



D7.2 Code of conduct and quality criteria for the supervision of ESRs

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Code of conduct and quality criteria for the supervision of ESRs

Code of practice and quality of supervision of trainees in COMPLETE project

A) Introduction

The main objectives of the Innovative Training Network (ITN) COMPLETE are to provide structured initial training of early-stage researchers (ESR) and provide them with necessary skills to further work in academia and/or industry. These goals can be achieved with effective, individualized mentoring of ESRs. Each student will have a Supervisor or a Supervisory Team in the host institution and a Student Advisory Panel comprising his/her Supervisor, Co-supervisor from the secondment partner and the Director of Training.

The purpose of this Code of Practice and quality of Supervision of trainees is to lay out clearly, for all parties involved, their responsibilities and reasonable expectations, and to help avoid misunderstandings or problems which can occur due to the lack of such guidance.

B) Responsibilities of the Trainee

Trainees are expected to undertake original research, under the guidance of a Supervisor or Supervisory Team, leading to a thesis which describes the outcomes of their research. The research should make a sufficient contribution in the field of atmospheric turbulence and cloud microphysics as to be publishable in the relevant academic literature.

In order to reach these objectives, Trainees are expected to take all reasonable steps to ensure the satisfactory progress of their studies and conduct their research in a professional manner. In addition, if the research is being carried out in an environment in which others contribute to the project, clear explanation of the contribution the student has made himself/herself is essential, and work done by others should be explicitly defined and acknowledged appropriately.

It is the responsibility of ESRs to:

1. Maintain a professional relationship at all times with their academic Supervisor(s) or members of their Supervisory Team, training institution and other parties of the project.
2. Maintain regular communications with their Supervisor(s) and respond to requests/inquiries promptly.
3. Record plans of work, and any changes to these plans, on a regular basis, according to the local rules of the training institution.
4. Self-evaluate the progress of research, skills developed during the program and plan future development activities at 6-monthly meetings with the Supervisor. Produce summary of each review and submit it to his/her individual Student Advisory Panel.
5. When publishing the results, ensure that the Marie Skłodowska-Curie research funds are properly acknowledged.
6. Be aware and obey rules for trainees and research students in hosting institutions.

C) Responsibilities of the Supervisor/Supervisory Team in the host institution

The main responsibilities of the Supervisor/Supervisory Team of a Trainee are to provide intellectual and pedagogical support towards successful completion of his/her research and training. The Supervisor has overall responsibility for the student's supervision and research training. Supervision may be the responsibility of a team involving more than one supervisor, or a supervisor and advisor. The responsibilities of the Supervisor, or shared by members of the Supervisory Team, are as follows:

1. Give guidance and support on the ESR's research topic, the planning of the research program, and the academic standards expected for successful completion of the doctoral degree.
2. Maintain a professional and constructive relationship with the student and other members involved in the research program.
3. Ensure the highest ethical and academic standards, by making the student aware of all relevant regulations, policies and codes of practice.
4. Provide advice and support on the submission of publications, the thesis and, in the case of doctoral students, preparation for the final examination.

D) Responsibilities of the Student Advisory Panel

Apart from the Supervisor/Supervisory Team in the host institution each ESR will have individual Student Advisory Panel which will provide the student with additional guidance, support and research advice. The responsibilities of the Student Advisory Panel are:

1. To prepare an individual Training Needs Analysis which takes into account the past experience of the ESR and his/her personal Career Development Plan and is aligned to his/her project and career aspirations.
2. Evaluate summaries of the progress and future development plans self-prepared by the ESR on 6 monthly basis.
3. Provide scientific support during internships in a partner institution (secondments).

E) Meetings, Monitoring and Review

Monitoring the ongoing progress of a ESR is the responsibility of the Principal Supervisor from the host institution, the Student Advisory Panel and should be supported by the Science & Training Committee. The following good practice principles are established:

1. Both student and the supervisor from the host institutions should take a pro-active role in ensuring regular contacts. It is recommended that ESRs should meet with their Supervisors at least once a month during the semester to review progress of research.
2. In case the Supervisor is absent for a period of time and/or the student is engaged in a fieldwork outside university, e-mail communication between ESR and Supervisor is encouraged. However, such form of communication should not replace frequent face-to-face meetings with Supervisor or

members of the Supervisory Team.

3. Both parties, i.e. ESR and Supervisor/Supervisory Team, should be able to arrange a meeting at short notice; ideally within 1-2 weeks during semester.

4. At 6 monthly meetings ESRs and their Supervisors/Supervisory Teams will discuss progress against the objectives and milestones set out in the students' Career Development Plans and plan future development activities. Then each ESR will self-evaluate his/her developed skills and produce a summary to be submitted to his/her Advisory Panel.

5. The Training Needs Analysis prepared by the Student Advisory Panel and personal Career Development Plan of each ESR will be reviewed annually by the Science and Training Committee of ITN COMPLETE. The goal is to additionally review the progress of the research, identify whether key skills are achieved and recommend further training and secondments.

6. The ITN COMPLETE program additionally requires that each ESR spends 3-6 months in a partner institution within the secondments. During this time the Co-supervisor from the secondment partner will be responsible for the mentoring of the ESR. It is recommended that the ESR meets with the Co-supervisor at least once a month during the secondments.

F) Case of Unsatisfactory Progress

1. In case an unsatisfactory progress is reported after two consecutive 6-monthly meetings with the ESR, the project coordinator should be notified and steps appropriate to the reasons of the case should be undertaken, in agreement with the Supervisory Team and the Student Advisory Panel.