

## **Functions and procedures of CNIC's PhD office**

### **CNIC's PhD OFFICE 2021**

CNIC's PhD Office is the forum for scientific support, guidance and growth of all PhD students enrolled in CNIC's Predoctoral Program, independently of their university affiliation or funding source. The roles of CNIC's PhD Office include:

- To provide support to and monitor progress of CNIC's PhD students, in particular in relation with the actions described in CNIC's Predoctoral Program (e.g. Thesis Committee organization and meetings...)
- To facilitate mentoring of CNIC's PhD students
- To make proposals to other scientific and management organs at CNIC regarding scientific and training activities that are pertinent for PhD students.
- To channel proposals from CNIC's PhD students aimed at improving training at CNIC
- To make sure the Office is known by current and prospective PhD students by keeping a dedicated page in the intranet and CNIC's website, which will include this document, a scientific welcome to the CNIC, and the updated list of members of the Office. With the same aim, the Office will give a yearly seminar to new and prospective PhD students to introduce the Office
- To provide scientific mediation in the development of PhD thesis projects
- To advise CNIC's scientific direction on pertinent topics for doctoral training and career development of PhD students
- To provide other departments at CNIC with information related to CNIC's Predoctoral Program
- To promote exchange of scientific and career development experiences between CNIC's prospective, current and past PhD students.

Members of CNIC's PhD Office: The office will be coordinated by a Group Leader appointed by CNIC's direction. The Office will also include two permanent members (Head of CNIC's Scientific Management office and a manager of the Research Office), and one senior and one junior PhD students, who will be elected by CNIC's PhD students in the election procedure described below.

Appointment of PhD students to CNIC's PhD Office: A junior PhD student (less than 1.5 years' experience) will be designated by PhD students who are enrolled in CNIC's Predoctoral Program.

The tenure of a PhD student as a junior member will be 1 year. At this moment, the PhD student will replace his/her senior colleague and a new junior PhD student will be elected by CNIC's PhD students. Hence, the total duration of the appointment of a PhD student in the office will be 2 years (1 as junior + 1 as senior). Exceptionally to launch the system or in the event of necessity, a senior PhD student can also be elected for a 1-year tenure.

To launch this renewed office, the following members are proposed. This document has been contributed by all of them.

- Group Leader: Jorge Alegre-Cebollada (as appointed by direction)
- Head of the Scientific Management office: Beatriz Ferreiro
- Member of the Research Office: Ángel Ciprés
- Senior PhD student: Ignacio Heras Murillo (Sancho's Lab, former organizer of CNIC's PhDay)
- Junior PhD student: Inés Martínez-Martín (Alegre-Cebollada's lab)

- This office is exclusively of a scientific nature and cannot assume competences attributed by law to the Work Council as legal representative of the employees nor does it substitute said committee in any of its functions, prerogatives or attributions.

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