

Course Completion Guidelines

Courses within the individual module according to the doctoral student's individual study plan
(for doctoral students beginning their studies in the 2025/2026 academic year)

[Resolution No. 109/2024 of the Senate of the University of Szczecin dated 28 November 2024 on the establishment of the study programme conducted in English at the Doctoral School of the University of Szczecin](#)- a programme with English as the language of instruction

[Resolution No. 108/2024 of the Senate of the University of Szczecin dated 28 November 2024 on the establishment of the education programme at the Doctoral School of the University of Szczecin](#)- a programme with Polish as the language of instruction

Step 1. Completion of activities (1st–4th year)

The doctoral student carries out activities within the individual module throughout the entire period of study (from the 1st to the 4th year).

During this time, the doctoral student is required to accumulate a total of at least 80 teaching hours
(1 hour = 45 minutes).

All activities carried out as part of the individual module are subject to agreement with the supervisor, with the exception of participation in events organized by the Doctoral School of the University of Szczecin.

Step 2. Mandatory 15 hours at the Doctoral School

The doctoral student is required to participate in events organized by the Doctoral School (e.g., open lectures, debates, meetings with practitioners) for a total of:

- 15 mandatory hours,
- without the need to provide certificates,
- credited based on attendance lists.

Step 3. Other Activities and Hour Limits

The remaining hours may be completed in various forms, subject to the following maximum limits:

- lectures – max. 15 hours
- seminars – max. 15 hours
- workshops – max. 15 hours
- tutorials – max. 10 hours
- conferences – max. 15 hours
- observations – max. 8 hours
- courses – max. 10 hours
- training sessions – max. 15 hours
- camps – max. 15 hours

These activities are carried out in accordance with the educational program and the limits specified in the syllabus.

Step 4. Documenting Activities

All activities carried out outside the Doctoral School's program must be confirmed by appropriate documents, such as:

- certificate,
- statment,
- diploma, or other document confirming participation.

Step 5. Course Completion Deadline

The course is completed in the 8th semester (during the 4th year of study), after accumulating the required 80 hours.

Step 6. Conditions for issuing the Course Completion Certificate

The doctoral student receives the individual module completion certificate from the Doctoral School Office.

- The condition for its issuance is prior completion of 15 hours of participation in events organized by the Doctoral School.
- If this requirement is not met, the certificate will not be issued, as this participation is a mandatory component of the program and is verified based on attendance records.
- The section regarding the 15 hours of events organized by the Doctoral School is completed by the Doctoral School Office.

Step 7. Completion of the form by the doctoral student

Doctoral student:

- enters the remaining completed activities,
- attaches documents confirming their completion.

Step 8. Verification by the supervisor

The doctoral student submits the complete documentation to the supervisor.

Supervisor:

- verifies that the entries match the documentation,
- confirms completion of the module by signing the form.

Step 9. Submission of documents to the Office

After the supervisor's signature, the doctoral student submits the following to the Doctoral School Office:

- the completion form,
- a complete set of documents confirming the activities.

Step 10. Verification and Approval

- The Doctoral School Office performs a formal verification (checks the consistency of entries with the documentation).
- The Director of the Doctoral School provides final approval:
 - o confirms the completion of 15 hours based on attendance sheets,

Step 11. Course Completion

Once the full verification and approval process is complete, the course is officially considered completed.