**SBES Demonstrator Policy**

It is the policy of the School of Biology and Environmental Science (SBES) that all postgraduate research students (MSc and PhD) act as demonstrator in undergraduate practical classes, for at least one module per Autumn and Spring trimester (unless special circumstances exist). Under normal circumstances postgraduate students will be assigned an average of 40 hours in each of the Autumn and Spring trimesters.

In general, the first priority for demonstrating is given to research students registered to SBES degrees. Consideration is also given to PhD students outside of SBES but registered to degrees in other UCD Schools, taught MSc students (current and graduated), graduate students from SBES BSc degrees and current final year students.

Demonstrators should, except in exceptional circumstances, and as outlined above, be registered students. UCD permits registered students to work up to a maximum number of 9 hours per week as agreed with the Head of School, and as per University policy. If the demonstrator is a currently registered Research MSc or PhD student it is their responsibility to make their supervisor aware of their demonstrating load, and seek their approval.

Non-EEA registered students require a valid Irish Residence Permit (IRP) card before a contract can be processed. These students are restricted by law to working a maximum a 20 hours per week without a valid Work Permit.

Demonstrators should ensure that they approach demonstrating in a professional manner and are properly prepared for the contact hours they teach. Where applicable demonstrators are responsible for collecting and collating all their grades and must forward these to the module coordinator in a timely manner.

As part of their role, all demonstrators are responsible for ensuring that their students leave the lab clean and tidy. It is also their responsibility to understand and be familiar with the lab content. They must also actively engage with students and deal with their queries. Senior demonstrators may be expected to give pre-practical talks. All demonstrators must conform to the Health and Safety regulations that are associated with SBES and UCD.

Some modules may require demonstrators to teach outside the timetabled hours. It is the duty of the demonstrator to fulfil these for which they will be paid accordingly.

All demonstrators are required to attend the relevant induction meeting. Where induction meetings are arranged, a sign-off sheet / GDPR compliance form may be required to be signed.

Due to the Health and Safety considerations, if a demonstrator is pregnant they need to let the module coordinator know. This information will be kept in the strictness confidence.

The demonstrating rota is organised by Rachael Reenan and circulated by email at the start of each trimester. On receipt on this email, all demonstrators have 5 working days to respond. Once demonstrators are assigned to a class, they should consult the relevant module co-ordinator for further details.

The appointment of demonstrators is made on an annual basis and may be renewable annually for a period of up to 4 years. The Head of School must ensure that a demonstrator contract is completed and signed by the appropriate parties, and submitted to UCD HR. An *Exception Approval* formmust be completed and authorised by the Head of School/Unit in the following circumstances:

- Where the tutor/demonstrator is not a registered student

- If it is intended that the tutor/demonstrator works more than the maximum 9 hours allowed by this contract

An *Additional Duties Approval* form must be completed and authorised by the Head of School in the following circumstances:

* If a demonstrator is already working in another capacity in his/her own School or another School on a full-time basis, the approval of his/her primary Head of School is required to ensure that the appointment as demonstrator does not interfere with his/her normal duties

The Organisation of Working Time Act 1997 limits the maximum average working week to 48 hours. The maximum cumulative time per week that a demonstrator may work in any combination of employment is 48 hours. Weekly working time can be averaged over a 4-month reference period. Payment will not be made for claimed hours unless a signed Contract has been received by UCD Human Resources. If a demonstrator works for more than one School, a contract is required from each School. Demonstrators are liable for Pay Related Social Insurance, and must provide a PPS number. Payment may be withheld if a PPS number has not been supplied with the contract. All claims must be made within one month of the date on which the work was completed. It is the responsibility of the Head of School to ensure that all documentation is completed accurately before authorising. All incomplete documentation will be returned to the appropriate School.

Non-EEA registered students should provide a photocopy of their Irish Residence Permit (IRP), a copy of which needs to be scanned and uploaded to their hourly paid set up form online, prior to commencing employment. It is an offence to employ a non-EEA national without the correct immigration documentation. Payment is made on an hourly basis as per the approved rates of pay for demonstrators. Holiday entitlement is calculated on the basis of 8% of hours worked.

Demonstrators may not offer, or be involved in, the presentation of commercial grinds within the University.

SBES is committed to a culture of mindfulness, dignity & respect. The University policy can be found here: <https://www.ucd.ie/t4cms/D&R%20Policy%20For%20UMT.pdf>

Any demonstrator in breach of this will have their demonstrator contract terminated. SBES has no tolerance for bullying or harassment.

In general, SBES will pay demonstrators 1h extra for each practical session in specific modules to take account of the time needed to grade lab reports in said modules. For full details of the modules that demonstrators can claim additional payment, please see the SBES practical guidelines document. These modules are subject to change.

To receive payment for demonstrating, the demonstrator must complete an *Hourly Paid Set Up Authorisation Form* at the beginning of each academic year (circulated by the School’s Finance Administrator, Gillian Moran). They must subsequently complete an *Online Timesheet* each month, by the stipulated deadline in order to receive payment. Further information is available online at https://www.ucd.ie/hr/pay/tutorsdemonstrators/

The notice period for resignation as a demonstrator is one week.

If the assigned demonstrator is unable to attend a class due to external circumstances, the procedure for arranging cover is as follows:

- It is the responsibility of that demonstrator to arrange a replacement demonstrator

- Cover needs to be arranged by contacting all the demonstrators (not just those demonstrators in the same module) via email, cc’ing both Rachael Reenan and the module coordinator

- Demonstrators who are teaching in third or fourth year modules must check with the module coordinator that they are satisfied with the replacement before confirming the details, as these modules can require specialised knowledge

- Once a demonstrator has arranged cover, they need to let the module coordinator know and pass on any material to the demonstrator that they may need for the lab. If the replacement has not participated in the lab before, it is the demonstrator’s responsibility to explain to the cover what is involved. Communication relating to cover should be carried out by email so that a communication trail and its timeline is possible.

- If a demonstrator is unable to arrange cover, they need to inform the module coordinator and Rachael Reenan a minimum 24 hours before the lab

- It is not sufficient to only send out one email requesting cover and not follow up if they receive no response

**GDPR Considerations**

It is also the Demonstrators responsibility to make sure they are aware of General Data Protection Regulations (GDPR). All staff and students (including demonstrators) who deal with personal data on behalf of the university are required to have completed the mandatory GDPR Training that can be found on Brightspace. It is recommended that you retake the course as a refresher every 2 years.

Any demonstrator found to have breached an undergraduate students GDPR rights may be removed from their position.

Some things to be aware of in terms of GDPR:

**Security Do's**

* Keep personal data only on electronic devices that are: Password protected and never use your UCD password for any other account. If portable, encrypted as well.
* Leave paper documents containing personal data: If not in use, locked away.
* Out of sight of unauthorised people (e.g. when reading a CV in a public place, on a train or in an airplane).
* After the original purpose you got permission for has come to an end, dispose of personal data, both electronic and paper, only in a manner that does not allow undoing deletion/destruction. This means for paper documents confidential shredding, and for electronic data using an appropriate deletion programme. The ‘Recycling Bin’ of your electronic device is not an appropriate place for deleted personal information.

**Security Don’ts**

* Never put personal information on any device that can be lost or stolen easily. This includes thumb drives, external hard disks you carry around, laptops left in cars, mobile phones, tablets.
* Storage solutions like Drop Box etc are not suitable for storing personal data.
* Never rely on your device provider to take care of security scans for you.
* Never send unencrypted personal information by email or similar.
* For paper documents containing personal information: Never keep them on an open shelf in a general office, Never throw them in the general bin, Never leave them behind after you are finished with it.
* For both electronic and paper formats of personal information, if you share it with other people, be sure you have the right to do so.

Please see the Regulations which are available online at <http://www.ucd.ie/gdpr/>