

# PhD Program Guidebook

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## BACKGROUND

Deciding to work towards a PhD is an important academic step to take, one which requires the pre-doctoral researcher to tackle a broad range of issues. Some involve enhancing the researchers' capacity for critical thought, while others refer to the specific knowledge and techniques relevant to the researcher's chosen field. On a completely different level, a pre-doctoral researcher will also have to face a wide range of practical questions, which often vary from one institution to another. The Barcelona Institute for Global health (ISGlobal), as a University Research Institute associated both to the University of Barcelona (UB) and the University Pompeu Fabra (UPF), and also as member of the CERCA research centres of Catalonia and Severo Ochoa Centre of Excellence, is extremely active at postgraduate program level.

The training and supervision of PhD researchers is one of ISGlobal's core functions. We are very committed to training the future generation of scientific leaders with knowledge, skills and competencies, but also principles and values of equity and justice, to address the main global health challenges our world is and will be facing and contribute to the development of equitable and sustainable solutions. However, ISGlobal, as a research and translation institution, is not a university degree awarding institution and this is the reason why ISGlobal is associated with doctoral programs at UB and UPF that will award the PhD degree.

Usually, doctoral candidates at ISGlobal apply for admission and subsequently register to PhD programs at either UB or UPF. This is the reason why candidates need to familiarise with the pertinent regulations and procedures, both at the corresponding university and at our institution.

**We trust that this guidebook will prove of use to ISGlobal pre-doctoral researchers and their directors/supervisors during the doctoral period with us.**

## PURPOSE

The purpose of this guidebook is to provide the ISGlobal pre-doctoral researchers and their directors/supervisors with an overview of the organisational specifics of their pre-doctoral training at ISGlobal and inform them of their position, rights and obligations. Additionally, it provides information on the regulations and administrative procedures with the universities.

The guidebook refers to PhD researchers at ISGlobal registered at a PhD program usually in the UB or the UPF, with an ISGlobal researcher as thesis director/supervisor. This also includes PhDs in *co-tutela*, part-time PhD, as well as PhD researchers with grants or contracts in other institutions with an adscription agreement with ISGlobal.

## ISGlobal PhD PROGRAM

To enter the ISGlobal PhD program and be considered an ISGlobal pre-doctoral researcher, the researcher must have a pre-doctoral contract, an ISGlobal PhD thesis director/supervisor, and register in a University PhD program as soon as possible. Pre-doctoral researchers with a pre-doctoral contract with an institution different than ISGlobal will be included in ISGlobal PhD program only upon request of their ISGlobal PhD director, who should inform the ISGlobal Education and Training and Human Resources departments.

**All ISGlobal full-time pre-doctoral researchers should have their salary funded (by competitive grants or PI funds) for at least 3 years. If the PhD director/supervisor does not have funding for a minimum of 3 years, the researcher's entry into the program will need to be approved by the Core Scientific Committee and will be conditional on the potential for obtaining sustainable funding.**

If after the 3-year period the thesis has not been deposited, the director/supervisor has to extend the contract at least until the thesis deposit is approved. It is the responsibility of the PhD director/supervisor to provide the additional funding needed. If there is no agreement on the justification of the extension between the PhD and the supervisor, the PhD committee should review the case and recommend a possible solution. Note that according to ISGlobal Human Resources regulations, only PhD researchers with a labour contract or secondment agreement can enter ISGlobal facilities.

Admission of **part-time** predoctoral researchers in the ISGlobal PhD program will be assessed by the PhD Committee on a case-by-case basis considering:

- Academic feasibility to complete the doctorate and submit the PhD thesis on time
- Consideration of professional activity, including past and current employment history, will be taken into account to assess relevance for ISGlobal
- A letter from the supervisor stating the reasons to pursue a part-time PhD at ISGlobal

**All administrative issues related to admission into a PhD program at the university, annual registration, presentation and approval of the research project, annual follow-up, and submission for deposit and defence of the doctoral thesis will be the responsibility of the pre-doctoral researcher with the support of the supervisor(s). The same applies to fellowship applications.**

The ISGlobal PhD program is coordinated by the ISGlobal PhD Committee, whose members include ISGlobal's Education and Training Director (chair), the secretary of the PhD program (secretary of the committee), one program coordinator from each Campus, the Scientific Coordinator, and two PhD representatives from each Campus (see [Annex 1](#) for the list of contact people).

The role of ISGlobal's PhD Committee is to ensure that each PhD researcher gets proper guidance from their supervisors and to assess and evaluate the general progress of the researcher's doctoral thesis and, in general terms, the way they are performing their work at ISGlobal.

Pre-doctoral researchers will meet with an ISGlobal PhD Committee member or a designated PI yearly, to review their annual plan and progress, which they will have previously discussed, agreed and scheduled with their thesis supervisor(s). [Annex 2](#), attached to the present guidebook, should be filled in and sent in advance for discussion at the annual meeting. **This activity is compulsory.**

## PRE-DOCTORAL REQUIREMENTS

Every university has its own regulations based on the legal framework that regulates the doctoral studies and programs in Spain and its own organisation of PhD studies, usually through Doctoral Schools. In the case of the University of Barcelona, these regulations are gathered in the document "[Normativa reguladora del doctorat de la Universitat de Barcelona](#)" and for Universitat Pompeu Fabra in "[Normativa dels estudis de doctorat de la UPF i normes específiques dels màsters amb vinculació a un programa de doctorat](#)".

**It is the responsibility of the pre-doctoral researchers and their supervisor(s) to know the general doctoral regulations that apply in their university and the specific ones that apply to their PhD programme.**

Most pre-doctoral researchers at ISGlobal register for the University of Barcelona [PhD Program of Medicine and Translational Research](#) or for the [Biomedicine PhD program](#) at University Pompeu Fabra. Doctoral researchers at ISGlobal might also follow [other PhD programs at the University of Barcelona](#), [University Pompeu Fabra](#) or other universities, in those cases you should look for specific regulations.

The doctoral programs' main purpose is to provide PhD researchers with advanced training in research methodology and techniques. Doctoral studies focus on research activities for the preparation and defence of the PhD dissertation (doctoral thesis), and training activities are usually developed earlier in the context of one or more research master's degrees.

**Payment of doctoral program fees at universities: 50% of an ISGlobal PhD researcher's doctoral program fees will be covered by the thesis director/supervisor(s) budget, unless already covered by a grant.** Fees for enrolment in PhD programs may vary in different universities according to the rank of fees annually approved by the Generalitat de Catalunya.

To be admitted in a Spanish university PhD programme, students that possess a foreign degree issued in a non-European country, need to prove that the certificate has an equivalent training level to the corresponding Spanish master's degrees and that it allows, in the country where it has been issued, to gain admittance to the doctoral studies. The application to be admitted in a PhD programme at Spanish universities requires the presentation of the original bachelor and master degrees' diplomas or certificates

(or their official certified copies), as well as the academic qualifications certificate (transcripts) of the courses taken for each programme. You can check the procedures for legalization and translation on the [website](#).

If the diplomas or the academic transcripts are not written in Catalan, Spanish or English you will also have to include the respective notarized translations into Catalan or Spanish. Check the website of your programme for specific requirements. This process can take up to 6 months depending on the country where diplomas and transcripts have been issued.

## PhD PROGRAM IN MEDICINE AND TRANSLATIONAL RESEARCH (UB)

**Most ISGlobal PhD researchers at Campus Clínic** are registered in this program. The **objective** of the Doctoral Program in “Medicine and Translational Research” is to train researchers in the different fields of clinical, biomedical and public health research providing competitive, homogeneous, structured and high quality third cycle studies.

The Doctoral Program in “Medicine and Translational Research” provides multidisciplinary training for university graduates with different degrees and diplomas (Medicine, Biology, Biochemistry, Biotechnology, Pharmacy, Nursing or other health related studies), increasing their clinical knowledge and the epidemiological and biological bases of diseases as well as research on its best treatment and recovery strategies.

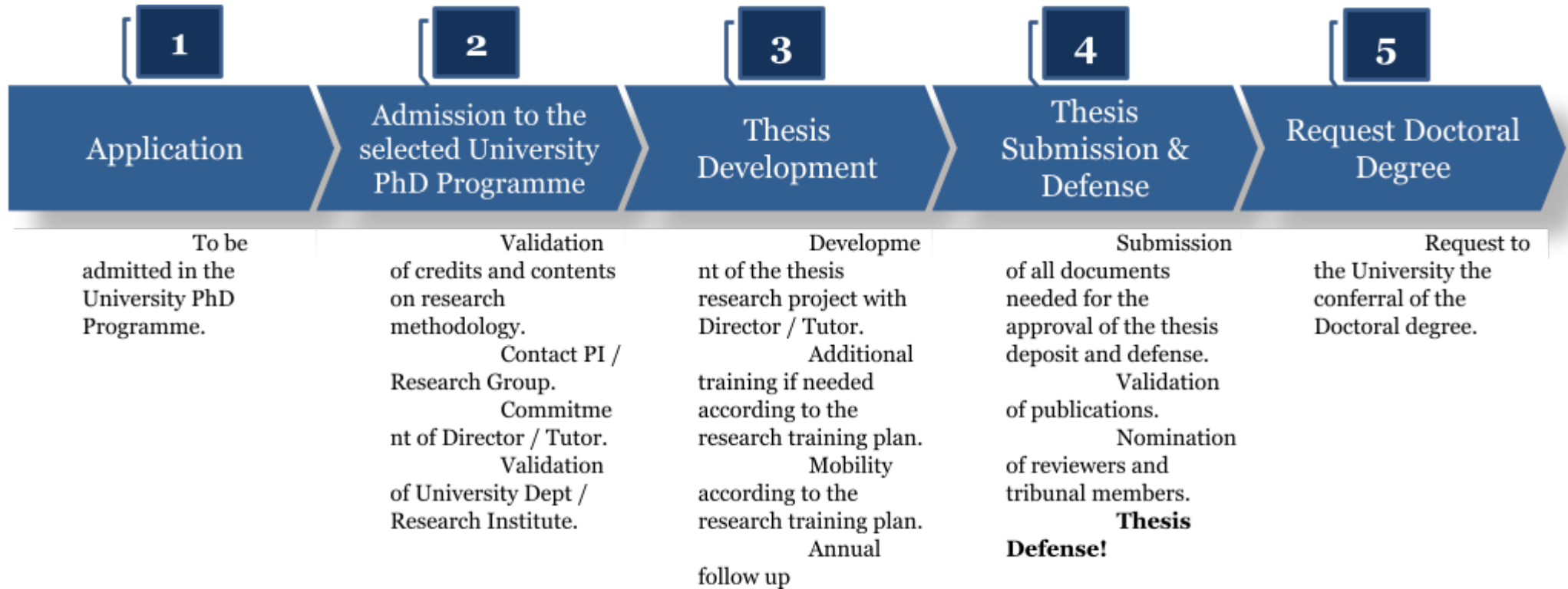
The **specific objectives** of the program are:

- To know the methods and techniques of clinical investigation related to evidence-based-medicine and epidemiology.
- To provide both theoretical and practical training on the different aspects of biomedicine and biotechnology, particularly on the physio-pathological mechanisms responsible for disease.
- The PhD researcher will obtain skills in the methodology of research, bioethics and the capacity to make a critical analysis and synthesis of the results achieved.
- The PhD researcher will be qualified for other activities requiring a high scientific level, particularly in education, management, development and innovation.
- To increase and promote translational research.

The purpose is that the knowledge and training acquired during this doctoral program will be useful not only for the development of experimental work related to the doctoral thesis but also interesting for institutions willing to incorporate scientific staff who are competent in clinical, biomedical and public health management.

As indicated in the following diagram, to apply for access to the program you need to be accepted in a research group at ISGlobal and have the agreement of your supervisor.

## Diagram



Full information on the UB Doctoral Program in Medicine and Translational Research (scientific and administrative) is available in this [link](#).

ISGlobal has a permanent representative in the Committee of the UB Doctoral Program in Medicine and Translational Research (at the moment Núria Casamitjana, [nuria.casamitjana@isglobal.org](mailto:nuria.casamitjana@isglobal.org)). You can contact this representative for more information or clarification.

## BIOMEDICINE DOCTORAL PROGRAM (UPF)

**PhD researchers from Campus Mar** usually sign up for the UPF Biomedicine PhD program. The main **aim** of the doctorate in Biomedicine is to train researchers to produce a doctoral thesis in the field of health and life sciences. The program provides the researcher with all the tools necessary (analytical, experimental and theoretical) to achieve said end. The doctorate in Biomedicine is an international program attended by a large number of both international and domestic researchers.

Full information on the UPF Biomedicine PhD program (scientific and administrative) is available in this [link](#).

ISGlobal has a focal person for the UPF Doctoral Program in Biomedicine (at the moment Judith Garcia Aymerich, [judith.garcia@isglobal.org](mailto:judith.garcia@isglobal.org)). You can contact her for more information or clarification.

## DOCTORAL PERIOD AT ISGlobal: REQUIREMENTS

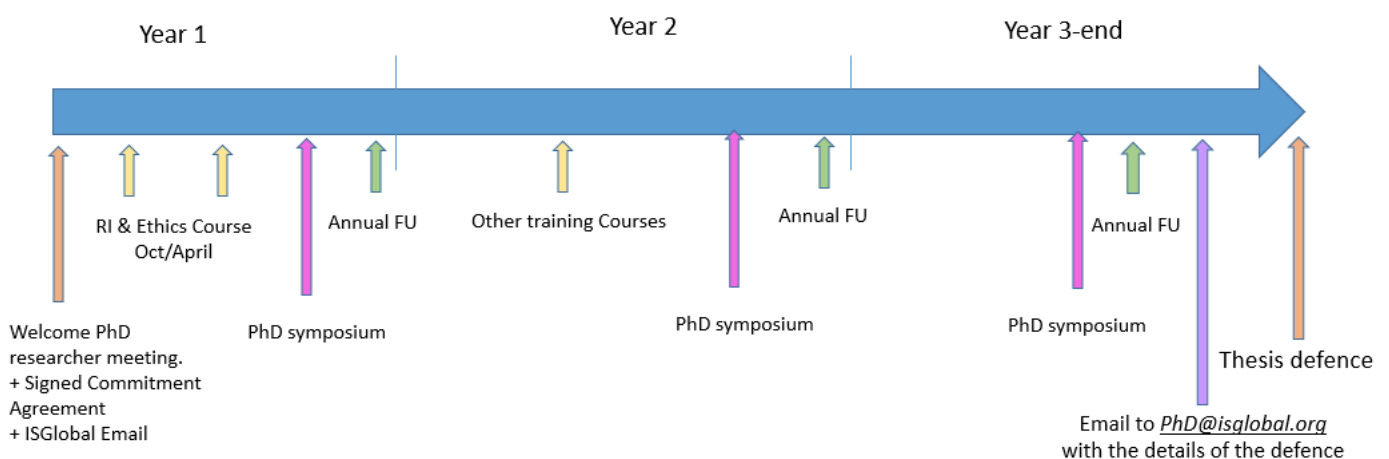
At ISGlobal we highly recommend pre-doctoral researchers to **complete their research project and submit their PhD thesis within a maximum of a 4-year period**. During the period they are developing their thesis, pre-doctoral researchers must fulfil the following requirements:

- ◆—**Annual Follow Up:** complete together with the supervisor the required form (see [Annex 2](#)), validate it with your supervisor(s), and attend the corresponding annual meeting with a member of the ISGlobal PhD Committee or a designated PI.
- ◆—**Formal training:** there are some minimum training requirements on cross-cutting issues to be achieved by all PhD researchers at ISGlobal (see [Annex 3](#)). This training will be provided through the annual ISGlobal Continuous Training Program. If the researcher already has the required knowledge no additional training will be required. Importantly, PhD researchers must complete the Research Integrity and Ethics course within their first year, which is a face-to-face course with two annual editions in the autumn and spring. The cross-cutting training requirement will be assessed in the annual review. In addition, each pre-doctoral researcher will agree with his/her PhD thesis director/supervisor(s) the required training related to the specific project in which he/she is involved.
- **PhD Symposium:** attend and actively participate in the yearly PhD Symposium. This activity is a one-day retreat with the objective of raising visibility of the pre-doctoral work among the staff of the different ISGlobal scientific areas, create opportunities for networking and boost the synergistic interaction among the researchers through potential scientific collaborations. Four volunteer PhD researchers with different disciplinary profiles will be responsible for organising the symposium each year.



- **Scientific communication and networking:** attend and actively participate in ISGlobal Events (ISGlobal Seminars, Team Building, Scientific Retreat and other meetings) as well as other conferences and workshops related to the individual's field of research.
- **Institutional Service:** there are several opportunities to contribute to ISGlobal's scientific community:
  - o Two PhD researchers from Campus Clinic and two from Campus Mar are elected yearly to represent the PhD researchers at the PhD Committee and in any other forums where PhD representatives are required (e.g. [People Development Commission-HRS4R](#), Research Assessment WG...) For further information, see section below.
  - o Two PhD researchers from Campus Mar organize weekly Seminars at Campus Mar for two trimesters, with the support of a PI.
  - o Four volunteer PhD researchers with different disciplinary profiles are responsible for organising the symposium each year.
- **Teaching:** pre-doctoral researchers may teach whenever possible and under the approval of their director/supervisor(s). Some specific scholarships/grants (e.g. FPU) request a certain number of teaching hours at the university. If you are requested or interested in doing so, please inform the ISGlobal Education & Training Department (via [nuria.casamitjana@isglobal.org](mailto:nuria.casamitjana@isglobal.org)).

## Diagram: PhD requirements at ISGlobal



## THESIS DIRECTOR/SUPERVISOR

All pre-doctoral researchers are supervised by ISGlobal researchers, whose main task is to support and guide their thesis research work and ensure the PhD researcher achieves the goals described above. Additionally, some PhD researchers may have one external co-supervisor.

ISGlobal PhD thesis directors/supervisors will be Research Professors, Associate Research Professors, Assistant Research Professors or Associated researchers that will have to comply with the specific requirements of each university. Scientists in other categories may be eligible as co-directors if they fulfil the requirements established in ISGlobal's Scientific Career track and they comply with the university requirements. As specified in the 'ISGlobal PhD Guidebook' section above, the PhD candidate research, training and other activities will be reviewed, evaluated and planned on a yearly basis, together with their thesis director/supervisor(s), and reviewed during the annual meeting with a PhD committee member (see General Scheme: Plans for PhD researchers [Annex 2](#)).

ISGlobal researchers are strongly committed to the supervision of their PhD researchers and will do all possible to ensure the PhD research projects proposed are achievable within the stipulated maximum 4-year pre-doctoral training period and the appropriate funding is available. However, any issues that may arise between the pre-doctoral researcher and his/her thesis director/supervisor(s) that may place in doubt the feasibility of the planned research project, and thus the completion of the researcher's PhD thesis, should be reported to the ISGlobal PhD Campus Program Coordinator (see [Annex 1](#) for the information on contact people). *In case of Conflict of Interest, a different member of the PhD Committee can be contacted.*

## Roles & Responsibilities of PhD ISGlobal Thesis Directors/Supervisors and Tutors

### Director / Supervisor:

The director/supervisor is the person responsible for the scientific direction of the thesis, in accordance with the regulations at the universities and the specific doctoral programs. The director/supervisor must be accredited as thesis director/supervisor in the specific PhD program at the university.

### Tutor:

The tutor is responsible for ensuring the doctoral student's interaction with the Academic Committee of the specific doctoral program at the university. The tutor is the person responsible for the adequacy of the training and research activity, in accordance with what is specified in the applicable regulations. The tutor must be linked to the doctoral program and belong as permanent academic staff to the corresponding university.

**ISGlobal's Code of Good Scientific Practice (the PRBB Code of Good Scientific Practice), specifies the responsibilities of supervisors and trainees. Regarding supervisors it states:**

**1) Responsibilities of supervisors:**

The supervisor defines the objectives and takes responsibility for the education of the individual in training and should advise and guide the individual in order that the expectations of the initially proposed training may be fulfilled within the time allotted. Furthermore, the supervisor must provide the trainee with the best possible conditions for the development of their future scientific career.

**2) Obligations of supervisors:**

The specific obligations of supervisors are as follows:

- a) to interact personally with trainees for whom they are responsible on a regular basis in order to supervise the tasks with which the trainees are entrusted and ensure that those tasks are correctly completed;
- b) to encourage regular meetings to discuss the progress of the assigned tasks and contribute to the scientific and technical development of the trainees;
- c) to monitor the working conditions and wellbeing of trainees and ensure that they receive appropriate support and health and safety training;
- d) to ensure their trainees receive proper training on good scientific practices
- e) to provide trainees with up-to-date information regarding legal requirements affecting scientific activities
- f) to lead by example and foster a prevailing culture of research integrity and mutual respect in their groups

**In addition, ISGlobal PhD directors/supervisors should:**

- 1) Jointly complete and validate the annual follow-up.
- 2) Pay a minimum of 50% annual registration fee if not covered by grants.
- 3) Commit to having funding to ensure the salary of the PhD researcher for at least 3 years and extend if needed until the PhD thesis deposit is approved.
- 4) Assess and facilitate training needs of pre-doctoral researchers.
- 5) Support attendance to conferences, aiming to have each PhD researcher present in at least one international conference.
- 6) Promote and facilitate mobility for PhD researchers
- 7) Validate annual follow up reports.

When a pre-doctoral researcher formalises/signs the contract as ISGlobal staff with the ISGlobal Human Resources Department, **the pre-doctoral researcher and the PhD director/supervisor will**

**provide a completed and signed copy of the commitments agreed between the director/s and the PhD researcher (see template [Annex 6](#)) in order to be fully admitted in the ISGlobal PhD program.** A copy of this signed document will be sent by e-mail to [PhD@isglobal.org](mailto:PhD@isglobal.org).

Pre-doctoral researchers that have **not signed** this agreement **will not be eligible** to participate in any ISGlobal training activity or internal grants call, and to be PhD representatives.

PhD directors/supervisors who have not signed the agreement for any of their PhD researchers will **not be allowed to contract new PhD researchers or apply for PhD fellowships at ISGlobal** until they have signed the pending agreements for all their PhD researchers. In addition, ISGlobal will ask potential tutors not to accept predoctoral researchers that do not have the commitment signed by their PhD director/supervisor.

The ISGlobal PhD Committee will provide the Evaluation Panel for tenure track and tenured periodic evaluations, and evaluations for promotion with a list of the predoctoral researchers of each evaluated researcher and whether the Commitment document has been signed or not.

## PhD REPRESENTATIVES

There are two representatives for each Campus. Their role is to convey the issues that affect doctoral students and inform them of the topics that are discussed in the committees in which they participate. They are in contact with the predoctoral community and participate in the monthly meetings of the ISGlobal PhD Committee. They are voluntary and change annually.

PhD representatives need to participate in the following commissions:

### **People Development Commission (PDCom-HRS4R)**

The objectives of the group are: (i). To validate the policies developed within ISGlobal concerning people development, ensuring that they meet the needs of staff and the institution and are in line with ISGlobal's values and vision on people management, and are ready to be presented to the Direction Committee for final approval. (ii). To coordinate the implementation and the follow-up of the HRS4R-derived measures. Communicate the advances to ISGlobal' Direction Committee.

The group consists of approximately 15 members from different areas within ISGlobal in order to ensure plurality and the diversity of knowledge and experience of the members. For more info, check its intranet [section](#).

## **ISGlobal's Research Assessment Working Group (RA-WG)**

ISGlobal signed the [Agreement on Reforming Research Assessment](#) in October 2022, which sets a shared direction for changes in assessment practices for research, researchers and research performing organisations, with the overarching goal to maximise the quality and impact of research. The ISGlobal Research Assessment WG (RA-WG) group develops and monitors the actions of [ISGlobal's Research Assessment Reform Action Plan 2024-2027](#). Its members are researchers across all career stages and disciplines, as well as HR staff and research support personnel.

## **REQUIREMENTS FOR DOCTORAL THESIS PRESENTATION, DEPOSIT, AND DEFENCE**

The amount and level of publications are dependent on each scientific field. Pre-doctoral researchers must comply with the requirements and rules set by the University and doctoral programme where they are registered (see the requirements for [UB Medicine and Translation Research programme](#) and [UPF Biomedicine programme](#)).

Overall, ISGlobal PhD program recommends including at least 3 publications (1 published, 1 accepted and 1 submitted) in the thesis.

ISGlobal needs to keep record of all doctoral theses defended. To ensure this, all PhD researchers must inform the Education & Training Department ([PhD@isglobal.org](mailto:PhD@isglobal.org)) and the Human Resources Department ([samuel.espinal@isglobal.org](mailto:samuel.espinal@isglobal.org)) the date of the submission and defence of their thesis at least one week in advance to the date of the presentation.

**Researchers must send an email to [PhD@isglobal.org](mailto:PhD@isglobal.org) including the following information:**

- **PhD Program and University**
- **Thesis Title**
- **Director/Supervisor(s)**
- **Date of submission**
- **Date & Time of defence**
- **Place/Link to join**
- **International mention: yes / no**
- **Members of the tribunal**

The defence will be announced in the Intranet as well as by sending an email to everyone at ISGlobal.

## THESIS ALLOWANCE

ISGlobal provides a thesis allowance to PhD researchers who develop their research at ISGlobal to assist with the direct costs associated with the production of the thesis book. The maximum thesis allowance that a researcher can receive is 400€ (VAT excluded). This allowance cannot be claimed if the PhD researcher has received any other kind of economic support related to the thesis presentation.

### Application Procedure:

- 1) Complete the form ([Annex 5](#)) and attach the budget from the printing shop or the invoice if you have already paid.
- 2) If you **haven't paid the invoice** you must do the following:
  1. Send the budget to [PhD@isglobal.org](mailto:PhD@isglobal.org) for approval by General Manager and Training & Education Director before printing the thesis.
  2. Once the allowance is approved, you must submit the purchase through ISGlobal's [purchase website](#). Please note that to complete the purchase you need to upload the budget and authorization emails that were forwarded to you, all in one document. The **project code to allocate thesis allowances is: GE+year+08, and its associated cost centre is ACRE98**. For any doubt with this process, please contact the Purchase Department ([proveedores@isglobal.org](mailto:proveedores@isglobal.org)).
- 3) If **the invoice has been paid** you must do the following:
  1. Send the invoice to [PhD@isglobal.org](mailto:PhD@isglobal.org) for approval by the General Manager and Education & Training Director.
  2. Once the allowance is approved, you must claim the reimbursement through the **app Tickelia**. The **project code to allocate thesis allowances is: GE+year+08, and its associated cost centre is ACRE98**.
    - a. You can check [here the User Manual](#) and the [FAQS](#)

### IMPORTANT:

The invoice or budget must be issued to ISGlobal's name with the following information:

Address: Carrer Rosselló, 132  
Barcelona, 08036  
CIF: G65341695

## PhD FELLOWSHIPS

During your doctoral period at ISGlobal, you need to be funded through a grant, a fellowship or through project funds from your thesis supervisor(s). All ISGlobal pre-doctoral researchers will have a salary in accordance to ISGlobal's salary scale. All ISGlobal PI's can propose candidates for competitive calls. If the candidate is selected and awarded but the fellowship is below ISGlobal's salary scale, the salary will be top-up by the PI. When the PI does not have available funds to cover the top-up, a solution will be agreed with the general manager always assuring that the pre-doctoral researcher is within ISGlobal's salary scale.

Pre-doctoral researchers are encouraged to apply for national/international doctoral grants/fellowships. Eligibility for the different grants/fellowships will vary and each case needs to be examined individually.

The grants/fellowships offered by public organisations in Spain are summarized in [the intranet](#). Any grant application should be managed together with the pre-award managers (see [Annex 1](#) for contact details).

If a selection/prioritization of candidates is specified by the call requirements, the criteria used to prioritize will be based on the “*Prioritisation Criteria for Competitive Funding of Research Positions and Projects*” Policy (available in the intranet).

Some ISGlobal research groups are affiliated to research networks (i.e., CIBERESP) that offer grants/fellowships for stays or courses. It is highly recommended that PhD researchers check with their supervisor if they are eligible to enter in the network and to ask for these grants/fellowships.

## STAYS AT OTHER CENTRES

Whenever possible, it is advisable for PhD researchers to spend a period at a foreign research centre to complete their training. Details, in terms of location and proper timing, should be organized in coordination and with the approval of the PhD researcher’s supervisor.

There are pre-doctoral grants to partially or totally cover the cost of PhD researchers spending a period of scientific study at foreign centres, usually 3 to 9 months. Such stays abroad are required for the “International Doctorate” mention.

For additional information on grants, please reach out to the pre-award team (contact details can be found in [Annex 1](#)). Additionally, ISGlobal organizes the Predoctoral Mobility Grants each year, with announcements made via email from [PhD@isglobal.org](mailto:PhD@isglobal.org) at the beginning of the year. The UB also issues a mobility call for predoctoral students; further information can be found [here](#).

Stays in other research centres and universities might allow you to go for the **mention “International Doctor”**. For more information and requirements see: [UB Doctorate Regulations](#), and [UPF Doctorate Regulations for International Doctor](#).

## TRAINING PROGRAM FOR PREDOCTORAL RESEARCHERS

In addition to the compulsory training requirements on cross cutting issues to be achieved by all PhD researchers at ISGlobal (see page 9 and [Annex 3](#)), all PhD researchers should plan their training with their supervisor on a yearly basis. ISGlobal PhD researchers have several training opportunities available:

- **Continuous training program offered by ISGlobal:** The institution has an annual program of continuous training for all ISGlobal people, free but with a commitment to attend. That program includes general courses on the required knowledge asked to all ISGlobal PhD researchers and also specific courses addressed to their needs. The Continuous training program is published in the ISGlobal Internal Training Website.

Within the continuous training program, ISGlobal seeks to take full advantage of the wealth of knowledge held by its staff in many different fields and runs internal training courses. The courses feature diverse subjects of interest to ISGlobal employees and the program is developed based on needs assessment surveys and the needs identified in the professional assessment. We encourage people to participate by both giving lessons and signing up for the courses. If you have any subjects you would be interested in lecturing on, please contact Internal Training ([internaltraining@isglobal.org](mailto:internaltraining@isglobal.org)).

- The **PRBB Intervals Program** is an interdisciplinary educational program for professionals working at the Barcelona Biomedical Research Park (PRBB), including all ISGlobal researchers. Some of the courses cover topics related to PhD training, such as, scientific writing, preparing a PhD thesis and presentation skills. All UPF PhD researchers should attend the course Science in Action. The Intervals program is published on the Intranet. For further details, please visit <http://intervals.prbb.org/>.
- **Participation in ISGlobal Academic Courses:** ISGlobal offers short courses on topics related to global health for postgraduate students, researchers and health professionals (<https://www.isglobal.org/ca/training-programmes>). ISGlobal PhD researchers can participate in these courses. For more information on courses offered, content, participation registration and cost, please contact: [PhD@isglobal.org](mailto:PhD@isglobal.org). [See also Annex 3](#).

## CODE OF GOOD SCIENTIFIC PRACTICES and RESEARCH INTEGRITY

ISGlobal standards for research integrity are set in the PRBB [Code of Good Scientific Practices](#). The Code represents a set of recommendations and commitments governing scientific activities. The aim is to create an environment conducive to quality research and prevent problems arising in relation to the integrity of scientists in their work. The recommendations set forth complement current legal regulations.

Within ISGlobal, the **ISGlobal Good Scientific Practice Committee** (ISGlobal-GSPC) is the delegated Core Scientific Committee (CSC) body in charge of promoting research integrity and handling potential cases of research misconduct. ISGlobal-GSPC will handle potential cases of suspected scientific misconduct according to the [SOP Management of Suspected Scientific Misconduct](#).



The ISGlobal-GSPC can be contacted at [research.integrity@isglobal.org](mailto:research.integrity@isglobal.org). For more information visit the “[Research Integrity and Ethics](#)” section of the intranet.

## ETHICS AND PERSONAL DATA PROTECTION

### ETHICS

ISGlobal is bound by two Ethics Committees, the CEIm-Parc de Salut Mar and the CEIm Hospital Clinic, which are Campus specific:

- CEIm PS Mar for studies lead by PI's based at Campus Mar
- CEIm Hospital Clínic for studies lead by PI's based at Campus Clínic

The procedures, instructions, and templates for submitting a proposal to the ethics committee (Clínic or Mar) are detailed [here](#). Please, always check at the intranet for the current version of the document.

**NOTE - Ethics in Horizon Europe:** Ethics aspects in Horizon Europe are highly relevant. Review the [Ethics in Horizon Europe](#) section in the intranet for updated information and guidelines

For questions regarding Ethics issues or CEIm's functioning contact Joana Porcel ([joana.porcel@isglobal.org](mailto:joana.porcel@isglobal.org)).

### PERSONAL DATA PROTECTION

Personal data protection is a highly relevant component for ISGlobal's activity. It is, not only, an issue of compliance and institutional reputation, but also our responsibility to guarantee the participants' privacy.

**We are responsible for managing the people's most sensitive information.**

The institution has a policy in place that provides guidelines regarding personal data protection from collection and management (including sharing and transfer) to storage. The policy aims to ensure that personal data at ISGlobal is handled and maintained in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the Spanish Organic Law 3/2018, of December 5, of personal data protection and guarantee of digital rights, and the Biomedical Research Law (Ley 14/2007).

The [policy](#) is available at the intranet, please review it carefully and contact the Data Protection Officer (DPO, [lopdp@isglobal.org](mailto:lopdp@isglobal.org)) if you have any question or need specific training / advice on how to manage personal data in your project.

## INDIVIDUAL & INSTITUTIONAL IDENTIFIERS: ORCID & Bibliographic Signature

It is essential to ensure the identification and retrieval of scientific publications at both centre and researcher level.

Each pre-doctoral researcher should have an [ORCID](#), which should be included in their personal intranet profile in the curriculum section (if not, please send it to Human Resources to be included).

In addition, please refer to the “[Publication policy](#)” available on the Intranet for the bibliographic signature to be used.

## CONFLICT MANAGEMENT AND RESOLUTION

ISGlobal is firmly committed to its values, among which “Highest Ethical Standards”, “Creativity in a friendly work environment” and “We work because work can be fun, fulfilling and exciting” (See [Strategic Plan](#)).

As in any large human organization conflicts emerge and there are several mechanisms to manage them according to the type of conflict and position:

- Find here [ISGlobal’s Conflict Prevention Guide](#).
- For predoctoral researchers, conflicts with supervisors can be reported to the ISGlobal person with whom you do the annual follow up, that will mediate for conflict resolution and/or the predoctoral committee that will preserve confidentiality if requested by the predoc and will designate one of its members and/or an *ad hoc* committee without conflict of interests to mediate with the supervisor. For conflicts with other ISGlobal staff, you should contact Human Resources.
- For cases of scientific misconduct, you should directly refer to the ISGlobal Good Scientific Practices Committee (see [section Code of Good Scientific Practices and Research Integrity](#)).
- For cases of harassment and/or discrimination you should follow the [Protocol against harassment and discrimination](#).

## OTHER

ISGlobal PhD researchers are part of the ISGlobal Alumni network. Being part of this network allows you to connect with other alumni, be informed of ISGlobal Alumni activities, and check job offers and training opportunities. Join the [Alumni LinkedIn](#) group and check the [website](#).

At ISGlobal, our main way of communicating is via our Intranet: please refer to it on a daily basis to ensure you are up with the latest ISGlobal news, seminars, courses, and other events.

Remember to check out the ISGlobal Welcome Manual, likewise available at the intranet. It offers specific information on organizational issues and regulations.

## **Mental Health Support**

If you need psychological or mental health support during your doctoral studies, please inform the HR Department. HR will reach out to our Occupational Health Service, led by Hospital Clínic. This assistance is no cost for those under contract with ISGlobal.

For further information, please contact: **Salud Laboral** (932 275 538 / 5431).

## ANNEXES

### ANNEX 1. - List of Contacts

#### PhD Committee:

- **Chair:** Núria Casamitjana ([nuria.casamitjana@isglobal.org](mailto:nuria.casamitjana@isglobal.org))
- **Secretary of the PhD Program & Committee:** Berta Prat ([PhD@isglobal.org](mailto:PhD@isglobal.org))
- **Campus Mar Program Coordinator:** Cristina Villanueva ([cristina.villanueva@isglobal.org](mailto:cristina.villanueva@isglobal.org))
- **Campus Clínic Program Coordinator:** Denise Naniche ([denise.naniche@isglobal.org](mailto:denise.naniche@isglobal.org))
- **Scientific Coordinator:** Eva Casamitjana ([eva.casamitjana@isglobal.org](mailto:eva.casamitjana@isglobal.org))
- **PhD researcher representative Campus Mar:**
  - Georgia Dyer ([georgia.dyer@isglobal.org](mailto:georgia.dyer@isglobal.org)) and
  - Pol Jiménez ([pol.jimenez@isglobal.org](mailto:pol.jimenez@isglobal.org))
- **PhD researcher representative Campus Clínic:**
  - Maria Lara ([maria.lara@isglobal.org](mailto:maria.lara@isglobal.org)) and
  - Helena Brazal ([helena.brazal@isglobal.org](mailto:helena.brazal@isglobal.org))

#### Human Resources:

If you have any queries or need any help with regard to human resources issues, including internal training.

- Samuel Espinal ([samuel.espinal@isglobal.org](mailto:samuel.espinal@isglobal.org)) and
- Maria José Merino ([mariajose.merino@isglobal.org](mailto:mariajose.merino@isglobal.org)) (focal person for internal training)

#### Pre-Award Management:

Information of grant opportunities are disseminated through the [funding.opportunities@isglobal.org](mailto:funding.opportunities@isglobal.org) mailing list.

If you plan to apply for a grant, the Preaward team must be informed well in advance. Preaward provides support and technical advice on how to prepare a proposal, i.e. institutional description, management of institutional signatures and formal submission when required by the funder. For further information please contact the Preaward Department at [preaward@isglobal.org](mailto:preaward@isglobal.org).

#### Office for Coordination and Research Management:

If you have any questions related to scientific policies and/or procedures, you can contact research management ([research.management@isglobal.org](mailto:research.management@isglobal.org)).

#### ISGlobal Communication Department:

If you have any issues related to external communication. Please be sure to inform the Communication Department ([comunicacio@isglobal.org](mailto:comunicacio@isglobal.org)) of any image related issues (for instance, any communication with the media, use of logos, etc.) since the centre has its own approved Communication Plan that should be followed at all times.

#### ISGlobal Education & Training Department:

Please contact our Education & Training Department for any issues related to education and teaching ([nuria.casamitjana@isglobal.org](mailto:nuria.casamitjana@isglobal.org) or [PhD@isglobal.org](mailto:PhD@isglobal.org)).

## ANNEX 2. – PhD Annual Plan

<b>PhD Researcher name:</b>		<b>Student Nationality:</b>	
<b>Thesis title:</b>			
<b>Supervisor(s) Complete Name(s):</b>		<b>Date completing the template:</b>	DD/MM/YYYY
<b>Tutor Complete Name:</b>		<b>Full-time / Part-time:</b>	
<b>PhD Programme &amp; University:</b>		<b>Academic year of 1st enrolment at university:</b>	

Category	Details	Past academic year 2024		Upcoming Academic Year 2025	
		Planned	Achieved	Planned	Achieved
<b>Type and level of fellowship / Funder</b>	Indicate the funding source of the contract (fellowship/project)				
<b>Training plan</b>	Does the researcher need training for specific or cross cutting skills? <i>(Statistics/Data analysis and management, fluency in public speaking and science communication, scientific writing in English for publications, writing an academic and professional CV)</i> Which or what type of courses should the researcher do during the year? (e.g. GCP, GLP, STATA...), if any				
<b>Thesis work</b>	What should the researcher achieve during the year concerning his/her thesis work. Research milestones. <i>(e.g. finalize protocol, start field study, complete field study, complete analysis, prepare a publication etc.)</i>				
<b>Thesis protocol</b>	Did the researcher present the thesis protocol <i>Indicate any relevant changes expected in hypothesis, objectives and/or methods</i>				
<b>Congresses, presentations</b>	Which congresses, seminars should the researcher attend or do <i>(include ISGlobal or study specific seminars)</i>				
<b>Publications</b>	Which papers should the researcher prepare and/or publish, if any				
<b>Stays Abroad</b>	Indicate any expected stay abroad stating name of the institute, PI at the foreign institute, period and main objective				
	Is part of your thesis research work taking place in any of the ISGlobal partner(s) institution(s) in: Mozambique / Bolivia / Morocco / Sierra Leone / Other (indicate)				

<b>Thesis submission for deposit (tentative date):</b>	DD/MM/YYYY
<b>Thesis defence (tentative date):</b>	DD/MM/YYYY

<b>Annex 6 signed (Agreement between Supervisor and PhD researcher):</b>	YES/NO
<b>University enrolment fee covered (fellowship, project, supervisor 50%...):</b>	
<b>Frequency of meetings with supervisor:</b>	
<b>Date of (last) Professional Assessment meeting:</b>	DD/MM/YYYY
<b><i>For 2nd/3rd year students onwards: Did you discuss salary reviews?</i></b>	
<b><i>For 1st/2nd year students enrolled at the UPF: Have you met with the Thesis Advisory Committee (TAC)? When? Who from ISGlobal was part of it?</i></b>	
<b><i>For 1st/2nd-year students enrolled at the UPF: Would you like to meet with an ISGlobal PhD committee member for annual follow up?</i></b>	
<b>Did you complete the compulsory Research Integrity and Ethics course? In which edition?</b>	

<b>Do you need to include further comments / information?</b>	
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### ANNEX 3. – Minimum training requirements on cross cutting issues

- Research Integrity and Ethics - Compulsory in person course for all 1st year PhD. There are two annual editions in autumn & spring
- Statistics/Data Analysis and Management
- Fluency in public speaking and science communication
- Scientific writing in English for publications
- Writing an academic and professional CV
- Epidemiology and Systematic review/meta-analysis training is highly recommended

#### How to apply for ISGlobal internal training, PRBB Intervals courses and academic programs and short courses:

Type	How to access
Internal ISGlobal courses:	<a href="#">Internal training web</a>
PRBB Intervals courses:	<a href="#">Internal training web</a>
Academic Courses:	<a href="#">ISGlobal Website - Education &amp; Training Section</a> <a href="mailto:PhD@isglobal.org">PhD@isglobal.org</a> Also check the Policy of Participation in Academic Courses, available in the Intranet.

## **ANNEX 4. PhD Grants Fellowships and Travel Grants for Stays Abroad**

To check the latest fellowships and travel grants, visit the [dedicated section in the intranet](#). Please do not take this information as final and binding as requirements might change without previous notice. Should you require any further information, contact [preaward@isglobal.org](mailto:preaward@isglobal.org).



## ANNEX 5. Claim for the payment of Thesis Allowance Form

<b>Name of PhD Researcher</b>	
<b>Name of thesis director (and co-director if applies)</b>	
<b>University PhD Programme</b>	
<b>Thesis Title</b>	
<b>Place, date and time of Thesis Defense</b>	
<b>Tribunal of the Thesis Defense</b>	
<b>International Doctor Mention (Yes/No)</b>	
<b>Budget (maximum 400€)</b>	

**I declare that I have not** received any other kind of economic support related with the thesis presentation

### Signature

**IMPORTANT:** Remember to attach the budget and send it to [PhD@isglobal.org](mailto:PhD@isglobal.org).

The invoice must be issued to ISGlobal's name with the following information:

Address: Carrer Rosselló, 132

Barcelona, 08036

CIF: G65341695

## **ANNEX 6. – Template Full-time: Content of Signed Agreement between the different parties (Pre-doctoral Researcher + Director(s)/Supervisor(s))**

The pre-doctoral researcher and its Director(s)/Supervisor(s) must send this document once completed and signed to the ISGlobal HHRR and Education & Training Departments, at the time of the PhD contract signature:

XXX, as PhD director of YYY, commit on the following responsibilities:

- Agree on the doctoral thesis research proposal and working plan; including milestones and deliverables, and training and mobility plan (to be included as annexes to this document once available)
- Define the objectives and take responsibility for the pre-doctoral education of YYY, advise and guide him/her in order that the expectations of the initially proposed training may be fulfilled within the time allotted.
- Provide YYY with the best possible conditions for the development of his or her future scientific career.
- Interact personally with YYY on a regular basis in order to supervise the tasks with which he/she is entrusted and ensure that those tasks are completed.
- Meet regularly to discuss the progress of the assigned tasks and contribute to the scientific and technical development of YYY.
- Monitor the working conditions and wellbeing of YYY and ensure that he/she receives appropriate support and health and safety training.
- Provide YYY with up-to-date information regarding legal requirements affecting scientific activities.
- Ensure that YYY receives proper training on good scientific practices and research integrity
- Jointly develop and validate the annual follow-up with YYY.
- Pay 50% annual registration fee, if not covered by grants.
- Ensure the salary of YYY for at least 3 years and extend if needed until the PhD thesis approval for deposit.
- Assess on and facilitate training needs of YYY.
- Support attendance to conferences, aiming to have YYY present in at least one international conference.
- Eventually support YYY in doing a stay abroad in the context of her/his PhD development to be able to apply for the “doctoral international mention”.

YYY, as pre-doctoral researcher, commits to:

- Know the general doctoral regulations that apply in their university and the specific ones that apply to their PhD programme.
- Develop the thesis research work as agreed and approved in the doctoral thesis research proposal and working plan (to be included as annexes to this document once available).
- Comply with ISGlobal Code of Good Scientific Practices.
- Comply with all ISGlobal ethical and data protection requirements.
- Comply with ISGlobal Publication Policy.
- Fulfil the agreed training plan.
- Fulfil the agreed mobility plan.
- Jointly complete and validate the annual follow up template.
- Meet with a member of the ISGlobal PhD committee for the annual follow up.
- Participate in ISGlobal seminars.

- Participate in the ISGlobal Annual PhD symposium.
- Fulfil and complete all administrative processes required by the doctoral programme the pre-doctoral researcher is registered in at the university.
- Inform the ISGlobal Education & Training and Human Resources Departments the date of the submission and defence of their thesis at least one week in advance to the date of the presentation.

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Thesis Director(s)/Supervisor(s)

(Name and signature)

Date:

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Pre-Doctoral Researcher (name and signature)

Date:

## **ANNEX 7. – Template Part-time: Content of Signed Agreement between the different parties (Pre-doctoral Researcher + Director(s)/Supervisor(s))**

The pre-doctoral researcher and its Director(s)/Supervisor(s) must send this document once completed and signed to the ISGlobal HHRR and Education & Training Departments, at the time of the PhD contract signature:

XXX, as PhD director of YYY, commit on the following responsibilities:

- Agree on the doctoral thesis research proposal and working plan; including milestones and deliverables, and training and mobility plan (to be included as annexes to this document once available)
- Define the objectives and take responsibility for the pre-doctoral education of YYY, advise and guide him/her in order that the expectations of the initially proposed training may be fulfilled within the time allotted.
- Provide YYY with the best possible conditions for the development of his or her future scientific career.
- Interact personally with YYY on a regular basis in order to supervise the tasks with which he/she is entrusted and ensure that those tasks are completed.
- Meet regularly to discuss the progress of the assigned tasks and contribute to the scientific and technical development of YYY.
- Monitor the working conditions and wellbeing of YYY and ensure that he/she receives appropriate support and health and safety training.
- Provide YYY with up-to-date information regarding legal requirements affecting scientific activities.
- Ensure that YYY receives proper training on good scientific practices and research integrity
- Jointly develop and validate the annual follow-up with YYY.
- Pay 50% annual registration fee, if not covered by grants.
- Assess on and facilitate training needs of YYY.
- Support attendance to conferences, aiming to have YYY present in at least one international conference.
- Eventually support YYY in doing a stay abroad in the context of her/his PhD development to be able to apply for the “doctoral international mention”.

YYY, as pre-doctoral researcher, commits to:

- Know the general doctoral regulations that apply in their university and the specific ones that apply to their PhD programme.
- Develop the thesis research work as agreed and approved in the doctoral thesis research proposal and working plan (to be included as annexes to this document once available).
- Comply with ISGlobal Code of Good Scientific Practices.
- Comply with all ISGlobal ethical and data protection requirements.
- Comply with ISGlobal Publication Policy.
- Fulfil the agreed training plan.
- Fulfil the agreed mobility plan.
- Jointly complete and validate the annual follow up template.
- Meet with a member of the ISGlobal PhD committee for the annual follow up.
- Participate in ISGlobal seminars.
- Participate in the ISGlobal Annual PhD symposium.

- Fulfil and complete all administrative processes required by the doctoral programme the pre-doctoral researcher is registered in at the university.
- Inform the ISGlobal Education & Training and Human Resources Departments the date of the submission and defence of their thesis at least one week in advance to the date of the presentation.

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Thesis Director(s)/Supervisor(s)

(Name and signature)

Date:

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Pre-Doctoral Researcher (name and signature)

Date: