

**Resolution No. 264/2021**  
**Senate of the Maria Grzegorzewska University**  
**of 20 October 2021**

**on changing the Resolution on the adoption of the curriculum of the Doctoral School at the Maria Grzegorzewska University, the rules for making an individual research plan, and the Regulations for professional internships at the Doctoral School of the Maria Grzegorzewska University**

Pursuant to Article 198(3) and Article 201(3) and (4) of the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended) and pursuant to § 21(1)(13) and § 21(2) of the Statute of the Maria Grzegorzewska University of 16 May 2019, the consolidated text of which is attached to Resolution No. 216/2021 of 30 June 2021, after consultation with the doctoral student council, it is resolved as follows:

**§ 1**

Appendix no. 6 to Resolution No. 137/2019 of the Senate of the Maria Grzegorzewska University of 20 March 2019 on the adoption of the curriculum of the Doctoral School at the Maria Grzegorzewska University, the rules for making an individual research plan, and the Regulations for professional internships at the Doctoral School of the Maria Grzegorzewska University shall be amended as follows:

1) § 1(3) shall read as follows:

*“3. Practice may be carried out in a form other than conducting or participating in teaching classes at the University. The Head of the Doctoral School, in consultation with the doctoral student’s supervisor, may grant the doctoral student consent for alternative forms of practice.*

2) In §1, paragraph 4 shall be repealed;

3) § 5(1) shall read as follows:

*“1. Prior to the commencement of teaching assignments for classes to be held in the next academic year, the Head of Office for Academic Promotion provides the institute directors with the requirements for teaching hours for doctoral students, along with a summary that includes the formal qualifications and research interests of individual doctoral students.*

4) §5(2) shall be followed by §5(3), reading as follows:

*“3. If institute directors do not allocate teaching assignments, supplementary assignments for doctoral students are made by program director”.*

5) §6(1) shall be followed by §6(1a), reading as follows:

*“1a In consultation with the supervisor, the doctoral student draws up a practice plan for the academic year and fills out the Doctoral Student’s Individual Practice Card (Appendix No. 1 hereto) with a list of classes to be conducted”.*

6) § 6(2) shall read as follows:

*“2. Before the first classes independently taught by a doctoral student, the supervisor should review the syllabus of the course to be taught by the doctoral student and then observe the classes taught by the doctoral student at least twice during the academic year”.*

7) §6(2) shall be followed by §6(2a), reading as follows:

*“2a After the classes conducted by the doctoral student, the supervisor fills out the Observation Sheet (Appendix No. 2 hereto) and discusses it with the doctoral student. The completed sheets from the two observations are submitted by the doctoral student together with the Doctoral Student’s Individual Practice Card to the Office for Academic Promotion”.*

8) § 6(3) shall read as follows:

*“3. The supervisor certifies the completion of practice by making an entry in the USOS system and approving the Individual Practice Card”.*

9) § 7 shall read as follows:

1. . The University has introduced Doctoral Student’s Individual Practice Card, the template of which is included in Appendix No. 3 hereto.
2. The Doctoral Student’s Individual Practice Card includes a list of classes conducted by the doctoral student during the academic year and a description of practice activities performed.
3. Verification of completion of classes independently conducted by the doctoral student is made by the Head of Office for Educational Organization and Planning at the Maria Grzegorzewska University on the Doctoral Student’s Individual Practice Card.
4. Participation in teaching activities by the doctoral student is confirmed by the academic teacher formally responsible for the course putting their signature to the Doctoral Student’s Individual Practice Card.
5. Completion of alternative forms of practice by the doctoral student, i.e. other than independently conducting or participating in teaching classes at the University, is confirmed by the supervisor.
6. Once verified and approved by the Head of the Doctoral School, the Doctoral Student’s Individual Practice Card is kept in educational progress records”.

10) Appendices No. 1-3 to the Regulations for Professional Internships of the Doctoral School are added as Appendices No. 1-3 to this Resolution

## **§ 2**

1. The Resolution shall enter into force on the date of its adoption.
2. The consolidated text of Appendix no. 6 to Resolution No. 137/2019 of the Senate of the Maria Grzegorzewska University of 20 March 2019 on the adoption of the curriculum of the Doctoral School at the Maria Grzegorzewska University, the rules for making an individual research plan, and the Regulations for professional internships at the Doctoral School of the Maria Grzegorzewska University, attached as Appendix No. 4 to this Resolution, shall be adopted.

President of the Senate of the Maria Grzegorzewska  
University

Rector: dr. hab. Barbara Marcinkowska, Prof. APS