



CODE OF GOOD PRACTICE FOR PhD THESIS SUPERVISION

Approved by the Standing Committee of the International PhD School's Board of Directors at the University of Almeria, 19th January 2017.

INTRODUCTION

The code of good practice for the supervision and direction of PhD theses contains a set of commitments to promote the research quality of doctoral studies, as well as to protect the rights and determine the responsibilities of the PhD student and the researchers who assume tutorship responsibility over the doctoral studies period and supervise the PhD thesis.

This document has been approved in accordance with Royal Decree 99/2011 (of 28th January 2011), which regulates official doctoral teaching, constituting an instrument that supplements the General Regulations on Official PhD Studies and specifications approved by the University of Almeria. It is binding for all PhD students, tutors and supervisors of doctoral theses at the University of Almeria, all of whom accepted its content, in full, when signing the corresponding PhD commitment, which is included as the Annex.

I.- RIGHTS AND OBLIGATIONS OF THE PhD STUDENT

A) Rights of PhD students

These constitute the rights of PhD students, and are not prejudicial to those referred to in the current regulations; in particular, those in the Student Statute, approved by Royal Decree 1791/2010 (of 30th December 2010) regarding the University of Almeria Statutes and the Official PhD Studies Regulations from the University of Almería (hereinafter The PhD Studies Regulations). These rights are as follows:

1. The right to receive research training.
2. The right to have a tutor who guides their training and to have a thesis supervisor assigned at the time of admission to the program, with accredited research experience.



3. The right that the University of Almería (in general) and EIDUAL (in particular) promote opportunities to develop the researcher's career, including actions to integrate into groups and research networks.
4. The right to participate in programmes and calls that support the research training as well as national and international mobility.
5. The right to intellectual property protection, in the terms established by the current regulations.
6. The right to be considered as research training personnel in terms of rights to representation in the official bodies of the University of Almería, in accordance with that established in the current regulations.
7. The right to participate in the monitoring of PhD programmes and institutional assessment processes, under the terms established by the current regulations.

B) Obligations of PhD students

Without prejudice to the obligations laid down in the current regulations and, in particular, in the Student Statute approved by Royal Decree 1791/2010 (of 30th December 2010), in the University of Almeria Statutes and in the PhD Studies Regulations, PhD students will have the following obligations:

1. To sign the documentary commitment within the period established by the PhD Studies Regulations.
2. To carry out training activities and the complementary training that, where appropriate, might have been established in the corresponding PhD programme.
3. To report to the Supervisor regularly on their research progress, on the results obtained and those academic issues that might interfere with the correct development of the thesis.
4. To accept the instructions given by the thesis supervisor and tutor regarding research and training.
5. To ensure the correct use of the facilities and the materials that are provided to carry out their research activity.
6. To keep the PhD student's activity document updated and prepare the research plan.
7. To respect the intellectual and industrial property rights as well as the assignment of user rights recognized in current legislation.



8. To keep all confidential information secret that might be provided for the research work as well as to use the information obtained exclusively for carrying out the PhD thesis.
9. To facilitate the inclusion of any data that might be required in the institutional archive or databases in the context of research work related to their PhD thesis.
10. To accept and comply with the Code of Good Practice adopted by EIDUAL.

II. RIGHTS AND DUTIES OF THE THESIS SUPERVISOR AND, WHERE APPROPRIATE, CO-SUPERVISORS

The supervisor and the co-supervisors of the thesis are jointly responsible for supervising the PhD student's research tasks as well as for the consistency and appropriateness of the training activities. They have the following obligations, without prejudice to those contained in the regulations:

1. To sign the documentary commitment within the period established by the PhD Studies Regulations.
2. To propose a work plan that allows for the deposition of the defence and the defence of the PhD thesis, in accordance with the procedures and deadlines set out in the applicable regulations.
3. To supervise the PhD student's research activity, as expressed in the Activity Document, facilitating the necessary guidance and advice and making sure they develop their initiative and achieve autonomy in the research task.
4. To endorse the PhD student's research plan, if applicable, and issue an annual report on its compliance and the contents of the activity document.
5. To respect the maximum number of 6 simultaneous supervisions and co-supervisions established in the PhD Studies Regulations.
6. To communicate to the PhD programme's Academic Committee and to EIDUAL any modification that occurs with respect to the fulfilment of the requirements required by the PhD Studies Regulations to make PhD theses supervision possible.
7. To state approval or disapproval regarding applications submitted by PhD students relating to:



- a) Changes of time commitment.
 - b) Exemption from the minimum term established by the regulations to initiate the relevant procedures for presenting and defending the thesis.
 - c) Temporary leave.
8. To give approval or not with respect to the deposition of the thesis.
 9. To provide a sworn statement that the co-authors of the scientific papers presented as material in the PhD student's thesis have accepted its use for that purpose; and that they have been told that such documents may not be presented as part of, or endorsement of, another or other PhD theses.
 10. To sign the PhD thesis' anti-plagiarism control report required by the PhD Studies Regulations for its deposition.
 11. To be responsible for the veracity and originality of the PhD thesis contents.
 12. To endorse, if applicable, the student's overseas research stay, which is necessary for the mention of 'International Doctor'.
 13. To report on the observations forwarded to EIDUAL, if any, during the public presentation phase of the PhD thesis.
 14. To assume the tutoring tasks should you have tutorship capacity in the PhD programme.
 15. To accept and comply with the Code of Good Practice adopted by EIDUAL.

III. RIGHTS AND DUTIES OF THE TUTOR

The tutor is the researcher responsible for the adequacy of the PhD student's training and research activity in terms of the PhD programme. They have the following obligations, without prejudice to those contained in the regulations:

1. To sign the documentary commitment within the period established by the PhD Studies Regulations.
2. To ensure the interaction between the PhD student and the Academic Committee of the PhD programme.



3. To endorse the PhD student's research plan, if applicable, and issue an annual report on its compliance and the contents of the activity document.
4. To respect the maximum number of six simultaneous tutorships established in the PhD Studies Regulations.
5. To accept and comply with the Code of Good Practice adopted by EIDUAL.
6. To communicate any modification that occurs to the PhD programme's Academic Committee and to EIDUAL with respect to the requirements compliance required by the PhD Studies Regulations to be a tutor on the corresponding programme.

IV. CONFLICT RESOLUTION.

Pursuant to the PhD Studies Regulations, conflicts arising between those involved in the development of PhD programmes shall be resolved by the Academic Committee of the corresponding programme, except when the dispute is directed against the Committee itself; in which case, the EIDUAL Director shall be the competent authority to resolve the issue.

In any case, the resolutions of the Academic Committees shall be appealable before the EIDUAL Director, within the period of 15 days from its communication.

ADDITIONAL PROVISION

All denominations in this text which have been made in the masculine grammatical gender shall be deemed indistinct from the female gender, depending on the person or charge affected by these denominations.

FINAL PROVISION

This code shall come into force the day after the publication of the Official PhD Studies Regulations of the University of Almería.



ANNEX

DOCUMENTARY COMMITMENT

PHD STUDENT:		Date and Signature
NIF/NIE/Passport		
Surname		
Name		
PhD Programme		
Research line:		
Time commitment mode		

TUTOR		Date and Signature
NIF/NIE/Passport		
Name		

SUPERVISOR		Date and Signature
NIF/NIE/Passport		
Name		

CO-SUPERVISOR		Date and Signature
NIF/NIE/Passport		
Name		

CO-SUPERVISOR		Date and Signature
NIF/NIE/Passport		
Name		

THE PHD PROGRAMME COORDINATOR		Date and Signature
Surname		
Name		

This document must be signed by all parties on all pages.



The present document is a commitment undertaken by the University of Almería, the PhD student and his/her tutor, supervisor and co-supervisors, where applicable, with respect to the PhD studies and the realization of the PhD thesis. Accordingly, the above-mentioned signatories sign it under the following terms:

First: They declare that they are aware of and accept the application of the General PhD Studies Regulations in force as well as those that are specific to the University of Almería and the International PhD School of the University of Almería (EIDUAL). In particular, the Official PhD Studies Regulations of the University of Almería (The PhD Studies Regulations), which regulate, amongst other things, aspects relating to intellectual or industrial property rights that may arise from the research as well as the Code of Good Practice for the Supervision and Management of PhD Theses, containing the rights and duties of the parties directly involved in PhD research.

Second: The PhD student undertakes:

1. To carry out training activities and the complementary training that might, where appropriate, have been established in the corresponding PhD programme.
2. To report to the Supervisor regularly on their research progress, on the results obtained and those academic issues that might interfere with the correct development of the thesis.
3. To accept the instructions given by the thesis supervisor and tutor regarding research and training.
4. To ensure the correct use of the facilities and the materials that are provided to carry out their research activity.
5. To maintain the Activity Document and Research Plan and keep them up to date.
6. To respect the intellectual and industrial property rights as well as the assignment of user rights recognized in current legislation.
7. To keep all confidential information secret that might be provided for the research work as well as to use the information obtained exclusively for carrying out the PhD thesis.
8. To facilitate the inclusion of any data that might be required in the institutional archive or databases in the context of research work related to their PhD thesis.
9. To accept and comply with the Code of Good Practice adopted by EIDUAL.

Third: The thesis tutor undertakes:

1. To ensure the interaction between the PhD student and the Academic Committee of the PhD programme.
2. To endorse the PhD student's research plan, if applicable, and issue an annual report on its compliance and the contents of the activity document.
3. To respect the maximum number of six simultaneous tutorships established in the PhD Studies Regulations.
4. To accept and comply with the Code of Good Practice adopted by EIDUAL.



Fourth: The thesis supervisor undertakes:

1. To propose a work plan adapted to the time commitment mode to which the PhD student is enrolled that allows the deposition of the defence and for the PhD thesis to be defended, in accordance with the procedures and deadlines set out in the applicable legislation.
2. To supervise the PhD student's research activity, as expressed in the Activity Document, facilitating the necessary guidance and advice and making sure they develop their initiative and achieve autonomy in the research task.
3. To endorse the PhD student's research plan, if applicable, and issue an annual report on its compliance and the contents of the activity document.
4. To respect the maximum number of 6 simultaneous supervisions and co-supervisions established in the PhD Studies Regulations.
5. To communicate to the PhD programme's Academic Committee and to EIDUAL any modification that occurs with respect to the fulfilment of the requirements required by the PhD Studies Regulations to make PhD theses supervision possible.
6. To state approval or disapproval regarding applications submitted by PhD students relating to:
 - a) Changes of time commitment.
 - b) Exemption from the minimum term established by the regulations to initiate the relevant procedures to present and defend the thesis.
 - c) Temporary leave.
7. To give approval or not with respect to the deposition of the thesis.
8. To provide a sworn statement that the co-authors of the scientific papers presented as material in the PhD student's thesis have accepted its use for that purpose; and that they have been told that such documents may not be presented as part of, or endorsement of, another or other PhD theses.
9. To sign the PhD thesis' anti-plagiarism control report required by the PhD Studies Regulations for its deposition.
10. To be responsible for the veracity and originality of the PhD thesis contents.
11. To endorse, if applicable, the student's overseas research stay, which is necessary for the mention of 'International Doctor'.
12. To report on the observations forwarded to EIDUAL, if any, during the public presentation phase of the PhD thesis.
13. To assume tutoring tasks when a member of the PhD programme.
14. To accept and comply with the Code of Good Practice adopted by EIDUAL.

Fifth: Conflicts that might arise between those persons involved in the development of PhD programmes shall be resolved by the Academic Committee of the corresponding programme, unless the dispute is directly against the Commission itself; in which case, the EIDUAL Director shall be the competent authority for its resolution.

Sixth: This document comes into effects from the date of enrolment up to the reading of the thesis. However, it shall become void in the event of non-fulfilment of any of the stipulated clauses as well as in the situations contemplated in the PhD Studies Regulations.