

# Appendix A

## Membership Application Form



## CHECKLIST FOR MEMBERSHIP APPLICATION

Please ensure when completing the attached Membership Application Form that the following documents are included. **Incomplete Membership Application Forms will not be accepted or processed.**

Membership Application – Appendix A

Access to Information Agreement (Membership) – Appendix B

Curriculum Vitae

● *Payment* - no payment required for **Intention to Sit** Membership Applications

If sending electronically, send PDF or word documents only, NO .jpg / .jpeg  
(Ensure all applicable areas are signed before sending)

(If applicable)

All necessary supporting documentation if not eligible for registration as a Veterinarian in an Australia State or New Zealand

### Submit application to:

Assistant College Manager

Email: [assistcm@anzcvs.org.au](mailto:assistcm@anzcvs.org.au)

Telephone: +61 (7) 3423 2016

# MEMBERSHIP APPLICATION FORM

Please complete this application form and **together with Appendix B** forward to:  
The Australian and New Zealand College of Veterinary Scientists, Building 3, Garden City Office Park,  
2404 Logan Road, Eight Mile Plains, QLD 4113 before **31 October** for examination in the following year.

*(Choose one only)*

**Membership Examinations AUD \$TBA - opening date for Membership Applications to be advised**

**Intention to sit in future (no fee payable) - now open**

*Please note: Submitting an intention to sit is not a guaranteed acceptance by the College that a candidate will be enrolled in a preceding years subject examination.*

*(Fees to be confirmed for 2021 or 2022 examinations)*

**Do you give permission for your name and email address to be released to other candidates, and College members for the purposes of conducting College business?**

**YES                      NO**

Name to be shown on testamur (print full name clearly – this exact name will appear on your testamur)

Examination subject, from the relevant subject guideline, to be shown on testamur (print clearly)

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## Method of payment *(choose one only)*

**Please note: NO payment or payment details are required for an Intention to Sit Application.**

Cheque enclosed

Mastercard

Visa

Direct Credit

*(NB: Payment by Mastercard or Visa will incur a 1.5% administration charge)*

## Electronic Transfer of funds:

*Please indicate your name and subject clearly in the description.*

Westpac Banking Corporation

BSB 034093

Account No. 219081

Name of Account:

Australian and New Zealand College of Veterinary Scientists (ANZCVS)

(For overseas transfer SWIFT No. WPACAU2S)

My credit card number is:

Expiry date

CVV

Amount

Name on card

Signature of cardholder

# MEMBERSHIP APPLICATION FORM (PAGE 2)

1. I \_\_\_\_\_ (full name in block letters)  
of \_\_\_\_\_ (address in block letters)  
Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
Email address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
hereby apply for Membership\* Examination/Intention to Sit of the Australian and New Zealand  
College of Veterinary Scientists.
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2. **Examination subject:**

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3. **Professional qualifications and experience:**

- a. First registrable qualification  
University \_\_\_\_\_ Date \_\_\_\_\_
- b. Other qualifications  
Awarded by \_\_\_\_\_ Date \_\_\_\_\_
- c. Particulars of registration as a Veterinary Surgeon in Australia and/or New Zealand.
- d. Previous experience: **Attach curriculum vitae** indicating clearly the extent of your experience in the area in which you are applying for examination
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4. **Declaration:**

- a. I declare that at the time of Membership examination, at least three and a half years will have elapsed since my original registrable veterinary degree was conferred;
- b. I declare that I am registered as indicated above, or;  
I declare that I am eligible for registration as a veterinarian in either Australia or New Zealand and attach documentary evidence, or;  
I declare that I am not eligible for registration as a veterinarian in either Australia or New Zealand and attach necessary documentation as required by current Council policy;
- c. I agree to comply with the Constitution of the Australian and New Zealand College of Veterinary Scientist and any regulations issued there under, including the Membership Candidate Handbook and my relevant Subject Guidelines; copies of each I may access on the College website.

Date \_\_\_\_\_

Signed \_\_\_\_\_

**Please ensure you include Appendix B with this application.**

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\* Upon successful completion of Membership Examination, this application is automatically deemed to be an application for Membership.

# ACCESS TO INFORMATION AGREEMENT (MEMBERSHIP)

## APPENDIX B

Unsuccessful Membership Examination Candidates may make a written request for the College to provide information, and access to certain documents relating to unsuccessful examination component(s).

The purpose of releasing such information and providing access to such documents is to assist unsuccessful Candidates identify areas of weakness or poor performance such that these can be addressed by unsuccessful Candidates who elect subsequently to reattempt the Membership Examinations. Details of a passed examination component will not be released.

The following conditions apply to the release of the examination information:

1. Candidates must make written request for examination information and access to papers (separate from the signing of this agreement). Written request must be made to the Examinations Officer between ten and sixty days after the date of notification of their examination results.
2. The earliest the request for examination information and access to papers is able to be received by the College Office is ten days after the date of notification of examination results (except in extenuating circumstances at the discretion of the Chief Examiner).
3. The following examination information will be made available to candidates:
  - (a) The mean mark for each question in the Written Papers, the overall mean mark for the Practical examination (where applicable) and the overall mean mark for the Oral examination.
  - (b) Examiners written comments (if any) for the Written and Practical Components of the Examination. These may be general comments which pertain to the Component as a whole or may be specific comments addressing particular questions where the Candidate's performance was unsatisfactory; and
  - (c) Examiners written comments regarding any areas of deficiency in the Candidate's performance in the Oral.
4. Access to the candidate's Written component examination papers, the Practical written examination papers and material (if available) will be granted only under the following conditions:
  - (a) Candidate's access to Examination papers will be supervised by, and in the presence of a member of the Board of Examiners or a nominee of the Chief Examiner;
  - (b) The candidate's nominated mentor may attend the viewing of papers with the candidate.
  - (c) The candidate's access will be limited to 120 minutes at a single sitting.
  - (d) Candidates are not permitted to use any method or media to record or recreate the Examination papers or other examination material, e.g. photocopying, photographing or voice recording. Candidates are permitted to make hand written notes during the period of access.
  - (e) Candidates wishing to view their papers, must do so by 31<sup>ST</sup> October in the year that the examination was completed.

I have read, understand, and agree to abide by the aforesaid conditions relating to access to information and Examination documentation detailed above.

MEMBERSHIP Subject:

Candidate's name

Signature

Witness name *(Witness must be aged 18 years or over and must not be related to you)*

Signature

Date

Date

*NB By signing of this agreement you are NOT making a written request for examination information or access to papers. Separate written request must be made to the Examinations Officer between ten and sixty days after the date of notification of your examination results.*