

MCN Undergraduate Policy

DOCUMENT AUTHORISATION			
Prepared by: Kishan Sarook	Quality Assurance Officer	Signed: KS	Date: 17/07/2017
Authorised by: Bernie Orelup	Quality Manager/Process Engineer	Signed: BO	Date: 17/07/2017
Additional authorisation if required			

PQMS1-MCN-POL-0033-V2

1. MCN UNDERGRADUATE POLICY

Initial effective Date: 17 July 2017

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.

Academic 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 and within the laboratory areas. They are:

- **Undergraduates accessing the MCN:** MCN access FOBs or keys (for normal working hours (8:30AM-6PM, M-F) may be issued to undergraduate students subject to (i) completion of the MCN facility induction process and (ii) receipt of signed consent and a statement of liability from the relevant academic supervisor.
- **Training of Undergraduate Students:** Academic supervisors of undergraduate students can delegate the supervision of training to an MCN staff member or postgraduate student in their employ (as appropriate for the task) during relevant equipment and/or process training; however, the academic supervisor retains primary responsibility for ensuring that the student has received appropriate training and is sufficiently competent to undertake the task(s).
- **After Hours Activities and Undergraduate Students:** Undergraduate students are in general not permitted to undertake after-hours activities within the laboratories. Requests for low risk after-hours activity will be considered on a case by case basis and will be permitted only by express written consent of MCN management.
- **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 activities deemed to be high-risk by MCN management.
- **Supervision of Undergraduate Students Working at the MCN:** Undergraduate student supervision at the MCN must, at all times, 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

DOCUMENT HISTORY			PQMS1-MCN-POL-0033-V2
Version no.	Date of Issue	Reviewed by: name	Amendments
1	05/08/2015	Bernie Orelup	Created to PQMS format
2	17/07/2017	Sean Langelier	Updates to FOB and Supervision