



**THE UNIVERSITY
OF QUEENSLAND**
AUSTRALIA

School of Dentistry
PRE-COMMENCEMENT GUIDE
2017

Bachelor of Dental Science (Honours)

For Information Contact

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Introduction

Welcome to the School of Dentistry.

Congratulations on gaining entry into the Bachelor of Dental Science (Honours) [BDS(Hons)] program at The University of Queensland.

Dentistry is a challenging and rewarding profession that is responsible for the total oral health of individuals and the wider community. Good oral health is integral to good general health; thus dentistry is recognised as a primary healthcare profession.

The **Bachelor of Dental Science (Honours)** will give you the knowledge, skills and attitude for an exciting career in the dental industry. We prepare you to be well sought after by employers and our extended clinical placements mean you're job-ready when you graduate. You will learn the science and application for the prevention, diagnosis and treatment of oral diseases and abnormalities, while having access to the most up-to-date technologies and cutting-edge dentistry research.

The UQ Dental Science difference is our focus on practical, clinical experience throughout your degree. Clinical experiences for BDS(Hons) students will start at the UQ Oral Health Centre in the first year of study. This initial clinical experience will be through peer clinics and simulation work, continuing into year two. Clinical work will increase in third and fourth years to encompass general practice dentistry, orthodontics, paediatric dentistry, periodontics and prosthodontics, as well as oral medicine and oral surgery. In your final year, you will complete two clinical placements, one of which will be outside the Oral Health Centre, to give you the hands-on skills and knowledge for a rewarding career.

This **Pre-Commencement Guide** provides you with a list of the requirements which you must complete, as well as background information on why these tasks are necessary and how to complete each task. You should allow yourself plenty of time to read through what is required and familiarise yourself with each task. **THERE IS A LOT TO DO, SO START IMMEDIATELY!** Failure to complete all pre-commencement requirements by the deadline will disqualify you from attending clinical activities and significantly impact your ability to complete your program.

The School of Dentistry welcomes its new students for 2017. We hope you will enjoy your studies and learning experiences with your fellow students during your program.

Pre-Commencement Checklist for School of Dentistry

This checklist should be used in conjunction with the 2017 Pre-Commencement Guide, and is for your use only. Before submitting each document listed, go through the checklist carefully to ensure you have completed the task properly. The School of Dentistry Student and Academic Services Team (SAS) will not accept partially complete or incorrectly completed documents.

The following documents must be completed and submitted to the SAS Office by the end of Orientation Week. Failure to provide these documents may result in students being banned from clinical activities.

1. Immunisation

- I have obtained my past immunisation record & visited my GP to review my immunisation status
- I have been vaccinated according to the UQ Vaccinations and Immunisations Policy ([PPL 2.60.08](#))
- My GP has completed the '[School of Dentistry Student Immunisation Record](#)', including signature and date (Appendix 2)
- I have submitted the completed student immunisation record form to SAS

2. Blue Card

- I have completed the application for Blue Card
- I have submitted the completed application form to SAS

3. First Aid Certificate

- I have obtained a First Aid Certificate (including CPR)
- I have submitted a certified copy of the certificate to SAS

4. Occupational Health and Safety

- I have read the Occupational Health and Safety in the Laboratory Guideline and completed the student safety declaration form: <http://www.uq.edu.au/ohs/pdfs/OHYG-LabSafety-UG.pdf>

5. Academic Integrity and Plagiarism

- I have read and completed the [online](#) tutorial on academic integrity and plagiarism

6. Applications for credit for previous studies

- I am seeking credit for previous studies and have completed the application form via the UQ [MyAdvisor](#) web site (Appendix 3)

7. Enrolling in courses

- I have enrolled in all courses for semester 1 and 2 via mySI-net

8. Instruments and Equipment

- I have referred to the Instrument and Equipment list (Appendix 5) and have purchased the necessary items

Please also see the UQ New Student Checklist available on the [Starting at UQ website](#) (Appendix 1).

Pre-Commencement Information Session for New BSc(Hons) Students

A pre-commencement information session for new students starting in the BSc(Hons) program in 2017 will be held in late January following acceptance of QTAC offers. This session will provide information on completing program requirements for clinical work, including immunisation, Blue card, and first aid certificate/CPR requirements.

Date: Monday, 30 January 2017

Time: 9:00 am – 12:00 noon

Where: Lecture Theatre Auditorium (Room 4401)
Level 4 (opposite Café Dose)
UQ Oral Health Centre
288 Herston Road
Herston

[UQ Oral Health Centre map](#)

BSc(Hons) Orientation

Orientation for BSc(Hons) first year students will be held on **Monday, 20 February 2017 commencing at 10:00 am in the Lecture Theatre Auditorium (Room 4401), Level 4, UQ Oral Health Centre, 288 Herston Road, Herston.** It is highly recommended that students attend this orientation.

Time	Sessions (to be confirmed)	Venue: Level 4, UQ Oral Health Centre
10:00 - 10:30 am	Welcome from Head of School	Lecture Room 4401
10:30 - 11:45 am	BSc(Hons) Program introduction Phase 1 Coordinator/Student Experience Coordinator School Teaching & Learning Chair	Lecture Room 4401
11:45 am - 12:15 pm	Australian Dental Association Queensland ADAQ President and CEO	Lecture Room 4401
12:15 - 1:15 pm	UQDSA Sponsored Lunch	Student Area
1:15 - 1:40 pm	UQDSA & UQ Union presentations UQDSA President	Lecture Room 4401
1:40 - 1:55 pm	Student Services, Herston campus	Lecture Room 4401
1:55 - 2:35 pm	Enrolment and Program Requirements Student and Academic Services, School of Dentistry	Lecture Room 4401
2:35 - 3:20 pm	School Tour – Oral Health Centre (Clinics, labs, teaching rooms, lockers, Student Centre)	Lecture Room 4401
3:20 - 3:50 pm	Library Introduction UQ Herston Librarian	Lecture Room 4401
4:30 pm	Conclusion	

Other orientation activities at St Lucia campus (see UQ website) will be held during Orientation Week (20-24 February) and students are encouraged to attend these to familiarise themselves with the St Lucia campus. Market Day is held at St Lucia campus every Wednesday and will also be held during this week.

“Get-To-Know You” activities for new dental students are also being planned during Orientation Week and will be advised at the BDSc(Hons) orientation session on Monday, 20 February.

Commencement Date

The academic year for **BDSc(Hons)** Year 1 students will commence on **Monday, 27 February 2017**. New first year students must commence the program on this date unless prior approval by the Head of School is obtained.

There are many resources available to help you get started as a UQ Student. You are encouraged to visit <https://www.uq.edu.au/startingatuq/> which contains a step-by-step guide to enrolling, paying fees, obtaining a student ID card, as well as other useful resources.

Response to Offer and Enrolment

The due date for enrolment for all BDSc(Hons) **domestic** students is **Friday, 3 February 2017**. The due date for enrolment for all BDSc(Hons) **international** students is **Friday, 24 February 2017**. Students should ensure that they are enrolled by this date through [mySI-net](#). The BDSc(Hons) program has set compulsory courses and there are no electives.

All BDSc(Hons) students must be enrolled by Friday, 3 February 2017 to ensure allocation to tutorial/laboratory groups in Semester 1 by the School.

Late fees may apply for enrolment submitted after the [University's due dates](#).

BDSc(Hons) Year 1 Course List

FIRST SEMESTER			SECOND SEMESTER		
CODE	COURSE	Units	CODE	COURSE	Units
BIOM1051	Introductory Cellular Physiology	2	BIOM1052	Integrated Anatomy and Physiology	2
DENT1020	Dental Science I	4	CHEM1222	Chemistry for Pharmacy and Dentistry	2
DENT1050*	Dental Practice I	-	DENT1050*	Dental Practice I	4
			HLTH1000	Professions, People and Health Care	2
TOTAL UNITS					#16

*DENT1050 is a year-long course.

Please note: Students must enrol in **both** semesters as listed above. Students must enrol in both first and second semester for DENT1050.

Students seeking credit should enrol in all courses in the event that their application is not approved. Students will be notified of the outcome of their application for credit before the Semester 1 [census date](#).

Students will **not** be permitted to progress to Year 2 courses without completing or gaining credit for **all** compulsory courses in Year 1 as listed above.

[Full BSc\(Hons\) Course List](#)

Timetables

BSc (Hons) students will be provided with a compulsory set timetable for Semester 1. Timetables will be made available to BSc(Hons) students at the Orientation day on Monday, 20 February 2017.

Student Groups

Depending upon timetabling and rostering of facilities, BSc(Hons) students may be allocated to a student group which will determine the practical classes they will attend in the timetable. This allocation will be undertaken on a random basis by the School to ensure that group numbers are even and resources are used equitably.

Locker Keys

Lockers are provided for all BSc(Hons) students on Level 3 of the Oral Health Centre. Locker keys will be allocated and provided to students in Week 2 or 3 of Semester 1 following finalisation of students enrolled in Year 1. Please note that if a locker key is lost, a payment of \$50 will be required to replace the key.

Course Information

Course profile information including textbook lists will be available on-line. Students who have enrolled will have access to the full electronic course profile (ECP) through [mySI-net](#) (see Enrolment Guide 2017).

Application for Credit for Previous Studies

Students who wish to apply for credit for previous studies must complete and submit the appropriate application form with all required documentation by the due date to the Student and Academic Services (SAS) Office, School of Dentistry. The application form is available on the University's ["MyAdvisor" webpage](#) (copy also provided in Appendix 3). Here you will also find the [Credit Precedents Database](#), which can help you determine your eligibility for credit by looking at the precedents established for course and programs previously assessed for credit by UQ.

Students seeking credit should enrol in all courses in the event that their application is not approved, particularly if their previous studies have not been completed at UQ.

All credit applications, along with the appropriate documentation, need to be lodged (either by mail, [email](#) or in person) to the Student and Academic Services office no later than the end of orientation week, Friday 24 February 2017.

The University of Queensland Disability Action Plan

The University of Queensland provides free support, services and facilities for students with a disability, illness, injury or mental health condition at UQ. A disability adviser will help you evaluate your academic access requirements, develop a Student Access plan for you, and organise the appropriate arrangements.

A BDSc(Hons) student who has a disability should seek advice from the Phase Coordinator immediately on seeking enrolment within the program. Any student who may require alternative academic arrangements in the program is encouraged to seek advice at the commencement of the semester from a Disability Advisor at Student Support Services. The University Health Service can also arrange appropriate advice and assistance on personal and public health issues.

For further information on University policies to support people with a disability please visit the [Student Services website](#).

Student Immunisation Record

HIV, Hepatitis B, Hepatitis C Screening

The University of Queensland has a duty of care to prevent the occupational transmission of communicable diseases to students, staff and patients. In specialised areas involving increased risk of transmission of a communicable infection such as Hepatitis B, Hepatitis C or HIV through blood, the duty of care to prevent infection is heightened for both the individual and the University. The School of Dentistry considers that the foregoing policies ([PPL 2.60.08 Vaccinations and Immunisation](#)) apply to candidature in all undergraduate and postgraduate programs which involve direct clinical contact with patients.

As healthcare workers, dental students have a duty of care towards their patients. Prior to commencing the BDSc(Hons) and DClinDent programs, all students must complete a schedule of immunisations for a range of infections (i.e. measles, mumps, whooping cough) and must also be screened with respect to blood-borne transmissible viruses (Hepatitis B, Hepatitis C and HIV), as well as Tuberculosis (TB). Please note that immunisation and screenings are the responsibility of the individual student. It is strongly recommended that students begin vaccinations for Hepatitis B. First year students will be required to have had at least two vaccinations for Hepatitis B before commencement of Semester 1 with the third vaccination to be completed as soon as possible thereafter. A UQ [immunisation record form](#) is required to be completed by a registered medical practitioner as evidence of a student's immunity status. **Students who do not provide sufficient evidence will NOT be permitted to enter clinical facilities.**

International students offshore must undertake screenings and complete the schedule of immunisations prior to the commencement of their program. Completion of the UQ immunisation record form can be completed by an overseas registered doctor. However, all sections of the form must be completed in English and the doctor's contact details and registration number must also be indicated.

Please note that students who are positive for blood-borne viruses are advised not to enter the BDSc(Hons) program as they cannot undertake clinical work in Queensland Health facilities.

Domestic BDSc(Hons) students will receive a copy of the Immunisation Guidelines and the UQ Immunisation Record form with their QTAC offer letter which must be taken to their doctor for completion. **International BDSc(Hons) students** who have been offered a place in the BDSc(Hons) program or who have accepted a place will also receive information and the UQ Immunisation Record form for completion. **The completed UQ Immunisation Record form must be submitted by all BDSc(Hons) Year 1 students to the Student and Academic Services (SAS) office, School of Dentistry by the end of orientation week.**

Blue Card

The Commission for Children and Young People Act 2000 requires people working or seeking to work with children in a paid, voluntary or self-employed capacity to undergo a "[Working with Children Check](#)". The Working with Children check is an investigation into whether a person has a criminal history, which will affect their suitability to work with children (i.e. persons under 18 years of age). This involves a check of relevant police information held by the Queensland Police Service and other police services in Australia for any charges or convictions.

As an educational and research institution, The University of Queensland, including its staff and students, is subject to The Commission for Children and Young People Act 2000. Students are classified as volunteers and must hold a "Blue Card" before they can commence a placement course which involves working with children as part of the placement.

BDSc(Hons) students are required to obtain a Blue Card as a requirement of their program. Students must submit their completed application form to the Student and Academic Services (SAS) office, School of Dentistry by the **end of Orientation Week**. The Blue Card is valid for three years and will be required to be renewed before the commencement of Year 4.

The Blue Card application form, prefilled with School details, is available in appendix 4.

On receipt of the application, the School will apply for a Blue Card on the student's behalf. Students who are unable to present a Blue Card will not be permitted to undertake any placements.

Criminal History Check

BDSc(Hons) students may be required to complete a criminal history check. Further information will be provided by the School at the pre-commencement/orientation sessions.

First Aid Certificate

Students in the BDSc(Hons) program are required to obtain a First Aid certificate (which includes CPR) for the commencement of Year 1 and complete CPR recertification before commencement of Years 2, 3 and 4. First Aid recertification is also required before the commencement of Year 5 for clinical placement. The First Aid certificate must be provided by an accredited provider.

BDSc(Hons) students will be required to provide a copy of their First Aid certificate to the Student and Academic Services office, School of Dentistry by the end of Orientation Week.

Students must accept all costs involved in obtaining the required First Aid and CPR qualifications during the program. Students who are unable to present such qualifications when requested will be excluded from the clinics which would prevent completion of the program.

Occupational Health and Safety

Under the Work Health & Safety Act 2011, all students will be required to complete an online occupational health and safety tutorial/module during their first year. BDSc(Hons) students are required to read the Occupational Health and Safety in the Laboratory Guideline online: <http://www.uq.edu.au/ohs/pdfs/OHYG-LabSafety-UG.pdf> and complete the Student Safety Declaration Form. Students must provide their completed Student Safety Declaration Form to the Student and Academic Services office, School of Dentistry by the end of Orientation Week (**Friday 24 February 2017**).

Further information can be found on the [UQ OHS website](http://www.uq.edu.au/ohs/) <http://www.uq.edu.au/ohs/>

Academic Integrity and Plagiarism

Academic integrity is a core value of UQ and for this reason UQ have developed a compulsory online tutorial to explain the University's expectations in relation to academic integrity, to ensure that you do not engage in practices that involve plagiarism and academic misconduct.

The tutorial is available [online](#) and a link to the tutorial will be displayed when you log into mySI-net.

BDSc (Hons) Final Year Clinical Placements

The BDSc(Hons) program includes an extended academic year of clinical practice in final year. During the year, students will undertake clinical placements throughout Queensland. Students are advised that this final year may incur travel and accommodation costs associated with the clinical placements.

Instruments & Equipment

BDSc (Hons) students at The University of Queensland are required to purchase their dental instruments directly from the suppliers. To assist you with this, a list of compulsory equipment and instruments has been compiled in Appendix 5, and recommended suppliers have also been listed.

UQ Dental Student Association (UQDSA) <http://uqdsa.org.au/>

The University of Queensland Dental Students Association (UQDSA) is the student representative body for Bachelor of Dental Science (Honours) [BDS(Hons)] students within UQ.

The UQDSA endeavours to:

Foster a sense of belonging amongst all people
Encourage excellence in and beyond that of academia
Offer support and opportunities to individuals and groups who reach out for assistance
Form lasting partnerships with the community to mature and grow together
Provide leadership in issues most pertinent to our members
Not forget about the things that make us human; having fun and entertainment

The UQDSA provides many services for its members.

This includes but is not limited to:

- Bulk dental equipment orders
- Providing connections with the wider dental world
- Academic support
- Organisation of group First Aid courses
- Inviting guest speakers to "Lunch and Learn" sessions
- Guidance through those tough times at Dental school
- Publication of a yearly magazine (called Tangka)
- Dental Trade show day
- And opportunities for socialisation both within and outside of the Dental School such as the Grand
- Dental Ball, Boat Cruise, Happy Hours and Graduation and Half-way Dinners

Section 1: Information

Students enrolled in programs offered by our School are **REQUIRED** to provide evidence of their immunisation status for the diseases listed in the table below. This list is supported by the Australian Immunisation Handbook 2015 update and Queensland Health policy. The attached immunisation record is to be completed by a **REGISTERED MEDICAL PRACTITIONER**. **It is most important you obtain your past immunisation record (s) and take this information to the medical practitioner who will complete this form for you.**

Name of disease	Requirements
Pertussis*, Diphtheria, Tetanus	Complete childhood vaccination course (CCV). Booster as adolescent/adult within last 10 years.
Measles*, Mumps* & Rubella*	2 doses at least one month apart or failing this a blood test showing immunity
Varicella (Chickenpox)*	Fully immunised (2 varicella vaccinations) or a blood test showing immunity
Influenza**	Date of vaccination (annual vaccination in autumn strongly recommended)
Hepatitis A	Not routinely required for 1 st year students. This vaccination may be required for 5 th year students prior to attending clinical placements in high risk countries or communities in rural & remote indigenous communities/frequent contact with children from rural & remote indigenous communities in NT, Qld, SA and WA.
Hepatitis B*	Students must have completed an age appropriate immunisation course of Hepatitis B vaccination and have confirmed evidence of serological immunity before performing dental procedures in a clinical setting.
Screening for blood-borne* infectious diseases	Due to the increased risk of blood-borne pathogen transmission occurring during a dental procedure, the Dental Board of Australia stipulates that all dental practitioners must be aware of their infectious status for the blood-borne viruses Hepatitis B, Hepatitis C and HIV. School of Dentistry students are required to provide a statement from their doctor confirming their infectious status prior to enrolment and prior to clinical placements at commencement of Year 3 and year 5 of the program-see attached statement.
Tuberculosis (TB)*	TB screening is required
Poliomyelitis	Complete childhood vaccination course (CCV)

Notes

Mandatory requirement *

Influenza**

Healthcare workers can transmit influenza to persons at increased risk of complications from influenza infection. Vaccination in the autumn of each year greatly reduces this risk. Healthcare students are strongly encouraged to have Influenza vaccination annually. Students should retain proof of vaccination in the event that it is required for a particular placement site/hospital attachment.

Tuberculosis (TB)

Students can undergo pre-screening free of charge from the Metro South Clinical Tuberculosis Service, Princess Alexandra Hospital Campus, via Cornwall Street, Woolloongabba, Brisbane (there can be long waiting times for testing). Alternatively this service may be obtained from private pathology laboratories on referral from a medical practitioner (*charges will apply – please confirm cost with service provider*). The result of the screening is required prior to completion of the attached form

Students should make arrangements to obtain any required vaccinations immediately and return the completed immunisation record along with any supporting documentation, if appropriate.

Records will remain incomplete until all requirements have been met.

Students are reminded that clinical placements and access to clinics will not be permitted unless this record is complete.

Section 2: Evidence of Vaccination / Immunisation

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names
Student Number:		Date of Birth:	

This section must be completed by a medical practitioner

Name of disease	Acceptable evidence of protection	Tick	Date(s)
Diphtheria, Tetanus, Pertussis	One documented dose of DTPa vaccine within last 10 years (in addition to CCV)		Date __/__/____ Pertussis booster next due: __/__/____
Measles, Mumps, Rubella	Documented evidence of 2 doses of MMR vaccine given at least 28 days apart (both doses must be given before signing the form) OR The student is immune to measles, mumps and rubella.		Dose 1 __/__/____ Dose 2 __/__/____ OR Serology report confirms immunity to measles, mumps and rubella Report date __/__/____ Result:
Chickenpox (varicella)	Documented evidence of 2 doses of varicella vaccine given at least 28 days apart*(both doses must be given before signing the form) OR The student is immune to varicella		Dose 1 __/__/____ Dose 2 __/__/____ OR Serology report confirms immunity to varicella Report date __/__/____ Result:
Influenza	A dose of vaccine given annually is highly recommended		See Influenza ** notes above
Hepatitis A	Not routinely required – see table in section 1		
Poliomyelitis	Documented evidence of completed childhood vaccination course or catch up vaccinations		
Tuberculosis	Screening test (skin test or blood test IGRA or Quantiferon gold for TB) in the last 2 years		Report date __/__/____ Result: Comment
Hepatitis B	The student has been fully vaccinated and has produced protective antibodies against hepatitis B OR		Report date __/__/____ Result:
	The student is not infected with hepatitis B and is undergoing vaccination against hepatitis B OR		Dose 1 __/__/____ Dose 2 __/__/____ Dose 3 __/__/____
	The student is positive for hepatitis B surface Ag		Student referred to UQ Health service for advice

Section 3: Exposure-prone Procedures Statement

To be completed by a medical practitioner

An exposure-prone procedure (EPP) is a procedure where there is a risk of injury to the Health Care Worker (HCW) resulting in exposure of the patient's open tissues to the blood of the worker. These procedures include those where the worker's hands (whether gloved or not) may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Blood borne Infectious disease screening and fitness to perform exposure prone procedures

Healthcare workers **must not** perform exposure prone procedures if they are:

- HB e Antigen positive or HBV DNA positive (using an approved sensitive real time PCR assay)
- HCV RNA positive (by PCR or similar test)
- HIV antibody positive (even if virus levels become undetectable on appropriately monitored anti-retro-viral therapy)

References

- *Australian National Guidelines for the Management of Health Care Workers known to be infected with blood-borne viruses. Australian Communicable Diseases Network 28 February 2012*
- *Management of Human Immunodeficiency Virus (HIV), Hepatitis B Virus, and Hepatitis C Virus Infected Health Care Workers. Centre for Healthcare Related Infection Surveillance and Prevention & Tuberculosis Control – Guideline. Version 2, April 2013.*

Screening Verification Details

Medical Practitioner Statement	
I have screened this student for hepatitis B & C and HIV infection and either the student is not infected on testing, or an Australian registered Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician has certified that further testing has confirmed that the student is able to safely perform EPP.	Doctor's signature Date
OR	
The student cannot safely perform EPP as confirmed by Infectious Diseases physician, Gastroenterologist, Hepatologist or Occupational Medicine Physician.	Doctor's signature Date
Additional Comments as necessary:	

Section 4: Medical Practitioner Declaration

I declare that the requirements specified above have been assessed and actioned in accordance with the immunisation status of the student named on this form, and have been entered above in compliance with the immunisation entry requirements for the School of Dentistry. The student has been made aware of any vaccination or serology follow up in relation to completing the requirements of this form.

Name of Medical Practitioner/Provider number	Signature:	Date
Is further follow up required? Please insert details;		Practice Stamp:

Section 5: Student Declaration

I understand the School of Dentistry's requirements outlined in this document and agree to submit this information as a true and correct record of my compliance with these requirements. In addition, I agree to provide updated information as necessary and in particular in relation to any required vaccinations or proof of my status regarding testing for blood borne diseases.

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Phone No.:		Email:				
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Signature:			Date:			

The Immunisation record is to be completed in consultation with a Registered Medical Practitioner and returned by the student to:

School of Dentistry Level 7, Oral Health Centre (#883) Cnr Bramston Terrace & Herston Road, The University of Queensland, Herston Campus, Brisbane QLD 4029	Phone : + 61 7 3365 8022 Fax: + 61 7 3365 8199 email: dentistry@uq.edu.au
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Section 6: For Office Use Only

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th

Immunisation Record

Immunisation record complete:	Yes / No	Date verified:	
Name of office worker:		Signature:	

* Students that have not attained Hepatitis B Immunity should be referred to the UQ Health Service for further specialist advice.

Exposure Prone Procedure Statement

EPP statement satisfactory:	Yes / No	Date verified:	
Name of office worker:		Signature:	

* Students that have not attained a satisfactory EPP statement should be referred to the UQ Health Service for further specialist advice.

If 'NO' to either of the above, further action is required, and details must be provided in Section 7.

Section 7: Outstanding requirements

Student Name: (BLOCK LETTERS)	Surname	First Name	Other Names			
Student Number:		Year of Program:	<input type="checkbox"/> 1 st	<input type="checkbox"/> 2 nd	<input type="checkbox"/> 3 rd	<input type="checkbox"/> 4 th
Details of follow-up action taken by School Administration						

This information must remain confidential and will be retained in the students file

INFORMATION

CREDIT or EXEMPTION for previous studies

Please read before proceeding with application



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

1 GENERAL INFORMATION

- The University's credit transfer policy is located at: <http://ppl.app.uq.edu.au/content/3.50.03-credit-previous-studies-and-recognised-prior-learning>
- If you have gained credit for courses comparable to those available at The University of Queensland, you may be eligible for credit based on your previous study or exemption from all or part of a course.
- If you wish to claim credit towards your current program you should check the rules for your program on The University of Queensland website at www.uq.edu.au/study
- Please allow at least 3 – 4 weeks for processing. Incomplete applications will not be processed.
- If you have applied for a place in a program and you received advice of credit granted in your acceptance letter, you may not need to complete this form. Please check with your Faculty/School office.
- Please note: It is your responsibility to drop any course(s) for which you have been granted credit using mySI-net. This must be done before the relevant census date.
- Once a decision has been made to grant credit or an exemption, the Executive Dean cannot rescind the decision in the absence of a patent error or fraud.

2 DEFINITIONS

Specified credit: Specified credit is granted when an exact or near exact equivalence to a UQ course can be demonstrated. Specified credit is more commonly granted in set programs and/or for compulsory courses.

Unspecified credit: Unspecified credit is granted when an exact or near exact equivalence cannot be demonstrated. Unspecified credit is also granted for elective courses.

Block credit: Block credit is granted as a specific number of units and may be granted on the basis of studies judged to be comparable to part of a given program. Block credit, sometimes referred to as "articulation credit" is often granted where formal agreements exist (e.g. students who completed polytechnic diplomas may gain credit for the first year or two of a degree program).

Exemption: Recognition of prior completion of compulsory components of a program. Students will be required to substitute courses so that the total number of units for the program are completed.

Milestones: Prior completion of these requirements may be recognised upon submission of satisfactory evidence. For example, work experience records or a first aid certificate.

3 APPLICATION DETAILS

When to apply

- Applications (see page 2) should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study. International students must submit the application no later than the first week of semester.
- Enrolment deadlines must be met regardless of whether you have received a response to your application for credit.
- Late applications may not be able to be processed prior to the commencement of semester.

Where to apply

- If you are changing from one UQ program to another, and have lodged your request on mySI-net you will be asked if you want to receive credit. If you indicate you wish to receive maximum credit, you do not need to complete this form.
- If you are changing from one UQ program to another, and have lodged your request through QTAC, please submit this application form to your Faculty. Further information is online via myAdvisor (www.uq.edu.au/myAdvisor).
- Students from other tertiary institutions who have been offered a place at UQ should submit this application form with all supporting documentation to your Faculty. Further information is online via myAdvisor (www.uq.edu.au/myAdvisor).
- International Students: Generally credit is assessed during the application process. If you wish to apply for additional credit, submit your application to the relevant Faculty or School. You will be issued with a new confirmation of enrolment if required.

Documentation – students transferring to UQ from other institutions

- Your application must be accompanied by documentary evidence of your previous studies or your application will not be considered.
- Evidence should be in the form of original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner for Declarations.
- Documentation should include:
 - Course Description: Extended syllabus, aims and objectives, contact hours, texts and references and assessment. An extract from the institution's handbook is usually not sufficient.
 - Official Academic Transcript (original or certified copy).
- If further documentation is required, please check with your Faculty or School.
- If you wish to have original documents returned to you, you must enclose a request with a stamped, self-addressed envelope.

Notification

- You will be advised of the outcome of your application by email. Please remember to check your student email address regularly. Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.
 - International students on a student visa are required, under Commonwealth legislation, to acknowledge acceptance of the credit granted.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for credit or exemption for previous studies. Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. Otherwise your information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://ppl.app.uq.edu.au/content/1.60.01-right-information>

APPLICATION

CREDIT or EXEMPTION for previous studies



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

1 INSTRUCTIONS

- Please read the information sheet carefully before proceeding.
- Complete all details and supply all required documentation.
Incomplete applications will not be processed.
- Please print in BLOCK LETTERS.
- You will be advised of the outcome of your application by email.
Please check your student email regularly
- Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.

2 PERSONAL DETAILS

Title: _____ Family name: _____

Given names: _____

Your University of Queensland student number (if known): _____

Source Institution(s): _____

3 CREDIT/EXEMPTION

Current UQ Program Title: _____

Current UQ Field/Plan/Major: _____

Credit/Exemption sought: (attach separate sheet if insufficient space)

Please tick applicable box

Source Institution information

Credit	Exemption	Course code	Course title	Units
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

UQ information (if applicable)

Equivalent UQ Course code	UQ Course(s) for which credit/exemption is sought	Units

OFFICE USE ONLY

Indicate with initials

Approved	Not Approved
<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Comment on decision: _____

4 DECLARATION

I have completed all sections and have supplied all supporting documentation.

Student's Signature: _____

Date: _____

OFFICE USE ONLY

Application received: ___/___/___ Documentation received: ___/___/___ Applicant notified: ___/___/___

Head of School/Program Director recommendation

Name of authority _____ Position title _____

Signature _____ Date ___/___/___

Faculty approval

Name of authority _____ Position title _____

Signature _____ Date ___/___/___



BC

NEW/RENEWAL

Valid for lodgement
until December 2016

Blue card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.

Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**[#] definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form and complete an Eligibility Declaration form instead.

Part A – Child-related activity details (to be completed by the organisation)

Please select the type of child-related employment for which a blue card is required:

- Paid employee (*payment details required in Part G*)
- Volunteer (*no payment required*)
- Student (*no payment required*)

Part B – Organisation details (to be completed by the organisation)

1 Name of organisation

2 Organisation ID number (*if known*)

3 Postal address of organisation

Postcode

4 Contact person's name

5 Contact person's position

6 Telephone

7 Email

Part C – Category of child-related activity (to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

- Child accommodation services including home stays
- Child care (including education and care)
- Churches, clubs and associations
- Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)
- Emergency Services Cadet Program
- Health, counselling and support services (including disability services)
- Licensed care services
- Local Government
- Paid private teaching, coaching or tutoring
- Religious representatives
- Residential facilities
- School boarding houses
- School crossing supervisors
- Schools (other than registered teachers and parents)
- Sport and active recreation

OFFICIAL USE ONLY

Receipt number:

Date:

Initials:



Applicant's name

Part D – Applicant’s details (to be completed by the applicant)

1 Title Mr Mrs Miss Ms
Other

2 Full legal name
Family name
 First name
 Middle name
 No middle name (please tick)

3 Do you have a previous name, or have you been known by any other name?
 Yes (record details below) No
 It does not matter how long ago you used the name or how long the name was used for e.g.
 • birth name • name before marriage • married name
 • alias • change by certificate • adoption
 • changed order of name
Family name
 First name
 Middle name
 If you require more space, please tick this box and attach a separate list.

4 Gender

5 Date of birth
D D M M Y Y Y Y

6 Place of birth
 Town/City
 State/Territory
 Country

7 Current postal address (within Australia)

 Postcode

8 Current residential address (if different to above)

 Postcode

9 Telephone number
 Daytime
 Mobile

10 Email

11 Do you identify as? (if applicable)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Australian South Sea Islander

12 Previous blue/exemption card number (if applicable):
 /

13 Are you, or have you ever been a: (please tick)
 Health practitioner
 Teacher
 Foster or kinship carer
 Operator/supervisor/carer of a child care or education service

14 Applicant’s declaration
 I declare that:
 • I have read the information on page 4 and I am not disqualified from applying for a blue card#;
 • I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
 • the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
 • I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/ blue card remains current;
 • I understand that the information obtained includes but is not limited to details of convictions^ and pending or non-conviction charges* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
 • I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/ exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;
 • I am proposing to start or continue in regulated employment and am not entitled to an exemption;
 • I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
 • I consent to confirmation of the validity of my blue card being published or provided.

Sign inside the box.
Please do not touch or go outside the lines.

Date of signature
D D M M Y Y Y Y

Applicant’s name

Part E – Proof of identity (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a *'Request to consider alternative identification'* form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an *'Identification verification by a prescribed person'* form.

Please indicate which identification documents have been sighted by placing a in the box.

LIST 1

SIGNATURE DOCUMENT

- Driver licence/learner permit/proof of age card
Document No:
Issued in the state of:
 Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

- Birth certificate (or extract)
 Proof of Australian citizenship or permanent residency
 Overseas Passport (current)
Country of issue:

LIST 2

SIGNATURE DOCUMENT

- Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.
 Credit card or bank card
 Positive Notice Blue or Exemption card
 Student identification card issued by an education institution (with photo and signature)
 Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

- Medicare card
 Queensland crowd controller/private investigator/security officer licence
 Passbook or account statement issued by a financial institution dated in the last 6 months
 Australian taxation assessment notice dated in the last 6 months
 Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted to this application form for verification purposes.

Part F – Organisation declaration (to be completed by the organisation)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification above.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the *'Identification verification by a prescribed person'* form.

Note: It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D

D

M

M

Y

Y

Y

Y

Name of representative

Position of representative

Applicant's name

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

Important information

You can withdraw your consent to screening at any time before a decision is made.

#Disqualified person

It is an offence for a disqualified person to sign a blue card application form.

A disqualified person is someone who:

- has been convicted[^] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
 - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; or
 - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*; or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

[^]Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

For more information about the blue card system and your obligations go to www.bluecard.qld.gov.au.

Part G – Payment options for PAID employees only

The application fee is GST exempt (under division 81), non-refundable and subject to change.

Please select one of the following payment methods:

- Cash or EFTPOS (*over the counter transaction only*)
- Cheque/Money order—made payable to Blue Card Services (ABN 60 789 586 626)
- Credit card (*complete details below*)

Please charge **\$84.25** to: Mastercard Visa

Number Expiry date /
M M Y Y

Name of credit cardholder

Credit cardholder's signature

Blue card applicant name (*if not credit cardholder*)

Receipt details:

Postal address for receipt (*must be completed if the receipt is to be sent to someone other than the applicant*)

Postcode

Blue Card Services, Public Safety Business Agency

 Scan and upload at www.bluecard.qld.gov.au/uploadform

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 www.bluecard.qld.gov.au

Student Instrument & Equipment List



BDS (Hons) students at The University of Queensland are required to purchase their dental instruments **directly from the suppliers**. To assist you with this, a list of compulsory equipment and instruments has been compiled over the page, and recommended suppliers have also been listed.

Important note: Students are free to choose any supplier, and can choose not to use the suppliers recommended below. **The transaction is between the student and the supplier**, and the instruments remain the property of the student. The School of Dentistry takes **no responsibility** for purchasing decisions made by the student. Students are responsible for the continued maintenance of the instruments and must keep all instruments in good working order.

Please also note that in some instances it can take at least a month for instruments and equipment to be delivered from suppliers, so we recommend that you make your purchase as soon as possible.

You will also be required to purchase a clinic coat, protective eyewear and enclosed shoes however you will be provided with further details about this in orientation week.

Contact details for recommended suppliers:

Henry Schein Halas (HSH): <http://henryschein.com.au/home>

One Dental: <http://www.onedental.com.au/>

School of Dentistry

Item	Qty	Recommended supplier	Supplier code for ordering
Wax carving blocks	1 (pack of 30)	HSH	ASDWS511
Wax carver – Le Cron	1	HSH	HF-CVLC5
Mirror Simple Front Surface Plane #4 Bx-12	1	HSH	HS-9000748
Mirror Handle Simple Stem	1	HSH	HS-1006633
Explorer SE Shepherds Hook #23	1	HSH	HF-EXS23
Probe SE Color Coded Williams (1-2-3-5-7-8-9-10 mm)	1	HSH	HF-PQW
College Tweezer	1	HSH	HS-100-3313
Scaler DE N67 Offset Sickle (H6-H7)	1	HSH	HF-SH6-7H4
Columbia Universal curette 4R/4L	1	HSH	HF-SC4R4LC8
Columbia Universal curette 2R/2L	1	HSH	HF-SC2R2LC8
Clamp #26	1	HSH	HF-RDCM26
Ivory #W2A Clamp	1	HSH	HF-RDCMW2
Clamp #7A	1	HSH	HF-RDCM7A
Spoon excavator # 18 – 1.6 mm diameter blade	1	HSH	HF-EXC18
Burnisher 1.9 mm / 2.8 mm diameters	1	HSH	HF-TNBB18
Carver DE Hollenback #3S (1/2)	1	HSH	HF-CVHL3S
Composite placement instrument	1	HSH	HF-TNCIGFT2
Tofflemire Universal retainer	1	HSH	HS-100-9547
Calcium hydroxide placement instrument	1	HSH	HF-PICH
Plugger - non serrated round	1	HSH	HF-PLG0-1NS
Cement Spatula	1	HSH	AO-0903-3
UQ MQD Adult Model	1	One Dental	2008MQD
UQ Dentaprac Block (not required until Sem 2)	1	One Dental	UQDENPRAC
Dental instrument box or cassette for safe storage and transportation of instruments	1	HSH	ZC-50Z900B
Lab coat	1	Co-op bookshop or UQDSA	n/a

School of Dentistry



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA