



Animal Experimentation Ethics Committee
SOP: Application for Teaching Activities Using Animals

Objective	To provide standard application procedure, approval and management process for teaching activities using animals
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Introduction

Animals used for teaching and educational purposes are viewed no differently than those used for research, and such activities must have the corresponding AEEC application approved prior to commencement. This document defines the standard process on the handling of teaching related Animal Use Protocols (AUP) by the AEEC.

Definitions

Teaching activities – refers to activities designed to enhance understanding or acquisition of skills. Include demonstrations and hands-on practices.

Course coordinator – individual who oversees and manages the overall administration and coordination of a particular course. The course coordinator has responsibility for ensuring that the course is conducted in compliance with university regulations and adheres to appropriate safety measures. Refer to Policy on Principal Investigator Eligibility for eligibility.

Instructors – individual who facilitates course sessions through practical demonstrations of animal handling and techniques. The instructor should ensure the safety and welfare of both the animals and the participants during sessions. Refer to SOP: Requirements for Personnel Listed on AEEC Protocols.

3Rs Principles

The AEEC recognises that teaching activities allow researchers to practice and refine their skills on animals or animal models, under the guidance of experienced instructors. However, these training activities must adhere to the tenets of the 3R's – using replacement of animals, reduction of animals used and refinement of use in all aspects.

Course coordinators are encouraged to explore alternatives and strategies that minimise the necessity for repetitive teaching activities involving live animals. Course coordinators should also consider filming the demonstrations and using the recordings for future sessions where possible to reduce the number of animals used.

Application Procedures

Course coordinators should apply for and secure AEEC approval prior to the commencement of teaching activities involving animals.

Application form - The application should be made via Tick@lab, under Animal Use Protocol, selecting the Teaching template.

Course outline - A supplementary document including course description, learning objectives, duration and assessment methods should be attached.

Animal License - The Animals (Control of Experiments) Ordinance (Cap. 340) provides for the control of experiments on living vertebrate animals.

The instructors must have valid Licence to Conduct Experiments (Form 2) with Teaching Permit (Form 4) and for the procedures carried out on the animals during the teaching activities. Participants involved in hands-on training must have Licence to Conduct Experiments (Form 2) with Endorsement to Authorize Experiments to Attain Manual Skills (Form 3), organized by the course coordinator.

For courses that involve hands-on training, course coordinator should submit Licence to Conduct Experiments (Form 2) with Endorsement to Authorize Experiments to Attain Manual Skills (Form 3) of all participants to AEEC Secretariat two working days prior to the training session.

Attendees not involved in any hands-on procedures do not require to process a licence under Cap. 340.

Upon AEEC approval, the course coordinator will be notified by the AEEC Secretariat in writing. The teaching AUP will be valid for 3 years and subjected to on-going review by the AEEC.

Exemptions

The use of dead animals or tissues of animals does not require AEEC approval, unless the activity involves (1) killing animals for the purpose of obtaining or using their tissues or other materials, or (2) project-specific antemortem manipulation of animals prior to killing them.

This SOP is not applicable to the ad-hoc assistance provided to the PIs and researchers on their specific approved protocols from the registered veterinarians and technicians. Assistance can be covered under the researchers' valid Licence to Conduct Experiment (Form 2) and approved AEEC protocols and the registered veterinarian and technicians' valid Licence to Conduct Experiments (Form 2) and Teaching Permit (Form 4).

References

Guide for the Care and Use of Laboratory Animals. 8th edition. Washington (DC): National Academies Press (US); 2011

Norecopa. Homemade educational materials. Retrieved from <https://norecopa.no/education-training/homemade-educational-materials>; 2023