

**ORDER NO. 68/2023**

**OF THE DIRECTORE OF THE DOCTORAL SCHOOL OF THE UNIVERSITY OF  
SZCZECIN**

of 6 December 2023

on the organization of teaching practice for doctoral students at the Doctoral School of the  
University of Szczecin

Pursuant to § 8(2)(2) and (3)(14) in connection with § 14(2)(10) of the Regulations of the Doctoral School of the University of Szczecin adopted by resolution of the Senate of the University of Szczecin No. 40/2023 of 27 April 2023 on the adoption of the Regulations of the Doctoral School of the University of Szczecin, it is ordered as follows:

**§ 1**

1. Teaching practice prepares a doctoral student studying at the Doctoral School of the University of Szczecin, hereinafter referred to as "doctoral student", to perform the duties of an academic teacher.
2. The teaching practice of a doctoral student in the number of hours specified in the education program takes place in the form of:
  - 1) independent conduct of classes by the doctoral student with students of first-cycle, second-cycle, or long-cycle master's degree studies in the form of practical exercises, tutorials, workshops, or any other form provided for in the educational program, excluding lectures and seminars;
  - or
  - 2) conduct of classes by the doctoral student with students of first-cycle, second-cycle, or long-cycle master's degree studies together with the supervisor or another academic teacher in the form of practical exercises, tutorials, workshops, or any other form provided for in the educational program excluding lectures and seminars; the possibility of conducting classes with another doctoral student or an assistant without a doctoral degree is excluded.
3. While conducting the teaching practice, the doctoral student conducts classes with students of first-cycle, second-cycle or long-cycle master's degree studies studying at the University of Szczecin or with students studying at another university, subject to paragraph 4.
4. Conducting the teaching practice at a university other than the University of Szczecin requires written notification to the Director of the Doctoral School of the University of Szczecin no later than in the semester preceding the semester of commencement of the teaching practice.
5. While conducting the teaching practice, the doctoral student is obliged to comply with the regulations regarding the principles of conducting teaching classes with students in force at the organizational unit of the University of Szczecin or another university where the practice is conducted.

6. During the period of suspension of education, the doctoral student does not conduct teaching practice.

## § 2

1. The implementation of the teaching practice by the doctoral student is supervised by the supervisor.
2. The supervisor's tasks include selecting classes that are conducted as part of the teaching practice in such a way that, as a result of conducting them, it is possible for the doctoral student to achieve the learning outcomes assigned to the teaching practice specified in the education program, subject to paragraph 3.
3. The choice of classes as part of the teaching practice should be consistent with the scientific discipline in which the doctoral student conducts research.
4. The supervisor whose doctoral student will conduct the teaching practice at the University of Szczecin agrees with the dean or a person indicated by the dean on the scope of the practice and organizational details regarding its implementation and forwards the arrangements to the doctoral student.
5. For the performance of the tasks specified in paragraphs 1-4 the supervisor does not receive additional remuneration.

## § 3

1. After completing all hours of teaching practice provided for in the education program, the doctoral student submits to the supervisor a teaching practice assessment card on the template constituting an annex to the regulation, subject to section 2.
2. If a template of the teaching practice assessment card has been specified in a separate resolution of the Senate of the University of Szczecin on the educational program, then the doctoral student submits to the supervisor the teaching practice assessment card specified in paragraph 1 in accordance with the template specified in this resolution. Information about 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 conducting teaching practice at another university attaches to the teaching practice assessment card a certificate issued by the university where the doctoral student completed the teaching practice.
4. The certificate referred to in paragraph 3, must contain:
  - 1) name and surname of the doctoral student;
  - 2) name of the subject, field, and year of study in which the doctoral student conducted the teaching practice;
  - 3) indication of the form of teaching classes conducted by the doctoral student and the number of hours of teaching practice.

## § 4

Order No. 6/2023 of the Director of the Doctoral School of the University of Szczecin of 5 April 2023 on the organization of teaching practice for doctoral students at the Doctoral School of the University of Szczecin is repealed.

## § 5

The order enters into force on the day following the date of signing.

must be filled out on the form in Polish ( attached English form is only for your convenience)