

Principles of good practice in the doctoral students' relationship with the supervisor and promoters of doctoral thesis at the Institute of Soil Science and Plant Cultivation - State Research Institute in Puławy

§ 1. General Provisions

Principles of good practice in the doctoral students' relationship with the supervisor and promoters of doctoral thesis at IUNG-PIB, hereinafter referred to as the Principles, they comprise a set of principles and values which determine the field of activity of a doctoral student as a participant in third-cycle programmes, a researcher, a teaching staff member, and a member of the scientific community.

§ 2. Performing scientific supervision over a doctoral student

1. Procedura przyjęcia doktorantów na studia doktoranckie jest określona w dokumencie pn. „*Warunki i tryb rekrutacji kandydatów na studia doktoranckie w IUNG-PIB*”.
2. Instytut Uprawy Nawożenia i Gleboznawstwa – Państwowy Instytut Badawczy zapewnia doktorantowi przez cały okres studiów doktoranckich opiekę naukową i wsparcie w samodzielnej pracy badawczej, jak również wsparcie materialne zgodnie z zasadami określonymi w przepisach prawa oraz Regulaminie studiów doktoranckich i Regulaminie pomocy materialnej obowiązujących w IUNG-PIB.
3. The procedure for admitting doctoral students to doctoral programmes shall be laid down in a document entitled "Conditions and procedure for the recruitment of candidates for doctoral programmes at IUNG-PIB".
4. The Institute of Soil Science and Plant Cultivation - State Research Institute shall provide doctoral students, throughout the entire period of doctoral studies, with scientific care and support in independent research work, as well as material support in accordance with the principles laid down in the law, the Doctoral Programme Regulations, and the Financial Support Regulations of the IUNG-PIB.
5. During the recruitment process, a candidate for a doctoral student at the IUNG-PIB shall be presented with an initial subject of the doctoral dissertation and a candidacy of a research tutor, who shall be an independent research worker with substantive knowledge

of the proposed doctoral dissertation, before a decision on admission to doctoral programmes is made.

6. The Director shall appoint and assign one leading supervisor to the doctoral student and additionally there is a possibility of assigning a co- supervisor (e.g. an employee with a doctoral degree, who may be indicated as a supporting supervisor at the moment of initiating the procedure) or a co-promoter in order to provide support in all possible areas related to the implementation of the adopted research topic.
7. The requirements for persons providing scientific care are specified in the Regulation of the Minister of Science and Education of 13 April 2016 on doctoral programmes and doctoral scholarships (Dz.U. 2016, item 558).
8. The supervisor of doctoral thesis shall be appointed by the Scientific Council after the institution of the doctoral programme.

§ 3. Responsibilities of the supervisor (promoter)

1. The general obligations of the scientific supervisor shall be laid down in the doctoral programme regulations at IUNG-PIB.
2. The Supervisor is obliged to provide substantive assistance in the work on the doctorate, as well as assistance in applying for national and international grants.
3. The duties of the academic supervisor include
 - 1) the establishment of a timetable for studies,
 - 2) holding consultations with the doctoral student,
 - 3) participation in seminars including presentations of doctoral student research results,
 - 4) providing substantive and methodological assistance in the implementation of planned studies,
 - 5) providing substantive assistance in the preparation of publications and doctoral dissertations,
 - 6) assessing, at least once a year, the doctoral student's scientific progress and providing an opinion on doctoral student applications related to the implementation of doctoral programmes.
4. The supervisor should support the PhD student at every stage of the PhD thesis (i.e. determining the research plan, research implementation, analysis and interpretation of research results, writing the PhD thesis, writing articles and preparing conference presentations, applying for grants, etc.) and enable scientific development.
5. The supervisor, within the limits of the possibilities available to IUNG-PIB, should provide the doctoral student with appropriate conditions for conducting research (e.g. access to a

workstation, research equipment and office equipment, participation in training on the use of research tools, e.g. software, research procedures, statistical analysis of research results).

§ 4. The responsibilities of a doctoral student

1. The general obligations of doctoral students shall be laid down in the Regulations for doctoral programmes at the IUNG-PIB.
2. The basic duties of a doctoral student shall include the implementation of the doctoral programme and the conduct of research and submission of reports on the progress of such research.
3. During a doctoral programme at IUNG-PIB, a doctoral student shall implement a curriculum that includes compulsory and optional subjects, work placements, doctoral seminars, classes developing social competences, work placements, and shall participate in English language seminars and classes. Classes for doctoral students are an element supporting the implementation of scientific research.
4. A doctoral student, depending on the conditions of IUNG-PIB, has the possibility of:
 - 1) conducting research within the framework of projects implemented in the unit, e.g. by a tutor,
 - 2) conducting research within the framework of its own project,
 - 3) carrying out part of the research in other units cooperating with the unit providing the doctoral programme, e.g. during short study visits and internships,
 - 4) implementation of research within the framework of cooperation with the institution of the social and economic environment.

§ 5. Form and course of scientific supervision over a doctoral student

1. Scientific supervision over a doctoral student shall be provided from the moment the doctoral student commences doctoral studies until the moment the doctoral student obtains the degree of doctor.
2. The scientific supervision prior to the commencement of the doctoral programme shall concern the selection of and agreeing on the subject of the work, developing a research plan with a schedule, conducting research in accordance with the adopted schedule, as well as writing articles and preparing conference speeches and applying for scholarships and research grants.
3. Once a doctoral programme has been initiated, the scientific support provided by the supervisor and/or the assistant supervisor shall consist mainly in supporting the doctoral student in continuing research, analyzing and interpreting the results obtained, preparing

publications, writing the doctoral thesis and preparing the doctoral student to defend the doctoral thesis.

4. The main forms of cooperation between a doctoral student and a supervisor are
 - 1) scientific consultation with the scientific tutor,
 - 2) compulsory classes in the methodology of conducting research (in a group or individually in the relationship between a tutor and a doctoral student based on a case study resulting from the doctoral student's research),
 - 3) doctoral seminars covering presentations of the assumptions, methodology and results of research carried out by doctoral students as part of their doctoral thesis, in which a supervisor (promoter) shall be obligatorily involved.
5. The doctoral student and the supervisor (promoter) should establish structured and regular forms of contact.
6. The relationship between the supervisor and the doctoral student includes:
 - 1) recording the progress of studies and their results,
 - 2) obtaining feedback through reports and seminars,
 - 3) working according to agreed schedules and deadlines,
 - 4) obtaining practical results and/or research results.
7. The doctoral student should be able to continuously consult the research process during the research with a supervisor and a research team specialized in similar studies.
8. The relationship between a research supervisor and a doctoral student should be based on mutual respect, trust and joint responsibility for the achievement of particular goals and tasks related to the doctoral thesis.
9. Employees providing scientific supervision and doctoral students should observe the ethical principles in science referred to in the "Code of Ethics for Researchers" developed by the Commission for Ethics in Science of the Polish Academy of Sciences [PAS 2017], and adopted and binding in IUNG-PIB.

§ 6. Evaluation of the doctoral student's progress

1. The work of a doctoral student shall be assessed by the head of a doctoral programme who shall assess the implementation of the doctoral programme and the progress in the conduct of research on the basis of the annual report and the opinion of the research tutor.
2. Failure by a doctoral student to comply with the obligation to implement an individual research programme may result in its removal from the list of doctoral students.

§ 7. Evaluation of scientific supervision

1. Failure by a research supervisor to comply with the obligations laid down in § 3 may result in a request being submitted by a doctoral student or a head of a doctoral programme to the Director of the Institute to change the research supervisor. The application shall require justification.
2. In justified cases, the Director of the Institute may decide to change the scientific guardian.
3. Failure by a doctoral student or the head of a doctoral programme to comply with the obligations set forth in § 3 may result in the submission of a request to the Scientific Council for a change of the supervisor. The application must be justified.

§ 8. Conflict situations

1. In conflict situations between a doctoral student and a research supervisor, the head of a doctoral programme shall be required to identify the causes of the conflict and to attempt to resolve it by mediating between the doctoral student and the research supervisor.
2. The doctoral student and his/her supervisor may also apply for assistance to the supervisor, who is an experienced researcher and an impartial person appointed by the Director on the basis of internal regulations of the IUNG-PIB.
3. The procedure for removing a doctoral student from the list of doctoral students and changing the research tutor should be preceded by actions taken by the head of the doctoral programme to explain the situation and mediate in the event of a conflict between a doctoral student and a scientific supervisor.

§ 9. Final provisions

Any matters not covered by these Terms and Conditions shall be governed by the provisions of the Act of 27 July 2005 Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), regulations in force in the Institute of Soil Science and Plant Cultivation - State Research Institute, especially in the Rules of Doctoral Studies, the IUNG-PIB Statutes, as well as generally accepted ethical and social standards.