

REGULATION OF PRE-DOCTORAL RESEARCHERS

Institut d'Investigació Biomèdica de Bellvitge

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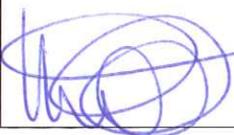
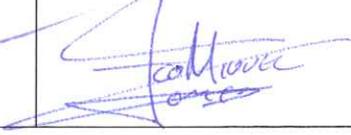
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0.1. FITXA DE REVISIONS

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00	26/07/2011	Elaboració del Reglament
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0.2. APROVACIÓ DEL REGLAMENT DE LA COMISSIÓ DE QUALITAT

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Introduction

The IDIBELL pre-doctoral researcher is that researcher at the Bellvitge Campus, with a higher qualification, who is undertaking a third cycle training period and is developing their research and training task as part of an IDIBELL research group. **The pre-doctoral researcher will have to be registered in a doctoral programme in the field of biomedicine and health, with an active thesis project, directed or co-directed by an IDIBELL researcher.**

It must be borne in mind that in this definition we can find different situations of link, from the contractual link with IDIBELL through an employment contract, to outside links (hospital interns; technicians, etc.). Therefore, in spite of considering them all as IDIBELL pre-doctoral researchers, each of them will enjoy the corresponding rights and benefits in each case, in accordance with the type of link with our Centre, and will have the obligations of fulfilling the duties associated with their position and which are set out in the text, among which are notably their dedication to achieving the objectives of the learning, compliance with the regulation in force for the use of facilities and the maintenance of confidentiality regarding the details and results. IDIBELL takes on new pre-doctoral researchers for the purpose of contributing to the training of researchers in the first stage of the research career, so that they acquire, through programmed and supervised practical work, the scientific competence necessary for the development of professional research activity in the field of biomedical research.

Finally it must be pointed out that in this task of research training, the pre-doctoral researcher, the thesis director and IDIBELL will be supported by the regulation in force for monitoring the doctoral thesis at the University where they are registered.

IDIBELL is a foundation created in 2004 to bring together research being carried out by professionals at Bellvitge University Hospital and Viladecans Hospital, professionals of the Catalan Oncology Institute and the Bellvitge Campus of Barcelona University. Its facilities are distributed between the Duran i Reynals Hospital, Bellvitge University Hospital, Viladecans Hospital and the Barcelona University buildings on the Bellvitge Campus.

Training period

The duration of studies for a doctorate is governed by the regulations on doctorates in the framework of the European Higher Education Area (EHEA). According to Real Decree 99/2011 of application to doctoral programmes starting from the year 2012-2013, the duration of doctoral studies is a maximum of 3 years, full-time, extendable for one more year, or 5 years part-time, extendable for 2 years, counting from the doctoral candidate's admission to the programme and until presentation of the doctoral thesis.

At the end of the pre-doctoral training stage, in the event that the supervising researcher wishes to extend the contractual relationship, this can be done if there are the funds to do so, with the approval of the IDIBELL Management and in the terms of the contractual regulation in force.

Pre-doctoral training programme

The doctoral programme is a complex of activities leading to acquisition of the competences and abilities necessary to obtain the qualification of doctor. The purpose of the IDIBELL doctoral programme is the development of various training aspects for the doctoral student and establishes the procedures and research lines for the development of the doctoral thesis.

The training programme for pre-doctoral students at IDIBELL establishes the following:

- Pre-doctoral researchers have to be registered in an official doctoral programme and fulfil all the requirements of the selection procedure.
- IDIBELL will organize training activities designed specifically for the pre-doctoral researchers.
- IDIBELL will organize seminars and day meetings in which the centre's researchers take part, orientated to systematic understanding of a field of study and the command of abilities and research methods related with that field of study.
- IDIBELL will approve stays abroad for pre-doctoral researchers, these actions being understood as one of the principal lines for the generation of new synergies, the learning or improvement of technology and research procedures, and development and technological innovation in the field of biomedicine, which contribute to the thesis results. The supervising researchers shall accompany doctoral researchers in these types of activities; both, in regard to the search for foreign laboratories quality

assurance program, and as regards advice in the search for competitive grants to allow funding stay. The human resources department at IDIBELL will help the pre-doctoral researcher in the bureaucracy of the stay abroad.

- IDIBELL considers that obtaining the qualification of doctor must provide a high professional capacity in various fields, especially in those, which require creativity and innovation. It is recommended that the doctoral candidates at IDIBELL should surpass, at least, the quality standards set out below:

- Having published at least one original work in the first or second quartile as named author (first, second or penultimate named author).
- Having presented their work at a congress, seminar, symposium or similar, independently of IDIBELL, in an oral or poster presentation format.
- Having given a seminar at IDIBELL.
- Having taken part in the IDIBELL scientific days.

Conditions of pre-doctoral grants and contracts

This point of the regulation applies only to those pre-doctoral researchers with pre-doctoral grants or contracts.

The conditions of grants are determined by the bases of the selection process on which they depend.

Given that the Act on Science (Act 14/2011) establishes the replacement of grants by employment contracts, after 1 June 2012, the contractual situation of pre-doctoral researchers in IDIBELL will come under this current regulation. In the case of pre-doctoral researchers whose link with IDIBELL began through a grant awarded before the Act on Science 14/2011 came into force, they will maintain the contractual relations regulated by Royal Decree 63/2006, consisting of a first stage (2 years) with a grant and a second stage (2 years) with an employment contract.

In all contractual relationships, the relevant discount on tax obligations will apply. On the other hand, every pre-doctoral researcher must be registered with Social Security.

IDIBELL will provide each pre-doctoral researcher with two sets of overalls or pyjamas. They will also have the right to have their working clothes cleaned by IDIBELL.

All pre-doctoral researchers will benefit from all the security measures established by the Institution and covered by the Act on Prevention of Labour Risks.

Cover of training expenses

The pre-doctoral researcher will be authorized to participate in these supplementary training activities, which IDIBELL will finance only in the case that the pre-doctoral researcher's grant does not cover them. Among these tasks are:

1. Registration of the PhD thesis:

IDIBELL will finance up to 50% of the cost for all those pre-doctoral researchers who do not receive this aid from their financing entities¹, provided that there is a guarantee of finishing the doctoral programme. Pre-doctoral researcher should ensure and certify, if necessary, that neither the funding body of their PhD scholarship or Doctorate School or any other entity, is covering the cost of registration of the PhD.

The number of registrations financed will be limited to 3, establishing 3 years as the maximum desirable period for the doctorate. Those pre-doctoral researchers who belong to a doctoral programme from before 2012-2013 will be exempt from this condition.

The pre-doctoral researcher can ask for reimbursement of the expenses for doctoral registration annually, during the first, second, and third year, and only during a limited period, which will be communicated to the group of pre-doctoral researchers. The reimbursement of doctoral registration expenses is subject to the completion and defense of the doctoral thesis².

2. Expenses incurred for the presentation and formalization of the reading of the thesis:

IDIBELL will finance the expenses incurred for the presentation and formalization of the reading of the thesis such as; the right to examination, hire of the room and the 6 obligatory copies of the printed version of the Doctoral Thesis, with the supplier indicated by IDIBELL. The pre-doctoral researchers can benefit from this financing of expenses for up to 12 months after the finalization of their contractual relationship with IDIBELL. This financing will be subject to compliance with the obligations described in the section "obligations of pre-doctoral students" and subject to meeting the requirements of the entity. Pre-doctoral researcher should ensure and certify, if

¹ As stipulated in the rules of the IDIBELL grants, IDIBELL will finance 100% of the cost of registration of the PhD for those pre-doctoral researchers who enjoy an IDIBELL scholarship during the entire grant.

² IDIBELL reserves the right to claim to pre-doctoral student the reimbursement of the granted aid in case that the pre-doctoral researcher leaves the doctoral program without justification.

necessary, that neither the funding body of their PhD scholarship or Doctorate School or any other entity, is covering the expenses incurred for the presentation and formalization of the reading of the thesis.

The pre-doctoral researcher can ask for reimbursement of the expenses incurred for the presentation and formalization of the reading of the thesis only during a limited period, which will be communicated to the group of pre-doctoral researchers.

The above points are subject to IDIBELL's budgetary availability. IDIBELL will allocate a total of € 23,000 a year to cover training expenses mentioned above, in particular, will be allocated € 19,000 in respect of PhD registration and 4,000 € for the costs of presentation and formalization of the reading of the thesis. In the case that there is not sufficient budget to cover the training expenses, the budget will be divided equally between doctoral researchers who have requested coverage of training expenses.

Holiday period

This point of the regulation applies only to those pre-doctoral researchers with a grant or pre-doctoral contract.

The conditions will be those established by the IDIBELL employees' collective agreement, according to their type of contract. In the case of researchers with a pre-doctoral contract who began their link with IDIBELL through a grant awarded before the Act on Science (Act 14/2011), and are still in the first two years (grant period), the holiday conditions will be equivalent to those of the IDIBELL employees' collective agreement.

Situation subsequent to the development of a Doctoral Thesis

Having completed the pre-doctoral researcher-training period, the pre-doctoral researcher may ask the Scientific Management for permission to maintain access to e-mail and the virtual work folders for a maximum period of 6 months, with the possibility of extension. In this way the pre-doctoral researcher can come to IDIBELL for the purpose of working meetings with their thesis director, but in no case can the researcher continue developing tasks of experimentation if there is no contractual relationship with IDIBELL.

Obligations of pre-doctoral researchers

The pre-doctoral researcher is obliged to:

1. Be registered in a doctoral programme, with an active thesis project directed or co-directed by an IDIBELL researcher, and meet all the requirements of the doctoral programme in question.
2. Form part of an IDIBELL group.
3. Provide the information requested by the IDIBELL updated curriculum in the proper format to facilitate their inclusion in the census of pre-doctoral researchers and to assess the performance of the obligations of the training program of IDIBELL.
4. Undertake the research tasks assigned by the supervising researcher and apply all their best efforts to carry out their project.
5. Be devoted full-time to the research project. Part-time work can be considered, according to the regulation in force, with approval of the university doctoral programme.
6. Be aware of and respect the standards of the centre and the department where the activity is carried out, complying with the IDIBELL good practices manual, and the rest of the regulations in force which apply to them (i.e. Data protection, Prevention of labour risks, the Science Act and the Act on biomedical research, and others).
7. Take care of the equipment used. In the event of using special facilities (radioactive facilities, stabling, etc.), the researchers must have the official qualification, which enables them to work there and must request formal permission from the managers of these facilities.
8. Be aware of the existence of an internal postal service in IDIBELL and use it.
9. Maintain confidentiality on the details of the work and the results from the laboratory, department and their own activity, not being able to disclose them (communications or publications) without express permission from the supervising researcher.
10. Comply with the requirements of the selection process for the grant awarded.
11. Comply with the IDIBELL training programme and its quality standards described above in the section on “training programme”:

12. Communicate, always, to their Group Head (for communication to the Human Resources Department) stays abroad or in other national or international research centres, at least 15 days before leaving.
13. Communicate, always, to their Group Head (for communication to the Scientific Management) in the event of requesting an extension at the University.
14. Send a printed copy and a PDF of the thesis to the scientific management of IDIBELL (tesis@idibell.cat)³.
15. Advise the IDIBELL Communication Department (comunicacio@idibell.cat) of the date and place of reading the doctoral thesis, with at least one week's notice.
16. Provide the IDIBELL Communication Department (comunicacio@idibell.cat) with accurate information on the thesis (obtaining some mention or exceptional qualification of the thesis, the status of European thesis, etc.), at the time when this is granted, independently of the contractual relationship with the centre.
17. Allow the IDIBELL to include the thesis in the institutional Open Access repository.
18. Pre-doctoral researcher should ensure and certify, if necessary, that neither the funding body of their PhD scholarship or Doctorate School or any other entity is covering the training.

Obligations of the supervising researchers

The pre-doctoral researcher's supervising researcher has maximum responsibility for the execution of the doctoral programme. The supervising researcher is obliged to:

1. Communicate in writing when the pre-doctoral researcher joins, whether or not with an outside grant, to the IDIBELL Humans Resources Department.
2. Attend to the pre-doctoral researcher as convenient, devoting the necessary time to their learning as researcher and overseeing at all times the quality of the training programme.
3. Develop the training programme in relation with the proposal for which the grant was applied for, participating in a research project which is well defined and viable in the period of time stipulated.

³ If requested preserve the confidentiality of the thesis, it will be repossessed in a year, counting from the time of deposit in the corresponding University.

4. Ensure, at all times, that the pre-doctoral researchers fulfil their undertakings and meet the IDIBELL quality standards.
5. Comply with the requirements of the selection process by which the pre-doctoral researchers in their charge are regulated.
6. Procure adequate information so that the pre-doctoral researchers have access to conferences, seminars and other training activities in the ambit of IDIBELL or in other centres related with the specific area of knowledge of their thesis.
7. Take care that the pre-doctoral researchers are integrated into an atmosphere of science and research, and that they are not limited to doing an individual task without contact with the rest of the IDIBELL researchers or their field of interest.
8. Take care that the contribution of the pre-doctoral researcher is reflected in the authorship of publications resulting from the project being developed, in accordance with internationally recognized standards of authorship of scientific publications.
9. Inform the pre-doctoral researchers at the very beginning of all the rights and duties affecting them and the exact conditions of the grant/contract which they will enjoy during the doctoral period.

In general, oversee compliance with the rights and duties described in this regulation and with the provisions of the employees' collective agreement which apply to the pre-doctoral researcher.

Obligations of IDIBELL

IDIBELL, through its management, is obliged to:

1. Inform the pre-doctoral researchers of their rights and duties, delivering a copy of the regulation on pre-doctoral researchers at the time of signing the credential.
2. Put the pre-doctoral researchers in contact with the manager of pre-doctoral researchers.
3. Ensure that pre-doctoral researchers with a contract to the charge of IDIBELL receive their financial contributions.
4. Deliver to the pre-doctoral researchers the accrediting documents to give them access to the IDIBELL facilities.
5. Ensure that the supervising researchers comply with their commitments.

6. Ensure compliance with the quality standards established in the training programme.
7. Supply support and means to the representatives of pre-doctoral researchers, and meet with them at least twice a year.
8. Maintain an updated census of pre-doctoral researchers which records the date of joining IDIBELL, the contractual situation, the supervising researcher and the department where working. IDIBELL will supply this updated census to the Pre-doctoral Representatives Committee when so requested.

Procedure of registration and de-registration of pre-doctoral researchers

The process of registration of a pre-doctoral researcher with IDIBELL must meet the following requirements:

1. IDIBELL, through its H.R. department, will process the access form for the pre-doctoral researcher in IDIBELL and incorporate the information into the database of pre-doctoral researchers. IDIBELL will process the signature of acceptance of the centre's standards.
2. On joining IDIBELL as a pre-doctoral researcher, the Institute will deliver a copy of the Welcome Manual and the regulation on pre-doctoral researchers.
3. On joining IDIBELL, the pre-doctoral researcher must meet the Manager of Prevention of labour risks.
4. On joining IDIBELL, the pre-doctoral researcher will come under the tutelage of a supervising researcher.

The process of de-registration of a pre-doctoral researcher at IDIBELL must meet the following requirements:

1. The supervising researcher will communicate to the H.R. department the termination of the pre-doctoral researcher's grant.
2. In the case where the pre-doctoral researcher leaves before the scheduled date, the supervising researcher must notify the H.R. Department in writing as soon as possible.

Monitoring the pre-doctoral researchers

IDIBELL, through the Scientific Management and Manager of Indicators will actively cooperate in the monitoring of pre-doctoral researchers and oversee their compliance with the quality standards. In the event of any discrepancy between the pre-doctoral researcher and the supervising researcher, the scientific management, through the figure of the Ombudsman (defender of the researcher), will have the capacity of arbitration and may, where necessary, recommend the measures considered appropriate.

The pre-doctoral researchers report annually to the Scientific Management on the assessment made by the monitoring Committee of the relevant University.

At the end of the training programme, the pre-doctoral researcher will receive an accreditation or certificate recording the form of grant enjoyed and its duration, the contents of the training programme, the name of their supervising researcher and the department where the work took place. This accreditation, signed by the Scientific Director of IDIBELL, will be delivered to all pre-doctoral researchers independently of the source of their financing.

Industrial property

The ownership of intellectual and industrial property generated by pre-doctoral researchers will be governed by each of the institutional accords in force which IDIBELL has established with each of the members. For everything that falls within the responsibilities of the institution, IDIBELL will guarantee the right of the pre-doctoral researchers to be recognized as authors, and their participation in the financial rewards from the inventions arising from the industrial property –if there are such, in conditions equivalent to those of the IDIBELL employees.

In publications and public dissemination, the pre-doctoral researchers must respect the institution's right to protect the general knowledge. IDIBELL will try to ensure that this protection has the least possible impact on the rhythm of publications and advances in the training of the pre-doctoral personnel.

Equally, the pre-doctoral researchers will record in their communications and scientific works the name of the institution and its corporate image, in accordance with the criteria in force approved by IDIBELL.

Bases of elections for representatives of pre-doctoral researchers in IDIBELL

The representatives of pre-doctoral researchers are chosen from among the pre-doctoral researchers in the various areas of research of IDIBELL, the Catalan Oncology Institute (at the Duran i Reynals Hospital), the Bellvitge Campus of Health Sciences of Barcelona University, Bellvitge University Hospital and Viladecans Hospital.

Elections to choose the representatives of pre-doctoral researchers at IDIBELL are held every 2 years, and are organized by the current representatives, by previous agreement with the IDIBELL Management.

The voters are all pre-doctoral researchers who are doing their doctoral thesis in an IDIBELL research group, who must be included on the database of pre-doctoral researchers, which will act as electoral list.

Information will be given by e-mail and posters on the notice boards in the various centres, giving the date of the elections, the place and time, and the procedure to be followed by each of the voters, 20 calendar days beforehand.

The electoral list of IDIBELL pre-doctoral researchers will be published 15 calendar days before the election is held, so that it can be consulted and any possible errors corrected before the election. The list will be posted on the notice boards and information will be given of its publication and the corresponding location by e-mail. The period for alterations will be until 5 days before the election.

The list of candidates standing as representatives of pre-doctoral researchers, to be voted for, will be made public 10 calendar days before the election.

In the event that any candidature is left vacant, the candidates will be chosen by draw.

Each electoral table will be composed of two people, and one person outside the group of representatives of IDIBELL pre-doctoral researchers, who will supervise the table. The information on the timetable and location of the tables will be given when the election is called.

Identification of voters and checking with the electoral list will be carried out with the IDIBELL accreditation or with the Nat. Id. No.

A record of the election will be prepared, which will be passed to the IDIBELL Management, communicating the results obtained and officially informing of the new representatives of pre-doctoral researchers, at the latest two days after the election.

The group of pre-doctoral representatives will act as direct spokesmen with the Management and from among them members will be chosen for the committees, working groups and other bodies, which require a presence of the pre-doctoral group.

This document will be revised at the request of one of the two parties.