

**PROFESSIONAL INTERNSHIP REGULATIONS
AT THE DOCTORAL SCHOOL
OF KAZIMIERZ WIELKI UNIVERSITY**

§ 1

1. Professional internship prepares doctoral candidates for the profession of an academic teacher.
2. The aim of professional internship is to achieve the learning outcomes specified in the training programme, in particular regarding:
 - 1) the ability to autonomously plan and act on behalf of personal development and inspire and organise the development of others (SD-U10/L8H_SL);
 - 2) the ability to convey acquired knowledge, to organize and supervise the learning process of others by preparing and teaching classes to students, as well as selecting appropriate methods of assessing learning outcomes;
 - 3) the ability to develop an education or training programme and implement it using modern methods and tools (SD-U11/ L8H_SL).

§ 2

1. Professional internship takes the form of:
 - 1) independent teaching,
 - 2) participation in the teaching of classes when another academic teacher is responsible for the course.
2. Professional internship is carried out as follows:
 - 1) in the 3rd year – by participating in the teaching of classes to students (30 teaching hours),
 - 2) in the 4th year – by independently teaching classes or by participating in the teaching of classes to students (30 teaching hours).
3. In special cases, the internship in the 3rd year may take the form of independent teaching. The decision is made by the director of the doctoral school at the request of the doctoral candidate, with the opinion of the supervisor and the dean.
4. In special cases, the internship may be carried out in full only in the 3rd or 4th year. The doctoral candidate's request to transfer the internship planned for the 3rd year to the 4th year, or the doctoral candidate's request to transfer the internship planned for the 4th year to the 3rd year, must be submitted to the director of the doctoral school

during the 2nd year of study, no later than 15 May, and shall include the opinion of the supervisor and the dean. The decision in this matter is made by the director of the doctoral school.

5. Participation in internship teaching activities includes in particular:
 - 1) observing classes within the scope determined by the academic teacher responsible for the course,
 - 2) participating in the teaching of classes within the scope determined by the academic teacher,
 - 3) teaching classes within the scope determined by the academic teacher,
 - 4) preparing teaching materials and lesson plans.
6. Internship teaching activities are conducted for undergraduate and graduate students. Classes may be taught in-person or remotely, in line with the study program.
7. A doctoral candidate employed as an academic teacher at Kazimierz Wielki University obtains credit for internship on the basis of their individual teaching load. A copy of the teaching load form, specifying the classes taught during the doctoral education period, shall be submitted to the director of the doctoral school.
8. If the doctoral candidate teaches or has taught classes at another higher education institution during the period of education at the doctoral school, the doctoral candidate may submit an application to the director of the doctoral school for the recognition of the internship on this basis. A certificate issued by the institution where the teaching has been or is conducted shall be attached to the application. The application shall be submitted before the beginning of the academic year to which it refers, no later than 15 May. The decision on the recognition of the internship shall be taken by the director of the doctoral school.
9. Doctoral candidates do not receive remuneration for classes taught as part of the internship.
10. A doctoral candidate undertaking internship is obliged to comply with the regulations applicable to academic teachers in the field of teaching, including health and safety regulations.

Organization of Professional Internship

§ 3

1. The organization of internship teaching activities is entrusted to the deans.

2. The dean in charge of the discipline in which the doctoral candidate pursues education at the doctoral school shall designate the courses (in consultation with the vice-dean for education) within which the doctoral candidate carries out their professional internship.
3. Deans provide information on doctoral candidates' internships for the following academic year, via the director of the doctoral school, to the Department of Quality and Organization of Education, by submitting the Doctoral Candidate Internship Report (template in Annex 1 to these Regulations) by 10 June.
4. The completion of professional internship is recorded in the USOS system. The doctoral candidate is registered in the system either as a teacher with the full number of designated teaching hours (in the case of independent teaching) or as an additional teacher with zero teaching hours assigned (in the case of participation in the teaching of classes).
5. In the POL-on system, the Office for Academic Degrees registers doctoral candidates who independently teach classes as part of their internship, based on the report referred to in point 3.

§ 4

1. Supervision over a doctoral candidate's internship is exercised by the academic teacher responsible for the course (in the case of internships in the form of participation in the teaching of classes) or by the supervisor. The supervisor is in particular responsible for verifying the correctness of the syllabus (in the case of internships in the form of independent teaching).
2. Academic teachers do not receive additional remuneration for the tasks specified in point 1.
3. The academic teacher responsible for the course within which the doctoral candidate undertakes professional internship shall receive full remuneration for teaching the classes, even if the doctoral candidate is entrusted with conducting part of the teaching activities. Co-taught classes with the doctoral candidate shall not result in any reduction of the academic teacher's working time.

Class Observation

§ 5

1. Observation of classes taught by the doctoral candidate within professional internship is carried out by:
 - 1) the academic teacher responsible for the course (if the doctoral candidate participates in the teaching of classes),
 - 2) the supervisor (if the doctoral candidate teaches independently).
2. If the supervisor is not employed at Kazimierz Wielki University or special circumstances prevent them from observing the classes, the observation is conducted by a research and teaching staff member appointed by the dean.
3. The class observation report (template in Annex 3) shall be submitted to the dean within one month of the observation, but no later than 30 June of the given academic year.

Rules for Internship Completion

§ 6

1. Immediately upon the completion of the internship, the doctoral candidate shall submit their professional internship record sheet to the dean in charge of the discipline within which the doctoral candidate's education is conducted..
2. The dean, after reviewing the class observation report, confirms the completion of the internship on the doctoral candidate's professional internship record sheet if the internship was properly conducted.
3. The completion of the internship shall be confirmed on the basis of:
 - 1) the doctoral candidate's professional internship record sheet (template in Annex 2),
 - 2) the class observation report referred to in § 5 point 3.
4. The director of the doctoral school formally grants credit for the professional internship by signing the doctoral candidate's internship record sheet. The completion of the internship shall be confirmed by an entry in the USOS system.
5. Failure to complete the required professional internship, in accordance with the education programme, may result in removal from the list of doctoral candidates.