

Appendix 6 to Resolution No 362/2022
Of the Maria Grzegorzewska University Senate
of 22nd June 2022

Appendix 6 to the Resolution 137/2019
of the Maria Grzegorzewska University Senate
of 20 March 2019

[CONSOLIDATED TEXT]

**Rules governing work experience at the Maria Grzegorzewska University
Doctoral School**

§ 1

1. Work experience prepares a doctoral student studying at the Doctoral School to work as an academic teacher. Work experience placements are carried out in the form of conducting classes at the university or participating in their conduct. Work experience placements may be carried out in forms other than conducting classes at the university or participating in their conduct. Permission for other forms of work placement is issued by the Head of the Doctoral School, in consultation with the doctoral student's supervisor.

§ 2

1. The duration of work experience placements in the 1st, 2nd and 3rd year of studies does not exceed 60 hours per year.
2. After the mid-term evaluation, doctoral students employed as academic teachers at the University and teaching at the university are exempt from work experience.

§ 3

1. A doctoral student does not receive remuneration for conducted classes carried out as part of annual work experience. Completed work experience in excess of the number of hours provided for in a given academic year, may be counted towards work practice carried out during the following academic year with the prior consent of the head of the Doctoral School.

§ 4

1. Ensuring doctoral students with the possibility of conducting classes as part of work experience is entrusted to the directors of the institutes in which the doctoral supervisors are employed.
2. In justified situations, the head of the Doctoral School may indicate an institute other than the one where the supervisor is employed as the place of work experience or part thereof.
3. Directors of institutes appointed by the Vice-Rector for Science are responsible for ensuring the possibility of work experience for doctoral students whose supervisors are not employed at MGU.

§ 5

1. Before starting the scheduling of classes for the following academic year, the Office for Promotion Procedures provides directors of institutes with the requirements for teaching hours for doctoral students, together with a summary containing the characteristics of the formal qualifications and scientific interests of individual doctoral students. Assigning doctoral students to classes carried out as part of the work experience should be preceded by allocation of overtime hours to employees of the University and employment of external employees under contracts of mandate and contracts for specific work.
2. If the directors of the institutes do not schedule classes, the supplementary assignment of classes to doctoral students is made by the directors of studies.

§ 6

1. Substantive supervision over the implementation of apprenticeship is exercised by a doctoral student's supervisor.
 - 1a. A doctoral student, in consultation with the supervisor, determines the plan of work experience for a given academic year and completes the Doctoral Student's Individual Planned Work Experience Card (Appendix 1 to these Regulations) with a list of classes to be conducted.
2. Before the commencement of the first classes independently conducted by a doctoral student, the supervisor should read the syllabus of the subject taught by the doctoral student and then inspect the classes conducted by the doctoral student at least twice during the academic year.
 - 2a. After the classes conducted by the doctoral student, the supervisor completes the Inspection Sheet (appendix 2 to these Regulations) and discusses it with the doctoral student. The completed sheets from the two inspections are submitted by the doctoral student together with the Individual Doctoral Student Work Experience Card to the Secretariat of the Doctoral School.
3. The completion of work experience is credited by the supervisor by making an entry in the USOS system and accepting the Individual Doctoral Student Work Experience Card.

§ 7

1. The University has an Individual Doctoral Student Work Experience Card, the template of which is set out in appendix 3 to these Regulations.
2. The Individual Doctoral Student Work Experience Card contains a list of classes completed by the doctoral student in a given academic year and a description of the vocational activities performed.
3. The confirmation of the realisation of classes independently conducted by the doctoral student is made by the Head of the Office for Organization and Education Planning of the University on the Individual Doctoral Student Work Experience Card.
4. The participation of a doctoral student in conducting classes is confirmed by the academic teacher conducting a given subject with a signature in the Individual Doctoral Student Work Experience Card.
5. The implementation of the doctoral student's work experience in a form other than independently conducting classes at the university or participating in their conduct is confirmed by their supervisor.
6. The settled and approved by the head of the Doctoral School Individual Doctoral Student Work Experience Card is kept within the documentation of the course of education.

§ 8

These Regulations come into force on 1 October 2019.