

**REGULATIONS FOR WORK PLACEMENT  
AT THE DOCTORAL SCHOOL  
OF THE KAZIMIERZ WIELKI UNIVERSITY**

§ 1

1. Work placement prepare a doctoral candidate studying at the Doctoral School to practice as an academic teacher.
2. The aim of work placement is to achieve expected learning outcomes, in particular regarding:
  - independent planning and activities for their own development as well as inspiring and organizing the development of other people;
  - ability to pass on the acquired knowledge, organize and supervise the learning process of other people by preparing and conducting classes with students, notably, matching suitable teaching methods and methods of assessing learning outcomes;
  - knowledge and ability to use modern techniques and teaching methods in practice;
  - ability to initiate and hold discussions.
3. Doctoral work placement may take the form of:
  - conducting didactic classes with students on an independent basis in the form of classes, seminars, workshops or other form provided for in the education program - a doctoral candidate is indicated in the timetable as a teacher,
  - co-conducting didactic classes with the supervisor or another academic teacher in the form of classes, seminars, workshops or other form provided for in the education program.
4. Didactic classes as part of work placement are conducted at the Kazimierz Wielki University for undergraduate students or postgraduate students. The doctoral candidate is obliged to comply with the applicable regulations for academic teachers.
5. If a doctoral candidate holds classes at another university, they may submit an application for crediting the internship to the Head of the Doctoral School. A certificate obtained from the place of internship shall be attached to the application. The decision on crediting the internship is made by the Head of the Doctoral School.
6. Work placement involve the conducting of didactic classes or co-conducting of didactic classes at the university amounting to 30 teaching hours per year in the third year of the programme and 30 teaching hours per year in the fourth year of the programme.

7. A work placement provided for in the programme of the Doctoral School ends with credit.
8. A doctoral candidate is not paid for classes conducted as part of the valid annual dimension of internships.

## § 2

1. Providing doctoral candidates with the possibility of conducting didactic classes as part of internships is entrusted to Deans.
2. The Dean competent for the discipline within which the doctoral candidate trains at the Doctoral School, sets courses (in agreement with the Deputy for Education), within which the doctoral candidate serves work placement.
3. Doctoral internships are supervised by an academic teacher who co-conducts classes (work placement as participation in conducting classes) or a supervisor/supervisors. The supervisor shall in particular be in charge of verification of the correctness of the content included in the syllabus (in the case of internships as conducting classes).
4. An academic teacher is not given any additional remuneration for the tasks referred to in paragraph 3. An academic teacher who co-conducts classes with the doctoral candidate receives full remuneration for teaching. Co-conducting classes with the doctoral candidate does not affect the number of teaching hours held by an academic teacher.
5. Deans provide information about the form of internships and a doctoral candidate's teaching load through the Head of the Doctoral School to the UKW Department for the Quality and Organization of Education in the model of a form set out in Annex I until 10 June (before the commencement of internships in a given academic year). Work placements as the conducting of didactic classes are recorded in the USOS system - a doctoral candidate is registered in the system as an individual conducting didactic classes on a full-time basis. Work placement as the co-conducting of didactic classes is recorded in the USOS system - a doctoral candidate is registered in the system as a teacher with the number of teaching hours being zero (to be verified).

## § 3

1. A doctoral candidate who conducts didactic classes prepares a syllabus (course description) using the model applicable at the university.
2. Participation in the teaching of classes as part of a work placement consists in:
  - co-conducting of didactic classes within the scope determined by an academic teacher conducting classes,
  - observation of didactic classes within the scope determined by an academic teacher conducting classes,

- performing didactic tasks defined by an academic teacher conducting classes, in particular developing teaching materials and class plans.
3. A work placement may be performed on-site or remotely via MS Teams or Moodle platform according to the rules set out in the Rector's ordinance.

#### § 4

1. The supervisor is obliged to observe classes conducted by a doctoral candidate as part of work placement and submit a class observation sheet to the Head of the Doctoral School as in the model set out in Annex 3, at least once every 30 hours of work placement.
2. If the doctoral candidate co-conducts classes with a supervisor, a supervisor is not employed at the Kazimierz Wielki University or special circumstances have arisen preventing the supervisor from observing didactic classes, class observation is conducted by the Head of the Doctoral School or an independent research and teaching employee designated by the Dean.

#### § 5

1. Crediting of work placement is based on:
  - doctoral work placement card (Appendix 1),
  - class observation sheet as part of the doctoral work placement (Appendix 3).
2. After completing work placement, the doctoral candidate submits a doctoral work placement card and a class observation sheet to the Dean representing the discipline to the extent to which doctoral education is conducted. The Dean confirms the completion of the work placement by the doctoral candidate on the work placement card.
3. The Head of the Doctoral School credits the doctoral work placement through an entry in the doctoral candidate course book and in the USOS system after receipt of the documents mentioned in sec. 1.
4. Failure to obtain credit for work placement in the dimension specified in the education program may result in striking from the list of doctoral candidates.

***The Council of the Doctoral School of Kazimierz Wielki University, by resolution no 4/20202/2021 of 13 April 2021 approved the Regulations of work placement with attachments at the Doctoral School UKW.***