

ORDER NO. 6/2023
OF THE DIRECTOR OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF
SZCZECIN
of 5 April 2023

on the organization of didactic practice carried out by doctoral students studying at the
Doctoral School of the University of Szczecin

Based on to § 8(2)(2) and (3)(14) in conjunction with § 14(2)(11) of the Regulations of the Doctoral School of the University of Szczecin adopted by resolution of the Senate of the University of Szczecin No. 60/2022 of 28 April 2022 on the adoption of the Regulations of the Doctoral School of the University of Szczecin, it is hereby ordered as follows:

§ 1.

1. The didactic practice prepares a doctoral student studying at the Doctoral School of the University of Szczecin, hereinafter referred to as "the doctoral student", to perform the duties of an academic teacher.
2. The didactic practice of the doctoral student in the number of hours specified in the curriculum takes place in the form of:
 - 1) independent conducting of classes by the doctoral student with students of first-cycle studies, second-cycle studies, or long-cycle master's degree programme in the form of: practical exercises, tutorials, workshops, or other form provided for in the curriculum, excluding lectures and seminars;or
 - 2) conducting classes by the doctoral student with students of first-cycle studies, second-cycle studies, or long-cycle master's degree programme together with the supervisor or with another academic teacher in the form of practical exercises, tutorials, workshops, or other form provided for in the curriculum, excluding lectures and seminars; the possibility of conducting classes with another doctoral student and an assistant without a doctoral degree is excluded.
3. While carrying out the didactic practice, the doctoral student conducts classes with students of first-cycle studies, second-cycle studies, or long-cycle master's degree programme studying at the University of Szczecin or with students studying at another university, subject to paragraph 4.

4. The implementation of the didactic practice at a university other than the University of Szczecin requires a written notification to the Director of the Doctoral School of the University of Szczecin, no later than in the semester preceding the semester of the commencement of the didactic practice.
5. While carrying out the didactic practice, the doctoral student is obliged to comply with the regulations on the principles of conducting didactic classes with students in force at the organizational unit of the University of Szczecin or at another university where the practice is carried out.
6. During the period of suspension of education, the doctoral student does not carry out didactic practice.

§ 2.

1. Supervision over the implementation of the didactic practice by the doctoral student is exercised by the supervisor.
2. The supervisor's tasks include the selection of classes that are carried out as part of the didactic practice in such a way that as a result of their conduct, it is possible for the doctoral student to achieve the learning outcomes assigned to the didactic practice specified in the curriculum, subject to paragraph 3.
3. The choice of classes as part of the didactic practice should be consistent with the scientific discipline in which the doctoral student conducts research.
4. The supervisor whose doctoral student will carry out the didactic practice at the University of Szczecin agrees with the dean or a person indicated by the dean the number of hours of the practice and organizational details regarding its implementation.
5. The doctoral student implementing the didactic practice submits the following documents to the education section of the faculty where he/she will carry out the practice:
 - 1) the didactic practice plan card of the doctoral student, by 15 June of the academic year preceding the academic year in which the practice is to be implemented; the template of the didactic practice plan card of the doctoral student is attached as Annex No. 1 to the Order;
 - 2) the didactic practice implementation card of the doctoral student, after completing all hours of didactic practice provided for in the curriculum; the template of the didactic practice implementation card of the doctoral student is attached as Annex No. 2 to the Order.

6. The education section provides the cards referred to in paragraph 5 via the EZD system to the Teaching Process Organization Support Department and the Office of the Doctoral School of the University of Szczecin.
7. For the performance of the tasks specified in paragraphs 1-4 the supervisor does not receive any additional remuneration.

§ 3.

1. After completing all the hours of didactic practice provided for in the curriculum, the doctoral student submits the didactic practice credit card to the supervisor on the template constituting Annex No. 3 to the Order, subject to paragraph 2.
2. If the template of the didactic practice credit card has been defined by a separate resolution of the Senate of the University of Szczecin on the curriculum, then the doctoral student submits the didactic practice credit card specified in paragraph 1 in accordance with the template set out in this resolution. Information on the appropriate template is provided to the doctoral student by the Office of the Doctoral School of the University of Szczecin.
3. The doctoral student implementing the didactic practice at another university attaches to the didactic practice credit card a certificate issued by the university where the doctoral student implemented the didactic practice.
4. The certificate referred to in paragraph 3, must contain:
 - 1) name and surname of the doctoral student;
 - 2) name of the subject, major and year of study in which the doctoral student implemented the didactic practice;
 - 3) an indication of the form of didactic classes conducted by the doctoral student and the number of hours of didactic practice.

§ 4.

The Order enters into force on 5 April 2023.