



## Guidelines for PhD Students

This document sets out general standards of conduct, integrity, and responsibility for doctoral students in the following areas: relations with tutors, use of facilities and resources, management and publication of scientific results, data sharing, and external collaborations. The principles are inspired by national and international university regulations and codes of research integrity.

### 1. Relations with the tutor/co-tutor, the research group and colleagues

- Actively participate in the Doctoral programme by defining research objectives and planning milestones together with the tutor and/or co-tutor.
- Maintain a relationship based on mutual respect, trust, and transparent communication.
- Promptly report any methodological or logistical difficulties.
- Take part in training activities and meet agreed deadlines.
- Seek approval from the Doctoral Board for any collaborations or research periods abroad.
- Actively participate in colleagues' presentations and progress reports by asking questions, offering critical observations, and contributing constructively to scientific discussions, promoting dialogue, deeper scientific understanding, and mutual growth.

### 2. Use of facilities, materials, and resources

- Comply with the regulations governing access to and use of university facilities and equipment.
- Behave responsibly and respectfully towards the premises, equipment, and technical or administrative staff.
- Use resources and software exclusively for activities related to the doctoral research project.
- Request prior authorisation for any tutoring, teaching, or external assignments.

### 3. Management, publication, and communication of scientific results

- Conduct research with rigour, integrity, and transparency.
- Agree with the tutor on publication plans, authorship, and acknowledgement of contributions.
- Publish preferably in open access and deposit your work in your **Nextcloud** space of the Doctoral Programme, so that it can be archived for the purpose of monitoring the scientific productivity of the Doctoral Programme
- Declare any conflicts of interest and comply with copyright and intellectual property regulations.



#### 4. Data sharing, research results, and external collaborations

- Properly document, store, and make data available in accordance with the university's and funding agencies' policies.
- Prepare a **Data Management Plan (DMP)** together with the tutor and research group.
- Share data with external researchers only under clear agreements concerning use, ownership, and authorship.
- Follow the **FAIR principles** (Findable, Accessible, Interoperable, and Re-usable).

#### 5. Ethical conduct and professional responsibilities

- Avoid plagiarism, falsification, or data manipulation.
- Adhere to ethical standards in research involving humans, animals, or the environment.
- Report any conflicts of interest or irregularities to the tutors or to the Doctoral Board.
- Foster a climate of respect, inclusion, and collaboration within the research community.

#### 6. Timelines, commitment, and reporting

- Meet annual deadlines and progress assessments established by the Doctoral Board.
- Request authorization for any external activities compatible with doctoral duties.
- Failure to participate in mandatory activities or to meet established deadlines may adversely affect the annual assessment of the doctoral student's progress.

#### 7. Communication and visibility of research

- Participate in seminars, conferences, and dissemination activities.
- Correctly indicate the name of the department and PhD programme in all communications.
- Coordinate with the tutors before engaging in outreach, media dissemination, or commercial use of research results.

#### 8. Violations and sanctions

- Breaches of these guidelines may lead to disciplinary actions such as formal warnings, suspension, or termination of enrolment.
- Students have the right to be informed of any disciplinary procedures and to receive appropriate assistance and representation.

Date: \_\_\_\_\_

Doctoral student's signature: \_\_\_\_\_