# Rights and Duties

# Doctoral Candidates and Supervisors

Upon enrolling at the University, the doctoral candidate and his/her supervisor(s) enter into a doctoral education agreement, and agree to adhere to the rights and duties as laid out herein for the duration of the candidate’s enrolment in doctoral education at the University.

The **doctoral candidate** shall:

* keep the supervisor(s) informed regarding progress
  + agree, organise and attend mutually convenient formal supervision meetings;
  + undertake to provide the supervisor(s) with all progress reports according to an agreed frequency and in accordance with the provisions of relevant regulations, including those of funding agencies;
  + keep the supervisor(s) informed without delay of any and all factors of significance for the completion of academic supervision and the programme of doctoral education;
  + be committed to a work schedule and take responsibility for understanding expectations, time management and setting of realistic deadlines involved in research, training, dissemination, and writing the dissertation;
  + discuss with the [supervisor(s)](http://www.vitae.ac.uk/researchers/1250/The-main-supervisors-role.html) how to make guidance more effective;
  + ensure that the dissertation complies with regulations
* formulate a research plan
  + Exchange with supervisor(s) and peers in order to improve and adjust formulation, definition and scoping of the research topic and questions, the hypotheses, research methodology and method selection;
  + discuss and take responsibility for the completion plan;
* develop a research mindset and apply curiosity and reflection to further his/her research
* undertake research training and undertake to carry out the research with regard to the highest academic and ethical standards
  + obtain a systematic understanding of a field of study and mastery of the skills and research methods associated with that field, actively taking part in relevant [training](http://www.vitae.ac.uk/researchers/1224/Developing-as-a-researcher.html) activities as identified in the research and training plan
  + develop the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity, striving for initiative and innovation in research;
  + strive to make a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication;
  + arrange for informal sharing of information and practice in doing research with peers and scientific networks;
  + comply with existing rules and regulations of the Doctoral School, the University and research community;
  + adhere to general standards of ethics and research integrity and to the ethics rules laid down in the University of Luxembourg Policy on Ethics in Research and Code of Conduct, and uphold any ethical principles that pertain to his/her area of research as laid down by the learned bodies of the relevant discipline(s);
  + develop his/her capability for critical analysis, evaluation and synthesis of new and complex ideas;
  + play an active role in the research group of which he/she is part;
* communicate with peers, the greater scholarly community and with society in general about the area of expertise
  + disseminate relevant results promptly;
  + get informed, seek advice about and adhere to relevant intellectual property rules
  + actively participate in scientific conferences and seminars;
  + represent the research group, Doctoral School and University in a professional and responsible manner.

The **academic supervisor(s)** shall:

* keep informed as regards the candidate’s progress
  + regularly meet with the doctoral candidate for formal supervision (as defined in the Research and Training Agreement);
  + keep the doctoral candidate informed, without delay, of any and all factors of significance for the completion of academic supervision and the programme of doctoral education;
  + help the doctoral candidate set up, evaluate and discuss progress against the research and training plan and advise on suitable modifications to ensure timely submission of the dissertation;
  + actively and jointly with the doctoral candidate and members of the CET address any situations or circumstances that could threaten programme completion;
* assist the doctoral candidate in formulating a research plan
  + ensure that the doctoral candidate understands what is expected and how his/her research fits into the research group or project of which the doctoral candidate is part;
  + advise on the formulation and scoping of the research topic and questions, and ensure that these as well as the hypotheses, research methodology and method selection are discussed;
* assist the doctoral candidate in developing critical thinking and independence, and provide constructive feedback;
  + provide feedback on and discuss various aspects of written and oral presentations (content, structure, language, referencing and documentation, etc.);
  + discuss research methodologies, data collection, results and their interpretation;
  + inform the candidate of positive comments or objections and criticisms which may arise in relation to his/her work;
  + read and comment upon any scientific abstracts or manuscripts, including the dissertation, within a period of 4 weeks, unless otherwise agreed.
* provide guidance about literature, training, ethics, research integrity, research methods and techniques and academic conventions;
  + provide assistance in orienting the candidate in the literature and relevant data sources;
  + provide the candidate with guidance in ethical matters related to the research project and the publication of its results;
  + identify training needs and advise on training as laid out in the research and training plan;
  + help increase the doctoral candidate’s visibility in the relevant research community including where to present and publish his/her work, the timely dissemination of research results, and participation in relevant conferences and other events;
* promote and serve as role model for general standards of ethics and research integrity and to the ethics rules laid down in the University of Luxembourg Policy on Ethics in Research and Code of Conduct, and uphold any ethical principles that pertain to his/her area of research as laid down by the learned bodies of the relevant discipline(s);
* advise and respect the doctoral candidate’s decision on his/her research potential and career prospects.