

## **Cooperation principles, rights and responsibilities of the participants in doctoral studies**

### **I General provisions**

1. The main participants in doctoral studies are doctoral students, creative and scientific supervisors of doctoral students and organisers of the doctoral studies selected or appointed by the Academy. Their collaboration based on mutual trust and respect between the parties forms an essential condition for the success and quality of doctoral studies.
2. Participants in doctoral studies follow the agreement of “good scientific practices” and play an important role in the dissemination and implementation of the values and policies formulated therein.
3. Doctoral students keep up to date with the approved doctoral curriculum and legislation and guidelines regarding doctoral studies, and follow these in their activities. The Academy publishes relevant materials on the Academy website in Estonian and English.
4. Participants in doctoral studies contribute to the development of doctoral programme and the improvement of its quality by participating in relevant discussions, responding to problems and making proposals and disseminating best practices.
5. In matters relating to the ownership of intellectual property rights, participants in doctoral studies are guided by copyright laws and other intellectual property laws, academic legislation and agreements concluded between parties
6. Participants in doctoral studies seek to resolve all disagreements through collegial discussion and negotiation. If needed, the procedure for challenging decisions and settling disputes valid in the Academy shall be applied.

### **II Doctoral student**

7. A doctoral student is a student at the third level of higher education and is entitled to all student rights and responsibilities. At the same time, the doctoral student can carry out teaching activities at the Academy with a work load which does not obstruct their doctoral studies.
8. Doctoral student
  - 8.1. focuses on doctoral studies and the doctoral thesis, and aims to complete the curriculum within a standard period of study;
  - 8.2. adheres to the requirements and deadlines specified in the Academy’s Regulation of Doctoral Studies;
  - 8.3. follows the Academy’s requirements for written works when formatting their doctoral thesis;

8.4. follows the Academy's requirements for creative works when submitting their creative works;

8.5. participates in the attestation of doctoral students and submits the required activity report(s); is aware that in the case of non-participation, will be removed from the list of doctoral students;

8.6. actively uses the opportunities created by the Academy for creative activity and research, including those created specifically for doctoral students, and demonstrates independence and initiative in organising their studies, creative and research activities;

8.7. seeks and uses additional funds for creative activity and research;

8.8. maintains contact with his supervisors and the Secretary of Doctoral Studies and promptly informs them about any obstacles or difficulties encountered in participating in doctoral studies;

8.9. consults with the supervisor before presenting their creative work or research to the public or to a wider audience at the Academy, and considers the feedback received from the supervisor in their further work;

8.10. promptly informs the Head of the Centre for Doctoral Studies if the supervisor is uncooperative;

8.11. considers it important to conduct creative work and research in an international environment, and is aware of the respective requirements for the curriculum;

8.12. contributes through their activities to the promotion of the Academy and the preservation of its positive social image.

## 9. The doctoral student has the right to

9.1. receive professional feedback on their creative work and research and also participate in a discussion after the presentation of the creative work (with an exception of the discussion on the grade);

9.2. receive, depending on the year of matriculation and the form of studies, a doctoral student allowance, a junior researcher's salary, or to study without paying tuition fees; [13.06.2022]

9.3. receive remuneration for conducting teaching activities when its volume exceeds the determined volume of pedagogical practice and the doctoral student does not work as a junior researcher; [13.06.2022]

9.4. apply for additional funding from the Academy for carrying out creative projects, printing a dissertation and covering other expenses related to completing the doctoral curriculum; application for funds must be made in accordance with the established procedure and the allocation of funds depends on the Academy's budgetary possibilities;

9.5. obtain the necessary information from the Academy about the doctoral curriculum;

- 9.6. use the services of the Academy's library and other support units in accordance with the established procedure;
- 9.7. refuse to perform additional tasks not related to the completion of the doctoral curriculum;
- 9.8. provide feedback on the organisation and the quality of content of doctoral studies and participate in discussions devoted to the development of doctoral studies;
- 9.9. make suggestions on the appointment of their supervisor or co-supervisor;
- 9.10. submit a reasoned request to the Head of the Centre for Doctoral Studies for replacing their supervisor;
- 9.11. submit a reasoned request to the Head of the Centre for Doctoral Studies for changing their research topic during the first year of study.

### **III Scientific supervisor**

#### **10. Scientific supervisor**

- 10.1. supervises and advises the doctoral student on issues related to research and writing of the doctoral theses, also helping the student elaborate the research topic, search literature and choose research methods, and provides regular feedback on the components of the doctoral thesis in progress;
- 10.2. in the creative branch, is familiar with the doctoral student's creative work to the extent that allows them to successfully oversee the student's creative study;
- 10.3. participates in doctoral seminars, especially when the work of their supervised doctoral student is discussed;
- 10.4. assesses the progress of doctoral student's research at the attestation;
- 10.5. provides an opinion on allowing the doctoral thesis to be pre-defended and defended;
- 10.6. responds immediately to a suspicion of plagiarism or any other possible violation of research ethics;
- 10.7. promptly informs the Head of the Centre for Doctoral Studies about the insufficient progress of the doctoral thesis, lack of cooperation with the doctoral student, or the occurrence of other conditions obstructing supervision;
- 10.8. advises and supports the doctoral student in matters related to participating in international research activity and pursuing a scientific career.

#### **11. Scientific supervisor has the right to**

- 11.1. refuse to submit feedback on a doctoral thesis or part of it, if the doctoral student fails to comply with the deadlines or other agreements;
- 11.2. refuse from linguistic or technical editing of the text of the doctoral thesis;

- 11.3. make suggestions for determining a co-supervisor to the doctoral thesis;
- 11.4. submit a reasoned request to the Head of the Centre for Doctoral Studies to withdraw from supervising the doctoral thesis.

#### **IV Creative supervisor**

##### 12. Creative supervisor

- 12.1. supervises and advises the doctoral student on issues related to the creative aspect of their creative-scientific doctoral project;
- 12.2. is familiar with the doctoral student's research to the extent that allows them to successfully supervise a doctoral student;
- 12.3. coordinates the programme of the doctoral student's creative work before its official submission to the Secretary of Doctoral Studies, making sure that the programme meets the established requirements;
- 12.4. participates in the performances of the doctoral student's creative works and gives their assessment to the members of the assessment committee;
- 12.5. assesses the progress of the doctoral student's research at the attestation;
- 12.6. creates opportunities for the doctoral student for conducting pedagogical practice;
- 12.7. advises and supports the doctoral student in general creative matters as well as those related to pedagogical career.

##### 13. Creative supervisor has the right to

- 13.1. refuse to submit feedback on the doctoral student's creative work, if the doctoral student fails comply with the deadlines or other agreements;
- 13.2. submit a reasoned request to the Head of the Centre for Doctoral Studies to cancel the planned performance of the creative work;
- 13.3. submit a reasoned request to the Head of the Centre for Doctoral Studies to withdraw from supervising the doctoral student.

#### **V Head of the Centre for Doctoral Studies, Chairman of the Doctoral Council**

##### 14. Head of the Centre for Doctoral Studies, who is also the Chairman of the Doctoral Council

- 14.1. is responsible for the overall development of the doctoral programme and the high quality of research;
- 14.2. convenes a general meeting of the Centre for Doctoral Studies at least once a year;
- 14.3. convenes a meeting of the Doctoral Study Programme Council at least once a year;
- 14.4. submits to the Rector a referral for the appointment of permanent and temporary members of the Doctoral Council;

- 14.5. submits to the Rector a referral for the appointment of the members of the Doctoral Study Programme Council;
- 14.6. submits to the Rector a referral for the formation of a Doctoral Studies Entrance Examination Committee;
- 14.7. decides on the appointment of a scientific supervisor, taking into account, if possible, the doctoral student's preference and hearing the opinion of the members of the Centre for Doctoral Studies;
- 14.8. decides on the admission of a doctoral thesis for pre-defence and the appointment of the opponent, hearing the opinion of the members of the Centre for Doctoral Studies;
- 14.9. decides on the admission of the doctoral thesis for defence and the appointment of the opponent, hearing the opinion of the members of the Centre for Doctoral Studies;
- 14.10. heads the Doctoral Council in the attestation of doctoral students and at the defence of doctoral theses, ensuring the impartial assessment of doctoral students and theses;
- 14.11. initiates a feedback survey among doctoral students at least once every two years and presents its summary with their proposals to the Rector and the Doctoral Study Programme Council;
- 14.12. resolves disagreements between the participants in doctoral studies;
- 14.13. is responsible for the budgetary execution of the Centre for Doctoral Studies and the purposeful and targeted use of funds;
- 14.14. represents the Centre for Doctoral Studies in communication with agencies outside the Academy;
- 14.15. shall report to the Rector and the Academic Council about the current state and development of doctoral studies.

15. Head of the Centre for Doctoral Studies has the right to

- 15.1. use the funds allocated from the Academy's budget for conducting and developing the doctoral programme;
- 15.2. give members of the Centre for Doctoral Studies orders in matters concerning doctoral studies, which are mandatory for them;
- 15.3. turn to the Deputy Rector for Studies and Research or, depending on the nature of the issue, to another member of the Rector's Office to resolve conflicts and disagreements or other problems.

**VI Vice-Chairman of the Doctoral Council**

16. Vice-Chairman of the Doctoral Council

16.1. is responsible for organising creative work and ensuring high quality in doctoral studies;

16.2. decides on the appointment of the creative supervisor for the doctoral student, taking into account, if possible, the doctoral student's preference and hearing the opinion of the Head of Academic Affairs of the respective field of specialisation;

16.3. submits to the Rector a referral for the formation of the assessment committee for the assessment of the doctoral student's creative work;

16.4. heads the assessment committee in the assessment of the doctoral student's creative work, ensuring impartial assessment.

16.5. designates in his referral a person who shall head the assessment committee in the case s/he is unable to participate in the committee;

16.6. decides, in cooperation with the Head of the Centre for Doctoral Studies, on matters related to conducting the courses of the creative branch of doctoral studies, including the invitation of visiting teaching staff.

17. Vice-Chairman of the Doctoral Council has the right to

17.1. make proposals to the Head of the Centre for Doctoral Studies and the Rector's Office regarding the development of the creative branch of doctoral studies and apply for financial means for that purpose, if needed;

17.2. signal disapproval if the work of a doctoral student in the creative branch or that of their creative supervisor appears to be inadequate.