5.5 Each party keeps the other informed with regard to extended absences. In the case of an extended absence of the thesis director (for example, for sabbatical leave), he/she clearly communicates the ways in which he/she can be contacted or, if he/she cannot be reached, then agrees with the doctoral candidate on a third person who will stand in as a temporary supervisor.

5.6 Both parties make sure that they establish ways of communication that are effective and respectful of each person’s values. They are strongly encouraged to keep a written record of all important decisions.

6. IN CASE OF PROBLEMS
In the majority of cases, the relationship between doctoral candidate and thesis director is positive. When this is not the case, it is advisable to react quickly. The first step is to clarify the problem and try to find concrete solutions. If communication is difficult, the intervention of a third person can be helpful (a colleague, the “corps intermédiaire” association, the director of the doctoral school). It is also possible to turn to the faculty dean’s office, the mediation service or Human Resources. Whoever intervenes is expected to respect confidentiality strictly.

In cases of difficulty, or when the thesis subject changes, the doctoral candidate or the thesis director may propose a change of thesis director. The organisational and financial aspects linked to a specific project should be taken into account when considering the feasibility of the reorientation. If necessary, the doctoral school, the institute or the faculty dean’s office may propose a solution.
1. HOW TO USE THIS CODE
This code of practice defines a certain number of values and principles that lie at the basis of the relationship between the thesis director and the doctoral candidate. It serves as a reference for the University of Lausanne. It highlights the active role of both parties and their shared responsibilities during the doctoral process. The code is intended as an informative document that provides clear indications and points of reference, which should be taken into account by those concerned. It is not intended to replace current faculty regulations which concern the doctorate. Consequently, it can be applied differently by each faculty.

2. DEFINING THE DOCTORATE
The doctoral thesis is a high level, individual scientific work which follows standards of quality and whose subject is intended to be innovative. The doctoral candidate is generally part of a community of researchers and his/her research work is part of a more global training process.

The doctorate is a professional research experience that permits the development of a variety of skills (theoretical, methodological, social, organizational, etc.) that can be transferred to a wide range of domains. It is a first step in an academic career, but the acquired skills are also valued outside academia.

3. THESIS SUPERVISION
Prior to registration for the doctorate at UNIL, the doctoral candidate must have obtained the agreement of a person to supervise them. The role of the thesis director is to accompany and supervise the research work, without imposing the details of its development. The thesis director should feel competent with respect to the chosen theme and the methodology, and should show an interest in continuing the supervision of the doctoral candidate throughout the latter’s doctoral training. He/she should also evaluate the motivations of the doctoral candidate and ensure that he/she has the necessary skills with which to successfully complete the project.

The thesis director should guarantee regular follow-up of each of their doctoral candidates.

Note that a teacher/faculty member may refuse to undertake supervision of a candidate. Furthermore, both parties may consider a co-direction arrangement.