



DOCTORAL SCHOOL

CONFLICT RESOLUTION AT THE DOCTORAL SCHOOL, UAM

(Approved by the Steering Committee on July 4, 2018)

PhD candidates experiencing any conflict while working on their doctoral thesis may refer the issue to the PhD Program Coordinator, who will then escalate the matter to the Program's Academic Committee.

The Program's Academic Committee will mediate in any academic conflict that may arise while the doctoral thesis is being written, including the possibility for the student to change his or her advisor and/or thesis supervisor. If the Program's Academic Committee is unable to resolve the conflict within a reasonable period of time, the matter will be referred in writing to the Doctoral School Director, who will then inform the School's Standing Committee and arbitrate in the dispute in order to find a solution within no more than three months.

The School's Standing Committee may appoint new mediators to resolve the conflict or refer it in writing to the Research Ethics Committee of UAM. Once the report of the Ethics Committee has been received, the School's Steering Committee will be responsible for settling the disagreement.

A PhD student may request temporary suspension of enrollment in his or her PhD program on informing the Program's Academic Committee or the Doctoral School Director that there is a conflict, so the settlement period does not count towards the timeframe in which the student is expected to complete his or her PhD studies.

Particularly, if there are any disagreements between the PhD candidate and his or her supervisor and/or advisor in relation to the submission of the student's dissertation, the following special steps may be taken:

SPECIAL STEPS TO AUTHORIZE SUBMISSION OF A DOCTORAL THESIS IN THE EVENT OF PhD CANDIDATE-ADVISOR DISAGREEMENT/PhD CANDIDATE-THESIS SUPERVISOR DISAGREEMENT

If a disagreement arises between the PhD student and his or her advisor or supervisor in relation to the submission of his or her doctoral thesis, the following **special steps** may be taken:

- 1) The PhD student may request to change his or her advisor or supervisor arrangements at any time while pursuing his or her studies. The Program's Academic Committee will hear

the arguments of both parties and resolve on the appointment of a new advisor or supervisor.

- 2) The Program's Academic Committee (if the disagreement affects the advisor) or the advisor will request both parties to describe the dispute in writing. Following a review of the documentation provided, the Committee will suggest a friendly settlement.
- 3) If no such settlement is possible, the PhD student may submit his or her doctoral thesis report to his or her advisor (provided the advisor is not the thesis supervisor) or the Program's Academic Committee (provided the Committee assumes the advisor's role) for registration and processing approval in order to request submission of his or her dissertation and examination before the designated Board of Examiners.
- 4) The advisor or the Program's Academic Committee will review the report and suggest any necessary changes to the PhD candidate. Changes suggested by the Committee must be implemented.

In the event new experiments or field work are/is deemed necessary, the PhD candidate may either carry out such new experiments or field work, provided he or she finds a lab or infrastructure that is appropriate for doing so, or decline completing such additional work and apply for assessment. In such case, the PhD candidate will be informed that declining completion of any additional work is at his or her own risk and may give rise to a negative assessment.

- 5) If the PhD candidate decides to continue work on his or her dissertation, he or she must submit the final work to his or her advisor or the Program's Academic Committee within the period determined by the Committee.
- 6) The Program's Academic Committee will forward the research report to the original thesis supervisor and/or advisor, who will not assess the work from an academic point of view, but will solely report on aspects that may prevent assessment by the corresponding Board, such as the dissertation containing any sensitive intellectual property materials or evidence that the experiments and field work were not carried out by the PhD candidate, among others.
- 7) If a claim is filed in relation to the assessment report and such claim may be subject to court or legal interpretation, the Program's Academic Committee will forward the matter to the Legal Affairs Office of UAM for processing and abstain from fulfilling its academic functions until the situation has been settled from a legal point of view.
- 8) If no claim is filed, the Program's Academic Committee will be responsible for determining whether or not the doctoral thesis report is apt and authorizing its processing and registration at the Doctoral School, including the proposed selection of Examiners.



- 9) It will be expressly placed on record that the doctoral thesis was written (in its entirety or in part, as appropriate) under the direction/supervision of the original advisor or supervisor, unless either party explicitly objects in writing.