

**Regulations for professional internships
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 University.
3. Consent for the completion of professional teaching internships at a university other than the University may be granted by the Head of the Doctoral School in consultation with the doctoral student's supervisor.
4. Practice may be carried out in a form other than conducting or participating in teaching classes at the University. The Head of the Doctoral School, in consultation with the doctoral student's supervisor, may grant the doctoral student consent for alternative forms of practice.

§ 2

1. The amount of practice for doctoral students who took up their studies at the Doctoral School no later than in the 2022/2023 academic year and are pursuing a 6-semester program during their first, second, and third years is set at no more than 60 hours per year.
2. The amount of practice for doctoral students who took up their studies from the 2023/2024 academic year in an 8-semester program is set at 30 hours (in the form of co-teaching) in the first year, 60 hours per year (in the form of teaching at the University) in the second and third years, and 30 hours (in the form of independent teaching at the University) in the fourth year.

3. Doctoral students who are employed as academic teachers at the University and conduct classes at the University will be exempt from practice requirements.

§ 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. 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 University.

§ 5

1. Prior to the commencement of teaching assignments for classes to be held in the next academic year, the office providing administrative support for the Doctoral School provides the institute directors with the requirements for teaching hours for doctoral students, along 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 University and the hiring of external staff under contracts of mandates and contracts for specific work.
3. If institute directors do not allocate teaching assignments, supplementary assignments for doctoral students are made by program directors.

§ 6

1. Academic supervision of practice rests with the supervisors of individual doctoral students.
 - 1a. In consultation with the supervisor, the doctoral student draws up a practice plan for the academic year and fills out the Doctoral Student's Individual Practice Card (Appendix No. 1 hereto) with a list of classes to be conducted.

2. Before the first classes independently taught by a doctoral student, 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 in a situation where the doctoral student teaches 60 hours or once where the doctoral student teaches 30 hours.
- 2a. The Supervisor is required to observe (i.e. conduct a teaching observation of) the classes conducted by the doctoral student as part of their practice, fill in the Observation Sheet (Appendix No. 2 to these Regulations) and discuss it with the doctoral student. The completed observation sheets must be submitted by the doctoral student together with the Doctoral Student's Individual Practice Card to the office providing administrative support for the Doctoral School.
- 2b. If there are any special circumstances preventing the supervisor from conducting the observation of the classes taught by the doctoral student, the observation shall be carried out by the Head of the Doctoral School or an independent researcher employed as a professor or university professor appointed by the director of the institute where the classes took place.
3. The supervisor certifies the completion of practice by making an entry in the USOS system and approving the Individual Practice Card.

§ 7

1. The University has introduced Doctoral Student's Individual Practice Card, the template of which is included in Appendix No. 3 hereto.
2. The Doctoral Student's Individual Practice Card includes a list of classes conducted by the doctoral student during the academic year and a description of practice activities performed.
3. Verification of completion of classes independently conducted by the doctoral student is made by the Head of Office for Educational Organization and Planning at the University on the Doctoral Student's Individual Practice Card.
4. Participation in teaching activities by the doctoral student is confirmed by the academic teacher formally responsible for the course putting their signature to the Doctoral Student's Individual Practice Card.
5. Completion of alternative forms of practice by the doctoral student, i.e. other than conducting or participating in teaching classes at the University, is confirmed by the supervisor.
6. Completion of practice at a university other than the University must be confirmed by the competent unit at the host institution where the practice took place.
7. Once verified and approved by the Head of the Doctoral School, the Doctoral Student's Individual Practice Card is kept in educational progress records.

§ 8

The Regulations shall enter into force on 1 October 2019.