

**Regulations for professional internships (“practice”) at the Doctoral School  
at  
the Maria Grzegorzewska University**

§ 1

1. Practice prepares doctoral students studying at the Doctoral School for the profession of academic teacher.
2. Practice is carried out in the form of conducting or participating in teaching classes at the Academy.
3. Practice may be carried out in a form other than conducting or participating in teaching classes at the Academy.
4. The doctoral student’s Individual Practice Card is accepted by the Head of the Doctoral School.

§ 2

1. The duration of practice in the first, second, and third years of study is no more than 60 hours per year.

§ 3

1. The doctoral student does not receive any compensation for activities carried out as part of the annual mandatory practice.
2. If the completed practice exceeds the number of hours required for a given academic year, it may be credited towards practice in the following academic year, with the prior approval of the Head of the Doctoral School.

§ 4

1. The responsibility for ensuring that doctoral students can conduct teaching activities as part of their practice is entrusted to the directors of the institutes in which the supervisors of doctoral students are employed.
2. In justified cases, the Head of the Doctoral School may assign another institute as the location for practice, or any part thereof, rather than the one where the supervisor is employed.
3. The directors of institutes designated by the Vice-Rector for Academic Affairs responsible for ensuring practice opportunities for doctoral candidates whose supervisors are not employed at the Maria Grzegorzewska University.

§ 5

1. Prior to the commencement of teaching assignments for classes to be held in the next academic year, the Head of the Doctoral School provides the institute directors with a summary that includes the formal qualifications and research interests of individual doctoral students.
2. Assignment of doctoral students to practice classes should precede the allocation of overtime hours to employees at the Academy and the hiring of external staff under contracts of mandates and contracts for specific work.

§ 6

1. Academic supervision of practice rests with the supervisors of individual doctoral students.
2. Before the first classes, the supervisor should review the syllabus of the course to be taught by the doctoral student and then observe the classes taught by the doctoral student at least twice during the academic year.
3. The supervisor certifies the completion of practice by making an entry in the doctoral candidate's student record book and in the USOS system.

§ 7

1. The Academy has introduced Doctoral Student's Individual Practice Card, the template of which is included in Appendix No. 1 hereto.
2. The Doctoral Student's Individual Practice Card contains a list of courses scheduled to be completed by the doctoral student during each academic year.
3. The assignment of courses is confirmed by the director of the institute and the card is submitted to the Office for Educational Organization and Planning along with information on course staffing for the next academic year.
4. At the end of the academic year, the Head of Office for Educational Organization and Planning confirms that the doctoral student has completed the course(s) and submits the card to the Head of the Doctoral School.
5. Once verified, the Doctoral Student's Individual Practice Card is kept in educational progress records.

§ 8

The Regulations shall enter into force on 1 October 2019.

**DOCTORAL STUDENT'S INDIVIDUAL PRACTICE CARD**

academic year .....

Name of doctoral student: .....

Student ID number: .....

Year of study: .....

**I. List of teaching activities to be carried out by doctoral student as part of practice**

Item	Nazwa przedmiotu	Type of classes (discussions/workshops/ seminar/training)	Number of hours	Degree course, year, specialization	Confirmation of class completion by the Head of Office for Educational Organization and Planning (signature and stamp)

.....  
date, signature, and stamp of the Institute Director

.....  
date, signature, and stamp of the Head of the Doctoral  
School



**II. List of overtime teaching activities carried out by the doctoral student to fulfil practice requirements in the following academic year**

<b>Item</b>	<b>Course title</b>	<b>Type of classes (discussions/workshops/ seminar/training)</b>	<b>Number of hours</b>	<b>Degree course, year, specialization</b>	<b>Confirmation of class completion by the Head of Office for Educational Organization and Planning (signature and stamp)</b>

.....  
date, signature, and stamp of the Institute Director

.....  
date, signature, and stamp of the Head of the Doctoral  
School

**III. Information on activities carried out by the doctoral student as part of practice in a form other than teaching or assisting in teaching**

<b>Item</b>	<b>Action description</b>	<b>Number of hours</b>

.....  
date, signature, and stamp of the Institute Director

.....  
date, signature, and stamp of the Head of the Doctoral  
School

**IV. Information on activities carried out by the doctoral student as part of practice to fulfil practice requirements in the following academic year in a form other than teaching or assisting in teaching**

Item	Action description	Number of hours

.....  
date, signature, and stamp of the Institute Director

.....  
date, signature, and stamp of the Head of the Doctoral  
School