have successfully completed UK, European or US Diplomate examinations*
- are likely to contribute to the College;
- are proposed and seconded by Members of the College;
- pay the College's annual subscription fee.

Implementation

Applications for Associate Membership shall be made to the Council in writing by qualified veterinarians and shall include the following:

- documentary evidence of successful completion of UK, European or US Diplomate examinations*;
- an outline of how the applicant has or will contribute to the College;
- a proposer and seconder, both of whom must be ANZ College Members;
- payment of the College's annual subscription fee.

Applicants will be notified within 14 days following the next scheduled Council meeting at which their application is considered.

Associate Members will be required to pay annual membership subscriptions. They are allowed full voting rights and the ability to stand for Council and other positions of office, and will for the purposes of the College be entitled to use the letters MANZCVS after their name.

*Must be listed in Annexe A: AVBC Specialist Registration Information Handbook as a Diplomate qualification whose formal full time standard training programs generally meet the standards accepted for specialist registration

2. LIFE MEMBERSHIP

Members/Fellows are eligible for Life Membership/Fellowship if they retired from full time employment*, AND have EITHER:

- a. Reached the age of 60 years OR
- b. Been a College member for 30 continuous years or more

Applications for Life Membership/Fellowship must be made in writing to the College Council.

Life Membership/Fellowship will be granted at the discretion of Council, at a Council in person or teleconference meeting.

Life Members/Fellows are exempt from payment of annual fees and levies but retain all their rights and privileges including the right to vote and continuing membership of chapters willing to accept them as a Life Member

*The definition of ‘retired from full time employment’ will be that members are employed or self-employed or engaged in any activity for remuneration for less than 10 hours each week. This is consistent with the definition of retirement used by the Australian Taxation Office.

3. INVESTMENTS

It shall be a general objective of the College to hold reserves approximately equivalent to one year’s gross turnover. The College reserves are to be used to cover a shortfall of income to expenditure in any year, for purchase of items of capital equipment or other major items of expenditure approved by Council.

College reserves shall only be invested in bank guaranteed debentures and term deposits.

Investments shall be arranged to provide a spread of maturities over a period of approximately five years.

The ability to access invested money prior to maturity should be considered in evaluating alternative investments.

4. BEQUESTS

Bequests are traditionally a lasting way to say thank you to an establishment or organisation that does work that people respect and value. Individuals are invited to bequeath to the Australian and New Zealand College of Veterinary Scientists when preparing a will. Bequests can be as small or large as liked, and are easy to arrange.

It is recommended that the following suggested bequest wording be adopted for the purpose of making a bequest to the College. It is a generic form of wording which will need to be modified in each particular circumstance.

SUGGESTED WORDING

I give to the Australian and New Zealand College of Veterinary Scientists ABN 50 000 894 208 (the whole of my estate) or (a specific sum or piece of property) or (a percentage of my estate) or (the residue of my estate) free of all duties for its general purposes. A receipt from the Treasurer or other authorised person shall be a complete and sufficient discharge for the Executor.

5. COUNCILLOR REIMBURSEMENT

Reimbursement of College Councillor expenses incurred in association with undertaking the role of Councillor will be approved at the discretion of the Executive Officer

College Councillors will be reimbursed for their expenses associated with attending in-person Council meetings:

- All reasonable travel expenses (air tickets, taxis fares etc) will be reimbursed on submission of a claim form with the appropriate tax invoice (receipt) on or before 30 September immediately following College Science Week. The maximum reimbursement will be \$120 in 2013 (reviewed annually) for return ground transfers between airports and the College Science Week venue.

- Councillors are encouraged to stay at the hotel or the College Science Week venue, and the cost of the room plus breakfast will be paid directly to the hotel by the College.
- All other reasonable and related expenses (such as meals) will be reimbursed on submission of a claim form with the appropriate tax invoice (receipt) on or before 30 September immediately following College Science Week.

Councillors are encouraged to attend College Science Week and the Awards Dinner free of charge. At these events, they are expected to attempt to maximise their exposure to the College membership and be available to discuss College matters.

6. MILEAGE RATE

For Travel to College Meetings And Examinations

| | |
|------------------|--------|
| Up to 1600cc | 63c/km |
| 1601 to 2600 cc | 74c/km |
| 2601 cc and over | 75c/km |

7. TRAVEL REIMBURSEMENT

Purpose

This policy covers all staff of the ANZCVS and volunteer office bearers and examiners, who from time to time are required to travel on behalf of the College.

This policy sets out guidelines for incurring expenses and for their reimbursement.

If you are uncertain about a particular expense or aspect of this policy, contact the CEO or Honorary Treasurer through the College Office, prior to the expenditure.

Air Travel

The Honorary Treasurer is the final arbiter for all travel reimbursements.

Airfares necessary for College business should be booked in advance using the lowest available airfare after checking each airline. College staff will use published, direct airfares, available for purchase six weeks prior to Science Week, from all capital cities to the Gold Coast as the basis for examining claims for reimbursement.

The College will not reimburse the full cost of airfares broken up with protracted stopovers. Instead, it will reimburse the cost of a direct airfare or, where a one night stopover necessitated by difficult flight times is substantiated, the cost of that airfare and appropriate relevant accommodation expenses.

The College will bear the costs where an unavoidable cancellation is necessary in the case of someone who booked a non-refundable fare.

All travel for College business will be in economy class, unless another class is cheaper.

Airfares should be booked as soon as possible in advance of travel in order to take advantage of any discounts. A cheaper non-refundable fare should be chosen in preference to a more expensive refundable fare unless there is a real possibility that the travel may be cancelled.

In the case that a non-refundable fare has to be cancelled, the College will cover the cost of that non-refundable fare.

One piece of checked personal baggage can be claimed, when using an airline that charges for checked baggage. Extra bags and excess baggage charges will not be reimbursed unless the material being carried is College property (e.g. paperwork, equipment etc)

Any fare, or combination of fares, over \$1000, should be pre-approved by the CEO or Honorary Treasurer. If pre-approval is not sought reimbursement cannot be guaranteed.

Travel to and from the Airport

Home to Airport

If the traveler's own car is used for travel to and from the home airport, long-term parking should be used for any parking over 24 hours duration.

The traveler should choose between driving and parking at the airport or taking a taxi, based on cost and choose whichever option is the cheaper.

Destination to Airport

If a shuttle bus service is available between the destination airport and the traveler's hotel or business venue, this should be used.

If several people are travelling together, a taxi may be more economical and can be used.

Other Modes of Transport

Travel by rail, coach, etc should also be booked as far as possible in advance if there is any cost benefit in doing so.

All non-air travel will be by economy or equivalent class, unless another class is cheaper.

Transfer Reimbursements

A maximum reimbursement of \$120 will be permitted in 2013 for return ground transfers between Brisbane or Coolangatta airports and the College Science Week venue.

Variations to transfer reimbursements between Brisbane or Coolangatta airports and the College Science Week Venue will be at the discretion of the Honorary Treasurer and/or CEO

Hotel Accommodation

The College will reimburse the cost of hotel accommodation and breakfast for each hotel stay night. Daily hotel rates, inclusive of breakfast, over AUD \$200/day should be pre-approved by the CEO or Honorary Treasurer.

Internet access can be claimed if the hotel does not provide this free of charge. Additional hotel charges, such as hotel phone use, entertainment costs, mini-bar charges etc will not be reimbursed at any time unless the expenses incurred are directly related to College business. Laundry expenses can only be claimed for trips over seven days.

For any travel consisting of more than 8 hours of flights or crossing more than 5 time zones, up to two nights hotel accommodation and meals (see below) will be covered to allow the College representative to recover from the air travel.

Meal Expenses

Reasonable meal and beverage expenses will be reimbursed with receipts. Alcohol will only be reimbursed if consumed with a meal and at a reasonable level. Any official functions that the traveller is required to attend, as a representative of the College, will be reimbursed with receipts.

If a tip is given, the amount should be added onto the total bill if a credit card is used to pay, If cash is paid then reimbursement of the tip will only be made if a receipt is provided. The amount of any tip given should be within a reasonable range for the country in which it is given.

Travel Insurance

Travel insurance for the duration of the business can be claimed from the College.

Other Information

The College will only reimburse direct travel to and from the traveler's normal place of residence or work to site of College business.

Personal expenses incurred by the traveller that are not directly related to the travel itself (e.g. pet sitting, dry cleaning) are not the responsibility of the College and are not able to be reimbursed.

Additional travel before or after the time of College business is permitted however the College will not reimburse any additional costs that are incurred as a result of the extra travel.

The Honorary Treasurer is the final arbiter for all travel reimbursements.

How to Claim a Reimbursement

All expense claims must be submitted with a completed College claim form and all original receipts.

All expenses will be reimbursed in Australian Dollars.

Credit Card Expenses

Expenses billed on an Australian or NZ credit card will be reimbursed as billed, including any foreign currency transaction fees. A copy of the relevant part of the credit card statement should be submitted with the claim form and original receipts.

If a credit card billed in a currency other than Australian or NZ dollars or foreign currency cash has been used, the foreign currency amount should be converted to AUD or NZD on a currency exchange website. (e.g. www.xe.com), using the historical rate for the day on which the expense was incurred.

8. ADMINISTRATIVE CHARGES FOR CHAPTERS

Chapters will be charged for services provided by the College office as follows:

- Secretarial time at the current hourly rate
- Bank charge on credit card payment 2%
- Photocopy charge 5c per page
- Postage at the current rate

9. EXPENDITURE OF COLLEGE FUNDS

Central Funds

General College expenditure will be according to budgets prepared by the Honorary Treasurer.

Requests for unbudgeted items of general expense with value of more than \$200 must be approved by the Honorary Treasurer.

The Honorary Treasurer may seek input from Council in making expenditure decisions.

The Honorary Treasurer must request approval from Council for any single unbudgeted item of expenditure greater than or equal to \$1,000.

Funds Managed by Chapters

Chapter expenditure will be according to budgets prepared by the Chapter Treasurer and adopted by the Chapter Executive.

Items not included as routine budget items with value between \$100 and \$500 must be approved by the Chapter Treasurer and the other signatory on the account.

Items not included as routine budget items with value above \$500 must be approved by all members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary.

Items not included as routine budget items with value \$1000 must be approved by Council.

10. NEW ZEALAND FINANCES

All annual subscriptions will be mailed directly to the College office in Australia where they will be recorded. Any subscriptions paid by cheque in New Zealand dollars will be forwarded to the Honorary Treasurer in New Zealand for banking.

All expenses received in NZ Dollars will be forwarded to the Honorary Treasurer in New Zealand for payment.

The Honorary Treasurer in New Zealand will be required to send a bank statement and reconciliation forms (provided by the College office) to the College monthly.

11. CONTINUING EDUCATION ALLIANCES

General

The College and/or its Chapters may conduct seminars or courses, or assist in the development of seminars or courses conducted by organisations that share its objectives, provided there are clear benefits through doing so for the College, its members or College examination candidates.

Participation in a seminar/course conducted or assisted by the College and/or its Chapters **should not be a prerequisite for sitting College examinations** and **should not be taken as assuming success at College examinations.**

College Assistance for the Development of Seminars or Courses Conducted by other Organisations

College and/or Chapter Cooperation with organisations who share the College objectives shall not be exclusive.

The College and/or its Chapters shall remain autonomous at all times.

The College and/or its Chapters shall not endorse or promote another organisation or its products.

Seminar content, College activities and College standards shall not be influenced by commercial issues or commercial considerations.

Seminars or Courses Conducted by the College

Content of seminars or courses conducted by the College and/or its Chapters must be updated each time the seminar or course is delivered.

Seminars or courses conducted by the College and/or its Chapters must be presented in a timely fashion.

Presenters in seminars or courses conducted by the College and/or its Chapters must not act as examiners in the same year.

It is contingent on the Chapter delivering the seminar/course to maintain quality control.

Budgets and financial records for all seminars or courses conducted by Chapters must be copied to the College Office. Charges incurred when offering the seminars and courses are expected to translate to a fair cost levied to course participants.

Chapters must ensure they comply with GST legislation requirements when collecting seminar or course fees. For advice on this contact the College Office.

Chapters are accountable to College Council and must conduct seminars or courses in compliance with this policy.

12. SPONSORSHIP

The College and its Chapters may accept sponsorship from organisations that share its objectives, provided there are clear benefits through doing so for the College, its members or examination candidates.

The College and its Chapters shall maintain autonomy from the sponsoring organisation at all times.

The College and its Chapters are able to acknowledge sponsorship by a company but shall not endorse or promote a company or its products.

Seminar content, College activities and College standards shall not be influenced by commercial issues or commercial considerations.

Sponsorship agreements may be exclusive for individual specific activities only. Sponsorship agreements shall not be generally exclusive. The College and its Chapters may accept sponsorship from more than one sponsor for an individual activity.

Sponsorship agreements shall not automatically recur.

Sponsorship for events or products developed by the College and its Chapters, including acknowledgement of the sponsorship, may be accepted on a case by case basis on prior written approval by:

- a. The Chapter Treasurer for sponsorship with value up to \$499.
- b. All members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary for sponsorship with value from \$500 to \$999.

- c. The College President and Treasurer for Sponsorship with value equal to or greater than \$1000. Submissions are to be made on the approved template available from the College office.
- d. Following approval individual sponsorship agreements with Chapters may be managed by the relevant Chapter according to points 1 – 6 above.

A formal sponsorship agreement must be signed by one representative each from the sponsor and the Chapter and a copy of all signed sponsorship agreements must be circulated to the College Office for records.

13. STRATEGIC ALLIANCES

The College may establish Strategic Alliances.

The nature and extent of potential Strategic Alliances are unlimited.

Strategic Alliances must be carefully considered and approved on a case by case basis by Council in conjunction with relevant Chapters.

Alliances will only be considered if they offer a tangible benefit to the College.

The College must maintain as its highest priorities, its own core functions of examinations and College Science week.

The College's primary objectives must not be compromised.

14. PRIVACY

The Australian and New Zealand College of Veterinary Scientists is committed to respecting the privacy of its members and examination candidates. The College collects and holds personal information about its members and examinations candidates for a primary purpose only, to meet the objectives of the College (as outlined in the Memorandum and Articles).

The kinds of personal information the College holds may be:

- Names
- Addresses & other contact details
- Details of qualifications
- Dates of birth
- CVs or statements of experience in veterinary science
- Veterinary Surgeons' Board registration details
- Membership application forms
- Fellowship Training programmes
- Records of College examination performance
- Correspondence to & from candidates and members
- Candidates' examination papers (kept for 6 months only)
- Subscription renewal payment details (kept for two years only)
- Credentials documents (kept for two years only)

The main purposes for which The College holds this information are:

- To communicate with examination candidates and College members about College activities.
- To assess eligibility for candidacy for examinations.
- To assess Fellowship training programmes.
- To monitor Fellowship training programmes.
- To keep an accurate record of communications and interactions between examination candidates, College members and the College administration.

- Other purposes that enable the College to meet its objectives.

The College does not collect personal information from individuals who access The College web site www.acvs.org.au.

The College and its Chapters will not disclose personal information without the consent of the individual whose personal information is to be disclosed.

Individuals wishing to request access to personal information should contact the College office, Australian and New Zealand College of Veterinary Scientists, Building 3, Garden City Office Park, 2404 Logan Road, EIGHT MILE PLAINS, Qld. 4113, Australia. Ph (07) 3423 2016 Fax (07) 3423 2977 Email admin@anzcvs.org.au

15. EXPRESSION OF OPINION

Preamble

The following Policy applies when a request is received from the media or another organisation asking for the opinion of the College or one of its Chapters on an issue relating to veterinary science, **OR** when the College or one of its Chapters elects to voice a scientific position on an issue to the media or another organisation.

Policy

College members are entitled to express an opinion **on their own behalf** at any time. When doing so they are entitled to state their expertise in the area, which may include their College qualification.

College members must not make a public statement **on behalf of the College** or its chapters verbally, in writing, through electronic communication or projected PowerPoint presentation, unless they follow the following guidelines:

Guidelines

- a. The statement of opinion must have sufficient information for persons not expert in that particular field to understand the issues.
- b. The statement must have the majority support of the relevant Chapter Executive.
- c. The Chapter must send notification detailing the issue to the Executive Officer of the College for review and approval.
- d. The statement may be released by the relevant Chapter Executive following approval by the Executive Officer.
- e. A copy of all correspondence issued to the media/other organisation associated with the statement of opinion must be provided to the College office.

16. HOSPITALITY EXPENDITURE

1. General College expenditure on hospitality and catering must be approved by the Honorary Treasurer, if this is not possible then by the President, in accordance with these policy guidelines. Chapter expenditure on hospitality and catering must be approved by the Chapter Treasurer, if this is not possible then by the Chapter President, in accordance with these policy guidelines. Wherever

practicable, approval should be obtained prior to the incurrence of the expenditure.

2. The expenditure must be for official purposes, must not be excessive, and should be able to withstand public scrutiny. All hospitality expenditure must be incurred for a specific outcome that can be demonstrated to be of benefit to the College. These outcomes should be documented at the time of approval.
3. Appropriate documentation to substantiate expenditure for hospitality must be maintained.
4. While it is recognised that the cost of hospitality varies appreciably depending upon the venue and the nature of the function, there is an obligation to ensure that expenditure is not excessive. Expenditure associated with formal dining (i.e. "sit-down" meal) situations can be approved up to \$125 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

For events involving finger food and drinks, the expenditure per head at these functions should be no more than \$25 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

5. Expenditure associated with alcohol consumption will only be approved in formal dining (i.e. "sit-down" meal) or formal finger-food-and-beverage situations which take place in evenings.
6. Expenses associated with hospitality include expenditure required for official visitors (where the College has an interest in, or a specific obligation towards, facilitating the visit).
7. The College will not fund entertainment for attendance of staff or officers' partners, unless approved by the President.
8. The costs of morning and afternoon teas and working lunches of a moderate nature and consisting of finger food only (eg sandwiches) are not classed as official hospitality and are not subject to the procedural requirements of this policy. The College's definition of hospitality and official functions is based on the definition of Entertainment Expenditure contained in the Income Tax Assessment Act 1997 (s.32-10) and related guidelines.
9. The College will not meet the costs of tipping, unless dictated by national custom.
10. Meal limits will be adjusted each financial year by the last 12 months' CPI for Australia.

17. UNFINANCIAL MEMBERS USING COLLEGE CREDENTIALS

When a College member has been removed from the membership listing because of either voluntary resignation or non payment of College fees, he/she must not:

- a. Append the College qualifications to their name
- b. Promote themselves as being College members.

In addition, the Veterinary Boards will be advised that he/she is no longer a College member.

Should the College be made aware that the lapsed member has continued to append the College qualifications to his/her name and/or promote himself/herself as being a College member, he/she will receive a formal complaint letter from the College and the relevant Veterinary Surgeons' Board(s) will be advised that he/she is practicing under false qualifications.

18. CONFLICT OF INTEREST (“BIAS”) POLICIES

18.1 What is a conflict of interest / bias?

‘Conflict of interest’ and ‘bias’ are often interchangeable terms.

Generally, a conflict of interest occurs where a person:

- has more than one interest, and the person cannot deal with one interest without involving the other interest , or
- owes duties to different parties, and the person cannot act in favour of one party without detrimentally affecting the duty owed to other party.

A conflict of interest might be an actual conflict, or an apparent conflict if a reasonable person objectively believes that a conflict might arise.

Bias occurs where a person has an actual interest in one result or favours one party over another (actual bias), or objectively might appear to favour one result or party over another (apparent bias).

Given the closeness of these two concepts, this policy simply refers to ‘conflicts of interest’ for both conflicts and bias.

18.2 How do conflicts arise?

A conflict of interest might arise through, or by reason of various types of relationship, friendship, enmity or commercial / financial interest. These categories are not limited and often overlap. Examples include:

Financial interests

A person might gain financially by undertaking a certain course of action. For example:

- A College Councillor or employee contracts on behalf of the College with themselves or with an entity which they have a financial interest in

- An examiner is responsible for examining their own employee, where if the employee passes it will allow their business to charge more
- In some circumstances an examiner overseeing a business rival
- Where a person has been given gifts by another in the past

Family interests and relationships

Where a member of the person's immediate family benefits from a person's actions. For example:

- A College Councillor or employee contracts on behalf of the College with a family member or entity which a family member has an interest in
- A person dealing with a family member

Friendships

Where an examiner or Councillor has a friendship with a Candidate that goes beyond mere occasional acquaintances.

Where a person feels an enmity towards another.

College Relationships

A person who has supervised a Candidate should not also be their examiner as an objective onlooker might reasonably believe they have a vested interest in seeing them pass. The supervisor might also subconsciously skew the examination either:

- in favour of the areas they know the Candidate is strong in, creating bias, or
- into areas they know the Candidate is weaker in to 'test them out', creating bias by making the exam too unbalanced and difficult.

Legal relationships

Where one person has been involved in some form of legal proceedings against another, either directly or (at times) as a witness.

18.3 What isn't a conflict?

It is not always readily clear whether a conflict occurs. The mere fact that someone voices an expression of the apprehension of a conflict of interest does not in itself establish that it is reasonably held. This is a matter which must be determined objectively by others. The issue is not whether a decision maker has some link with the subject matter of their decision but whether the result of their decision would realistically affect the person's interest.

While it may be clear that dealing with a person's immediate family (spouse, children, siblings, parents) would give rise to either an actual or an apparent conflict, there is less clarity the greater the remoteness of the relationship e.g. will dealing with a second-cousin give rise to an apparent conflict? A third-cousin?

A person may have in the past received gifts from someone of inconsequential value, or so long ago as to be too remote to give rise to a conflict now.

In a relatively small profession, it is common for ‘everyone to know everyone’. Knowing someone as a casual professional acquaintance – such as meeting them periodically at conferences, having worked together in the past, does not in itself give rise to a conflict.

The fact that the same person has previously assessed an Activity Log Submission or a Credentials document does not create a conflict of interest with their acting as an examiner. The same person can be involved in multiple aspects of the assessment process, even if they have previously failed the Candidate.

As the numbers of Members, and Fellows especially, are small across Australia, there will always be some element of ‘business rivalry’, but to take a too strict approach would render it impossible in some cases for one person to act as a supervisor or examiner of another.

A person’s evidence in legal proceedings may be highly detrimental to another, giving rise to grounds for a conflict, or two practitioners may be used to provide expert evidence on opposing sides without creating enmity between them.

18.4 Automatic disqualifications

A person with an actual financial conflict of interest must, as soon as practical, disclose their conflict, (if applicable) disqualify themselves from voting at any meeting authorising any relevant financial transaction, and not undertake any activity resulting in a financial benefit involving the conflict of interest.

Members or Fellows who are acting as examiners cannot sit for examination in the same year.

A person can not examine:

- their employee
- an immediate family member, or
- any person they report to.

A person should not supervise:

- an immediate family member, or
- any person they report to.

A College official who is normally responsible for deciding whether another person has a conflict of interest cannot do so for:

- their employee
- an immediate family member, or
- any person they report to.

18.5 Process for resolving conflicts

For all other conflicts a person can not be the judge of their own conflict claim. Any person who believes they have a conflict of interest must **both report it** (see below for details) **and abstain from taking any further action that may create the conflict** until the matter is resolved.

In general, where a full and complete disclosure of a conflict (whether actual or apparent) is made, a party affected and College can agree that the person be allowed to continue despite the conflict.

The conflict can only be waived where all relevant facts which might affect the decision to grant a waiver are disclosed. A partial disclosure might:

- constitute grounds for an affected person to appeal against the waiver, or
- constitute grounds for the College to rescind the waiver and take other disciplinary or legal action.

If a person has previously made a full disclosure and has been granted a waiver, and then subsequently becomes aware of new information regarding their conflict, they must immediately report this as set out below.

All Councillors and Board of Examiners

Any actual or potential conflicts of interest should be disclosed as soon as practical to the Council or Board. If a person believes they can nevertheless act impartially they may make a submission to the Council / Board, but after doing so must:

- not take part in or listen to the deliberations of other members; and
- not vote on whether they should be disqualified.

The Council / Board must record in its minutes that:

- a declaration of a conflict was made, and
 - if a vote was undertaken to resolve an apparent conflict, the result of that vote,
- but the Council / Board must keep confidential the details of the discussions held by the remaining Council or Board members.

In the event of a deadlock the result is deemed to be that the person is disqualified because of a conflict of interest.

Where a Councillor or Examination Board member wishes to sit an exam, they should inform the Chair of Board of Examiners, the College President and the College Executive Officer. These three officials will consult on whether there is:

- a sufficient conflict to warrant further action, (and if not record the details why), and if so
- prepare an appropriate plan to manage any conflicts; which must be ratified by the Council before being implemented. Once ratified, the Councillor/Board member must sign a written agreement setting out the plan as approved by the Council.

If any further conflicts arise, the conflict must be reported as soon as possible to the Chief Examiner, the College President and the College Executive Officer, who will again follow the procedures set out above.

Examiners

Note: In certain circumstances the Chief Examiner may appoint a member of a CEC to act as an examiner, approve an Activity Log Submission and approve Credentials (see section ‘3.1 Chapter Examination Committee’ *Examiner Handbook*.) Any conflicts the CEC member may have with any Candidate must be notified immediately to the Chief Examiner. These conflicts will be dealt with under section 3.1 *Examiner Handbook* . The provisions below, and the appeal provisions in part 18.6, only apply to conflicts not dealt with under section 3.1 *Examiner Handbook*.

A potential examiner should report any conflicts to the Chief Examiner, the College President and the College Examinations Officer. The Chief Examiner and the President must confer to determine whether there is:

- a sufficient conflict to warrant further action, (and if not record the details why), and if so
- determine whether the potential examiner should not be used or whether a waiver should be sought.

When determining whether a waiver should be sought the Candidate (or any other person affected by any conflict) is to be given all relevant details of the conflict and asked whether they are prepared to waive the conflict. However if the potential examiner indicates that the conflict details contain personal or other confidential information, the Chief Examiner and the President must decide not to use the examiner without seeking a waiver.

The prior consent of the Council is not required to proceed as specified above, however all relevant details of the conflict and action taken are to be provided to the Council at its next scheduled meeting. The Council may amend or cancel any decision taken to date and determine the issues itself.

Members and College Employees

Any Member or College employee with a conflict must report it as soon as practical to the College Executive Officer, who will consult with the College President on whether there is:

- a sufficient conflict to warrant further action, (and if not record the details why), and if so
- how to manage or avoid the conflict including whether a waiver should be sought from the Council.

However if the Member or employee indicates that the conflict details contain personal or other confidential information, the Executive Officer and the President must decide to put in place a plan to avoid the conflict without seeking a waiver. The plan is to be signed by the employee, the College President and the Executive Officer.

The prior consent of the Council is not required for the plan to be signed off, however the plan must be presented to it at the next scheduled Council meeting and the Council may amend or cancel the plan and determine the issues itself.

18.6 Appeals

Candidates objecting to conflicts

As stated above in the note under ‘Examiners’, Candidates should note that where a conflict was notified to them under section 3.1 *Examiner Handbook*, the process set out under 3.1 takes precedence and the following appeal process does not apply.

A Candidate otherwise affected by a conflict of interest, including where a Candidate believes there is a conflict involving another Candidate, may appeal to the Council:

- within 21 days of knowing or realising that there is a conflict, and
- where they have previously consented to a waiver of the conflict, or have previously not lodged an appeal within the 21 day timeframe (above), within 14 days of when new information concerning the conflict becomes known to them.

All other appeals

Any other person adversely affected by a conflict may appeal to the College Executive Officer provided they do so as soon as reasonably practical after becoming aware of the conflict. The Executive Officer will consult with the College President as to what course of action should be taken, and record the results in writing. All relevant details of the appeal and action taken are to be provided to the Council at its next scheduled meeting. The Council may amend or cancel any decision taken to date and determine the issues itself.

18.7 Power to act where conflict suspected

Where the President or Chief Examiner suspects that a person may have a conflict of interest that otherwise should be notified to them, but has not been so notified, the President or Chief Examiner may:

- request that the person provide sufficient information to determine whether a conflict exists, and if so
- proceed to deal with the conflict as set out in this policy or in accordance with section 3.1 of the *Examiner Handbook*.

19. COPYRIGHT – Science Week manuscripts and Examinations

19.1 Science Week manuscripts

19.1.1 Unless authorised by the Commonwealth *Copyright Act* (such as a fair dealing for the purposes of research) the author must obtain a license from any third-party copyright holder consistent with clause 19.2 over any material that the author does not own copyright to. The author must also acknowledge another third-party’s ownership of copyright material used in the manuscript.

19.1.2 The author grants to the College a royalty-free* and non-exclusive license# to use the manuscript for any purpose consistent with the objects set out in the Constitution of the Australian and New Zealand College of Veterinary Scientists. The license includes both hard-copy reproduction and digital reproduction, within Australia or anywhere else in the world. Any reproduction will acknowledge the copyright ownership of the author and any third parties notified by the author under clause 19.1.

19.1.3 The College may proof manuscripts for editing purposes but will not otherwise change the meaning and nature of the manuscript.

*“royalty-free” means that the College can reproduce the manuscripts without having to pay a fee

#”non-exclusive” means that the original author(s) of the manuscript can grant licenses to reproduce to other parties, and may continue to reproduce the material themselves

19.2 Examinations

19.2.1 The Commonwealth *Copyright Act* gives the College the right to use copyright information belonging to someone else (a third party) when conducting an examination without first seeking permission from that third party. Therefore examiners can use any material for the examination itself without first seeking permission.

However, **this right does not extend to other uses**, such as where the College reproduces written examinations on its website for Candidates to use during examination preparation.

Written examinations

19.2.2 In order for the College to republish examinations on its website without breaking the law, examiners must assist the College when preparing written examinations by identifying any material used that might belong to a third party (i.e. it was created by another person).

For example:

- A photograph or drawing taken from a text book, journal, article etc
- An x-ray, radiograph, scan, photograph or other image **not** made by you/your employee in **your** business
- An x-ray, radiograph, scan, photograph or other image made by you as an employee of **another person’s business** (e.g. veterinary practices and universities)
- An x-ray, radiograph, scan, photograph or other image supplied by a client (i.e. **made by someone else**)
- Written questions copied from another source

It is acceptable to footnote the source of this information within the examination itself (e.g. in the ‘notes’ section in PowerPoint or as a footnote in a Word document).

Oral & practical examinations

19.2.3 As the College does not republish oral and practical examinations, there is no need for examiners to identify third party materials as described above.

College indemnity for examiners

19.2.4 Provided examiners comply fully with the above provisions concerning identifying third party material, the College will indemnify examiners against any claims, demands, losses, damages and costs incurred by the examiner from any legal action for breach of copyright arising from the creation of an examination for use by the College.

As noted, because the Copyright Act authorises the College to use copyright material for the purpose of conducting examinations, the College believes that it would be extremely unlikely that a legitimate copyright claim could be made against an examiner. However, given the cost (both financial and emotional) involved in defending even a frivolous or vexatious claim, the College believes it a matter of good governance to protect its examiners in these circumstances.

Usage policy

19.2.5 By agreeing to prepare an examination for the College, examiners agree to grant the College a royalty free* and non-exclusive# license to use the examination for any purpose consistent with the objects set out in the Constitution of the Australian and New Zealand College of Veterinary Scientists. The license includes both hard-copy reproduction and digital reproduction, within Australia or anywhere else in the world. Any reproduction will acknowledge the copyright ownership of any third parties notified by the examiner.

The College may edit examinations so that they are consistent with the requirements of the Examiner Handbook and the College's Policies and Procedures.

*“royalty-free” means that the College can reproduce the manuscripts without having to pay a fee

#“non-exclusive” means that the examiner can grant licenses to reproduce to other parties, and may continue to reproduce the examination themselves

20. COLLEGE EMAIL USE

Use caution when writing emails. Because of the inability to control dissemination once an email is sent and the ease with which an email can be inadvertently sent to unintended recipients, email content should be written always in the expectation that it could become public at some stage in the future.

Be particularly careful when replying to emails to ensure that there is no material below your writing that may offend or embarrass either the recipient(s) or one of the previous senders. Options for managing this include sending new emails and checking the content of emails.

Very delicate matters and opinions with the potential to adversely impact on a person if released, are better not communicated by email. If there is a need to discuss such matters then a direct, confidential telephone conversation may be more appropriate.

21. USE OF COLLEGE LOGO

Australian and New Zealand College of Veterinary Scientists Coat of Arms is the foremost visual expression of the College's authority. Consistent use of the Coat of Arms projects a consistent image of the College.

The College Coat of Arms is described in the College Information Brochure pp 21-22.

The College Coat of Arms must be reproduced correctly and, where possible, in full colour. The College Coat of Arms in the correct College colours is available from the College Office. A black and white version is also available. No alterations to the Coat of Arms whatsoever may be made wherever they are reproduced.

The College Coat of Arms is to appear at the top centre of College material.
Crest Size: A4 and A5: 20mm width

For electronic documents, the Arms should appear on the equivalent of the first ‘page’.

The College Coat of Arms should be used on all official College material, printed and promotional, including the College website. ‘Official’ College material encompasses – all

printed and promotional material, including letters, emails from the College Office, memos, envelopes, staff business cards, website and publications.

In collaborative ventures where more than one logo is required, the presentation of the Coat of Arms must be equal in size to the presentation of the logo of the partnership organisation.

College Council will provide authorisation on the use of the College Coat of Arms by College Members. Permission to use the College Coat of Arms is granted for the purposes agreed to by the authorising Council and is provided on the understanding that no other use shall be made of the College Coat of Arms, nor should it be distributed contrary to this purpose, misused, stored, copied or manipulated.

The College Coat of Arms is not allowed to be replicated on:

- Individual members' personal materials (i.e. personal letterheads or business cards)
- Materials which are not authorised or published by the College.

22. MEMBERS OF THE COLLEGE COUNCIL STANDING FOR BOARD OF EXAMINER POSITIONS, AND BOARD OF EXAMINER MEMBERS STANDING FOR COLLEGE COUNCIL

In order to protect the autonomy of College Council and the Board of Examiners, members of College Council are not permitted to nominate to join the Board of Examiners and members of the Board of Examiners are not permitted to nominate to join College Council unless he/she previously resigns his/her position on Council or the Board of Examiners.

Exemptions are the Chief Examiner who is automatically a full member of Council and the President of the College who is automatically an ex-officio member of the Board of Examiners.

23. AGM CLASHES

College Chapters must not schedule activities that are likely to clash either in whole or in part with the College Annual General Meeting.

24. POLICY FOR REPLACEMENT TESTAMURS

The College member must submit a written request for a replacement testamur. This must be accompanied by a Statutory Declaration explaining why a replacement is being required.

A \$40 fee is payable in addition to any applicable membership reinstatement charges.

The replacement testamur is signed by the incumbent College President, not the President who was current at the time of issue of the original testamur.

25. ADVERTISING TERMS AND CONDITIONS

Advertising by third party Continuing Education Providers and Positions Vacant advertisers must be pre-approved by the CEO and incurs the following charges:

Advertising on the College website for thirty days will be charged at \$A350 plus GST for non-members and companies and \$A250 plus GST for members, veterinary practices and institutions when the advertisement is requested by a member of the College.

Advertising via email broadcast will attract **all** of the following fees and charges plus GST:

- administration charge of \$A350 (\$A250 for members, veterinary practices and institutions when the advertisement is requested by a member of the College)
- email distribution fee of \$A90
- cost of emails sent

Advertising in the College Courier will be charged at \$A500 plus GST for non-members and companies and \$A400 plus GST for members, veterinary practices and institutions when the advertisement is requested by a member of the College. This rate is applicable for a quarter page advertisement in the e-Courier.

All advertisements by Continuing Education Providers and Positions Vacant advertisers will be accompanied by the relevant disclosure as follows:

Continuing Education Disclosure:

The Australian and New Zealand College of Veterinary Scientists (The College) hereby provides information about continuing veterinary education activities conducted by organisations within its region that share its objectives, provided there are clear benefits through doing so for the College, its members or College examination candidates. Participation in continuing veterinary education activities referred to on this page shall not be a prerequisite for sitting College examinations and shall not be taken as assuming success at College examinations. Cooperation between The College and CVE organisations who share its objectives shall not be exclusive. The College and its Chapters shall remain autonomous at all times. The College and its Chapters shall not endorse or promote a company or its products. College activities and College standards shall not be influenced by commercial issues or commercial considerations.

Positions Vacant Disclosure:

The Australian and New Zealand College of Veterinary Scientists (The College) distributes information about employment opportunities as a service to its members. The contents and wording of this advertisement have been compiled by the advertiser and in no way reflect an endorsement of the advertiser or the job opportunity by the College, its officers or its employees. Positions Vacant advertisements are accepted for publication on condition that the advertiser indemnifies the College, its officers and employees. The advertiser is solely responsible for all actions, suits, claims, loss and/or damages resulting from anything distributed by the College on its behalf.

26. AUTHORITIES AND DELEGATIONS

Introduction

This Policy describes the matters that are the sole authority of the Council of the Australian and New Zealand College of Veterinary Scientists and outlines delegations by the Council to employees and Chapters. All employees and Members are required to comply with these instructions. Employees and Members are expected to make every effort to ensure that the College's activities are conducted in an efficient and cost effective manner. Where this manual does not specifically list an action/activity the Council must approve the action.

General College Actions/Activities

Financial

Opening General College bank or investment account:

- Council approval required

- All accounts require any two(2) approved signatories from the following three(3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Closing a General College bank or investment account:

- Council approval required.

General College account cheque signing and authorisation of electronic payments:

- Any two(2) approved signatories from the following three(3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Electronic transfer of funds from College investment accounts:

- Any two (2) approved signatories from the following three (3) options:
 - a. Executive Officer or College Manager
 - b. Honorary Treasurer
 - c. Any other council approved signatory

Hospitality

Hospitality provided on behalf of the College:

Approval from honorary Treasurer required, if this is not possible then by the President, in accordance with College policy guidelines. Wherever practicable, approval should be obtained prior to incurring of the expenditure.

Purchasing

Purchase of items outside the approved budget from central funds:

Items not included as routine budget items with value more than \$200 must be approved by the College Treasurer. The College Treasurer may request input from Council in making expenditure decisions. Items not included as routine budget items with value greater than or equal to \$1,000 must be approved by the Council. The Executive Officer may sign purchase agreements for unbudgeted items approved by the Council

Where the proposed expenditure exceeds \$5,000 but is less than \$20,000, the seeking of selective competitive quotations from a minimum of three potential contractors is required. Where proposed expenditure exceeds \$20,000, an open contracting process must be used to seek competitive quotations. A formal open tendering process as approved by the Council is required for expenditure likely to exceed \$100,000.

Expense Reimbursements

Reimbursement of College Councillor expenses incurred in association with undertaking the role of Councillors, such as attending College in person Council meetings:

Executive Officer approval required.

Reimbursement of Examiner expenses incurred in association with undertaking the role of Examiners, such as attending College examinations:

Executive Officer approval required.

Sponsorship

The establishment of sponsorship arrangements with value equal to or greater than \$1000:

Approval of College President and Honorary Treasurer required.

Staffing

Appointment of Executive and College Managers:

Council approval required.

Remuneration and benefits of Executive and College Managers:

Council approval required.

Reimbursement of unbudgeted expenses of Executive and College Managers:

College President and Honorary secretary approval required.

Appointment of Advisors and Consultants:

Must be within approved Budgets, and requires background checks. Written proposals to be reviewed by Executive Officer and a recommendation made to Council. Council approval required. Open tender required where outlay exceeds \$100,000

Chapter Actions/Activities

Financials

Opening Chapter bank or investment account:

Council approval required

All accounts require signature of Chapter Treasurer and at least one other Chapter signatory designated at time of account establishment. Signature of administrative and Executive Officer also required.

Closing a Chapter bank or investment account:

Council approval required.

Chapter account cheque signing and authorisation of electronic payments:

Chapter Treasurer plus another authorised signatory on account.

Electronic transfer of funds from Chapter investment accounts:

Chapter Treasurer plus another authorised signatory on account.

Honorary value/observer status on internet banking

College Manager and Executive Officer.

Purchasing

Purchase of items outside the approved budget from chapter funds

Items not included as routine budget items with value between \$100 and \$500
Approval of the Chapter Treasurer and other signatory on the account required.

Items not included as routine budget items with value between \$500 and \$1000
Approval of all members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary required.

Items not included as routine budget items with value \$1000 or more

Approval of Council required.

Sponsorship

Approval of sponsorship for events or products developed by the College and its Chapters, including acknowledgement of the sponsorship:

Approval of Chapter Treasurer required for sponsorship with value up to \$499.

Approval of all members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary for sponsorship with value from \$500 to \$999.

Approval of the College President and Treasurer for sponsorship with value equal to or greater than \$1000.

Media

Release of a statement to the media by a member of the college representing the college or a chapter:

Approval of the relevant Chapter Executive and Chief Executive Officer required (according to College policy).

Hospitality

Chapter expenditure on hospitality and catering:

Approval of Chapter Treasurer required, if this is not possible then by the Chapter President, in accordance with College pol

27. CODE OF CONDUCT

This Code of Conduct applies to all Members (including Associate Members) and Fellows, as well as those seeking to become a Member of the College.

As veterinary science is a profession, the College requires those who have been admitted to the College, as well as those seeking to join the College, to display the highest standards of conduct which the public would expect to see from professionals. These standards of conduct include demonstrating high standards of personal behaviour and conduct, such as:

- ensuring that the person does not unlawfully discriminate against, harass or vilify (as defined by any Australian or New Zealand common or statutory law) any other person;
- maintaining respect for, and compliance with the law;
- upholding high treating College staff, Members, Fellows and candidates, together with co-workers, employees, clients and the public with courtesy, respect and honesty;
- ethical standards, particularly in their professional business dealings;
- complying with the College's policies; and
- the provisions set out below.

Candidates for Membership and Fellowship should further note that the Membership Candidate Handbook and the Fellowship Candidate Handbook have further misconduct provisions relating to examinations which also form part of this Code of Conduct.

All Membership candidates, Members (including Associate Members) and Fellows should note that the Constitution of the College states that Council may take action against any Member who has, in the opinion of the Council, engaged in conduct which is unbecoming of a Member or prejudicial to the interest of the College. These include:

- a serious breach of this Code of Conduct;
- a deliberate or serious breach of the Constitution;
- any significant disciplinary action taken by the member's registering authority, in any jurisdiction;
- serious professional misconduct; and
- infamous conduct including conduct discreditable to the profession of veterinary science.

Candidates for Membership should note compliance with this Code is a condition of eligibility under 5.5.1.3 Constitution, including the above provisions regarding conduct which is unbecoming or prejudicial to the interest of the College which apply to candidates to the same standard as they apply to Members.

28. APPEALS

Appeal Committee

1. The standing members of the Appeal Committee shall be as follows:
 - a. three members of the College experienced in examining at Fellowship level and with a good knowledge of the current examination process,
 - b. three members of the College experienced in examining at Membership level and with a good knowledge of the current examination process,
 - c. up to two professionals such as a veterinarian (not necessarily a member of the College) or lawyer, who is well respected and held in high regard by their peers,
 - d. current members of Council and the Board of Examiners are not eligible to be appointed as standing or temporary members of the Appeal Committee, and
 - e. an appointment to the Appeal Committee will normally be for a three year term, (with one member experienced in membership level examination and one member experienced in Fellowship examination having their appointment vacated each year after the first anniversary of the initial appointment of the standing members).
2. All standing members of the Appeal Committee are to be appointed by the Council by majority vote. Prior to an appointee's membership of the standing Appeal Committee expiring (under clause 1(e)), the Council must call for expressions of interest from the College membership for Member and Fellow positions (clauses 1(a) and (b)) and make reasonable enquiries as it sees fit for professional positions (under clause 1(c)). The College must take reasonable steps from time to time to advise all members of the College of the names of all standing members of the Appeals Committee.
3. An Appeal Committee established under clause 7(b) to hear an appeal will consist of three people selected by the President from the standing members of the Appeal Committee whose expertise is desirable given the nature of the appeal. Where there are insufficient members available to form an Appeal Committee (for example due to unfilled vacancies

or members with conflicts of interest) the President may appoint suitably qualified members or other professionals to act as temporary Appeal Committee members.

If an appellant or a person appointed to an Appeal Committee believes there is a conflict of interest with the appointment, it is to be determined in accordance with the College's *Conflict of Interest* policy.

Appeal procedure

4. A person may appeal the following decisions made by the College:
 - a. denial of approval of a Candidate's Fellowship Training Program
 - b. denial of a Candidate's Fellowship Credentials
 - c. failure of an examination undertaken by a Candidate
 - d. refusal to confer Membership or Fellowship where all examination and credentials (for Fellowship) requirements have been met
 - e. any other decision of the College specifically affecting the person.

5. An appeal relating to the failure of an examination undertaken by the Candidate is limited as follows:
 - a. the grounds for appeal can only be based on procedural irregularities relating to the examination or decision making process
 - b. no appeal will be allowed based on dissatisfaction with the academic judgement of the examiners (such as the choice of examination questions, marks or recommendations), and
 - c. no appeal will be allowed on grounds relating to circumstances affecting the Candidate's performance. (The person may instead make an application for special consideration).

6. All appeals must set out the grounds for appeal in writing and be lodged with the President of the College within 30 days of the date of written notification of the decision being appealed against.

Examination Candidates should note that the 30 day time limit for lodging an appeal is not dependent on receiving access to examination marks and viewing examination papers. This appeal process and the process for requesting access to marks and examination papers are independent of each other.

7. Within 14 days of receiving the appeal, the President may dismiss the appeal (without further appeal) on the grounds that it does not meet the appeal criteria (clause 4), out of time (clause 6), is frivolous, vexatious or without substantive merit. If the President decides that the appeal should not be dismissed (including where the President does not make a decision within 14 days) the President must:
 - a. notify either the Council or College Committee (if applicable) that an appeal has been lodged and the name of the appellant,
 - b. request that three standing members of the Appeal Committee hear the appeal, and appoint a Chair of that Appeal Committee,
 - c. refer the appeal to that Appeal Committee, and
 - d. advise the appellant of the names of the Appeal Committee and the anticipated time-frame to reach a decision.

Where the President has a conflict of interest concerning an appeal, their powers may instead be exercised by:

- e. the previous President, or
 - f. if the previous President is not able to act (for example is unavailable or has a conflict of interest) the powers may be exercised by a Council member determined by a majority vote of the Councillors who do not have a conflict of interest.
8. Once the President begins appointing an Appeal Committee the College will require the Chair of the relevant Committee, Board or Council whose decision is being appealed , to within six weeks:
- a. review all the relevant material available, including information concerning issues which the appellant did not specifically plead in their appeal but which is nevertheless relevant to whether the decision being appealed against was fair and equitable,
 - b. seek further information from any other relevant source, including (where the appeal relates to the suitability or construction of an examination) a report from the Examinations' Officer on how the examination meets the subject guidelines for that subject and its construction and approval by the Board of Examiners, and
 - c. submit a written report ('the Appeal Information Report') to the Appeal Committee indicating the reasons for the decision being appealed and addressing any issues raised by the appeal including relevant information which goes beyond the grounds pleaded by the appellant.
9. At any time the Appeal Committee may of its own volition seek further information from any other relevant source where that information has not already been sought under clause 8. Once the Appeal Committee receives the Appeal Information Report and any information requested under this clause 9, it must within 30 days:
- a. consider all the issues raised by the appeal
 - b. consider the findings of the Appeal Information Report and any information sought by the Appeal Committee, and
 - c. prepare a written report ('the Appeal Decision')for the Council on the findings and decision of the Appeal Committee.
10. Decisions of the Appeal Committee are to be by a simple majority, made on the balance of probabilities (it is more likely than not that the original decision would not have been made if at the time all the information subsequently considered by the Appeal Committee had been correctly considered) and bind the College.
11. The information sought by the Appeal Committee under clause 9, the Appeal Information Report and the Appeal Decision are not limited to the grounds set out by the appellant. Where information is discovered which goes beyond the grounds specifically pleaded by the appellant, but which is of such a nature as to reasonably infer that the decision appealed against was not fair and equitable, it must be considered by the Appeal Committee in reaching its decision and the Appeal Committee must bring this information to the attention of the Council in the Appeal Decision.
12. The Council:
- a. must within seven days of receiving the Appeal Decision provide a copy of it to the appellant and any relevant Committee or Board,

- b. if the appeal related to an examination: as soon as reasonably practical advise the appellant's examiners of the name of the appellant, a summary of the appeal grounds and the appeal decision,
- c. must implement the decision of the Appeal Committee regarding the appeal itself as soon as reasonably practical, and
- d. if the Appeal Decision contains information and findings on matters which were not specifically pleaded by the appellant, the Council may decide how to proceed with the further distribution of that information and the implementation (if any) of any changes resulting from it.

SECTION B

AWARDS POLICIES

THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS PRIZE

Inaugurated in 1975 this prize is awarded by the College Council to a veterinarian (generally less than 10 years since graduation) who makes an outstanding practical contribution to veterinary science or practice in Australia or New Zealand, especially during the preceding five years without the support of an academic environment. The successful candidate will have worked mainly in practice as a clinician, as an official veterinarian or in the area of applied research, rather than as an academic or in basic (other than applied) research.

THE IAN CLUNIES ROSS MEMORIAL AWARD

Inaugurated in 1979, this award has high academic and/or research accomplishment as its primary requisite, and is awarded to a veterinarian making an outstanding contribution to veterinary science in Australia and New Zealand especially during the preceding five years.

KESTEVEN MEDAL

This award is sponsored by the College in conjunction with the Australian Veterinary Association to recognise the work of the late Dr. K. V. L. Kesteven, O.B.E., and is awarded to Australian veterinarians who have made distinguished contributions to international veterinary science in the fields of technical aid or scientific assistance to developing countries.

COLLEGE ORATION

Established in 1977, the Oration recognises veterinarians in Australia or New Zealand who have made major contributions to veterinary science.

The invited orator is usually a colleague or has worked in a related area of veterinary science.

FELLOWSHIP TRAINING SCHOLARSHIP

In 1993 Council initiated a scholarship to provide financial support for one or more candidates undertaking the supervised training required for the fellowship examination. The scholarship is open to all Australian and New Zealand veterinarians enrolled or pursuing enrolment for fellowship examination.

PATHOLOGY TRAVEL GRANT

In 1999 the College received a gift from Dr. Philip Ladds, a past College Chief Examiner. This money will be used for grants for Membership or Fellowship candidates in pathology to travel to the examinations. This grant was offered for the first time in 2000.

FELLOWSHIP RESEARCH GRANT

The inaugural Fellowship Research Grant was offered in 2003. Seed money for the grant was made available by Dr Geoff Robins, who waived Science Week Organising Fees for 2001 and 2002, and proposed that the money be used to support a research project undertaken as part of a Fellowship Training Program. In 2002 the College Council voted to offer an ACVSc Research Grant annually, commencing in 2003.

MOST COMMENDABLE PAPER AWARD IN EITHER AUSTRALIAN OR NEW ZEALAND JOURNALS

Three Awards are presented each year to authors of the Most Commendable Papers published in the Australian Veterinary Journal, the Australian Veterinary Practitioner and the New Zealand Veterinary Journal. The award is based on:

- a. The impact of the paper on the way veterinary science is practiced or influenced will be considered (50%) with papers detailing new treatments, interventions or diagnostic techniques being strongly considered.
- b. Scientific Rigor of the paper.

MOST COMMENDABLE PAPER IN AN INTERNATIONAL JOURNAL

Purpose of the award: To highlight the scientific contribution members of the College make to the veterinary community internationally. This award will be specifically aimed at journal articles that provide insight to the pathogenesis of a disease condition, or substantially alter the treatment or prevention of disease.

The applicant must:

- a. Be a financially current member, associate member or fellow of the College
- b. Not have received the award in the previous five (5) years
- c. Must be first named or senior author for the paper under consideration

MERITORIOUS SERVICE AWARD

Purpose of award: to reward a member or fellow of the College, who has consistently and tirelessly contributed to the College through voluntary service at chapter or higher level.

The applicant must

- a. Be a financially current member of the chapter that nominates them, or a Life Member/Fellow

- b. Must have served the College and/or chapter in some official capacity for at least five (5) years. These roles include serving on the chapter executive, chapter exam or credentials liaison committee; being an active mentor, examiner or Science Week coordinator; serving on Council or the Board of Examiners.

MEMBERSHIP TRAVEL GRANT

Purpose of award: to reward a newly active member of the College, who is not in training in a fellowship program, to attend an international veterinary event that will be of benefit to the individual professionally, as well as be of benefit to the chapter to which they belong.

Selection criteria:

The applicant must

- a. Be a financially current member of the chapter that they nominate
- b. Must have served their chapter in some official capacity for at least three (3) years. These roles include chapter executive, chapter exam or credentials liaison, mentor, examiner or Science Week coordinator.
- c. Not be in a fellowship (or alternative specialist College) training program
- d. Not be employed either by a university or by a government agency which offers the applicant funding for travel for overseas conference attendance
- e. Must not be a fellow (or an associate member with a specialist qualification)
- f. Must apply for the travel grant on line by 28 February of each year.

Guidelines for application

- a. The applicant must demonstrate they fulfill the above criteria
- b. The applicant must specify the international conference that they wish to attend, estimated costs of the travel (up to \$4000.00) and the purported benefit to themselves individually and their chapter for attendance at this conference. This benefit must be clearly outlined with specific anticipated outcomes listed.
- c. The applicant must demonstrate that travel is to be undertaken in the 12 months after the College Science Week at which the award is announced.
- d. The applicant must supply a letter of support from the President or Treasurer of the chapter to which they belong and have nominated, indicating that the chapter is willing to co-subsidize this award (up to \$2000.00)
- e. The applicant must present a summary relating to their trip at their chapter's program at the next College Science Week following their travel.

Selection Panel

The President, past President (or President-elect) and Awards Convener of the Australian and New Zealand College of Veterinary Scientists. Should any of these individuals have a conflict of interest with any of the applicants, an alternative member of Council will be appointed for this selection.

SECTION C

EXAMINATIONS POLICIES

1. INTRODUCTION OF NEW MEMBERSHIP SUBJECTS

Approval of a new Membership Subject involves:

Interested persons submitting to the Board of Examiners

- a) A case in support of the proposed subject which establishes:
 - i. An interest amongst members of the profession for the subject
 - ii. A significant body of knowledge as evidenced by a body of scientific peer-reviewed literature and which is not catered for by another subject
- b) A set of Guidelines for Membership

Board of Examiners making a recommendation to Council

Council granting approval of new Membership Subject

2. INTRODUCTION OF NEW FELLOWSHIP SUBJECTS

Approval of a new Fellowship Subject involves:

Interested persons submitting to the Board of Examiners

- a) A case in support of the proposed Fellowship subject which establishes
 - i. An interest amongst members of the profession for the subject which is not catered for within existing Fellowship subjects.
 - ii. A significant body of knowledge as evidenced by a body of scientific peer-reviewed literature.
 - iii. The public/professional need for the Fellowship subject and the professional specialisation.
 - iv. Sufficient depth and breadth of the discipline to warrant a Fellowship subject in its own right.
 - v. Overseas Colleges' position on this subject: Are there specialist qualifications in the discipline available overseas?
 - vi. Availability of supervisors and examiners of Fellowship Candidates in the discipline.
- b) A set of proposed Guidelines for Fellowship

Board of Examiners making a recommendation to Council

Council granting approval of a new Fellowship Subject.

On approval of the new Fellowship subject, the College may then approach the AVBC requesting recognition of the Fellowship subject as a suitable prerequisite for specialist registration in the discipline.

3. INACTIVE SUBJECTS

Inactive subjects include subjects where candidates have sat in the past but where there have been no candidates for 10 years

Subjects cannot be offered again until such time as updated subject guidelines are presented

Subjects can be reviewed by the Board of Examiners to determine whether they should be dropped altogether or merged with another subject etc.

4. FELLOWSHIP FEES

The fellowship fee will be increased annually linked to the CPI index as at 31 December.

From July 1 2012, the fellowship fee will be divided into four instalment payments required to be submitted as \$1,000 at the time of submission of the Training Program Document, \$1000 at each Annual Supervisor Report and the balance submitted with the Credential Document. There will be no refunds offered for withdrawal at any stage from Fellowship training or Fellowship examination candidature.

Existing Fellowship candidates have the option of adopting the instalment payment system and payments will be recorded as a credit to Part 2 of the fee on their account. Whether or not they take up the instalment payment scheme, existing candidates simply pay the required balance of Part 2 at the time that they submit their Credentials Document. The 2011 Fellowship Fee Refund Policy applies to all Fellowship candidates whose training program documents were received prior to July 1, 2012.

5. EXAMINER EXPENSES

College examiners at membership and Fellowship level will be reimbursed for their expenses.

Reimbursement for College expenses will be accomplished in two ways

- a. Per Diem Rate: Meals and accommodation will be reimbursed on a per diem basis without receipts.
- b. Expense Claims: All other expenses (air tickets, taxis fares etc) will be reimbursed on submission of a claim form with the appropriate tax invoice (receipt).

The Per Diem Rate for reimbursement will be calculated and adjusted annually and will include the cost of a hotel room at the nominated examination facility and the cost of meals at the nominated examination facility. The Per Diem Rate will include provision for the GST.

The Per Diem Rate will be paid by the College to examiners during the examination period at the examination venue.

Expense claims must be made on the College claim form and must include a tax invoice. Expenses cannot be reimbursed without a tax invoice.

6. PAYMENT OF EXAMINERS

Examiners at Membership and Fellowship will be paid for their services as examiners.

Payment to examiners will be determined annually by the College Council after advice from the Board of Examiners.

Payment will be by "Half Days". One Half Day is defined as four consecutive hours of examining or less. For example, 9am to 1pm is one Half Day; 9am to 11am plus 2pm to 4pm is two Half Days.

Examiners will be paid \$A155 per half day in 2013.

The examiners payment will be paid by the College to examiners during the examination period receipt of necessary taxation documentation.

7. LATE ENROLMENTS

Applications for examinations close on the 31 October in the year preceding the examination.

Candidates are then given one (1) month to submit late applications in to the College, with a late fee of \$50.

No applications are accepted after the final closing date of 30 November in the year preceding the examination.

8. ANSWERING TOO MANY QUESTIONS DURING WRITTEN EXAMINATIONS

The candidate is given the benefit of the doubt.

All questions are marked, and the best marks are used.

9. USE OF AUDIOVISUAL MATERIALS IN EXAMINATIONS

The selection of audiovisual material for an examination must be based on "fitness for purpose". Fitness for purpose means that selected material needs to meet the examiners' purpose for the question(s) but does not necessarily need to be perfect or complete (in terms of a series of images).

Assessment of fitness for purpose should be made under conditions as similar as possible to those that will be present during the examination. This particularly applies to situations where an original image might be selected for use in an examination and then reproduced, scanned or processed in some way prior to the examination.

Examination candidates are to be informed that audiovisual materials used in examinations are selected by examiners according to fitness for purpose.

10. BIENNIAL EXAMINATIONS

On a case-by-case basis, biennial subjects with high interest in sitting annual examinations, as evidenced by candidate numbers of at least twelve for two consecutive examination periods will be eligible to offer examinations annually.

Annual subjects with low interest in sitting annual examinations, as evidenced by candidate numbers of less than five for four consecutive annual examination periods will revert to offering examinations biennially.

11. DISPOSITION AND NUMBER OF EXAMINERS POLICY

November 2011

All examiners are appointed by the Chief Examiner. The CEC provides a list of examiners in each subject to the College. In the absence of a CEC recommendation, examiners will be chosen by the Chief examiner.

Each candidate will be examined by a team of two or three examiners. In any one year, the same number of examiners will examine all candidates within a subject.

One examiner in each subject is the Head Subject examiner. The Head Subject Examiner is responsible for assembling the examination, collating marks and providing advice on the examination to the Chief Examiner.

An attempt should be made to ensure that at least one examiner in each subject has had previous experience at examining for the College.

Chapters can increase the number of examiners used for each candidate, at their own expense and with prior approval of the Chief Examiner, but should generally use the same number from year to year.

Each team of two or three examiners will not normally be asked to examine more than ten Membership (for subjects with a separate practical) or twelve Membership (for subjects without a separate practical examination) or three Fellowship candidates.

When these thresholds are exceeded, the CEC will normally be asked to appoint another team of examiners, at the discretion of the Chief Examiner. The additional examiner(s) will be funded by the College.

Chapters may elect to bring in additional teams of examiners with candidature under these thresholds, at their own expense and with the prior approval of the Chief Examiner.

In subjects with a large number of candidates each team will be led by a Senior Examiner who is responsible for collating marks and comments for the Examiner Report which is handed to the Observer after each oral examination. The Senior Examiner reports to the Head Subject Examiner. The Senior Examiner is appointed by the College Office and is the most experienced examiner in the team.

A candidate may be examined by different examiners for written, practical and oral components of examinations. Each component of the examination will only be marked by the allocated examiners. The allocation of examiners will only be changed in exceptional circumstances, with the approval of the Chief Examiner.

All examiners involved in the assessment of any one or more components (written, practical or oral) of an examination must have been involved in the construction of that component/s of the examination (or its checking and revision if held over as an unused examination from a previous year).

For all written, practical and oral components of the examination there must always be a minimum of two examiners involved in the assessment but more examiners may be involved in the construction of the examination.

The number of examiners used to assess the written examinations should be the same or greater than the number used to assess the oral or practical examinations

The Head Subject Examiner must lead the design of all examination components and be involved in assessment of all components of the examination.

Exceptions can be made by the Chief Examiner in extenuating circumstances such as significant illness.

12. ADDITIONAL PERSONS OBSERVING EXAMINATION

Additional persons may be present to observe oral/practical examinations or written examination marking processes under special circumstances.

- Requests from Chapters must be made by the Head Subject Examiner at least 1 month prior to the written examinations, in writing, to the Chief Examiner via the College Office. The reasons for inviting the additional person, for example for training of new examiners, should be explained.
- If approval is given for an additional person to observe oral/practical examinations the College office will inform the Candidate(s) in writing:
 - that there will be an additional person present with the Chief Examiner's approval and the name of that person;
 - the reason for the additional person being present;
 - that the invited person will not take part in any aspect of the examination.

Candidates will be asked to contact the College office immediately if they have any objection to the additional person's presence.

During oral/practical examinations, the additional person must be placed in the room in such a position that they are clearly not actively involved in the examination process nor likely to distract the Candidate.

The additional person may respond if introduced to the Candidate but then **must remain silent** during the entire examination, including the marking and reporting period.

The additional person **must not participate** in any aspect of the decisions about Candidate performance.

The Observer may ask the additional person to leave should their presence be causing any distress to the Candidate or the Examiners.

Additional persons must not be given access to examination written and practical papers until at least 60 days after the date the exam results are ratified by the Board of Examiners.

13. EXAMINERS INELIGIBILITY FOR EXAMINATIONS

Examiners will not be eligible to sit Membership or Fellowship examinations in the same year as they act as either a Membership or Fellowship examiner for The College.

14. RESITTING INDIVIDUAL COMPONENTS OF THE FELLOWSHIP EXAMINATION

All four (4) sections of the examination (2 x written, oral and practical) be regarded as completely separate components for the purposes of assessment.

The pass mark for all sections shall be 70%

The 70% pass mark for each section is absolute; there is no opportunity to compensate in other sections for one failed section.

Candidates will pass the Fellowship examination once they have achieved a pass mark in all four (4) sections.

Candidates are not required to resit components in which they have already achieved a pass but must resit all remaining components in the same examination year.

Candidates must achieve an overall pass (i.e. a pass in all four sections) within three (3) consecutive examination periods.

Candidates reattempting sections of the examination will pay a fee equivalent to 25% of the currently applicable total Fellowship Fee (Part 1 plus Part 2) for each section to be reattempted.

Supplementary examinations will no longer be offered

15. COLLECTION OF EXAMINATION RESULTS

Results will be available for collection in person from a previously notified location

Results will be available between **9.00 a.m. and 10.00 a.m.**

Candidates may arrange for a proxy to collect results. The name of the proxy must be provided by the candidate in writing to the College Office prior to collection of results.

If results cannot be collected, they can be emailed to an address previously provided in writing by the candidate to the College Office. Results will not be emailed before 10.00 a.m. and no particular time can be guaranteed.

No results will be available by telephone

If results are not collected by the advised time they will be mailed to the address on record. If a different mailing address is to be used, this must be advised to Mrs. Lowe before the candidate leaves the examination venue.

16. APPLICATIONS FOR MEMBERSHIP BY VETERINARIANS WHO HAVE QUALIFICATIONS NOT ELIGIBLE FOR GENERAL REGISTRATION IN AUSTRALIA OR NEW ZEALAND.

Individuals who have veterinary qualifications not eligible for general registration in Australia or New Zealand, but which are recognised in any other part of the world, may apply in writing to College Council to sit College Membership examinations and attain Membership of the College.

Application letters must be accompanied by:

- a. a current curriculum vitae; which includes a list of national and international professional conference attendance since graduation or during the last five years (if greater than five years have passed since graduation).
- b. a letter of support for the applicant from a member of the Australian College of Veterinary Scientists or another veterinarian registered in Australia or New Zealand.

- c. a certified copy of the testamur of the applicant's veterinary degree (English translation) which allows him/her to register to practice in the country of origin.

In the case of applicants whose first language is not English, it is strongly recommended that the applicant's competency in reading, writing, speaking and listening to English be at a level at least equivalent to an IELTS (International English Language Testing System) score of 7.0 in all sections in the academic (not the general) module. Lack of competency in English cannot be used as a reason for appealing a Membership examination result.

Approval to sit Membership examinations is granted at the discretion of Council.

Successful applicants are notified within 7 days of the decision by Council.

Applicants are advised that passing the College Membership examinations and being granted Membership of the College does not entitle him or her to register to practice as a veterinarian in Australia or New Zealand.

17. APPLICATIONS FOR MEDICINE OF CATS MEMBERSHIP BY VETERINARIANS WHO HAVE QUALIFICATIONS NOT ELIGIBLE FOR GENERAL REGISTRATION IN AUSTRALIA OR NEW ZEALAND

Individuals who have veterinary qualifications not eligible for general registration in Australia or New Zealand, but which are recognised in any other part of the world, may apply in writing to College Council to sit College Medicine of Cats Membership examinations and attain Membership of the College.

Application letters must be accompanied by:

- a. a current curriculum vitae; which includes a list of national and international professional conference attendance since graduation or during the last five years (if greater than five years have passed since graduation).
- b. a letter of support for the applicant from a veterinarian registered in Australia or New Zealand or a veterinarian who is a member of the International Society of Feline Medicine.
- c. a certified copy of the testamur of the applicant's veterinary degree (English translation) which allows him/her to register to practice in the country of origin.

In the case of applicants whose first language is not English, it is strongly recommended that the applicant's competency in reading, writing, speaking and listening to English be at a level at least equivalent to an IELTS (International English Language Testing System) score of 7.0 in all sections in the academic (not the general) module. Lack of competency in English cannot be used as a reason for appealing a Membership examination result.

Approval to sit Membership examinations is granted at the discretion of Council.

Successful applicants are notified within 7 days of the decision by Council.

Applicants are advised that passing the College Membership examinations and being granted Membership of the College does not entitle him or her to register to practice as a veterinarian in Australia or New Zealand.

Successful applicants for Membership in Medicine of Cats are expected to demonstrate a high level of interest and competence in Medicine of Cats. This is judged by that standard of knowledge and understanding, practical skills, attitude, methodology and communication

which would make the person suitable to give professional advice to veterinary colleagues not similarly qualified on problems or procedures often encountered or used in general practice, in the relevant area of Medicine of Cats.

Applicants are advised that College Membership in Medicine of Cats is not a Specialist level qualification. Further training, publication and examinations towards Fellowship of the College make up the required pathway for potential specialist status.

18. RECOMMENCEMENT FEES FOR FELLOWSHIP TRAINING PROGRAMS

SUSPENSION/LEAVE OF ABSCENCE POLICY FOR FELLOWSHIP CANDIDATES

Suspension

- The ACE-T has the power to impose a suspension from the training program for a maximum period of twelve months on one occasion only, for breaches such as failure of the Fellowship candidate to comply with the reporting requirements. This is a disciplinary, imposed suspension delivered as a consequence of non compliance.
- A subsequent breach will result in the training program being terminated.
- Recommencement of a terminated training program may occur at the discretion of the ACE-T only once all deficiencies are rectified.
- An administration fee will be charged for training program recommencement at the discretion of the ACE-T. From January 2011, the fee will be \$500 if the program has been terminated for less than twelve months; or \$1000 if the program has been terminated for greater than twelve months. This fee is subject to increases at the discretion of the Council.

Leave of Absence

- A candidate may take voluntary period(s) of leave of absence to a maximum of twelve months per training program without penalty, subject to approval of the ACE-T. This is a voluntary leave of absence initiated by the candidate.
- This period of absence is not necessarily twelve consecutive months; it may be taken as blocks of time, totalling twelve months, as required by the candidate.
- The twelve month maximum period of leave of absence may be exceeded in extenuating circumstances on approval by the ACE-T. Candidates who receive this approval will be charged for the training program recommencement at the discretion of the ACE-T. From January 2011, this leave of absence recommencement fee will be \$1000; and is subject to increases at the discretion of the Council.

19. PATHOLOGY TRAINING IN RELATED DISCIPLINES

Each CEC is to be asked to define pathology supervision.

In general however:

- a. TRD in 'Pathology' can be undertaken with either a clinical or anatomical pathologist;
- b. TRD in Clinical Pathology is to be undertaken with a qualified Clinical Pathologist;
- c. TRD in Anatomical Pathology is to be undertaken with a qualified Anatomical Pathologist

20. ABSENCE DURING PERIODS OF TRD OR EXTERNSHIP

In the event of a candidate's absence due to illness or extenuating circumstances during a period of supplementary training (TRD or Externship) the supplementary training supervisor is required to write a statement to the ACE-T indicating whether or not the period of absence impacted on the successful training of the candidate. If the Supervisor is satisfied that the period of absence had little or no impact on the successful training of the candidate, the period of absence will be accepted as part of the required overall days of supplementary training.

21. FELLOWSHIP ANNUAL SUPERVISOR REPORTS

Candidates whose TPDs were approved on or before April 1 are to submit an Annual Supervisor Report (ASR) by 31 July that year.

Candidates whose TPDs were approved between 1 April and 31 July are to wait until the following July 31 to submit an ASR.

All candidates with outstanding Direct Supervised Training (Primary Discipline, TRD or Externship) are to submit an ASR. If all DST is complete an ASR is not required.

Electronic copies of TRD and Externship Reports and Proposals are to be encouraged.

ALS that accompany ASR in subjects that do not have defined case minima are to be sent to the CEC for assessment eg Avian Medicine.

22. EQUITABLE ASSESSMENT PROCEDURE

The Australian College of Veterinary Scientists is committed to allowing all candidates for examinations access to equitable assessment procedures. If a candidate believes that the circumstances, locations or systems of the examination procedures (written, oral and / or practical) do not allow them to fully display their professional knowledge, skills and behaviours, they are **strongly encouraged** to submit a request for variation of assessment procedures.

Requests for variation of assessment procedures should be made in the form of a draft plan which must:

Be directed to the Chief Examiner via the College Office and submitted with a candidate's notification of intention to sit on 31st October of the year prior to the examination, or earlier.

Be accompanied by a letter of support from their health professional or professionals outlining measures requested to enable the candidate to fairly display what they know and have learnt during the examination process, in addition to those routinely provided to all candidates. This letter needs to include specific areas where changes to standard practices are requested - some examples might include;

- Large print examination papers.
- High contrast materials (papers, photographs, slides).
- Increased lighting.
- Extra reading time.

- Use of a scribe or keyboard or other data entry device.
- Extra toilet breaks or rest periods.
- Wheel chair access.
- Ergonomic furniture.
- Measures to allow increased audibility (i.e. in oral examinations).

In consultation with the candidate, a plan which accommodates as many of the candidates' requests as are possible will be developed. Note that this plan will take into account;

- The contents of the professionals' letter of support.
- Costs, locations and timeframes.
- Fairness to the other candidates in the examination system.
- Whether the candidate wishes their examiners to be informed of the reasons for modifications to their examination

Modifications to the examination process can only be made in areas that the examination was not intending to measure. Assessment procedures such as marking proformas, marking schemes, assessment keys and 'fail/pass/supplementary mark levels' will not differ between candidates in each examination stream. The subject guidelines outline the areas that are to be examined for every candidate.

Note that all examinations will be carried out in English. Requests for variation of procedures that include translations to a foreign language will not be permitted.

The plan for variation of examination procedures will be agreed and signed by the candidate and the Chief Examiner prior to 130 days before the written examination date.

Excepting small, incidental changes on the day, neither party may divert from the previously agreed plan during the examination process. The Chief Examiner or their delegate(s) will monitor examination procedures to ensure that the agreed plan is adhered to.

Strict provisions of confidentiality will be applied to notification by any candidate to the College.

The College cannot act to accommodate variations for candidates who do not submit a request for variation of examination procedures.

The Board of Examiners will strive to provide a fair process of assessment to all candidates, however if a plan cannot be developed and agreed to by both parties, the matter may be referred to Council for resolution.

23. DISTRIBUTION OF FEEDBACK FROM EXAMINERS TO CANDIDATES

If general feedback is prepared by examiners to facilitate the study of subsequent candidates, the feedback must be based on their experiences in examining previous candidates.

Such feedback or advice will be made publically available on the College website alongside previous examination papers when the following conditions are met:

The feedback or advice must be general and generic in nature.

There must have been at least three candidates sitting that examination in the most recent examination period.

The feedback or advice has been reviewed and approved by a member of the Board of Examiners.

The results of the previous examination have been ratified and the time for lodgement of appeals has passed.

Examiners wishing to provide feedback or advice to candidates must submit it to the College Office for review.

Examiners may not release feedback or advice to candidates via any other mechanism.

Procedural guidelines:

The feedback:

- must be sensitive and constructive in nature;
- must not identify particular candidates directly or indirectly;
- must not directly quote any part of particular answers given by previous candidates;
- must not provide detailed model answers to particular questions.

24. MISCONDUCT OF CANDIDATES FOR EXAMINATIONS

The highest standard of conduct is expected of candidates seeking Membership or Fellowship of the College. On their applications for examinations Candidates are required to read and sign an agreement to be bound by the College's rules, regulations and guidelines.

Participating in any improper conduct such as cheating, attempt to cheat, assisting others to cheat, participating therein is a serious violation and will result in the College disqualifying the candidate's paper and other disciplinary action as may be deemed appropriate, including, but not limited to, forfeiture of examination fees and/or exclusion from the College. This includes before during and after the examinations.

Candidates must not give or receive assistance of any kind during the examination.

During the examinations Candidates are expected to behave with integrity and follow all proper and reasonable instructions whether given in writing or by any College Officer including examination Invigilators and Observers.

Examples of improper conduct include but are not limited to:

1. Attempting to gain unfair advantage by ascertaining the content of the examination before the examination period.
2. Sharing information about the content of the examination during the period in which Candidates have been requested not to disclose it.
3. Sharing or attempting to share answers with other Candidates during the examination.
4. Attempting to obtain assistance with answering questions by any means including the use of notes or phones.
5. Presenting false information in the application or any other documentation.
6. Failing to follow the proper and reasonable instructions of College Officers.

The Board of Examiners Examination Committee will investigate any irregularity or suspected violation of examination discipline, and a determination by the Board of Examiners will be made regarding the matter.

25. MULTIPLE CHOICE QUESTIONS

Examiners may choose to secure multiple choice components of examinations for future reuse (as allowed under the reuse of questions policy) by retaining written

examination papers and preventing them being available for review by candidates, under the following conditions.

Examiners must specify that the multiple choice component of the examination should be secured when they submit the examination to the College Office in line with the specified deadlines.

The multiple choice section of the examination will be designed to be presented to the candidate as a separate section of the examination, and stapled as an individual document. Candidates will indicate their answer on the examination paper itself (for example by circling the answer of their choice) and submit the entire multiple choice section for marking. The remaining sections of the examination will be answered in the answer booklet in the routine manner and candidates will be allowed to retain the section of the examination paper containing the remaining questions.

The College acknowledges that circumstances where candidates are able to recall the questions and circulate these amongst potential future candidates cannot be prevented. It is therefore of critical importance that examiners select multiple choice questions from a large bank of potential questions and that examiners are aware that the Board of Examiners has already imposed a limitation on the number of questions that can be repeated from year to year. The Board of Examiners may further restrict or control the reuse of questions in future if indicated.

Candidates wishing to review their examination paper after the examination will not be permitted access to the multiple choice component of the examination, and will be given a summary of total marks obtained in this section only.

Examiners wishing to secure examinations must also prepare, in advance, a set of sample questions of the same type, format and covering a representative range of learning outcomes that will be publicly released to candidates to aid their study. The number of questions required is equivalent to 20% of the number of questions intended to be used in the examination. Questions must be submitted to the College Office by December 1st in the year before the examination. Such questions do not need to change from year to year unless changes in format of the questions used for examinations dictates they should be updated.

The College will maintain a secure electronic storage area for the questions to which access will be strictly controlled and limited as determined by the Chapter (see point 7).

The Chapter must develop a plan for controlling access to the questions so that potential future candidates (who may be serving on the CEC or as an examiner) are not given access to questions which are used in their exam even if their potential candidacy is some years away. This plan must include methods of adequate peer review of questions. The plan must be submitted to the College Office along with the request for examinations to be secured.

26. ORAL EXAMINATIONS

1. Examiners must contribute to the construction of the oral examination by providing questions and marking schemes to the Head Subject Examiner. All questions and marking schemes must be reviewed and agreed upon by all the examiners delivering the oral examination including all materials to be used, for example images, radiographs, ECG's and histopathological slides. They must also be reviewed by the CEC liaison and the BoE as is the normal procedure for all other examination components.
2. Oral examinations are to be submitted on Word and Powerpoint templates provided by the College. A separate examination must be provided for each day of examination.

3. The oral examination for each candidate within a subject will be standardised so that the same number of questions of similar scope and depth of areas assessed and addresses the same learning outcomes.
 - a) The same examination questions will be used for all candidates examined in a subject on the same day and by all examining teams in that subject working concurrently on the same day.
 - b) For subjects in which oral examinations span more than one day of examining, the questions must be changed after each full day of examining, while maintaining the number of questions and the similarity in scope, depth and learning outcomes assessed.
4. The degree of sameness of the examinations within a day will be such that the same content, materials (scenarios, images, radiographs, etc), cues and qualifiers will be used by all examiners, and the questions will be as much the same as possible while still allowing for examiners to individualise the examination to explore the knowledge of each candidate. Specific guidance is given in the Guidance Notes for Oral Examinations, below.
5. The amount and type of cueing may be (inversely) proportional to candidate knowledge and reasoning. A strong candidate may pre-empt subsequent material. Examiners should identify in advance where and how they may need to cue candidates during the oral examination so that all candidates receive similar cues, as required. Examiners should also consider how the need for cues is reflected in their marking scheme. Any additional cueing required during the examination should be recorded in examiners' notes, and will likely influence marks awarded.
6. Membership oral examinations will be designed to last approximately 45 minutes and Fellowship oral examinations to last 60-120 minutes as specified in the subject guidelines. The exact duration of the examination for each candidate may vary depending on the speed with which the candidate proceeds through the questions.
 - a) Candidates will not be allowed unlimited time to answer questions, and examiners will move ahead to the next question after a reasonable time if candidates cannot answer.
 - b) Candidates are expected to present themselves for examination composed and ready to begin. Delays at the start or during an examination of more than five minutes will not be allowed.

27. EXAMINATION STRUCTURE

The structure of each component of the examination shall be included in the Subject Guidelines for the information of candidates and examiners. Information to be provided in the subject guidelines is listed below. Chapters may include more detail if they wish.

For written examinations:

The number of main questions

The total marks for the exam

The duration of the exam

Whether the examination contains a choice of questions (for subjects with electives only)

The questions types which will be included (e.g.: long answer, multiple choice).

The marks per main questions. This may be a range where main questions are not of equal value.

For practical examinations:

The number of main questions

The total marks for the exam

The duration of the exam

The questions types which will be included (e.g.: long answer, multiple choice).

The marks per main questions. This may be a range where main questions are not of equal value.

How the questions will be delivered (e.g.: on paper, on a slide show)

The type of ancillary materials used (e.g.: images, digital radiographs, histopathology slides)

For oral examinations:

The number of main questions

The total marks for the exam

The approximate duration of the exam

The marks per main questions. This may be a range where main questions are not of equal value.

The type of ancillary materials used (e.g.: images, digital radiographs, laboratory results)

Revisions to examination structure can be planned as part of subject guidelines review and must be submitted to the College Office by 31st October in the year preceding examinations. Changes to examination structure are not permitted after this date.

Examination structure is subject to the following limitations:

The maximum duration for each written examination paper is 2 hours for Membership examinations and 4 hours for Fellowship examinations

Both written papers must be of the same total marks

It is recommended that there be 60 marks allocated per hour of examination

All questions and sub-questions must be out of a whole number of marks

The perusal time for written exams will be 15 minutes for Membership and 20 minutes for Fellowship

During perusal time candidates will be allowed to write on scrap paper only

There will be no perusal time for practical examinations

No choice of questions or parts of questions is permitted except in subjects for which the subject guidelines specify that candidates can elect to meet some learning outcomes and not others. For such subjects choice is permitted across the electives but not within the elective.

No more than 20% of an examination component shall be multiple choice question type

The following question types are primarily used to test fact-recall rather than higher order thinking and thus are unlikely to be acceptable for Fellowship and Membership examinations: true-false questions, matching questions, short answer (fill in word or single sentence) questions.

If there are multiple choice questions these must be put together in one section

Ancillary materials used in examinations must be of very high quality and contain adequate information for interpretation (for example an indication of magnification on micrographs).

28. QUESTION BANKING

Security

Question banks are able to be used by Chapters who wish to initiate one where there is support from the Chapter membership.

A separate bank will be kept for each subject or related subject area that wishes to bank questions. For subjects banking both membership and fellowship questions, a separate bank will be kept for each level.

Access to the membership subject bank is limited to current membership and fellowship examiners for that subject or subject area. Access to the fellowship subject bank will be limited to Fellows who are current fellowship examiners. Access to the fellowship bank by non-Fellows who may be examining will be at the discretion of the Chief Examiner on request by the Chapter Executive.

The College Office will maintain the infrastructure supporting question banks (including management of back-ups) on behalf of Chapters and control access according to Chapter instructions within the limits set out in this policy. Chapters will be responsible for entering and maintaining content.

Types and sources of questions banked

Questions may be written specifically for the bank. Chapters may solicit questions from Chapter members, potential candidates or other sources. The Chapter Executive must take measures to ensure that questions provided are original questions, not held under copyright by another party.

Questions may also be banked from past examinations, whether or not the examinations have been permanently secured.

Reuse of questions

The reuse of questions policy will apply, limiting the proportion of questions that can be repeated from previous examinations, even if examinations have been permanently secured.

Collation of ancillary information

Questions to be banked must have ancillary information collated contemporaneously with questions being used and/or added to the bank. The responsibility for collating this information rests with the Examiners for that examination period and must be uploaded to the database when questions are uploaded.

Question author(s)

Names of all those who have viewed the question (including candidates, examiners, BoE members and College staff)

Date of question creation

Time allowance for the question (for candidates to answer it)

Question type (e.g.: MCQ, long answer)

Whether the question is of “fact-recall” or “higher-order” type

Topic of the question

Learning outcomes assessed in the question

Estimated degree of difficulty

Date(s) of question use

Date(s) of question revision and revisions made

Question performance information such as:

How candidates responded when question was used

How well question functioned to elicit expected answers

Suggested areas for improvement if subsequently used

Exemplars of answers of various standards and marks awarded

Revision of questions

All questions and marking schemes pulled from the bank need reassessment by the current examiners and may need revision.

Definitions:

Question banking:

The compilation of a store of questions for future use (and potential reuse) in examinations.

Examination questions:

The examination question, examination materials that form part of the question, AND its marking scheme.

Examination materials:

All examination papers, note pages, answer booklets and images or physical materials provided for candidates to evaluate as part of the question.

Examiners

Examiners includes people working on the exam and the BoE members, but does not include the CEC liaison or any other CEC member.

29. REUSE OF QUESTIONS IN SUBSEQUENT EXAMINATIONS

No more than 20% of the questions in any written or practical examination can be substantially similar to questions offered in the previous three examinations offered in the same subject.

Any exam question that is reused must be identified as such by the Head Subject Examiner at the time of submission of the draft examination to the Board of Examiners.

30. SECURING EXAMINATIONS

All components of all exams will be initially secured at every examination venue.

Examinations not initially secured because of a breach of procedures, will not be considered permanently secured.

Chapters may choose to hold membership and/or fellowship examinations permanently secured for question banking if they wish.

Chapters may choose to permanently secure particular components of the examination or all components of the examination.

Chapters wishing to hold examination components permanently secured must submit sample questions to the College Office by October 31st the year before the examination.

The sample questions must be representative of and sufficient in number to give candidates a good idea of the range of structure, style and type of questions to be used in the permanently secured component across the breadth of learning outcomes. For MCQs the number of questions required is equivalent to 20% of the number of questions intended to be used in any one examination. For other question types, at least 5 sample questions are required. Sample questions may be derived from past papers.

Marking schemes for sample questions shall not be provided.

New sample questions are required when there are planned changes to the format of the questions used for examinations or if changes in current knowledge and practice dictate that the questions need revision.

Sample questions need to be reviewed by the chapter when the subject guidelines are reviewed.

For subjects or examination components that chapters do not wish to hold permanently secured, examination papers (but not marking schemes) will be released publically for candidate use. Only such released papers are available for candidate scrutiny during review of their examination performance under the policy on candidate access to information.

Definitions:

Initially securing exams:

The process of restricting access of candidates to examination materials immediately after they have completed the examination.

Permanently securing examinations:

The process of maintaining restrictions on access to examination materials indefinitely. This includes prohibiting access by candidates during review of their examination and limits access to specified individuals or groups.

Question banking:

The compilation of a store of questions for future use (and potential reuse) in examinations.

Examination questions:

The examination question, examination materials that form part of the question, AND its marking scheme.

31. USE OF CALCULATORS

Examination Candidates may take a non-programmable calculator into any component of the examination for their personal use.

Instruction booklets or cards (e.g. reference cards) on the operation of calculators are **NOT** permitted in the examination room. Candidates are expected to familiarise themselves with the calculator's operation beforehand.

Calculators must have been switched off for entry into the examination room.

Calculators will be checked for compliance with this policy by the examination invigilator or observer.

Features of approved calculators:

In addition to the features of a basic (four operation) calculator, a scientific calculator typically includes the following:

fraction keys (for fraction arithmetic)

a percentage key

a π key

memory access keys

an EXP key and a sign change (+/-) key

square (x^2) and square root ($\sqrt{\quad}$) keys

logarithm and exponential keys (base 10 and base e)

a power key (ax , xy or similar)

trigonometrical function keys with an INVERSE key for the inverse functions

a capacity to work in both degree and radian mode

a reciprocal key ($1/x$)

permutation and/or combination keys (nPr , nCr)

cube and/or cube root keys

parentheses keys

statistical operations such as mean and standard deviation

metric or currency conversion

Features of calculators that are **NOT** permitted include:

programmable (any calculator that can have a sequence of operations stored and then executed automatically is considered programmable and hence not allowed)

capable of storing text or alphanumeric data input by a user (this does not exclude calculators with memories that are used to store intermediate numerical results obtained during calculations and required later)

capable of storing, manipulating or graphing functions entered in symbolic form (this includes calculators with a graphic display capacity)

capable of performing 'hard-wired' numerical routines for operations such as differentiation and definite integration, and the solution of equations

capable of performing ‘hard-wired’ symbolic manipulations such as addition of algebraic expressions, binomial expansion and symbolic differentiation

capable of performing ‘hard-wired’ numerical routines for operations such as differentiation and definite integration, and the solution of equations capable of external communication or web connectivity.

Information on approved calculators is available from the College office.

32. INTRODUCTION OF NEW MEMBERSHIP SUBJECTS POLICY

Approval of a new Membership Subject involves:

Interested persons submitting to the Board of Examiners

- a. A case in support of the proposed subject which substantiates:
 - i. An interest amongst members of the profession to establish and support the subject
 - ii. The public/professional need for the Membership subject and the professional area of special interest
 - iii. Sufficient depth and breadth of the discipline as evidenced by a significant body of knowledge with a body of scientific peer-reviewed literature to warrant a Membership subject that is not catered for by another subject.
- b. A set of Guidelines for Membership
- c. A statement of viability which substantiates how the Chapter intends to establish and maintain the new subject including:
 - i. Nominations for at least six College members to act as the subject’s Chapter Examination Committee (CEC) sufficient for six years
 - ii. Proposed examiners (names and qualifications of two individuals willing and suitable to examine for the first three examination periods)
 - iii. Proposed candidate numbers over the first three examinations including the justification for how these numbers were obtained
 - iv. An indication of presumed interest in future candidature for the examination (numbers of candidates per year; including the justification for how this interest was estimated)
 - v. Chapter capacity to assist with funding to train examiners.

Board of Examiners making a recommendation to Council

Council granting approval of new Membership Subject

33. APPOINTMENT OF EXAMINERS POLICY

All examiners are appointed by the Chief Examiner.

The Chapter Examination Committee provides a list of examiners in each subject to the College by the nominated date. In the absence of a CEC recommendation, examiners will be chosen by the Chief examiner.

Each candidate will be examined by a team of two or three examiners. In any one year, the same number of examiners will examine all candidates within a subject.

Chapters can increase the number of examiners used for each candidate, at their own expense and with prior approval of the Chief Examiner, but should generally use the same number from year to year.

Each team of two or three examiners will not normally be asked to examine more than ten Membership (for subjects with a separate practical) or twelve Membership (for subjects without a separate practical examination) or three Fellowship candidates. When these thresholds are exceeded, the CEC will normally be asked to appoint another team of examiners, at the discretion of the Chief Examiner. The additional examiner(s) will be funded by the College. Chapters may elect to bring in additional teams of examiners with candidature under these thresholds, at their own expense and with the prior approval of the Chief Examiner.

Chapters are encouraged to rotate examiners. An attempt should be made to ensure that at least one examiner in each subject has had previous experience at examining for the College.

The Head Subject Examiner is responsible for assembling the examination, collating marks and providing advice on the examination to the Chief Examiner. The Head Subject Examiner must lead the design of all examination components and be involved in assessment of all components of the examination. Exceptions can be made by the Chief Examiner in extenuating circumstances such as significant illness.

In subjects with a large number of candidates each team will be led by a Senior Examiner who is responsible for collating marks and comments for the Examiner Report which is handed to the Observer after each oral examination. The Senior Examiner reports to the Head Subject Examiner. The Senior Examiner is appointed by the College Office and is the most experienced examiner in the team.

A candidate may be examined by different examiners for written, practical and oral components of examinations. Each component of the examination will only be marked by the allocated examiners. The allocation of examiners will only be changed in exceptional circumstances, with the approval of the Chief Examiner.

All examiners involved in the assessment of any one or more components (written, practical or oral) of an examination must have been involved in the construction of that component/s of the examination (or its checking and revision if held over as an unused examination from a previous year).

For all written, practical and oral components of the examination there must always be a minimum of two examiners involved in the assessment but more examiners may be involved in the construction of the examination.

The number of examiners used to assess the written examinations should be the same or greater than the number used to assess the oral or practical examinations.

Candidates have no role in the choice of examiners.

Non-College examiners may be used if appropriate examiners are not available within the College, and the nominee is approved by the Chief Examiner. Non-veterinarians may be used but their appointment must first be ratified by Council.

Overseas examiners (from countries other than Australia or New Zealand) may be appointed by the Chief Examiner if the appropriate expertise is not available within Australia or New Zealand.

The appointment of overseas examiners will be limited to one examiner per subject unless the candidature for the examination exceeds twelve for the Membership examination or three for the Fellowship examination, or unless there are exceptional circumstances.

In the event that a second overseas examiner is appointed then the costs incurred with the increased expenditure associated with the overseas examiner will be funded by the Chapter.

A Chapter that has members from Australia and New Zealand with appropriate expertise but unavailable for the role of examiner will fund the costs incurred with the increased expenditure of the appointment of the first overseas examiner unless otherwise decided by the Chief Examiner and Honorary Treasurer.

The examination budget will determine, in any one examination year how many overseas examiners can be appointed and the decision will be made at the discretion of the Chief Examiner in consultation with the Treasurer.

Overseas examiners are encouraged to facilitate relationship building between ANZCVS Chapters and reciprocal Colleges.

Wherever possible, overseas examiners should also be utilised as overseas College Science Week speakers and vice versa.

The Honorary Treasurer is the final arbiter on matters associated with cost and selection of examiners, and this policy will be applied in conjunction with the Chief Examiner subject to his/her discretion on a case by case basis.

34. BOARD OF EXAMINERS (BoE) SELECTION POLICY

The Council is responsible for appointing members of the Board of Examiners, on recommendation by the Board of Examiners. The Board of Examiners will endorse the recommendation of the Selection Committee who make their recommendation generally by consensus based on the selection criteria.

BoE members are appointed for a term of three years and are eligible for automatic re-appointment for a further two terms. BoE members may resign from the BoE or may be removed by the BoE or Council.

Selection Committee

The BoE Selection Committee is made up of the Chief Examiner, Assistant Chief Examiner (Examinations) and Assistant Chief Examiner (Training)

Selection Criteria for Membership of the BoE

Required:

- Past experience as an examiner for the College;
- Enthusiasm and willingness to contribute to BoE activities - available for Board of Examiner duties for an average of two to three hours per week and attendance during examination week.

Desirable within the BoE as a group:

- i. representation from a wide breadth of subject backgrounds and working experiences
 - ii. skills and knowledge in assessment practice and advanced training
 - iii. a mixture of Members and Fellows, but a predominance of Fellows
 - iv. representation from New Zealand
 - v. gender representation.

Selection Procedure

1. A formal call for nominations is made.
2. The Selection Committee considers the list of applicants, applies the selection criteria and generates a short list of preferred applicants.
3. Short list candidates are interviewed.
4. The Selection Committee consults with the College office to obtain their views on the shortlisted applicants.
5. The Selection Committee determines their preferred applicant.
6. If consensus cannot be reached on the preferred applicant, a summary of their consideration, together with information about all the candidates' applications and interviews, is circulated to the BoE and the College office for comment. The Selection Committee shall reach a consensus, taking into account the comments received.
7. If consensus cannot be reached, the BoE are asked to vote. A 2/3 majority vote is required.
8. The selected applicant's application form and interview notes are circulated to the BoE and College Office along with information as to how the selection criteria were applied. The BoE is asked to comment on the suitability of the selected applicant and to endorse the selected applicant.
9. If BoE endorse the choice of applicant, the Chief Examiner presents the BoE's recommendation with justifications to the Council for ratification.
10. The selected applicant is invited to the Board of Examiners by the Chief Examiner.
11. Unsuccessful candidates who were judged to be suitable for the Board are asked if they wish to maintain their name on a list to be specifically notified when a future call for nominations is made.

35. FELLOWSHIP TRAINING PROGRAM LODGEMENT FEE

If a Training Program application is not approved, candidates will be given a choice as to whether to receive a 75% refund of the fee paid or for the College to hold the fee pending a solution to the problem. Candidates who have commenced training and withdraw from the program will forfeit all fees paid.

Candidates who decide to accept the refund and then lodge another TPD in the future would be required to pay the full fee payable at the time of the second lodgement.