PHD GUIDELINES IN IDIAPJGOL

Introduction

A PhD is a degree awarded to people who do advanced research into a specific subject. The decision to work towards a PhD is an important academic step to take, and that requires the researcher to address a wide range of issues. The Foundation University Institute for Primary Health Care Research Jordi Gol i Gurina (IDIAPJGol) is an institute ascribed to the Autonomous University of Barcelona that is extremely active on the predoctoral program level. IDIAPJGol is a centre of reference in research and promotion of health at the first level of care that aims to promote and develop innovation, clinical research, epidemiology and in health services in the field of primary care. We also offer training to generate knowledge, disseminate results and transfer them to clinical practice to contribute efficiency to the health system and to promote and to improve health of people.

More information about the IDIAP is available https://www.idiapjgol.org/index.php/ca/
The purpose of this guidebook is to provide PhD researchers with an overview of the organization, rights and obligations of the predoctoral study to be developed in IDIAP|Gol. The predoctoral researcher has to be enrolled in a PhD programme taught at any Catalonian, Spanish or international university with a IDIAP|Gol advanced researcher as a doctoral director.

**REQUIREMENTS TO BE AN IDIAP PRE-DOCTORAL RESEARCHER**

- Topic related with Primary Care or Community Health Care,
- IDIAP|Gol thesis director
- Register in a University PhD program. Administrative issues related to the admission into a PhD program is a responsibility of the PhD researcher
- Extension after 3 years: formal requirement will be needed
- Application, CV and motivation letter
- Approval of the IDIAP|Gol PhD Committee

**IDIAP|Gol PhD Committee**

Existence of an IDIAP|Gol PhD Committee to evaluate the entrance to the candidates in IDIAP, and ensure guidance from supervisor and assess the thesis progress. The members will be:

a) IDIAP|Gol senior researchers
b) Post-doctoral professionals

**Funding**

It will be encouraged to be funded during your stay through a grant, a fellowship or through project funds from your thesis supervisor. In accordance to the IDIAP|Gol Salary scale.

Encouragement to apply for grants and fellowships [https://www.idiapjgol.org/index.php/ca/beques-predoctorals.htm](https://www.idiapjgol.org/index.php/ca/beques-predoctorals.htm)

Prioritization criteria for fellowships: IDIAP internal
RESPONSABILITIES

PHD STUDENT: RESPONSABILITIES

- Maximum period to complete the thesis (here 4 years) and Requirements to fill during this time:
  - Formal Training: Assistance to 2 seminars per year related to Thesis theme.
  - PhD Day: Once per year there is a day Symposium with all IDIAP|Gol PhD students in which doctorates present their work and their doubts and reflexions PhD day.
  - Scientific Communication and networking: Participate in IDIAP|Gol events, conferences and workshops related to the individual’s research field. Present Thesis’ progress in Think tank sessions or USR scientific sessions (at least twice per year)
  - Teaching: if possible, and under the approval of the supervisor, we encourage the PhD researcher to teach or supervising final master work.
  - Management: Each PhD student could invite a person that conducts research relevant to IDIAP investigators to give a seminar (once a year). 4 PhD students can organize the yearly Symposium.
  - Representation: Is it relevant to have a PhD representant.

THESES SUPERVISOR: RESPONSABILITIES

- Main task: support and guide their thesis research work and ensure the PhD researcher achieves the goals described above
- Have a meeting with the PhD student every 4 weeks
- Create an annual with the PhD researcher detailing: research, training and other activities that will be reviewed once per year with the PhD committee.
- Be strongly committed to the supervision of their PhD researchers and ensure the projects are achievable in maximum 4-years

Requirements for Doctoral Thesis Presentation and Defence

- Nº of publications depends on the field and the University program: 3 are recommended: 1 published, 1 accepted and 1 submitted.
- Inform the date of their presentation at least two weeks before such date

Stays at other centres

- Advisable to spend a period in a foreign centre
- Grants, periods of time, requirement for “International Doctorate”
- Specific grants in https://www.idiapjgol.org/index.php/ca/ajuts-idiap.html
- If the Phd Researcher is interested in the International Doctorate mention, Regulations can be consulted in UAB and UPF websites.
Training Program and Participation in Congresses
- Plan with supervisor training and participation in conferences
- Facilitate Information sources about interesting courses that the student can attend.
- Participation in ICS/IDIAP courses: are there any?

Code of Good Scientific Practices
- Read and sign: Recommendations and commitments governing scientific activities.

IDIAPJGol Bibliographic Signature: Publication policy on signature to be used.

Health and Wellbeing
Promoting the health and wellbeing among employees and students is an important value at the IDIAP Jordi Gol.
Doing a PhD is a significant undertaking and can be challenging. It is quite common for PhD students to feel confused, worried, isolated or unsure at times. It could also be that you are going through a difficult time in your personal time while doing a PhD.
In any of these circumstances, it is important that you seek advice and support as you need it. At the IDIAP Jordi Gol, we want to encourage our PhD students to speak with their supervisors if there is anything that is concerning them. Also, when their work and/or personal circumstances are having a negative impact on their health (physical and mental) and wellbeing.
There are a range of services and support available. For anything related to your physical health you could arrange a visit with the general practitioner or nurse at the Institut Català de la Salut (ICS):

Apart from speaking with your supervisor, there are places where you could go If you are feeling unwell emotionally (for example, stressed, anxious or depressed). These are the services that you could access for your mental health and wellbeing:
- Contact the general practitioner or nurse at the ICS (contact details above). They could assist you in what/who could give you support.
- Contact your general practitioner or nurse in your Centre d’Atenció Primària (CAP). They could assist you in what/who could give you support.
- Contact the counselling services that may be available at your university.
- Contact counselling services of your choosing.

Other
- Alumni Group
- Via of communication
- IDIAPJGol Welcome manual
- Payment of doctoral program fees: 50% covered by the thesis director budget if it is possible. If there is collaboration between two institutions, each institution will pay 50% of the doctoral program fees.
MENTORING

WHAT IS MEANT BY MENTORING?

Mentoring is a voluntary process in which one person gives their time to help a mentee. The aim is to provide confidential, non-judgemental and constructive support to enable the mentee to develop themselves in whatever way is most appropriate. A mentor may be a sounding board, someone to help you work through your ideas, and someone to throw light on your path.

A mentor is usually, but not always, someone who has faced similar challenges in the past, or who is working at a more senior role in your profession, but should be outside any current hierarchical relationship (e.g. a manager and team member, or a leader and a member of a research group).

The value of mentoring is that it allows an individual to work with an objective, impartial “thinking partner” who will enable them to focus on the issues that are important to them and to arrive at self-generated solutions. In this way it is similar to coaching; a mentor will often bring relevant knowledge or experience of the mentee’s area of work to share with the mentee. Mentoring is not a replacement for supervision, performance management or support in cases of harassment or grievance. The mentor does not act on behalf of the mentee. It is the mentee’s responsibility to take action and, where relevant, the mentor’s to assist the mentee in reaching decisions about action and/or reflect upon the consequences of such action.

But what sort of things can mentors help me with?

Settling in – getting involved with postgraduate groups, societies, activities, volunteering and social events. Developing your relationship with your supervisor and other work colleagues. Discussing your development and training needs.

Managing the start of your doctoral studies – completing your registration period. Working towards approval of candidature and producing your progress report.

The tough times – if you are feeling overwhelmed or have personal problems you are dealing with. Encouraging you to take action to support your well-being.

The future – Preparing for and beyond confirmation.

Your mentor can be the first person you reach out to for reassurance, advice or support. They can talk through options with you and signpost support services you might need.
WHAT DIFFERENT TYPES OF MENTORING ARE AVAILABLE?

A SENIOR MENTOR OR A PEER MENTOR?
A mentor is usually, but not always, someone who is working at a more senior role in your profession, but peer mentoring can be very valuable. Everybody brings different experiences to the process and having access to this, and support from people working at the same level as you, can be very valuable.

ONE-TO-ONE MENTORING, OR PAIR OR GROUP MENTORING?
Mentoring is usually a one-to-one relationship, but there are alternatives:

- two or more mentees may ‘share’ a mentor; this way, there is a mixture of senior and peer experience in the relationship;
- three or more peers may form a mentoring group or circle, meeting regularly to mentor each other and taking turns and mentoring and being mentored.

IN A FORMAL SCHEME, OR BY PERSONAL ARRANGEMENT?
If you join a mentoring scheme either as a mentee or a mentor, you may be assigned a mentor or mentee, so the initial choice will not have been yours (although you will have the right not to form the suggested partnership). In a formal scheme, you will have support at hand and you are likely to have a timescale within which the mentoring partnership will end.

If you enter a mentoring partnership on your own initiative, the mentor and mentor can make all their own arrangements. See ‘Getting a mentor’, below.

Mentoring confidentiality
For a mentoring relationship to develop, both the mentor and mentee must feel that discussions of private issues or problems are being handled with discretion. Your mentor will maintain confidentiality unless a breach of confidentiality is necessary to maintain someone’s personal safety. If your mentor feels someone is at risk they will seek support from the Peer Support Team or their Doctoral College staff contact. Most students find the mentoring scheme a positive and valuable experience however issues can arise and we want you to feel confident about how to deal with them. Here are some potential issue and advice on handling them.
PHD DAY

Aims

We aim to organise a seminar in which PhD students can learn and develop academic and personal skills. PhD DAY will be a meeting organised by PhD students, as part of IDIAPJGol’s training programme. Its aim will be to create new synergies among doctoral students. Both bachelor students and PhD students will be invited to participate in the PhD DAY, with special attention to IDIAPJGol pre-doc fellowship students. We aim for this symposium to be organised yearly and be part of the activities that PhD students at IDIAPJGol could be involved in.

The PhD DAY will be take place in Barcelona yearly.

Programme outline

- Opening Ceremony
- Icebreaker/Presentations
  There will be icebreakers to get PhD students to engage with each other and establish alliances within a positive social environment. Participants will be asked to present themselves and their PhD projects briefly.
- Scientific seminar
  Speaker presentations that will be open to the interests and proposals from the PhD community (for example, on methodology or particular research projects on primary healthcare).
- Coffee Break
- Project discussions
  Set of presentations in which PhD students will give an outline of their project and start a discussion on the limitations that they have encountered during their PhD. A discussion with attendees will be expected as a way to exchange ideas to promote project innovation and resolve problems.
- Lunch
- Workshops
  Workshops will be organised to improve research-related skills for the development a PhD and career development. Topic examples are: overcoming challenges of doing a PhD; communication and public presentation skills; career development opportunities; job seeking; the value of doing a PhD; reflexivity in research; scientific writing; research dissemination; patient and public engagement in research; applying for research funding; project coordination.
- Discussion panel and Closing Ceremony.
- Networking session.
**PhD DAY organisation**

The symposium will be organised by volunteer PhD students, with the collaboration of the IDIAP|Gol. The organising committee will consist of 4-5 PhD, from different IDIAP|Gol research divisions. One of its members will be a final year doctoral student.

The organising committee will be renewed annually and composed within a month of the end of the PhD DAY. Volunteers will be sought during the closing ceremony at the PhD DAY and through email communications.

The responsibilities of the organisers will be:

- Creating the PhD DAY programme
- Booking speakers, Booking the venue
- Organising coffee breaks and lunch
- Advertising the symposium
- Booking attendees
- Housekeeping during the symposium: presenting speakers, time keeping, opening and closing the PhD DAY,...
- Communicating with speakers and attendees before/during/after the symposium.
- Disseminating materials after the symposium.
- Enabling the creation of a PhD network.
- Seek volunteers to organise the PhD DAY on the succeeding year.
- Providing guidance and support to succeeding symposium organisers.

The IDIAP|Gol will support the organisers in the PhD DAY organisation and funding administration.

**Infrastructure and Materials**

- Venue: Think of room characteristics, number of attendees, etc.
- Projector/screen
- Computer
- Microphone
- Name tags
- Registration table
- Registration list
- PhD DAY printouts (programme,...) for attendees
- Refreshments: coffee, tea, biscuits, lunch, drinks, snacks

The following checklist provides guidance on the materials and tasks needed for organising the seminar: