

Code of Cooperation between the Doctoral Student and the Supervisor at the Institute of Paleobiology PAS

Chapter I **General Provisions**

§1

The supervisor can be a researcher employed at the Institute of Paleobiology Polish Academy of Sciences (hereinafter: the Institute), holding at least the academic degree of habilitated doctor in a scientific discipline represented by the Institute, or equivalent qualifications, in accordance with *Article 190 paragraph 6 of the Act on Higher Education and Science*.

§2

If necessary, e.g., in the case of interdisciplinary research, a supporting supervisor can be appointed. At least a doctoral degree is required.

§3

The supervisor and supporting supervisor are appointed by the Director of the Institute, who selected the doctoral student during the recruitment process, after consultation with the coordinator, taking into account the opinion of the Scientific Council of the Institute, list of potential supervisors, and proposed research topics announced during recruitment to the doctoral school. Higher education institutions appoint supervisors with appropriate skills and subject knowledge to support and encourage doctoral students and effectively monitor their progress.

§4

Supervisors should have appropriate academic experience, and their employment should cover at least the minimum expected duration of the doctoral program.

§5

Without the consent of the Director of the Institute and the Scientific Council, the main supervisor cannot supervise more than 4 doctoral students at the same time. The supervisor must submit a written request for such consent. The deviation from the general rule has to be justified.

Chapter II **Expectations toward the Supervisor**

§6

1. The primary supervisor oversees the doctoral student throughout the entire period of their doctoral studies.
2. They assist in defining the research scope and suggest appropriate literature and methodology.
3. The supervisor monitors and evaluates the student's research progress, including the submission of annual progress reports to the doctoral school coordinator. These reports help track the doctoral student's development and identify areas requiring support.
4. Meetings with the student to discuss the progress of the dissertation must take place at least once per quarter.
5. The supervisor fosters the student's research skills, maintaining a balance between guidance and independency.
6. They support the student in seeking funding for research projects. If funding is obtained, the supervisor assists in managing and settling the project. If the supervisor is the project leader, they are responsible for the financial reporting.
7. The supervisor identifies difficulties in the research process and advises on solutions, suggesting collaboration with other mentors if necessary.
8. They encourage participation in relevant conferences and help the student in seeking for funds to take a part in such events.
9. The supervisor offers guidance on the preparation and submission of publications.
10. In the final year of the PhD program, the supervisor helps and advises the student in applying for international research grants.
11. The supervisor ensures the protection of the student's intellectual property.
12. They ensure the student meets program requirements and submits necessary documents on time.
13. A high standard of professional and ethical conduct is maintained in the supervisory relationship.
14. In case of problems, the supervisor informs the doctoral school coordinator.

Chapter III

Expectations toward the Doctoral Student

§7

The doctoral student is obliged to actively collaborate with their supervisor, including:

1. Regularly informing the supervisor about research progress;
2. Establishing and adhering to the dissertation work schedule;
3. Preparation for meetings, including providing relevant materials in advance;
4. Sending a brief summary email after each meeting, including key decisions and next steps.

§8

The doctoral student should actively participate in academic life, including conferences, workshops, and publications.

§9

The doctoral student is obliged to follow the principles outlined in the *Code of Ethics for Doctoral Students at the Institute of Paleobiology PAS*.

Chapter IV

Relationship Between the Supervisor and the Doctoral Student

§10

Academic best practices emphasize the importance of maintaining professional boundaries in the relationship between supervisors and doctoral students.

§11

The relationship between the supervisor and the doctoral student should be based on mutual respect, trust, and integrity.

§12

Both the supervisor and the doctoral student should act responsibly and professionally, being courteous, punctual, and diligent.

§13

The supervisor and the doctoral student should work together effectively, united by the common goal of completing the doctoral degree.

§14

The deadline for the PhD student's questions should be established at the beginning of the cooperation and adjusted according to the nature and urgency of each case.

Chapter V

Communication and Supervisory Meetings

§15

Doctoral students should receive adequate support and guidance from their supervisors to enable progress in their doctoral research.

§16

Doctoral students should have an easy access to get advice and guidance from their supervisors during the program, regardless of geographic location.

§17

The frequency of research consultations is determined individually at the start of the collaboration, but should not be shorter than once per quarter.

§18

Supervisors should be available for additional, unscheduled meetings if necessary.

§19

In the case of remote supervision, appropriate technical support must be provided, and time zone differences should be taken into account.

§20

After each meeting, the doctoral student provides the supervisor with a summary email outlining the key points and agreed-upon actions.

Chapter VI

Problem Resolution

§21

Disputes should be resolved amicably in the first instance. In case of difficulties in cooperation between the doctoral student and the supervisor, it is recommended to contact the

doctoral school coordinator to seek an appropriate solution. Support is also available from the Doctoral Student's Rights Ombudsman at the National Representation of Doctoral Students (KRD).

§22

The doctoral school ensures confidentiality and restricts the disclosure of information to the minimum necessary for resolving the issue.

§23

In special cases, a change of supervisor is possible after consultation with the coordinator and submission of a formal request.

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Director
of the Institute of Paleobiology PAS