

UPV/EHU DOCTORAL SCHOOL'S CODE OF GOOD PRACTICE

I. SUBJECT AND SCOPE OF APPLICATION

The Royal Decree 99/2011 of 28 January, through which official doctorate teaching is regulated, covers the creation of Doctoral Schools by universities to organise the teaching and other activities that a doctorate entails. In this context, article 9.8 of said decree provides that: "All the members of a Doctoral School must underline their commitment to complying with the code of good practice adopted by the aforementioned School."

Likewise, the Agreement of 11 April 2019 of the University of the Basque Country / Euskal Herriko Unibertsitatea [UPV/EHU] Board of Governors, through which the Regulations of the UPV/EHU Doctoral School are approved, lists the functions of this centre in article 2, which include (among others) the duty to "adopt the code of good practice to which all members of the Doctoral School must commit."

The basis of codes of good practice has been defined by the international scientific community under the premise that all scientific disciplines must be subject to certain ethical principles, so as to ensure improvements in the quality of scientific research, to safeguard the researchers' legitimate interests, and to prevent any problems of integrity of the research in question.

The Code of Good Practice (hereinafter "Code GP") of the Doctoral School (hereinafter "DocS") is an additional instrument, not designed to replace the existing legal rules, the purpose of which is to ensure quality doctoral training and to contribute to the rigour, respect, responsibility and integrity in all the activities that are necessary to prepare a doctoral thesis. The Code GP equips the DocS to manage the relationships between doctoral students, the researchers in charge of their training, the management team, administration and services staff with whom they have contact and, in general, the UPV/EHU, through the Doctoral School.

The DocS' Code GP is based on the European Charter for Researchers and other good practice documents from public research institutions.

This Code GP applies to the following:

- People affiliated to the DocS as students and members of the PDI [Teaching & Research Staff] and PAS [Administration & Services Staff]: doctoral students (also known as trainee research staff), master's degree students, teaching staff on the doctoral programmes (including thesis tutors and directors), master's degree teachers, expert research staff, management teams and administration and services staff;
- Researchers and professionals from any company, institute, body or institution that take part in training activities, collaborations and/or work practice organised within the scope of the DocS.

This code also applies to people who are involved in any other qualification, in-house training, collaboration and activity or practice of any kind that is organised by the DocS or entails its participation.

II. PRINCIPLES AND GENERAL REQUIREMENTS THAT APPLY TO DOCTORAL TRAINING

The mission of the DocS is to provide society as a whole, and Basque society in particular, with an internationally-recognised doctoral training offer that is sensitive to demand and which contributes to increasing the competitiveness, sustainable development and social cohesion of its environment, by means of the following:

- Efficient and transparent management of the resources with which it has been entrusted.
- An extensive high-quality training offer.
- Comprehensive training, boosting excellence and interdisciplinarity.
- The dissemination of the training offer and the promotion of employability and workplace insertion.
- The promotion of relations with other universities and internationally renowned research and training organisations.

The DocS vision entails the following:

- To be internationally recognised for its achievements in the transmission and support of knowledge generation, as well as for its contributions to the competitiveness, sustainable development and social cohesion of its environment.
- To guarantee the satisfaction of everyone involved in the centre's activity and to ensure the commitment of socio-economic agents.
- To be able to attract talent, to combine local and global features, and to strengthen transdisciplinarity and plurality.

The DocS values are:

- Quality, excellence and internationalisation as the identifying features of university activity.
- Ethics, as a global attitude that covers both the individual and the collective, and which generates the necessary conditions to be able to tackle solidarity and sustainability as an organisation that is permanently connected to its environment.
- Innovation, always striving for more.
- Transferability, directing our activity towards society's needs.
- Development of people, based on impartiality, equality and tolerance.
- Efficiency and sustainability in the use of resources.
- Transparency in all the Doctoral School's activities.

III. PRINCIPLES OF THE RESEARCH AND TRAINING OF RESEARCH STAFF

The doctoral programmes must have an organisational structure that clearly defines the responsibilities and communication mechanisms between the directors, tutors and trainee research staff, as well as with the members of the academic commissions.

The relationship between the supervisors, including the thesis director and tutor, and the trainee researcher must be structured and regular. This includes having fixed objectives and schedules, keeping records of all results and research findings,

generating feedback through reports and seminars, and applying that feedback to furthering their research and presenting the results and/or products of that research to society.

The expert researchers must carry out their duties as supervisors, mentors, career counsellors or communicators in scientific matters, and do so according to the highest possible professional standards.

With regard to their role as supervisors and mentors, the expert researchers must create a constructive and positive relationship with the trainee research staff, so as to establish the necessary conditions to guarantee efficient transmission of knowledge and to ensure their future careers as researchers unfold correctly.

The total number of trainee researchers that a doctoral thesis director or tutor can be in charge of must be compatible with the scope of their obligations and commitments.

In the interest of procuring continuous professional development, researchers at any stage of their career are duty-bound to continually strive for improvement by regularly updating and expanding on their qualifications and skills. This improvement can be reached in a number of ways, such as formal training, seminars, conferences and virtual learning, among others.

Researchers should at all times adopt safe working practices in line with national legislation, including taking the necessary precautions as regards health and safety, and for recovery from information technology disasters. They should also be familiar with the current national legal requirements regarding data protection and confidentiality, and adopt the necessary measures to fulfil them.

While always respecting the value of freedom and individual creation, it is necessary to require and accept certain rules of good practice in research development, which must be explicitly defined in the researcher's contractual commitment with the institution at which they are carrying out their work and with the society that promotes it.

The principle of scientific integrity will be applied to the daily tasks carried out by both the trainee and the expert research staff:

(a) In any proceedings, applications, forms or any other administrative documents, preventing the use of manipulated originals or deliberately presenting statements based on incorrect data to secure a benefit in any of the academic processes.

(b) In the dissemination, use and publication of the results of the research in question:

b.1 applying the recognised standards in the publication, transfer to other research contexts or, where applicable, marketing of the results derived from projects, avoiding unacceptable conduct, such as duplicate publication, deletion of relevant data, or the inclusion of false data.

b.2 providing sufficient recognition of all those who have participated in the research processes, as well as the institution of which they are members.

(c) In the accountability before the bodies that employ or fund them, or other relevant public or private bodies, as well as society as a whole, for ethical reasons. Research staff that are financed by public funds are also responsible for making efficient use of the taxpayers' money. Therefore, they must respect correct, transparent and efficient financial management principles, and cooperate with any authorised audit of their research, whether implemented by the bodies that employ or fund them, or by an ethics committee.

(d) In the diffusion of their research activities to society in general, they must ensure that they can be understood by non-specialists and achieve greater scientific understanding by the general public.

IV. PROFESSIONAL RESPONSIBILITY

Research staff must:

- Respect the ethical guidelines that are generally accepted and acknowledged by the scientific community, including rigour, honesty and responsibility;
- As far as possible, guarantee that their work is relevant for society;
- Ensure that intellectual authorship prevails, respecting the principle of intellectual property or joint ownership of data when the research is carried out in collaboration with supervisors and/or other researchers;
- Acknowledge external contributions by including accurate bibliographic references that make it absolutely clear whether the work in question is their own or another person's work;
- Ensure transparency in their research work, making sure that the information used throughout the knowledge generation process is accessible and the results of said work are visible;
- Disseminate the generated knowledge to the general, non-specialist, public, as a contribution to society in the form of scientific culture;
- Explicitly mention the people to whom they delegate any given aspect of the research work, ensuring that they have the necessary skills to carry out the task in question;
- Report and combat any cases of fraud that are detected, including the fabrication or falsification of results and plagiarism of other people's work.

All staff to which this Code GP applies must:

- Take on their tasks with dedication, responsibility and professionalism to fulfil the DocS' mission, always acting in line with the UPV/EHU statutes and other applicable legal rules;
- Use the DocS assets, property, material resources and facilities honestly, correctly and carefully, as well as any other resources available to them;
- Contribute to improving the way the DocS runs, in cooperation with other people in the university community;
- Respect other people's rights and treat them decently;
- Reject any favourable treatment or situation of unjustified privilege;
- Explicitly declare any conflict of interest that may arise out of personal, financial, professional, political or legal interests that may potentially interfere with their ethical or legal duties as regards the activities they are carrying out in the context of the DocS.

V. EQUAL OPPORTUNITIES

All members of the DocS have the right to equal opportunities without any discrimination on the grounds of birth, ethnic origin, gender, religion, marital status, socio-economic status, language or any other personal or social circumstance, including political or sexual orientation.

The DocS will implement the necessary interventions to ensure equal opportunities are respected, using the university services envisaged for this purpose.

Likewise, the DocS will adopt the necessary measures to ensure that its members are not subjected to workplace harassment, promoting work conditions based on respect and fair treatment, and making sure that instruments are in place to detect and solve any departure from this policy.

References

1. European Charter for Researchers. Code of conduct for the recruitment of researchers
<http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter>
2. Codes of ethics or good practice from the Charles III University (Madrid), the University of Alicante, the University of Cantabria and the University of Cordoba
3. Protocol on academic ethics and the prevention of dishonest or fraudulent practice in evaluation tests and academic work at the UPV/EHU
<https://www.ehu.es/es/web/estudiosdegrado-graduakoikasketak/akademia-araudiak>.
4. Law on Intellectual Property approved by the legislative royal decree 1/1996 (the latest modification of which is the Law 21/2014) and the Directive 2001/29/EC of the European Parliament and of the Council of the European Union on copyright and related rights in the information society
<https://www.ehu.es/es/web/biblioteca/erabilera-arduratsua-eta-jabego-intelektuala>
5. UPV/EHU Library: Plagiarism and academic honesty:
<https://www.ehu.es/es/web/biblioteca/plagioa-eta-onestasun-akademikoa>
6. 3rd Plan for Equality between Women and Men (2019/2022)
<https://www.ehu.es/es/web/berdintasuna-direccionparalaigualdad/berdintasun-plana-2019-2022>
7. Good practice in research and teaching as established by the UPV/EHU Ethics in Research and Teaching Commission (CEID/IIEB)
<https://www.ehu.es/es/web/ceid/buenas-practicas>
8. UPV/EHU Platform to detect plagiarism
antiplagio.bib-uni@ehu.es