

MCN Undergraduate Policy for Monash Students

| DOCUMENT AUTHORISATION | | | |
|--------------------------------------|-------------------------|-------------|------------------|
| Prepared by: Paul Spizzirri | OPS and EHS Manager | Signed: PGS | Date: 06/11/2018 |
| Authorised by: Nico Voelcker | Node Director ANFF(Vic) | Signed: NV | Date: 06/11/2018 |
| Additional authorisation if required | | | |

PQMS1-MCN-POL-0033-V2

1. MCN UNDERGRADUATE POLICY

Effective Date: 24 July 2018

The purpose of this document is to provide guidance information on the supervisory requirements for undergraduate students while they are 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 postgraduate degree (e.g. a Masters or Doctorate).

All undergraduate students must prepare (with their supervisor) a project plan including supervisory responsibilities. This should be documented using the MCN Undergraduate Supervision Form (template available from the website) which is reviewed during the Facility induction process by MCN staff.

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 laboratories:** MCN access FOB's (or keys) to the laboratories are not generally issued to undergraduate students. This ensures that they can only access the facility when accompanied by a trained and authorized user providing appropriate supervision. Under certain circumstances, the student may be issued with a FOB to access the hot desk area (i.e. non-laboratory). By application only (using the MCN Undergraduate Supervision Form), the Node Director (and / or MCN EHS Manager) may also approve the issuing of a laboratory access FOB (i.e. both office and laboratory) to an undergraduate student.
- **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 (including the use of hydrofluoric acid).

- **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

PQMS3-MCN-FRM-0011-V Undergraduate Supervision Form

4. DOCUMENT HISTORY AND CONTROL INFORMATION

| DOCUMENT HISTORY | | | PQMS1-MCN-POL-0033-V1 |
|------------------|---------------|-------------------|-----------------------------------|
| Version no. | Date of Issue | Reviewed by: name | Amendments |
| 1 | 05/08/2015 | Bernie Orelup | Created to PQMS format |
| 2 | 06/11/2018 | Paul Spizzirri | Updated to meet Monash OHS Policy |
| | | | |