

## **The Supervisor's Code of Conduct at the Institute of Human Genetics, Polish Academy of Sciences**

The Supervisor's Code of Conduct, adopted at the Institute of Human Genetics, PAS, defines the basic principles and good practices that should apply to every relationship between a Supervisor and a PhD student. A person undertaking the function of a Supervisor takes responsibility not only for the scientific quality of the research conducted, but also for the wider development of the PhD student. The supervisor should act as a mentor in planning the PhD student's path of research, shaping appropriate attitudes, developing skills such as presenting research results, applying for research funding, establishing and conducting scientific cooperation, caring for younger members of the research team. The supervisor - PhD student relationship should result not only in high quality of scientific achievements. The aim of this relationship should also be to shape an independent and passionate researcher who in the future will be able to act as a leader and mentor for the next generation of scientists.

1. The basis of the relationship between the Supervisor and the PhD student should be the code of ethics of the researcher, as well as mutual trust.
2. Communication between the Supervisor and the PhD student should take place in an atmosphere of respect, ensuring freedom of expression for both parties.
3. The supervisor should clearly define the subject of the doctoral dissertation, in accordance with his/her own competences, knowledge and experience, as well as determine the initial scope of research work.
4. A PhD student has both the right and the obligation, in agreement with the supervisor, to introduce his/her own concepts of solutions, to correct the preliminary theses of the dissertation and its scope.
5. Both the supervisor and the PhD student should strive to maintain regular scientific contacts in the form of direct consultations.
6. In the event of problems in achieving satisfactory communication between the Supervisor and the PhD student, both the PhD student and the supervisor have the right to ask for help from the person responsible for the doctoral students' affairs, as well as to the Director of the Institute.
7. The supervisor is jointly responsible for all scientific activities of the PhD student. The supervisor has the right to require, but should also encourage and assist in the preparation of, inter alia:
  - a. scientific and popular science publications;
  - b. conference and other public presentations;
  - c. applications for internships, grants, scholarships, trainings, awards etc .;
  - d. financial statements and merit-based reports.

8. The supervisor has the right to set high requirements for the PhD student in order to stimulate his/her scientific development, while providing the PhD student with the possibility of frequent consultations and, if possible, within the Department's financial possibilities - access to the equipment, research tools and software necessary for research, as well as the possibility of research trips, conferences and internships.
9. In a situation where the excess of the Supervisor's duties significantly impedes the maintenance of regular scientific contacts with the PhD student, the PhD student has the right to apply to the Supervisor and PhD Students Tutor at IHG PAS for the appointment of an Auxiliary Supervisor, including the appointment of an Auxiliary Supervisor from outside the Institute.
10. The supervisor and the PhD student should establish a realistic date for completing the doctoral dissertation and the form of preparing the dissertation. This deadline should take into account both the needs of the PhD student and the need for timely settlement (through publication) of the project by the Supervisor.
11. The supervisor should actively participate in the preparation of the Individual Research Plan and the schedule of planned research, the implementation of which should be assessed not only during the mid-term evaluation, but also at the annual meetings of the Doctoral Advisory Committee.
12. Any difficulties in the implementation of the Individual Research Plan or inaccuracies in the implementation of the schedule should be discussed at the Doctoral Advisory Committees.
13. The composition of the Doctoral Advisory Committee should be established jointly by the Supervisor and the PhD Student.
14. A doctoral student has the right to apply for a change of the Supervisor in the manner specified by the Regulations applicable to the type of doctoral studies. In this case, it is necessary to reach an agreement between the current Supervisor and the PhD student and the new Supervisor regarding the use of research results and intellectual property rights obtained so far.
15. If the PhD student doesn't achieve the desired results of research work, with the simultaneous lack of serious neglect of the duties, the supervisor should advise in the search for remedies, and the positive behavior/ actions of the PhD student should be noticed and supported.
16. A beginner in his/her role as a Supervisor should use the skills and advice of more experienced supervisors in taking care of PhD students.
17. The supervisor should systematically improve not only his/her scientific competences, but also mentoring competences, using the available materials and training.
18. In the case of difficult life or health situations for the PhD student, the supervisor should show kindness and understanding, as well as, whenever possible, help in the organization of work.