

Best practices for collaboration between a doctoral student and their thesis supervisor(s) or auxiliary thesis supervisor

The establishment of collaboration guidelines should address the following issues:

1. Communication between the parties

- the rules and format for communication between the parties (e.g., the time, place, and frequency of consultation meetings, as well as their duration);
- conditions for canceling meetings;
- means of communication outside official working hours;
- reporting planned absences and vacation breaks;
- reporting absences due to illness;
- methods for jointly resolving conflict situations;
- methods for renegotiating previously made arrangements;
- the deadline for reviewing or making revisions/corrections to scientific texts (excerpts / the entire doctoral dissertation / scientific article / presentation, etc.) and other documents requiring the supervisor's review or approval, considering the volume of the submitted material.

2. Research and preparation of a doctoral dissertation

- the weekly workload and working hours at the Managing Unit/ research site, including, if applicable, adjustments to accommodate the doctoral student's specific needs (e.g., childcare);
- information from the supervisor regarding the non-negotiable conditions of research in the given doctoral project (e.g., the necessity of field trips, research trips for data collection, working with laboratory animals, the necessity of working in shifts, the necessity of conducting research during specific times, e.g., summer vacation, holiday season; conducting research involving ionizing radiation, the use of hazardous substances, etc.);

- general information from the supervisor regarding the expected funding of the research planned for the implementation of the doctoral project (whether the funds necessary to carry out the research are secured or expected, whether additional funding is planned to be obtained, and what the doctoral student's responsibilities are in this regard);
- conducting work/research on days off (if the nature of the research, especially laboratory or field research, requires it);
- the form and extent of assistance in preparing research articles, conference materials, etc.;
- the extent to which the parties are involved in the completion of the doctoral dissertation, and the role of the supervisor at the stage of writing the dissertation;
- the form and scope of assistance in obtaining grants and scholarships from various funding sources;
- working conditions in the laboratory/in the field;
- expected research trips and conference attendance, as well as how they are funded;
- rules for cooperation with other team members, particularly with technical staff;
- mentoring of junior team members (e.g., master's students);
- arrangements regarding intellectual property rights (e.g., the concept of the doctoral dissertation, results produced under the supervision of or jointly with the supervisor, etc.), especially in the event of a change of the supervisor;
- rules of co-authorship in scientific publications and patent applications or industrial design applications, including rules for determining the order of authors and designating the corresponding author in multi-authored works (e.g., informing the doctoral student about the rules adopted within the research group or in broader scientific collaboration);
- rules regarding the doctoral student's use of the supervisor's or other collaborators' work provided to them, e.g., research results, written computer codes, etc., as well as intellectual property rights to the provided work,
- rules for using AI-based tools when writing texts;
- a reminder to respect copyright laws, particularly the prohibition on using the work of others (plagiarism) without citing sources or obtaining appropriate permissions.

3. Arising from the parties' needs or the specifics of the research

- the conditions and organization of the doctoral student's participation in activities outside the supervisor's research group (e.g., other research projects, conferences, workshops, Erasmus+, internships, etc.);
- the procedure for planning vacation time and reporting absences;
- the issue of taking up or continuing gainful employment unrelated to the doctoral program and/or pursuing professional training;
- participation in organizational tasks (e.g., organizing academic conferences);
- rules for assessment of activities undertaken, obligations fulfilled, and accounting for entrusted equipment and resources in the event of resignation from participation in the project or termination of doctoral studies.