



*“The University of Vienna is a place where knowledge for the present and future is generated, shared and critically reflected upon, under conditions of freedom of inquiry and expression.” Code of Conduct, University of Vienna, May 2013*

## Code of Good Practice for VDSP Faculty Members

As the supervisor of doctoral candidates at the University of Vienna you have an important share in its mission as a research-led university. As a VDSP Faculty Member you are part of a community that is committed to the highest possible academic and ethical standards. The *VDSP Code of Good Practice* provides a framework to support doctoral candidates and their supervisors in the Vienna Doctoral School in Physics. It aims to set out what you as a supervisor or mentor can expect from a doctoral candidate<sup>1</sup> and what they can expect from you. It takes into account the guidelines that are binding for all doctoral schools at the University of Vienna.

### As a supervisor of a VDSP student, I will...

- Promote the scientific development of the doctoral candidate to become an independent researcher;
- Commit myself to supervise the doctoral candidate for the duration of the PhD project and to provide regular comments on the candidate’s progress, their publications and the thesis draft;
- Ensure that the candidate has access to the infrastructure required for their research;
- Help to enforce compliance with the Code of Good Scientific Practice of the University of Vienna;
- Clarify the expectations for supervision using the available forms: (i) for admission the doctoral candidate and all supervisors sign the indication of willingness to supervise the doctoral candidate and (ii) the doctoral thesis agreement, which is amended through annual progress reports once a year;
- Support within the available means the presentation and publication of results in relevant journals and at relevant conferences;
- Support within the available means the VDS Physics students in choosing and arranging possible secondments;
- Clarify ownership of the data generated during the thesis research with the doctoral candidate;
- Ensure together with the director of the school that the candidate can devote sufficient time for their research, their personal and professional development and the VDSP activities;
- Verify compliance of the final thesis with the criteria set by the university;
- Assist the doctoral candidate in career planning;

### As a VDSP Faculty Member, I will...

- Nominate the Scientific Director of the school every two years;
- Contribute to the success of the VDSP by being part of student selection committees, acting as a mentor and by fostering the international visibility of the VDSP.

I have read the *VDSP Code of Good Practice* and agree to follow it.

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Location, Date

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Signature of the VDSP Faculty Member

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<sup>1</sup> See Code of Good Practice for VDSP students

Name of the supervising VDS Physics Faculty member:



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## Code of Good Practice for VDSP students

As a doctoral candidate at the University of Vienna you have an important share in its mission as a research-led university. As a VDSP student you are a member of a community that is committed to the highest possible academic and ethical standards. The *VDSP Code of Good Practice* provides a framework to support doctoral candidates and their supervisors in the Vienna Doctoral School in Physics. It aims to set out what you as a doctoral candidate can expect from your supervisory team<sup>2</sup> and what they can expect from you. It takes into account the guidelines that are binding for all doctoral schools at the University of Vienna.

### As a doctoral candidate at the Faculty of Physics of the University of Vienna, I will...

- Be committed to my doctoral project and take responsibility for my professional development;
- Adopt the protocol of good scientific practice, the general ethics principles of science and the regulations of my research field;
- Actively participate in courses, workshops and other events as well as present results of my research at conferences which promote integration into the international scientific community;
- Strive to publish in relevant high-quality journals;
- Deliver the public presentation at the Faculty (FÖP) before the end of the first study year;
- Formulate, together with my supervisor(s), my doctoral thesis agreement;
- Fulfil the doctoral thesis agreement<sup>3</sup> and provide a regular (at least annual) progress report
- Ensure that my thesis is my own work and that the final version has been read and commented upon by my supervisor(s) prior to submission for examination;

### As a member of the Vienna Doctoral School in Physics, I will...

- Name a mentor within six months after admission to the doctoral study programme;
- Submit the annual VDSP Data collection within one month upon request;
- Present my progress at least once a year to my supervisor and my mentor –written and orally– alerting them of any difficulties or delays at an early stage and taking their feedback into due consideration;
- Participate in all key VDSP events e.g. induction day, FÖP;
- Inform myself about current proceedings within the VDSP and be actively involved in the VDSP activities. I understand that the VDSP expects registration to VDSP events to be binding.

I have read the *VDSP Code of Good Practice* and understand that any breach thereof may entail exclusion from benefits of the VDSP programme.

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Location, Date

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Signature of the VDSP student

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<sup>2</sup> See Code of Good Practice for VDSP Faculty Members

<sup>3</sup> Changes of this agreement are possible anytime, if supported by the supervisor and signed by the (Vice-)Director of study programme.

**Name of the doctoral candidate:**