

MCN Undergraduate Policy

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1. MCN UNDERGRADUATE POLICY

Effective Date: 06 June 2012

The purpose of this document is to provide guidance information on the supervisory requirements for undergraduate students working at the MCN. Undergraduate students are defined as those undertaking study towards a degree qualification. This definition does not include: (i) students undertaking a research project towards an Honours degree or (ii) students undertaking study towards a Masters or Doctorate degree.

Supervisors of undergraduate students generally have a particular responsibility for safeguarding the Occupational Health and Safety of those in their charge. For this reason, the MCN has clearly defined terms for undergraduate student supervision whilst working on site. They are:

- **Undergraduates accessing the MCN:** MCN access FOB's or keys are not to be issued to undergraduate students under any circumstance. This ensures that they can only access the facility when accompanied by a trained and authorized user providing appropriate supervision.
- **Training of Undergraduate Students:** Academic supervisors of undergraduate students can delegate the supervision of training to an MCN staff member (as appropriate for the task). However, the academic supervisor retains the primary responsibility for ensuring that the student has received appropriate training and is sufficiently competent to undertake the task.
- **After Hours Activities and Undergraduate Students:** Undergraduate students are not permitted to work in MCN laboratories after hours.
- **Undergraduate Students and High Risk or Ad-Hoc activities:** With the exception of Honours year students under appropriate supervision, undergraduate students are not permitted to engage in high risk activities.
- **Supervision of Undergraduate Students Working at the MCN:** Undergraduate student supervision at the MCN must fall within one of the following categories
 1. Undergraduate students must be appropriately supervised by their Academic Supervisor at all times while working at the MCN. The Academic Supervisor may delegate the responsibility of supervision to their staff or graduate students (i.e. PhD students or Post-Doctoral Research Fellows) so long as the delegate is also a trained and registered user of the MCN facility.

2. MCN staff can supervise undergraduate students during training or induction on MCN tools or in MCN areas. MCN staff may supervise undergraduate students (on behalf of their academic supervisor) while they are working at the MCN (following successful training and induction). This arrangement however, requires written agreement between the MCN Director, MCN staff member and the undergraduate student involved and will not be interpreted as a “default” arrangement for undergraduate students working on site.
3. Undergraduate students failing to abide by this policy will have their activities reported to both their academic supervisor and the safety officer of their host institution and may have their MCN access privileges revoked.

2. APPENDICES

N/A

3. REFERENCES

N/A

4. DOCUMENT HISTORY AND CONTROL INFORMATION

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