

ORDER No. 1/2024

issued by the director of the Doctoral School of the Poznan University of Physical Education
dated January 9, 2024
concerning the mode of fulfilment of compulsory professional practice of doctoral students

Based on §8 para. 1 pt. 5 and §11 para. 8 and 10 of the Regulations of the Doctoral School (hereinafter referred to as the School) of the Poznan University of Physical Education (hereinafter referred to as the University), the director of the School orders as follows.

§ 1

1. Compulsory professional practice in the number of teaching hours indicated in the Regulations of the School shall be carried out by doctoral students of the Doctoral School in one of the following forms:
 - a) **independent teaching classes with students** in the teaching or research units of the University (laboratories, departments),
 - b) **assisting during teaching classes with students** (as an auxiliary teacher) conducted in the teaching or research units of the University alongside full-time academic teachers, and
 - c) **teaching classes during the Poznań Festival of Science and Art (hereinafter referred to as the Festival) or the European Researchers' Night (hereinafter referred to as the Researchers' Night).**
2. The rules for the implementation and credit of professional practice are set out below.

§ 2

1. Independent teaching and assisting in teaching may be carried out in any teaching or research unit of the University, upon prior agreement with the head of the unit.
2. At the beginning of the academic year or semester, the doctoral student is obliged to make inquiries to the heads of the chosen units about the possibility of professional practice in a given academic year or semester. The type of the classes should be in accordance with the educational profile or professional qualifications of the doctoral student.
3. Independent teaching hours are credited on the basis of semester and annual reports submitted by the respective University unit to the Teaching Department (Dział Nauczania), which records the completed teaching hours and forwards them to the School's secretariat. This form of professional practice does not require additional confirmations.
4. Teaching hours carried out in the form of assisting must be confirmed by the head of the unit in which the classes were held. The confirmation must be in writing, including information on the number of hours, the subjects of the classes, the course and year of study, and the student groups (*Appendix No. 1*).

§ 3

1. The number of credited hours of professional practice completed by a doctoral student during the Festival or Researchers' Night may not exceed 30, with up to 15 hours for the Festival and up to 15 hours for the Researchers' Night.
2. The maximum number of hours indicated in paragraph 1 is fixed and independent of the amount of time and work devoted to preparation and the actual number of hours of classes conducted in this form.
3. Classes conducted as part of the Festival or Researchers' Night are credited for the academic year in which they were conducted, i.e. for the period between October 1 and September 30.
4. The conditions for crediting teaching activities conducted during the Festival or Researchers' Night as are as follows:
 - a) the doctoral student represented the Poznan University of Physical Education,
 - b) the doctoral student was the leader or coordinator of the classes,
 - c) the title of the class was announced in the official program of the Festival or Researchers' Night,
 - d) the classes were actually held (classes not held for any reason are not credited),
 - e) if the same classes are submitted by more than one doctoral student, the number of credited hours is equal to the number of 15 divided by the number of submitting doctoral students.
5. The teaching hours carried out by a doctoral student during the Festival or Researchers' Night must be confirmed in writing by the supervisor (*Appendix No. 2*).

§ 4

1. The professional practice of a doctoral student is credited in the cycle of the academic year. In justified cases, it is possible to move part of the professional practice to the next academic year (deficit of hours in the current year) or to exempt part of the practice in the next academic year (excess of hours in the current year).
2. Appropriate confirmations (*Appendices 1 and 2*) must be submitted to the secretariat of the School together with the annual report on the doctoral student's scientific work.
3. Doubtful issues are decided by the director of the School after consultation with the doctoral student, the supervisor or the heads of the University's units.
4. The order shall enter into force as of the date of signature, and its arrangements shall cover the period from October 1, 2023 until further notice.
5. The order has been released in Polish and English. In case of interpretation doubts, the Polish version will be the basis for decisions.

Director of the Doctoral School

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prof. AWF dr. hab. Krzysztof Kusy

**Confirmation of the number of teaching classes conducted by a doctoral student
in the form of assisting (auxiliary teacher)**

I confirm that the doctoral student

.....

(first and second name)

has conducted teaching classes in the Department/Chair

.....

in the academic year

and performed the following number of teaching hours:

Teachng subject*	Course of study, degree (Msc, Bsc)	Study year	Groups	No. of hours
			TOTAL:	

* add lines if necessary.

Date.....

Signature of the Head of the Department

**Confirmation of the teaching classes conducted during
the Poznań Festival of Science and Arts / European Researchers' Night*.**

I confirm that my doctoral student

.....

(first and second name)

conducted teaching activities (e.g. lectures, workshops, demonstrations, experiments or other educational activities) within the framework of the above event on the

(date), entitled:

.....

(the name of the activity according in line with the official program of the event)

as a representative of the Poznan University of Physical Education, taking a leading role in these activities.

Date

Signature of the Supervisor

* remove unnecessary