



CAFE

Climate Advanced Forecasting
of sub-seasonal Extremes

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Supervising Guidelines

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Abstract

This document intends to provide the Supervisors in the CAFE network with a clear definition of their roles and duties, to contribute to the research and training programme towards the ESRs professional development, mentoring schemes as well as mechanisms in the network to deal with conflicts due to academic misconduct.

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1. Supervisors: Definitions, Roles and Duties

This section is devoted to recapping some definitions, roles and duties concerning the Supervisors. Reminder: The recruiting Supervisor and co-Supervisor for each early stage researcher (ESR) are those who are listed in the Table 1.3, from Grant Agreement (GA) – Annex 1. For the sake of completeness, according to Marie Curie Skłodowska Curie Actions definitions, early-stage researchers are those who are, at the time of selection by the host institution, in the first four years (full-time equivalent) of their research and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the MSc degree, which formally entitles them to embark on a doctorate (as a PhD student).

Supervisor: The Supervisor is the responsible for training, guiding and assisting the ESR who is registered at a doctoral programme. He/she is a senior member of the host institution recruiting the ESR (“recruiting institution”).

On top of his/her training duties, the Supervisor at the recruiting organization is responsible for:

- Welcoming the ESR into the Group/Lab/Department of the Organization.
- Ensuring that he/she is provided with guidelines and information on work conditions.
- Advising on practicalities, regulations and procedures at the recruiting Organization.
- Provide a suitable working place including, among other things, computer/computing means and bibliographic resources.
- Schedule regular meetings (typically weekly) with the ESR to discuss ideas and to monitor the progress of the research and training activities of the ESR.

Co-Supervisor: The co-Supervisor collaborates with the Supervisor in the training and guiding, adding an extra dimension to the thesis work; a complimentary expertise or experience from another sector.

Academic Supervisor: For each CAFE ESR, either the Supervisor or the co-Supervisor has links with the University at which the ESR is going to register for a doctorate. He/she will be the “Academic Supervisor”.

The “Academic Supervisor” duties include the following:

- Assisting the ESR in the registration into the Doctoral Programme. This assistance implies reviewing along with the ESR the requested documentation;
- Check the dates and deadlines.

The following sections will detail the diverse duties for the Supervisor, Co-Supervisor and Academic Supervisor, and provide practical-level guidance to better perform them.





2. Arrival: Registration and Welcome

When the ESR has accepted the offer, the Supervisor will put the ESR in contact with the Human Resources (HR) officer at the recruiting organization. He/she will help the candidate through the hiring process.

Additionally, the Supervisor will make sure that the ESR is informed about the bureaucratic procedures to be done at their arrival, such as opening a bank account, tax obligations or obtaining health insurance.

It is expected that the HR team will assist personally these procedures, but it is advisable that the Supervisor could monitor the process.

Besides the above bureaucratic (and administrative) steps, it is important to provide the candidate with information on the host institution internal policy, language courses, local transportation, getting to work, finding housing, etc. It is highly recommended that the ESR enrolls at the Orientation Programme at the host institution or the University at which the ESR will register for a doctorate.

3. Research Skills

Both Supervisors are responsible for contributing to the ESR's training and developing of his/her research skills. Supervisors are responsible for providing appropriate and regular guidance for their ESRs during their period of registered study, and for being accessible at mutually convenient times to listen and offer advice.

The Supervisor(s) should discuss with the ESR what personal, academic and professional skills training the ESR requires in order to complete his/her research studies and to provide a skills foundation for a future career. The Supervisor(s) should arrange with the ESR a research training programme which is compatible with the ESR's needs and which is achievable in relation to the ESR's research commitments within the limits of his/her registered period of study, making it clear where attendance at training courses is compulsory or voluntary.

The two Supervisors have complementary profiles and knowledge, and will agree in each case who is the most suitable (the recruiting Supervisor and/or the academic Supervisor, not being the same person) to monitor the ESR's received training into best practices, research professional ethics such as avoid plagiarising and recognition of collaborators, among others. As an example, the Supervisor(s) will request written reports from the ESR to prepare the respective contribution to Theme Board Reports (to be consolidated into periodic reports of





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the project) as appropriate, and read and provide constructive criticism on it within a reasonable time.

The fundamental tool to monitor progress of the work towards the thesis will be weekly meetings with the Supervisor at the organization the ESR is working at (recruiting organization for most of the time; with the co-Supervisor during their long secondment at their organization). They will be face-to-face meetings but can be held by tel-co occasionally. Meetings with both Supervisors can be scheduled once-twice a month via tel-co.

The specific format and length of the weekly meetings is to be agreed by the Supervisor and the ESR as long as the supervision meeting review ESRs' progress to date, provide solutions to remaining questions and the future direction of their research is discussed.

As explained in Section 3.2 in the GA – Annex 1, the ESRs will prepare progress reports every six months according to a provided template which will compile the ESR's participation training activities (network-wide events, other courses on scientific and complementary skills, secondments), dissemination (seminars, presentations and posters at conferences and workshops) and outreach activities. The ESR report will be discussed with and approved by the Supervisor and by the co-Supervisor, and submitted to the Training Committee (WP5 Leader=Training Coordinator, Coordinator and Project Manager), who will check and submit it to the Supervisory Board to be consolidated into the periodical global report.

However, the ESR advances in research will be consolidated into the Working Package reports, which are prepared by the Supervisor(s) with the ESRs input, as mentioned earlier.

4. Career Development

As it is mentioned above, the ESR will establish a Career Development Plan (in agreement with his/her co-Supervisors) which will identify his/her short-term objectives and long-term career goals. It must be:

- prepared 2 months after the arrival and
- reviewed every 6 months.

The Career Development Plan should include:

- Programme of scientific work and expected publications and/or patents;
- Mandatory courses and seminars that the ESR will attend at the hosting institution as well as at the university where he/she will register for PhD studies;
- Secondment planification: ESR should perform 3 secondments related with the PhD Thesis project (see Section 4.1 for further information).



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- Conferences, workshops/schools and outreach activities that the ESR will attend/deliver. Moreover, CAFE network-wide training events will include two schools, four workshops and a final conference which will be mandatory for the CAFE ESRs;
- Other complementary skills (to be provided by the network and the local PhD programme) such as communication skills;
- Other training sessions such as short courses within international conferences, summer/winter schools.

4.1 Secondments

As it is mentioned above, each ESR should carry out 3 secondments during his/her training period. A “Secondment” may be defined as a period spent by a fellow at a beneficiary or a partner organization. It must involve physical mobility (of the fellow) and supervision and training research activities. Recall that CAFE secondments are planned so that the ESRs gain exposure to academic and non-academic work environments as well as acquire the required skills for an optimum performance during their specific projects.

When preparing the initial version of the Career Development Plans (D5.2, M12; March 2020), the secondments tour designed for each ESR will be reviewed and confirmed with the Supervisor and Co-Supervisor, as well as their expected dates, in particular for the first secondment.

Supervisor and Co-Supervisor will contact the partners to host the ESR during secondments to agree dates sufficiently in advance for the second and third stays, and send them the secondment templates, with Project Manager-CRM (PM) in cc. Templates are provided as an annex with the Consortium Agreement (which were agreed to be more detailed in the case of ECMWF; task to be carried out by their EPO). The document serves to prove that both organizations (the recruiting organization and the organization hosting the ESR during the secondment) are aware of the stay, that the ESR is paid by the recruiting organization during that period, and that no economic compensation by the hosting partner is expected; intellectual property regulations etc.

The Coordinator (CRM; PM) collects and compiles the Template signed forms, which will ensure that the framework for the secondment is well known by both parties. The PM and Coordinator will provide an update to the Training Coordinator (WP5 leader/UPC), who will verify that the secondments calendar is executed as expected and will provide advice if some “force majeure” changes are requested, as described in the risk management plan.

Reporting on the secondment (activities performed, scope of the work, what has been learnt, etc.) will be part of the ESRs progress reports.



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The secondment plan will be adapted to the particular needs of the ESR. A certificate for the courses and activities attended by the ESR during the secondment will be issued by the involved institutions.

4.2 Viva Preparation

Regarding to the Viva Preparation, first of all recall that “viva” (“viva voce” shortened to “viva”) is an oral examination, typically for an academic qualification. In the Thesis Viva, the ESR will demonstrate his/her ability to participate in academic discussion with research colleagues. However, it must be considered that each doctoral programme has its own rules, specifications and traditions. Thus, when the day is approaching, the Supervisor(s) must advise and address practical details with the ESR such as:

- how to submit the Thesis;
- practise answering viva questions;
- explain how the examiners behave.

4.3 PhD Mentors

PhD mentors are staff members who have done PhDs and are used to supervising PhD candidates. They act as sounding boards, offering PhD candidates support in the process, and warn them of potential bottlenecks and difficulties. Mentors encourage candidates to take ownership of issues and provide additional support. It is remarkable that women are underrepresented in Science, Technology, Engineering and Mathematics. Thus, mentoring is a way to promote women and gender equality in academia and research. Moreover, as it is agreed in the GA section 3.2.6, the female ESRs will be offered an additional mentor out of the women senior researchers in the network, in terms of offering a role model and advice on networking and career management.

5. Network – Wide Events

As it is mentioned above, CAFE network-wide training events calendar will include:

- **Two Schools:** The core of the two two-week schools will be a series of interdisciplinary courses presented by members of CAFE, which are experts in each topic.
- **Four Workshops:** Workshops will have a regular scientific program with oral and/or poster contributions by the ESRs as well as lectures given by selected invited speakers, followed by an outreach activity and transferable skills. Thus, workshops are intended to provide the ESRs with ample opportunity to practise their communication skills.



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- **A Final Conference:** The Final Conference will serve as a showcase for results as well as for visibility and networking opportunity for the ESRs regarding the next steps of their professional careers.

In view of that, it is expected that Supervisor(s) will encourage ESRs to participate in each network event. Moreover, before each network event the Supervisor and the ESR should schedule a special meeting to prepare the activity (to rehearse the oral presentation or to the review poster presentation by the ESR).

6. Conflict Resolution

As stated in the CAFE Grant Agreement and Consortium Agreement, the Supervisory Board (SB) is the ultimate decision-making body of the consortium and, in case of conflict, it will be responsible for arbitration. Recall that the SB has one representative from each beneficiary plus one representative of the group of ESRs, ensuring in this way that they can provide direct feedback. Each SB member will have one vote. Should there be a tied vote, the Coordinator will have the casting vote. Among other specific tasks, the SB must oversee the work carried out by the Training Committee regarding the monitoring of the ESRs. Regarding CAFE strategy for dealing scientific misconduct, SB will designate a committee of experts (two CAFE members and one external observer) who will listen to the parties and prepare a consensus report; if no consensus is reached, each committee member will write a report.

Also, the Supervisor(s) should provide all the necessary information about this point from each Doctoral Programme.

7. References

References for some of the doctoral programmes in CAFE are listed below:

- <https://www.uab.cat/web/study/phds/after-registration-1345680674229.html>
- <https://doctorat.upc.edu/en/programmes/cross-training/training-for-Supervisors>
- <https://eddoctorat.uib.eu/en/>
- <http://www.pedeciba.edu.uy/indice.php>



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