



ESCUELA INTERNACIONAL DE DOCTORADO UNIVERSIDAD FRANCISCO DE VITORIA

CODE OF BEST PRACTICES

Rights and responsibilities of thesis directors, tutors and doctoral students. Guide to best practices in Research

- The Doctorate Programs organised by the International Doctoral School (EIDUFV) are conducted following a Guide of best practices in research produced based on the internal policies of the Universidad Francisco de Vitoria and follow the present Regulation regarding the rights and responsibilities of doctoral students, tutors and thesis directors.
- All those associated with the International Doctoral School must subscribe to a code of best practices adopted by the School.

Rights of thesis directors.

The rights of thesis directors are:

- The full integration in the structure and activities of the IDS according to the regulations set forth in the guidelines for each of the Doctorate Programs.
- All the rights recognised in general legislation and in the Doctorate Programs.

Responsibilities of thesis directors.

The responsibilities of thesis directors are:

- To provide doctoral students with the appropriate scientific means and environment.
- To be precise in the tasks assigned to the doctoral student in order that these are exclusively related to their condition as researcher-in-training.
- To ensure their doctoral students follow at all times safe work practices in accordance with applicable legislation. Furthermore, thesis directors will ensure their doctoral students adopt the measures necessary to fully comply with all legal requirements in terms of data protection and confidentiality.
- To ensure their doctoral students are aware of the strategic objectives of their area of activity, their funding mechanisms and that the proper authorisations are requested prior to engaging in any research work or making use of the resources provided.
- To ensure their doctoral students are aware of and comply with all conditions related to the publication, authorship, intellectual property and copyrights.
- To sign a document which sets out their supervisory functions over their doctoral students as established by the University.



- To review regularly the personal activities register of their doctoral students.
- To report and authorise periodically the research plan of their doctoral students.
- To fulfil all the obligations set forth in general legislation and in the Doctorate Programs.

Rights of tutors.

The rights of tutors are:

- The full integration in the structure and activities of the IDS according to the regulations set forth in the guidelines for each of the Doctorate Programs.
- All the rights recognised in general legislation and in the Doctorate Programs.

Responsibilities of tutors.

The responsibilities of tutors are:

- To assist their doctoral students in their education, providing information, orientation and learning resources.
- To facilitate the configuration of the curricular itinerary of their doctoral students.
- To sign a document which sets out their supervisory functions over their doctoral students as established by the University.
- To review regularly the personal activities register of their doctoral students.
- To report and authorise periodically the research plan of their doctoral students.
- To fulfil all the obligations set forth in general legislation and in the Doctorate Programs.

Rights of doctoral students.

The rights of doctoral students are:

- Doctoral students enjoy the same rights all other students of the Universidad Francisco de Vitoria as set forth in general legislation and the Doctorate Programs.
- Doctoral students also have specific rights:
 - a) To receive quality training in conducting research that promotes scientific excellence and based on equity and social responsibility.
 - b) To have a tutor to provide orientation in their learning process and a thesis director and, as the case may be, a co-director with certified research experience, to supervise their doctoral thesis.
 - c) That the universities and Doctorate Schools promote in their third cycle programs the integration of doctoral students into research groups and networks.
 - d) To know the conditions of a professional career in research and that university programs offer opportunities to pursue a career in research.
 - e) To participate in programs and convocations for grants for research training and national and international mobility.

f) To enjoy the recognition and protection of intellectual and industrial property rights attached to the results of their Doctoral Thesis and prior research according to the terms established in applicable legislation.

g) To be recognised as co-author of any works, articles or publications which include research in which they had relevant participation.

h) To be considered, in terms of rights of representation in the governing bodies of the university, as research personnel in training, in accordance with applicable legislation in the area of scientific research.

i) To participate in the oversight of Doctorate Programs and the institutional evaluation processes, according to the terms and conditions of applicable legislation.

j) To enjoy all the rights recognised in general legislation and the Doctorate Programs.

Responsibilities of doctoral students

The responsibilities of doctoral students are:

- Doctoral students enjoy the same rights all other students of the Universidad Francisco de Vitoria as set forth in general legislation and the Doctorate Programs.
- Doctoral students also have specific responsibilities:

a) To sign a commitment for the supervision of their activities, as established by the University.

b) To dedicate themselves fully to the project assigned for their training.

c) To follow the advice and recommendations of their tutor and/or director, reporting their possible initiatives and advances in their results and communicating immediately any difficulties encountered in pursuing their work.

d) To be informed and follow all safety standards and procedures and to comply with the Guide for best practices in research.

e) To participate in those scientific activities, discussion forums, seminars, congresses, etc. related to their work; these should be duly noted in the register of their activities.

f) To recognise the contributions of their supervisor or co-director, as the case may be, in the oral and written presentation of their doctoral thesis.

g) To comply with the norms and conditions related to publication, authorship and intellectual and industrial property rights and copyrights.

h) To maintain the due confidentiality of the progress of their research, safeguard the confidentiality of any information obtained and to make use of this solely with the aim of the doctoral thesis.





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- i) To respect, value and, where applicable, perform the necessary administrative tasks related to their research activities.
 - j) To make proper use of the material resources and facilities provided by the Universidad Francisco de Vitoria.
 - k) To fulfil all the obligations set forth in general legislation and in the Doctorate Programs.