

## **Doctoral student code of ethics**

Guidelines for the ethical conduct of doctoral students of the International Doctoral Studies at the IPC PAS.

### **1. Training in occupational safety and hygiene (BHP)**

- 1.1** Before attempting experimental work under the International Doctoral Studies (IDS), doctoral students shall complete training in occupational safety and hygiene (*Polish: BHP*). While working experimentally, the doctoral students must observe the rules of occupational safety and hygiene as set forth in the [Work Regulations](#) in force in the IPC PAS. If any doubts arise with regard to safety at a given work place, the doctoral students should ask their research advisors and/or a person responsible in IPC PAS for occupational safety and hygiene for assistance and additional advice.
- 1.2** The doctoral students must observe safety rules especially while doing experimental research in the evenings or on holidays. If possible, they should do their research in the presence of another worker or doctoral student in the same laboratory room. Without permission from the research advisor it is forbidden to work in off hours or on holidays. In the case a doctoral student has an accident in the laboratory, she/he should ask for help a doctoral student or a staff member in the nearest neighbourhood and/or, if necessary, call the emergency number 112, emergency service (Tel. 999), fire brigade (Tel. 998), or police (Tel. 997).

### **2. Teaching duties**

In the performance of the teaching duties entrusted to them, the doctoral students shall act conscientiously, responsibly, and competently. They should be substantively prepared for teaching classes and sensitive to questions and remarks of students participating in the classes. At the end of the semester the doctoral students shall put their teaching work to evaluation of the student group attending the classes.

### **3. Rules for the ethical conduct in research**

The doctoral students shall both honestly and conscientiously conduct their research and learn their own education material within the scope as outlined by their research advisors under the individual doctoral study programmes. Doctoral students showing non-ethical conduct in their research, in classes with students, or in relation to their own education material they are supposed to learn are first subject to suspension of payments of the scholarship, and subsequently they are removed from the doctoral student register. In the present Guidelines, "unethical conduct", i.e., "inappropriate behaviour in doing research", shall mean fabrication or falsification of data or results of the studies, plagiarism, or other acts that are in blatant contradiction with the behaviour commonly accepted in scientific community in relation to both proposing and conducting the research, and verifying the results. By its very nature, the research conducted by doctoral students is confidential as long as the research advisor gives permission to present them in public. The reservations regarding inappropriate behaviour in the research work shall be reported in writing by the research advisor to the Head of the IDS, who shall take further actions.

### **4. Intellectual property rights with regard to research data and materials**

The doctoral students are required to maintain a methodical and meticulous record of both their research results and the experimental data in the laboratory notebooks. Each note must be dated. The laboratory notebooks, usually provided by research advisors and the data printouts from the laboratory equipment are the property of the IPC PAS. The doctoral students may copy them in part or in whole, at their own cost, for the purposes related to preparation of their doctoral dissertations. The laboratory notebooks may not be taken out of the laboratories without permission from the research advisor. The content of a laboratory notebook is confidential as long as the research advisor gives permission to disseminate it. The same rules apply to computer data sets and results.

## **5. Dissemination of research results: publication and presentation of the results in scientific meetings**

- 5.1 Authorship and co-authorship.** The research advisor shall determine the authorship and co-authorship and the order of the authors' names in the manuscript being sent for publication, as well as shall approve the final version of the manuscript. Arising disputes shall be settled with the participation of the Head of the IDS.
- 5.2 Interpretation of the results.** Discussion and interpretation of the research results shall be a common intellectual effort of the research advisor and the doctoral student. It is, however, the research advisor who is responsible for the final interpretation. Arising disputes shall be settled with the participation of the Head of the IDS.
- 5.3 Acknowledgements.** The research advisor shall decide on acknowledging other individuals for their assistance provided in conducting the research, preparing the publication or presentation as well as institutions for their financial support. Arising disputes shall be settled with the participation of the Head of the IDS.

## **6. Acknowledgement in dissertation**

In their dissertations doctoral students may customarily acknowledge individuals who helped them in their education and research under the International Doctoral Studies. Not permitted are, however, exasperating or sarcastic expressions, or expressions containing open criticism of individuals or institutions.

## **7. Settlement of disputes**

The doctoral students shall settle amicably any misunderstandings or disputes. Complaints shall be reported in writing to the Head of the IDS. All parties to a dispute are required to keep it fully confidential until the misunderstanding or dispute is settled.

Further information can be found in the document "[Dobra praktyka badań naukowych. Rekomendacje](#)" ("Good research practice. Recommendations", in Polish).

I read and understood the guidelines presented above.

Doctoral student's first name and surname

Doctoral student's signature

Date