

Dear Sir, Ms.,

You are a veterinarian who graduated within the EU and you requested information on the practicalities of our online course in laboratory animal science. This course is set up in view of the legally binding obligation (RD of 29 May 2013) to follow a recognised course in laboratory animal science prior to working with laboratory animals.

The 40 hour course for veterinarians who graduated within the EU is recognized by the Environment, Nature and Energy Department of the Flemish government, in order to be able to function as a person directing animal experiments. It can, besides half a day of practical sessions, entirely be followed online. **All lectures are taught in English.** Practical sessions and examinations will be organised at least 3 times per year. This should give you an opportunity to obtain a laboratory animal science certificate. The practical sessions will, wherever possible, take into account the future laboratory animal work the participants are preparing for.

Beneath is the description on how to sign up for the course. Please note that in order to be able to register for the exam and receive a certificate upon successful completion of the course(s), it is necessary to sign up for the course(s). Registration can be done throughout the year, there is no registration deadline. Only after your registration, and if applicable, your payment of the registration fee, you will be allowed to sit the examination.

1) PhD students who are registered for the doctoral training programme at Ghent University can take this course as part of their doctoral training programme. Participation to the course is free of charge but registration is needed.

* **Step 1:** Members of the Doctoral Schools need to submit an 'application for recognition', should they wish to include the course in laboratory animal science as part of the minimum set of their doctoral training programme (category specialist courses). The application form is available on <https://webapps.ugent.be/doctoralSchools/secure/phdStudent.jsf>
Without approved 'application for recognition' the course(s) in laboratory animal science can only be included in the maximum set of the doctoral training programme (and will not count for the certificate).

* **Step 2:** go to "Zephyr" and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the "Online course in laboratory animal science (for vets from within the EU)_labanscivets" – from Katleen Hermans. You can find this course under "Faculiteiten Universiteit Gent" → Faculteit Diergeneeskunde. This will put you on the "waiting list" for this course.

* **Step 3:** fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc. Along with the registration form, attach a copy of your student card, proving that you are a UGent PhD student in the current academic year.

As soon as your registration form has been processed, you will be granted access to all documents of the course on Zephyr, and can start studying the course contents. On Zephyr, announcements about next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session.

2) PhD students who are registered for a doctoral training programme at a university from the Flemish or French Community : participation to the course is free of charge but registration is needed.

* **Step 1:** go to “Zephyr” and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the “Online course in laboratory animal science (for vets from within the EU)_labanscivets” – from Katleen Hermans. You can find this course under “Faculteiten Universiteit Gent” → Faculteit Diergeneeskunde. This will put you on the “waiting list” for this course.

* **Step 2:** fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc. Along with the registration form, attach a copy of your student card, proving that you are a PhD student in a Belgian university in the current academic year.

As soon as your registration form has been processed, you will be granted access to all documents of the course on Zephyr, and can start studying the course contents. On Zephyr, announcements about next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session.

3) Interns and Residents at the Faculty of Veterinary Medicine, Ghent University : participation to the course is free of charge but registration is needed.

* **Step 1:** go to “Zephyr” and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the “Online course in laboratory animal science (for vets from within the EU)_labanscivets” – from Katleen Hermans. You can find this course under “Faculteiten Universiteit Gent” → Faculteit Diergeneeskunde. This will put you on the “waiting list” for this course.

* **Step 2:** fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc. Along with the registration form, attach a copy of your student card, proving that you are an Intern/Resident at Ghent University in the current academic year.

As soon as your registration form has been processed, you will be granted access to all documents of the course on Zephyr, and can start studying the course contents. On Zephyr, announcements about next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session.

4) Veterinary scientists (from within or outside Ghent University) not belonging to any of the above categories

* **Step 1:** go to “Zephyr” and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the “Online course in laboratory animal science (for vets from within the EU)_labanscivets” – from Katleen Hermans. You can find this course under “Faculteiten Universiteit Gent” → Faculteit Diergeneeskunde. This will put you on the “waiting list” for this course.

* **Step 2:** fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc.

* As soon as your registration form has been processed, you will receive an invoice. The registration fee for this course is 300 euros. You will also be granted access to all documents of the course on

Zephyr, and can start studying the course contents. On Zephyr, announcements about the next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session and did not pay the invoice of the registration fee.

Starting competencies: Students need to have obtained a veterinary degree from a university within the EU.

Location: The lectures can be followed online. The practical session and the examination will be organised in the Faculty of Veterinary Medicine in Merelbeke (Salisburylaan 133). Schedule for practicals and examination are communicated on Zephyr. Follow the link on Zephyr (under "Announcements") to register for the practical session and exam date that is suitable for you.

No course pack will be available. All documents are available on Zephyr, you can print what you need.

The examination will be organised at least 3 times per year. It will consist of a combination of multiple choice questions and open questions. The exact dates, time and location will be announced on Zephyr. Students who fail the examination during their first try, should sit the exam again on a later date in order to obtain the certificate. After successful completion of the exam, a certificate will be issued by the secretariat.

Would you be so kind as to distribute this information among your colleagues. Should you happen to have any further questions, do not hesitate to contact me.

Kind regards,

Katleen Hermans

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Dear Sir, Ms.,

You requested information on the practicalities of our online course in laboratory animal science. This course is set up in view of the legally binding obligation (RD of 29 May 2013) to follow a recognised course in laboratory animal science prior to working with laboratory animals.

The 80 hour course for non-veterinarians/veterinarians from outside the EU is recognised by the Environment, Nature and Energy Department of the Flemish government, in order to be able to function as a person directing animal experiments. It can, besides half a day of practical sessions, entirely be followed online. **All lectures are taught in English.** Practical sessions and examinations will be organised at least 3 times per year. This should give you an opportunity to obtain a laboratory animal science certificate. The practical sessions will, wherever possible, take into account the future laboratory animal work the participants are preparing for.

Beneath is the description on how to sign up for the course. Please note that in order to be able to register for the exam and receive a certificate upon successful completion of the course(s), it is necessary to sign up for the course(s). Registration can be done throughout the year, there is no registration deadline. Only after your registration, and if applicable, your payment of the registration fee, you will be allowed to sit the examination.

1) PhD students who are registered for the doctoral training programme at Ghent University can take this course as part of their doctoral training programme. Participation to the course is free of charge but registration is needed.

* Step 1: Members of the Doctoral Schools need to submit an 'application for recognition', should they wish to include the course in laboratory animal science as part of the minimum set of their doctoral training programme (category specialist courses). The application form is available on <https://webapps.ugent.be/doctoralSchools/secure/phdStudent.jsf> Without approved 'application for recognition' the course(s) in laboratory animal science can only be included in the maximum set of the doctoral training programme (and will not count for the certificate).

* Step 2: go to "Zephyr" and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the "Online course in laboratory animal science (for non-vets or vets from outside the EU) labansciNONvet" – from Katleen Hermans. You can find this course under "Faculteiten Universiteit Gent" → Faculteit Diergeneeskunde. This will put you on the "waiting list" for this course.

* Step 3: fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc. Along with the registration form, attach a copy of your student card, proving that you are a UGent PhD student in the current academic year.

As soon as your registration form has been processed, you will be granted access to all documents of the course on Zephyr, and can start studying the course contents. On Zephyr, announcements about next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session.

2) PhD students who are registered for a doctoral training programme at a university from the Flemish or French Community : participation to the course is free of charge but registration is needed.

* Step 1: go to “Zephyr” and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the “Online course in laboratory animal science (for non-vets or vets from outside the EU labansciNONvet” – from Katleen Hermans. You can find this course under “Faculiteiten Universiteit Gent” → Faculteit Diergeneeskunde. This will put you on the “waiting list” for this course.

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3) Scientists (from within or outside Ghent University) not belonging to any of the above categories

* Step 1: go to “Zephyr” and check for the appropriate course. Go to www.zephyr.ugent.be, and register for the “Online course in laboratory animal science (for non-vets or vets from outside the EU labansciNONvet” – from Katleen Hermans. You can find this course under “Faculiteiten Universiteit Gent” → Faculteit Diergeneeskunde. This will put you on the “waiting list” for this course.

* Step 2: fill out the registration form (excel file) attached and send it by e-mail to ipv-dgk@ugent.be, with Prof. Katleen Hermans (Katleen.Hermans@UGent.be) in cc.

* As soon as your registration form has been processed, you will receive an invoice. The registration fee for this course is 550 euros. You will also be granted access to all documents of the course on Zephyr, and can start studying the course contents. On Zephyr, announcements about next examination and practical dates will be made. Please follow the links on Zephyr to register for the practical and exam date that suits you. You will not be allowed access to the exam if you did not participate in the practical session and did not pay the invoice of the registration fee.

Starting competencies: Students need to have a basic knowledge of chemical and physiological processes and microbiology, acquired through university education (bachelor or master).

In case you do not comply with these requirements, please send an e-mail to Prof Hermans (Katleen.Hermans@UGent.be).

Location: The lectures can be followed online. The practical session and the examination will be organised in the Faculty of Veterinary Medicine in Merelbeke (Salisburylaan 133). Schedule for practicals and examination are communicated on Zephyr. Follow the link on Zephyr (under “Announcements”) to register for the practical session and exam date that is suitable for you.

No course pack will be available. All documents are available on Zephyr, you can print what you need.

The examination will be organised at least 3 times per year. It will consist of a combination of multiple choice questions and open questions. The exact dates, time and location will be announced on Zephyr. Students who fail the examination during their first try, should sit the exam again on a later date in order to obtain the certificate. After successful completion of the exam, a certificate will be issued by the secretariat.

Would you be so kind as to distribute this information among your colleagues. Should you happen to have any further questions, do not hesitate to contact me.

Kind regards,

Katleen Hermans

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