

Course Completion Guidelines
“Individual Module” and “Open Lectures”
(for doctoral students who began their studies prior to the 2025/2026 academic year)

I. Individual Module According to an Individual Plan

Step 1. Determining Activities (Years 1–4)

The doctoral student, in consultation with the supervisor, determines the activities to be carried out as part of the individual module.

Activities may include :

- courses offered by universities in Poland and abroad,
- summer schools, courses, training programs, research camps,
- other forms of academic and professional development.

(Details are specified in the course syllabus).

Step 2. Completion of activities (Years 1–4)

A doctoral student may undertake activities starting from the first year of study throughout the entire duration of the program.

The following must be completed:

- **at least 60 instructional hours (1 hour = 45 minutes).**

Step 3. Documenting activities

Each activity must be confirmed by a document, e.g.:

- a certificate,
- a statement,
- a diploma,
- another document confirming participation.

Step 4. Rules regarding ECTS credits

If the document:

- does not include information about ECTS credits → do not enter ECTS credits on the course completion form.

Step 5. Course completion date

The module is completed:

- **in semester 8,**
- after fulfilling the credit hour requirement.

Step 6. Completing the completion form

The doctoral student:

- downloads the completion form from the Doctoral School's website, ([Załącznik nr 3 do Zarządzenia nr 9/2024 Dyrektora Szkoły Doktorskiej Uniwersytetu Szczecińskiego z dnia 9 września 2024 r. w sprawie wprowadzenia Wewnętrznego Systemu Zapewniania Jakości Kształcenia Szkoły Doktorskiej Uniwersytetu Szczecińskiego](#))

(English version for reference: [Appendix No. 3 to Ordinance No. 9/2024 of the Director of the Doctoral School of the University of Szczecin of 9 September 2024 on the implementation of the Internal Quality Assurance System for Education at the Doctoral School of the University of Szczecin](#))

- enters the completed activities,
- attaches documents confirming participation.

Step 7. Verification by the supervisor

The doctoral student submits the documentation to the supervisor.

Supervisor:

- verifies that the activities match the documentation,
- approves the module by signing the form.

Step 8. Submitting Documents to the Office

The doctoral student submits the following to the Doctoral School Office:

- a completion form signed by the supervisor,
- a complete set of documents confirming academic activities.

Documents must be submitted:

- **immediately after receiving the completion credit.**

Step 9. Module Completion

After submitting the complete set of documents:

- the documentation is formally accepted,
- the module is considered completed.

II. Open Lectures (Basic Module)

Step 1. Participation in events (1st–4th year)

The doctoral student participates in events organized exclusively by the Doctoral School, in particular:

- meetings with practitioners,
- Erasmus Debates,
- lectures in the “Join US – Stay with US” program.

Step 2. Required scope of participation

The condition for passing is participation in:

- **at least 8 events.**

Step 3. Documenting participation

Participation is confirmed:

- based on attendance lists,
- without the need to provide additional certificates.

During the program, a doctoral student may contact the Doctoral School Office to obtain information about the number of events already completed and the number of events remaining to be completed—based on attendance sheets.

Step 4. Completion deadline

Completion occurs:

- **in the 8th semester.**

Step 5. Verification and completion

- Verification is performed by the Doctoral School Office based on attendance lists.
- **Completion is granted by the Director of the Doctoral School.**

Step 6. Course completion

Once the requirements are met:

- the course “Open Lectures” is officially completed.