

International Doctorate School

CODE OF GOOD CONDUCT

I.- General principles and requirements applicable to researchers, both researchers in training (doctoral students) and experienced researchers (tutors and thesis supervisors)

1) Freedom to research

Researchers should focus their work on the good of humankind and expanding frontiers of scientific knowledge, while enjoying the freedoms of thought and expression, as well as the freedom to determine methods of problem solving, within the framework of recognised ethical principles and practices.

However, researchers must accept possible limitations to these freedoms arising from certain research circumstances (supervision, guidance or management activities), from operational constraints such as budgetary or infrastructural reasons, or from reasons related to the protection of intellectual property. Such limitations should not, however, contravene recognised ethical principles and practices, which researchers are obliged to observe.

2) Ethical Standards

Researchers must observe recognised ethical practices and fundamental ethical principles relevant to their disciplines, as well as the ethical standards contained in the various national, sectoral or institutional codes of ethics.

3) Professional Responsibility

Researchers must make every effort to guarantee that their work is innovative and relevant to society.

They must respect the principle of intellectual property rights or joint ownership of data when research is carried out in collaboration with other researchers.

4) Professional attitude

Researchers should be aware of the strategic objectives governing their field of activity, and should seek all necessary permissions before starting their work or accessing the resources provided.

They should inform those in charge when their thesis is delayed, redefined or completed, or notify them if it must, for whatever reason, be abandoned or suspended ahead of schedule

5) Contractual and legal obligations

Researchers at all levels must be aware of the national, sectoral or institutional regulations governing training conditions. This includes regulations on intellectual property rights and the requirements and conditions of any potential sponsors or funders. Researchers must observe these regulations by delivering the required output: thesis, publications, reports, etc., in accordance with the terms and conditions of the agreement or equivalent document and, most importantly, the thesis commitment.

Especially when the research to be carried out involves the use of human beings and samples or human data, research animals or genetically modified organisms, the legislation in force and the reports, permits and supervision to be carried out by all the existing Ethics and Research Committees at the Rey Juan Carlos University and any other committees regulating these scientific practices in their fields will be taken into account.

6) Accountability

Researchers in training must be aware that for ethical reasons they must be accountable to the School and the University, as well as to society as a whole. Doctoral students are publicly funded research trainees and therefore responsible for the efficient use of public resources.

If they receive additional public funding for research, they must also observe principles of sound, transparent and efficient financial management, and cooperate with any authorised audit of their research, whether undertaken by the funding bodies or by an ethics committee.

Where necessary and as requested by the competent authorities, the methods of collection and analysis, the results and, where appropriate, the detailed data should be open to internal or external scrutiny.

7) Good research practice

Researchers should at all times follow safe working practices in accordance with national legislation, including taking the necessary health and safety precautions. They must also be aware of the URJC's own and national legal requirements regarding data protection and confidentiality, and take the necessary measures to comply with them at all times.

Where appropriate, they shall take the necessary precautions in terms of recovery from computer accidents, for example by preparing appropriate backup strategies.

8) Publication and use of results

All doctoral students must ensure that the results of their research are disseminated and used by means of communications, transfer to other research contexts or, where appropriate, commercialisation, and especially their dissemination in relevant scientific publications. Thesis supervisors and tutors, in particular, are expected to take the initiative to ensure that the research of the doctoral students they supervise is fruitful and that the results of the thesis are disseminated in scientific journals and publications.

9) Commitment to society

Doctoral students should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists and thus improve the public's understanding of science. Direct engagement with society will help researchers to better understand society's interest in and concerns about scientific and technological priorities.

10) Relationship with supervisors and tutors

Doctoral students, as researchers in training, should maintain a structured and regular relationship with their tutors and thesis supervisors, as well as, where appropriate, with representatives of the University, the Rey Juan Carlos University's International Doctorate School, the Programme Coordinator and the Coordinator of their line of research.

This includes keeping records of all results and findings of the research work, obtaining feedback through reports and seminars, applying such feedback and progressing with the work according to agreed schedules, the objectives set, presentation of results and/or research output.

11) Supervisory and management tasks

Tutors and thesis supervisors, as expert researchers, should devote special attention to their role as supervisors, mentors, coaches or communicators in scientific matters and perform these tasks in accordance with the highest professional standards. Expert researchers should build a constructive and positive relationship with junior researchers in order to establish the conditions for an effective transfer of knowledge and for the future successful development of their careers as researchers.

12) Continuous professional development

Researchers at all career stages should strive for continuous improvement through regular upgrading and broadening of their skills and competencies. This can be achieved through a variety of means including, but not limited to, formal training, seminars, conferences and e-learning.

II.- General principles governing the code of good practice for members of the doctoral school

1) Recognition

Doctoral students will have the legal status and relationship with the Rey Juan Carlos University as determined by current legislation and University regulations. The supervision and tutoring activities of expert researchers, tutors and thesis supervisors will be recognised in the manner determined by the University.

2) Non-discrimination

Researchers will not be discriminated against in any way on the grounds of sex, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic status.

3) Research environment

The URJC and the International Doctorate School will ensure a stimulating working and training environment that offers adequate facilities and equipment, within budgetary constraints, as well as possibilities such as remote collaboration through research networks, and will monitor compliance with national or sectoral regulations on health and safety in research.

4) Gender equity

The URJC and the International Doctorate School will ensure that there is equal gender representation at all staff levels, including supervisory and managerial levels. This objective must be achieved on the basis of a policy of equal opportunities in the recruitment of staff and in subsequent professional stages without, however, this taking precedence over criteria of quality and competence. In order to ensure equal treatment, selection and evaluation committees should, as far as possible, have an appropriate gender balance.

5) Value of mobility

The International Doctorate School recognises the value of geographical, inter-sectoral, interdisciplinary and virtual mobility as well as mobility between the public and private sectors as a powerful means of enhancing scientific knowledge and professional development at any stage of a researcher's career. Consequently, they will incorporate these options into the training strategy for doctoral students.

6) Access to career guidance

The URJC and the International Doctorate School will ensure that doctoral students can receive professional and employment guidance.

7) Intellectual property rights

The URJC and the International Doctorate School will ensure that researchers benefit, at any stage of their career, from the eventual use of their R+D+i results through adequate legal protection, especially in terms of intellectual property rights and copyright protection.

8) Co-authorship

The International Doctorate School will develop strategies, practices and procedures to ensure that researchers, including early career doctoral students, have the necessary means to enjoy the right to be acknowledged, mentioned and/or cited in their real contributions as co-authors of reports, patents, etc. or to publish the results of their own research, independently of their supervisors.

9) Supervision

The School will ensure that the proposed supervisors and supervisory tutors have sufficient research experience in supervising research work, and have the necessary time, knowledge, experience, expertise, technical skills and dedication to be able to provide the trainee researcher with adequate support and to apply the necessary progress and review procedures.

10) Conflict resolution

The School will have appropriate mechanisms in place for the resolution of conflicts. If the doctoral studies are carried out within the framework of an agreement with another institution, the parties must abide by the particular provisions mentioned in the collaboration agreement, of which the signatories to this document should be aware.

If the doctoral studies are carried out within the framework of a sponsorship agreement with another institution, the parties must abide by the specific provisions mentioned in the collaboration agreement, of which the signatories of these regulations must be aware.

11) Participation in governing and representative bodies

The School shall ensure that the different sectors involved (students, teaching and research staff and administrative and service staff) can participate in the representative bodies.

To this end, expert researchers and researchers in training will form part of the different International Doctorate School's Quality Assurance Committees, as well as of the University's Governing Bodies, in accordance with the regulations of the Rey Juan Carlos University.