

Evening Supervision Procedure for Undergraduate and Taught Masters Students

PESS Department

Evening Supervision is available from 6.00pm-9.00pm, Monday to Thursday during the academic semesters. Supervisor and UG/Taught Masters Students must follow the following steps when booking evening supervision:

1. Student requests evening supervision from Supervisor (must be at least 48hours in advance).
2. If supervisor is in agreement with student's request, supervisor completes the Security Permit and emails the permit to the PESS Administrator. The level of supervision required must be clearly indicated on the security permit. It is the supervisor's responsibility to determine the level of supervision required. The two options are as follows:

Option 1: Research procedures that will be carried out by the student state that the level of supervision required during the experimental procedure is of 'undergraduate level' or the students will only be using computer facilities in a laboratory on the evening that supervision is required. In this case the postgraduate student who is supervising will not be present in the laboratory, but will check on the students during the time they are using the laboratory facilities.

Option 2: Research procedures that will be carried out by the student state that the level of supervision required during the experimental procedure is that of a 'trained postgraduate student'. The risk assessment form for the procedure(s) determines the level of supervision required and should be consulted. (Risk Assessment Procedures are available on the Research Webpage of the PESS website www.ul.ie/pess) In this case, the postgraduate student will be present in the laboratory for the duration that supervision is required. The supervisor must indicate the name(s) of the postgraduate students who are suitable to supervise the student(s) on the security permit.

3. On receipt of the security permit from the supervisor, The PESS Administrator will send a request to all Postgraduate Students or relevant PG student(s).
4. The PESS Administrator will allocate the supervision to the Postgraduate Student (allocated on a first to respond basis, or on a rotation basis).
5. The PESS Administrator will send the security permit to the postgraduate student, the student(s) who have requested the supervision and will also copy Stephen Clothier. The supervision duties, depending on whether supervision is option 1 or option 2, will also be sent to the postgraduate student and the student(s) requesting the supervision.
6. The postgraduate student and supervisor should confirm with each other the exact requirements of the postgraduate student during the evening supervision.

Role of Postgraduate Student during Evening Supervision of Undergraduate/Taught Masters Students in the PESS Department

Evening Supervision is available from 6.00pm-9.00pm, Monday to Thursday during the academic semesters.

There are two levels of evening supervision available to undergraduate and taught Masters Research students.

Option 1: Research procedures that will be carried out by the student state that the level of supervision required during the experimental procedure is of 'undergraduate level' or the students will only be using computer facilities in a laboratory on the evening that supervision is required. In this case the postgraduate student who is supervising will not be present in the laboratory, but will check on the students during the time they are using the laboratory facilities.

Option 2: Research procedures that will be carried out by the student state that the level of supervision required during the experimental procedure is that of a 'trained postgraduate student'.

The role of the postgraduate student is as follows:

1. Confirm availability with the PESS Administrator for the evening(s) that supervision has been requested.
2. If 'Option 2' level of supervision is required, confirm with the supervisor the role and responsibilities that you will have on the evening(s) of supervision.
3. Print Security Permit and meet student(s) at the start of the supervision at the laboratory and unlock door if required. Confirm with students the details on the security permit (e.g. finishing time of supervision).
4. If 'Option 1' level of supervision is required, the postgraduate student must inform the students of where they will be, provide them with a contact number, and indicate the UL Emergency Contact numbers that are displayed in all the labs. The postgraduate student should check on the students during the evening. At the end of the requested supervision, the postgraduate student should ensure that the students leave the laboratory in a clean and tidy state, query if there were any health and safety incidents and record them, and lock the laboratory.
5. If 'Option 2' level of supervision is required, the postgraduate student will remain in the laboratory for the full duration of the supervision and will assume the supervisory roles as agreed with the supervisor. At the end of the requested supervision, the postgraduate student should ensure that the students leave the laboratory in a clean and tidy state.
6. Postgraduate student submits the hard copy of the security permit to the PESS Administrator who will arrange for payment.

**Security Permit for Evening Supervision of Undergraduate and Taught Masters Students
PESS Department**

6.00pm – 9.00pm Monday to Thursday Only

The student's supervisor completes the security permit and emails the request to The PESS Administrator.

Name of Student(s)	
Level of Supervision Required (<i>delete the option that is not relevant</i>)	
Option 1 (PG Student does not need to be present in the lab at all times)	
Option 2 (PG Student needs to be present in laboratory for full duration) <i>If Option 2, please indicate the name of the PG students who are suitable to supervise the students in the table below:</i> 1. 2. 3. 4.	
Date Evening Supervision is Required	
Time Evening Supervision is Required	
Description of Work to be carried out (specify FYP/Sports Apps, Masters Research Project, Risk Assessment Procedure Number(s))	
Name of Academic Supervisor *	
Date of Issue	

*I, the Academic Supervisor, ensure that the above-mentioned student(s) is/are fully competent in the procedures they will be carrying out and is/are aware of the risks associated with the procedure. I have informed the student(s) of the appropriate safety issues associated with the laboratory.

If the research procedure(s) that the student(s) are carrying out require more than an UG level of supervision, I have ensured that an appropriate trained postgraduate student has been identified for supervision.

The following table must be completed by the Supervising Postgraduate Student

Start and Finishing time of Supervision	
Signature of postgraduate student	