

ANIMAL ETHICS COMMITTEE (AEC)

Frequently asked questions

Information for applicants

What is the AEC?

- > The University of Adelaide's AEC provides ethical assessment of research and teaching proposals conducted by University of Adelaide personnel. The committee serves an important regulatory role in the approval of research involving animals at The University of Adelaide.
- > The AEC conducts itself in accordance with the South Australian Animal Welfare Act 1985 and the Australian code for the care and use of animals for scientific purposes (8th edition 2013)

Will I receive training?

- > Yes, training will be provided. You will receive an induction pack with relevant information to get you started.

Will I be paid?

- > External volunteer members of the Animal Ethics Committees are entitled to an honorarium of \$120 per meeting for each meeting attended. The honorarium is offered in recognition of the time given by volunteer members in attending meetings and for possible out-of-pocket expenses incurred in the course of attending meetings.
- > Complimentary parking permits will be available for the day of the meeting. The permit enables parking in The University of Adelaide North Terrace Carpark only.

How long is the membership?

- > Members are appointed for a term of two (2) years at a time, with an option to renew. You may choose to terminate your membership earlier if you wish.

When are the meetings?

- > The Committee meets eight times each year and meet on a Thursday. The meetings are held at approximately 6 week intervals.

Where are the committee meetings held?

- > Committee meetings are held at the University of Adelaide Research Services. Located on Level 4, Rundle Mall Plaza, 50 Rundle Mall, Adelaide. If you do not wish to use The University of Adelaide complimentary parking permit there are several parking stations nearby. You can also access the building using nearby public transport.

How do I receive the papers?

- > The papers will be available electronically. You will be provided with a university email account. You will need to have access to Wi-Fi and a PC or laptop to access the papers.
- > You will need to bring your device with you to the meeting to allow you to access all the documents as they are being discussed. Whilst on campus you will have access to The University of Adelaide's wireless network (UofA Wireless).

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- > [What if I don't have a PC, laptop or tablet?](#)
- > The University of Adelaide can provide you with a laptop to access papers and to bring to meetings. The laptop will be owned by The University of Adelaide, and will need to be returned at the end of your membership.

What is the commitment required?

- > The Committee meets eight times each year.
- > Meetings are approximately 4 hours long.
- > Inspection visits to University facilities on each of the campuses are held annually. These are usually held prior to a scheduled meeting.
- > Reading and consideration of applications will vary for each meeting depending upon the number and nature of applications submitted.
- > Two weeks prior to the meeting, applications are distributed electronically via an online system, for the member to read at their convenience.
- > You may be asked to review annual reports, or project amendments outside of the full AEC meetings.

Do I need to speak at the AEC meeting?

- > It is expected you would have reviewed all of the papers for the meeting, and you are encouraged to comment on each individual application. The convenor ensures all members have an opportunity to state any issues or concerns they may have.

What if I can't make an AEC meeting?

- > Each meeting requires a minimum of one person per category. To ensure all meetings are quorate it is important the secretariat is aware who can attend. It is preferred that you give the secretariat at least one (1) week notice if you cannot attend.

For more information

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