



## **Procedure for Preventing and Resolving Conflict Situations Between Doctoral Students and Supervisors at the Doctoral School of Wrocław University of Science and Technology**

### **§ 1 Objective**

1. This procedure is intended to prevent and resolve conflict situations that may arise at the Doctoral School of Wrocław University of Science and Technology between a doctoral student and the supervisor, supervisors, or assistant supervisor.
2. This procedure defines the rules of conduct in the event of a reported conflict situation that may arise at the Doctoral School of Wrocław University of Science and Technology between a doctoral student and the supervisor, supervisors, or assistant supervisor.

### **§ 2 Preventing Conflict Situations**

1. On order to prevent conflict situations between a doctoral student and the supervisor, supervisors, or assistant supervisor, it is recommended to:
  - 1) discuss mutual expectations, modes of communication, and external and internal conditions of the collaboration. The agreed arrangements should be documented. For this purpose, the “Questionnaire on Cooperation between Supervisor and Doctoral Student”, which is attached to this procedure, may be used;
  - 2) establish detailed rules of communication, including regular meetings, at the beginning of the collaboration between the doctoral student and the supervisor(s). In justified cases, the agreed rules of collaboration may be revised with due respect for the rights of both parties.
2. An example list of topics to be discussed is provided in the attachment to this procedure (“Questionnaire on Cooperation between Supervisor and Doctoral Student”). This list may be extended to include elements reflecting the specificity of the research as well as the individual situation of the doctoral student, supervisor, and assistant supervisor.

### **§ 3 Scope**

1. Conflict situations that may arise at the Doctoral School of Wrocław University of Science and Technology between a doctoral student and the supervisor, supervisors, or assistant supervisor may concern, in particular:
  - 1) failure of the doctoral student to perform tasks assigned by the supervisor or failure to implement the Individual Research Plan (IRP) or the curriculum of the Doctoral School of Wrocław University of Science and Technology;
  - 2) insufficient involvement of the supervisor in the supervision of the doctoral student, including, among others: not allocating sufficient time for joint work with the doctoral student, failure to provide timely feedback, evaluations, or guidance on materials submitted by the doctoral student, as previously agreed;



- 3) non-compliance with the rules on intellectual property protection (including copyright, industrial property rights, or trade secrets);
- 4) violation of ethical standards in scientific work, including failure by the supervisor or assistant supervisor to observe the Code of Ethics for Employees of Wrocław University of Science and Technology;
- 5) personal conflicts between the doctoral student and the supervisor that go beyond the scope of the preparation of the doctoral dissertation;
- 6) other situations not listed above that bear the characteristics of a conflict between the doctoral student and the supervisor.

#### **§ 4 Form of Submission**

1. In the event of a conflict situation, the doctoral student, supervisor, assistant supervisor, or any other member of the Wrocław University of Science and Technology community who is aware of the situation shall inform the Dean of the Doctoral School of Wrocław University of Science and Technology in person, by email, or by traditional mail. The person reporting the conflict should provide a detailed description of the circumstances related to the situation.
2. If one of the parties to the conflict is the Dean or Vice-Dean of the Doctoral School, the report should be submitted directly to the Vice-Rector responsible for research.
3. Anonymous reports will not be considered.

#### **§ 5 Methods of Resolving Conflict Situations**

1. The resolution of conflict situations is based on the principles of impartiality, neutrality, and confidentiality.
2. The Dean of the Doctoral School of Wrocław University of Science and Technology shall review the reported conflict situation within 30 days from the date of receipt of the submission referred to in § 3(1), aiming to propose a resolution and seek an amicable settlement of the conflict.
3. The Dean of the Doctoral School may refer the matter to the appropriate university bodies, including the Psychological Support and Mediation (Dział Wsparcia Psychologicznego i Mediacji), the Disciplinary Ombudsperson for Academic Teachers (Rzecznik Dyscyplinarny ds. Nauczycieli Akademickich), the Disciplinary Ombudsperson for Doctoral Students (Rzecznik Dyscyplinarny ds. Doktorantów), or the University's Anti-Discrimination Committee (Komisja Antydyskryminacyjna Politechniki Wrocławskiej).
4. At the request of the Dean of the Doctoral School, staff members of Wrocław University of Science and Technology provide information and make available documents related to the ongoing proceedings.
5. The time limit referred to in section 2 may be extended in justified cases, particularly in the situations described in sections 3 and 4. If the submission referred to in § 3(1) is



made during the summer break (July-August), the Dean shall consider the matter at the earliest possible date.

6. After reviewing the submission, the Dean of the Doctoral School shall provide the relevant parties with an opinion regarding the events that are the subject of the procedure.

#### **§ 6 Additional Information**

1. In any conflict situation, the doctoral student, supervisor, or assistant supervisor may seek assistance from the Psychological Support and Mediation Unit of Wrocław University of Science and Technology (Dział Wsparcia Psychologicznego i Mediacji) (<https://dpm.pwr.edu.pl/>). All information obtained during mediation and psychological support is confidential and protected by professional secrecy.
2. The doctoral student may submit a request to change the supervisor, supervisors, or assistant supervisor at any stage of their education, in accordance with the rules set out in the Regulations of the Doctoral School of Wrocław University of Science and Technology.
3. In cases that may involve discrimination, the doctoral student, supervisor, or assistant supervisor may report the matter to the Anti-Discrimination Committee of Wrocław University of Science and Technology (Komisja Antydyskryminacyjna Politechniki Wrocławskiej), in accordance with applicable regulations and the information available at <https://rowna.pwr.edu.pl/>.
4. The doctoral student has the right to report the case to the Doctoral Ombudsperson (Rzecznik Praw Doktoranta), who operates within the National Association of Doctoral Students (Krajowa Reprezentacja Doktorantów): [rzecznik@krd.edu.pl](mailto:rzecznik@krd.edu.pl).