

Communique no. 7/2024
Director of the Doctoral School of Exact and Natural Sciences
of July 8, 2024
regarding: prevention and resolution of conflict situations

Guided by the principles expressed in the Academic Code of Values and ensuring an academic atmosphere conducive to scientific work, in order to create a universally accessible, transparent, and standardized system for resolving conflict situations that may arise between a doctoral student and their thesis supervisor(s), auxiliary thesis supervisor, or between the doctoral student and other members of the Jagiellonian University community (hereinafter: the University), the following conflict prevention instruments and conflict resolution procedure are defined.

§ 1 [Scope]

1. Conflict situations covered by this Communique, related to the cooperation between a doctoral student and their thesis supervisor(s) or auxiliary thesis supervisor, may be related to various aspects of this cooperation, including in particular:

- a) failure of the doctoral student to fulfil their scientific tasks and complete the education programme;
- b) lack of engagement by the thesis supervisor(s) in providing supervisory care;
- c) failure to respect the principles of intellectual property protection;
- d) non-compliance with the accepted principles of social coexistence adopted at the Jagiellonian University.

2. Conflict situations covered by this Communique, between a doctoral student and other members of the University community may involve various aspects of cooperation, including, in particular:

- a) failure to respect the principles of intellectual property protection;
- b) non-compliance with the accepted principles of social coexistence adopted at the Jagiellonian University.

3. In the case of conflict situations involving behaviour covered by generally applicable provisions of law, such as civil law, appropriate generally applicable provisions shall apply. In particular, this applies to the issue of disciplinary responsibility of doctoral students and academic teachers, which are regulated by separate regulations.

§ 2 [Entitled parties]

1. A request to initiate proceedings in conflict situations may be made by:

- a) a doctoral student pursuing education in the Doctoral School;
- b) a thesis supervisor or auxiliary thesis supervisor providing supervisory care in the Doctoral School;
- c) any another member of the University community who has information about the conflict situation.

2. The person mentioned in section 1 may, at subsequent stages of the conflict resolution process, be accompanied by a support person designated and notified by them.

§ 3 [Notification procedure]

1. The person requesting the initiation of proceedings in the event of a conflict situation shall inform the Director of the Doctoral School in writing. This written notification, which can be submitted directly to the Doctoral School or sent via email or traditional mail, should describe the nature and circumstances of the conflict situation and include the contact details of the person submitting the request.

2. Alternatively, any of the persons listed in § 2 section 1 may request a meeting with the director of the Doctoral School to present the conflict situation. If the parties to such a meeting determine that the situation presented requires further action, minutes are taken of the meeting, the contents of which are subject to agreement by its participants. The parties agree which of the confidential information can be used in further actions aimed at clarifying and resolving the conflict situation.

3. The conflict situation should be reported, and an attempt to resolve it should be made as early as possible, which significantly increases the chances of finding an amicable solution that satisfies all parties involved.

4. In the event that the Director of the Doctoral School is a party to the conflict, the reporting person should directly contact the Pro-Rector for Education at Jagiellonian University or other bodies listed in § 4 section 4.

§ 4 [Ways of resolving conflict situations]

1. Resolving conflict situations is based on the principles of impartiality, neutrality, and confidentiality.

2. The Director of the Doctoral School shall review the reported conflict situation within 14 days from the date of receipt of the notification, proposing - in the first place and if the assessment of the situation allows it - further measures to clarify and resolve the conflict amicably.

3. The recommended primary tool for resolving conflict situations is mediation, which is entered into voluntarily by the parties to the conflict.

4. If the situation requires it, the Director of the Doctoral School may specify a course of action that should be implemented to resolve the conflict, based on established bodies at Jagiellonian University responsible for resolving conflict situations and/or individuals who can contribute to the resolution of the issues that have arisen. Such bodies include the Department of Security, Safety and Equal Treatment – Safe Student JU, the Academic Ombudsperson for the Jagiellonian University, the Disciplinary Officer for Academic Teachers, or the Centre for Alternative Dispute Resolution at the Faculty of Law and Administration of Jagiellonian University. The Director of the Doctoral School has the right to independently refer the reported matter to the appropriate bodies, while informing the reporting person about this fact.

5. If the situation requires it, the Director of the Doctoral School may appoint an ad hoc committee for conflict resolution, whose goal is to clarify and amicably resolve the conflict. The committee must include at least one academic teacher representing a scientific discipline other than the one in which the doctorate is being pursued, and a representative of doctoral students appointed by the PhD Students' Council of the Doctoral School.

6. The Doctoral School is obligated to monitor the outcomes of the actions taken to resolve the conflict situation.

§ 5 [Preventing conflict situations]

1. Preventing conflict situations is the best way to maintain good relationships within the academic environment and should be a shared responsibility of the entire university community.

2. Due to the fact that many conflict situations arise from the lack of discussion or insufficiently detailed discussion of the principles of cooperation between a doctoral student and the thesis supervisor(s) and auxiliary thesis supervisor, it is recommended that all thesis supervisors/auxiliary thesis supervisors and doctoral students in the Doctoral School discuss mutual expectations, communication methods, and external and internal conditions of cooperation. Establishing such principles supports effective collaboration between the parties, thereby positively influencing the completion of the doctoral project. The suggested outcome of these discussions is a joint memo containing the agreed-upon arrangements. Such a note can be filed in the file of the doctoral student(s) kept at the Doctoral School.

3. Guided by the Master-Apprentice relationship that should exist between the doctoral student and the thesis supervisor, and considering the greater experience of the academic teacher in conducting scientific research, the suggested form of establishing the rules of cooperation is for the thesis supervisor to present a proposal of these principles. Subsequently, through negotiation, the needs and expectations of the doctoral student should be taken into account to the greatest extent possible.

4. Good cooperation requires constant and open communication, allowing for responses to difficulties or contentious issues that arise. Depending on the circumstances, the adopted principles can be renegotiated multiple times, respecting the rights of each party.

5. A sample list of issues to be discussed is included in the Annex to this Communiqué. This list can be expanded to include items that meet the specifics of the research and take into account the individual situation of the doctoral student.

Director of the Doctoral School of
Exact and Natural Sciences

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Annex to Communiqué No. 7/2024
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Establishing the principles of cooperation referred to in § 5 of the Communiqué should include the following issues:

1. Communication between the parties

- a) weekly schedule and working hours of the doctoral student at the institute/laboratory, including adaptation to specific needs of the doctoral student (e.g., childcare).
- b) the rules and form of contact between the parties (e.g., the time, place and frequency of consultation meetings and their duration);
- c) conditions for cancelling meetings;
- d) means of communication outside official working hours;
- e) reporting planned absences and vacation breaks;
- f) reporting absences due to illness;
- g) methods for jointly resolving conflict situations.
- h) methods for renegotiating previously made arrangements.
- i) the deadline for reviewing or making corrections to scientific texts (excerpts / the entire dissertation / scientific article / presentation, etc.) and other documents that require the thesis supervisor's review/approval, taking into account the volume of the submitted material.

2. Scientific research and preparation of a doctoral dissertation

- a) information from the thesis supervisor regarding non-negotiable conditions of research in the given doctoral project (e.g., necessity of field trips, research trips, working with laboratory animals, requirement to work in shifts, conducting research at specific times such as vacation periods, holiday season, conducting research using hazardous substances and/or ionizing radiation, etc.);
- b) general information from the thesis supervisor about the expected funding of the research planned for the implementation of the doctoral project (whether the funds necessary for the implementation of the research are secured or expected, whether additional funding is planned, and what tasks the doctoral student is expected to undertake in this regard);
- c) conducting work/research on days off (if the nature of the research, especially laboratory work, requires it).
- d) the form and extent of assistance in the preparation of scientific articles, conference materials, etc.;
- e) the degree of involvement of the parties in the implementation of the dissertation, the role of the thesis supervisor at the stage of writing the dissertation;
- f) the form and extent of assistance in obtaining grants and scholarships from various funding sources;
- g) working conditions in the laboratory/field;
- h) expected scientific and conference trips and how they are financed;
- i) principles of cooperation with other members of the team, especially with technical staff;
- j) supervision of junior team members (e.g., master's students);

- k) agreements regarding intellectual property rights (e.g., the concept of the doctoral dissertation, research results produced under the supervision of or jointly with the thesis supervisor, etc.), especially in the event of a change of the thesis supervisor;
- l) rules of co-authorship in scientific publications and patent or industrial design applications, including rules for determining authorship order and indicating corresponding authorship in multi-author works (e.g., informing the doctoral student about the rules adopted within the research group or in broader scientific collaboration);
- m) rules for the doctoral student's use of intellectual property transferred to them by their thesis supervisor or other collaborators, e.g., research results, written computer codes, etc., and intellectual property rights to the transferred intellectual property;
- n) rules for the use of AI-based tools when writing texts;
- o) a reminder to respect copyright laws, particularly the prohibition on using the work of others (plagiarism) without citing sources or obtaining appropriate permissions.

3. Other

- a) the conditions and organization of the doctoral student's participation in activities outside the thesis supervisor's research group (e.g., other research, conferences, workshops, Erasmus+, internships, etc.);
- b) procedure for planning vacations and reporting absences;
- c) the issue of taking up/continuing gainful employment unrelated to the doctorate and/or pursuing professional training;
- d) participation in organizational tasks (e.g., organizing scientific conferences);
- e) rules for assessment of activities undertaken, obligations fulfilled and accounting for entrusted equipment and resources in case of resignation from participation in the project / discontinuing doctoral studies;
- f) other considerations arising from the needs of the parties or the specifics of the research