

## Before you start

- ▶ Use this checklist to help students complete theses and publish while upholding ethical standards and avoiding professional misconduct.
- ▶ The aim of this checklist is to assist supervisors in the supervision of master's and doctoral thesis writing and publishing in accordance with the norms and values of academic and research integrity.
- ▶ The checklist should help guide students to prepare their thesis and publications in line with the best research practices and avoid the risks of research misconduct and questionable research practices.
- ▶ The checklist is to be used from the start of the supervision and throughout the process of thesis preparation.
- ▶ Be aware that the list might need to be adapted to your own needs depending on the research field, your past experience, and institutional policies and rules.
- ▶ Depending on the division of responsibilities at the institutional level, it might not be you who are undertaking some of the items listed below, but you must nevertheless ensure that your student is properly guided.
- ▶ It could be beneficial to address some of these points in groups of two or more students.

## General tips

- ▶ Be aware that you are a role model.
- ▶ Enculturate your students in your discipline and help them cross the bridge from being a student to researching.
- ▶ Encourage your students to interact with the research community and participate in academic events.
- ▶ Encourage your students to self-reflect and help them develop critical thinking.
- ▶ Try to motivate your students, and ask them about their work and how it is going.
- ▶ Show students that you are active and engaged in their thesis and publication work.
- ▶ Advise students to keep a research diary as a useful way to save all important information in one place.
- ▶ If a problem arises, try to solve it for the benefit of the student, without coercion.

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## General preparations for me as a supervisor

- I have read the institutional requirements relevant to thesis supervision and, if applicable, have taken the required courses in supervision.
- I know what the thesis quality requirements are at my institution.
- I know where to find information at my institution on supervision tasks and processes.
- I have knowledge of academic and research integrity, including regarding various breaches such as contract cheating, paper mills, gift authorship, plagiarism, and data management issues.

## Academic and research integrity

- I have discussed with my student the values of academic and research integrity and why it is important to foster responsible academic and research practices.
- I have checked that the student has received appropriate training in academic and research integrity.
- We have agreed that the student's thesis and publication work will be done with respect for academic and research integrity.
- I have explained to my student the consequences of dishonesty in research (e.g., plagiarism, data fabrication, and other violations of academic ethics and procedures).
- If your students have not previously taken courses in academic and research integrity, you could direct them to institutional resources or reliable resources such as those at <https://www.academicintegrity.eu/wp/all-materials/>.
- I have guided my students on how to find all the relevant documents, such as the code of ethics.

## Preparations for student work

- The student and I have agreed on regular individual or group meetings and we are following the schedule.
- The student and I have agreed to respect each other's working hours and avoid contacting each other on weekends and during vacation time.
- I have set up a suitable work schedule with the student and we have agreed on the timeline that he/she will follow.
- I am here to support my students and they know that I will do my best to help them; they also know how and when to reach me.
- Before data collection began, I checked whether my student's research needs ethical approval and helped her/him with the procedure.

## Formulating research questions and the study design

- The student and I have discussed literature searches and how to find relevant research literature.
- The student and I have discussed what type of contribution their thesis will make to existing research in our field.
- The student and I have discussed and agreed on research questions, study design, the methodology of the thesis work, and how the research process will be monitored.
- The student and I have discussed and agreed on the scope of her/his research and what knowledge and/or skills are needed to implement the research design. If needed, I guided my student using relevant resources, training opportunities, and/or consultation.
- If needed, I advised the student to have an additional/external consultant for a planned research topic.

## Feedback

- I have regular consultations with my students and I follow their ongoing research.
- I am always clear and respectful in my communication.
- I am always trying to give constructive feedback and appreciate the positive aspects.
- I checked/reviewed whether my supervised student's data have been collected, recorded, and managed properly.

## Data processing and analysis

- The student and I have agreed on the methods of data processing and analysis that she/he will be using.
- I have talked with my student about factors that might influence objectivity in data analysis, such as various forms of bias or conflicts of interest.
- I have instructed the student that all potential limitations, biases, and conflicts of interest must be clearly declared in her/his work.
- The student and I have discussed the requirements for properly storing research data and have agreed on how and where the thesis data will be stored.
- I have talked to my student about the possibility of outliers and of why and how they should not be omitted from the dataset.
- I have talked to my student about the importance of anonymizing the research participants (if relevant).

## Academic writing

- I have directed the student to examples of good academic writing in my discipline.
- I have encouraged the student to read appropriate literature on academic writing.
- I have regularly reviewed the thesis and made sure that the student is aware of how to cite properly.
- I have talked to my student about the importance of using one reference style consistently.
- I have advised my student to properly use reference management software.

- I made my student aware that he/she must check that all materials (e.g., pictures, charts, and tables) are appropriately indicated, referenced, and acknowledged before submitting the thesis.
- I made the student aware that he/she must check the reference list and whether it is consistent with the references in the text (in-text citations or footnotes).

## Collaborative work

- My supervised students and I have discussed and agreed on the authors' contributions to the joint article/paper.
- If the student's work is part of a larger research project, we have discussed, agreed on, and formalised the relationship between the project and the student's work in terms of authorship.
- If the student's work is part of a larger research project, we have discussed, agreed on, and formalised the relationship between the project and the student's work in terms of data use.
- If the student's work is part of a larger research project, we have discussed, agreed on, and formalised the relationship between the project and the student's work in terms of intellectual property rights.

## Ethical publishing

- The student and I have checked the potential publisher's requirements.
- The student and I have checked the quality of the journal and I have discussed predatory publishers with my student. In the case of doctoral students, I have explained that work published in such venues cannot be used as part of their thesis.
- The student and I have talked about the importance of only listing all those who have made relevant contributions to the work as authors, as defined by the International Committee of Medical Journal Editors (ICMJE) and the Committee on Publication Ethics (COPE).
- Make sure that the student is aware that the authorship order should reflect individuals' respective contributions.
- Make sure that the student is aware that contributors who do not qualify as authors should be properly acknowledged.
- Make sure that the student is aware of the need to disclose conflicts of interest, if any, and to openly declare them in the publication.
- Make sure that the student is aware of the need to acknowledge research funders.

## Final considerations

- The student and I have checked the institutional requirements for the thesis submission and/or defence.
- After the thesis was submitted, if available, I used text-matching software to identify possible plagiarism and assessed the text matches indicated.
- I have carefully read and analysed all the chapters of the MA/PhD thesis of the candidate before the final defence.

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