

**POLICY ON PROFESSIONAL APPRENTICESHIP  
FOR DOCTORAL STUDENTS IN THE DOCTORAL  
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
OF THE UNIVERSITY OF GDAŃSK**

**§ 1 General provisions**

The Policy on the Professional Apprenticeship for Doctoral Students in the Doctoral School of Humanities and Social Sciences of the University of Gdańsk, hereinafter referred to as "the Policy", specifies the principles, mode and form of the professional practice for doctoral students in the Doctoral School of Humanities and Social Sciences of the University of Gdańsk, hereinafter referred to as "doctoral students".

**§ 2. Objectives of professional practice**

1. The professional apprenticeship is intended to prepare a doctoral student for the practice of an academic teacher profession.
2. Specific aims of the professional practice include the achievement and verification of the learning outcomes referred to in the education programme, particularly, with regard to a doctoral student's demonstration of:
  - 1) a broad knowledge of the studied discipline of science and related disciplines of science;
  - 2) the knowledge of scientific developments, recent discoveries and current scientific achievements, including worldwide, in a chosen discipline of science;
  - 3) the ability to transfer knowledge, to inspire, organise and supervise the learning process of others by preparing and conducting classes for students, in particular, by selecting appropriate teaching methods and ways of verifying learning outcomes;
  - 4) the knowledge and practical application of modern teaching techniques and methods;
  - 5) the ability to initiate and lead discussions;
  - 6) the ability to recognise and be prepared to deal appropriately with the dilemmas associated with practising the academic teacher profession.

**§ Rules and procedures for professional practice**

1. During their education in the doctoral school, in each study period, doctoral students shall undertake a period of the professional practice as provided in the framework education programme, in the form and to the extent specified in the programme. In particularly justified cases, at the request of a doctoral student, the director of the doctoral school may set a different date for the apprenticeship.
2. A doctoral student shall undertake the professional practice in the form of teaching or participating in the teaching of courses under the supervision of a thesis advisor or another

academic teacher within the discipline of science, which the doctoral dissertation is being prepared in. The professional practice may take place in particular through:

- 1) independent teaching, including optional classes for students in an elective course, provided that a doctoral student is indicated in the course plan as the teacher of the class;
  - 2) participation in classes conducted by a thesis advisor or another academic teacher;
  - 3) co-teaching with a thesis advisor or another academic teacher;
  - 4) substitution of classes conducted by academic staff with the consent of those who conduct the classes;
  - 5) independent teaching of additional courses not included in the students' compulsory study programme upon agreement with the appropriate dean or director of the institute.
3. The dean of a faculty, or the director of an institute designated by the dean, which provides education in the discipline of science, which doctoral students prepare their doctoral dissertations in, shall determine the detailed form of in-service practice for each year of those doctoral students.
4. A doctoral student undergoes the professional practice during the didactic classes conducted at the faculties of the University of Gdańsk. A doctoral student may undergo the professional practice outside the University of Gdańsk, with the prior consent of the director of the doctoral school and thesis advisor.

#### **§ 4. Rights of a doctoral student relating to professional practice**

While undergoing the professional practice, a doctoral student is entitled to:

- 1) teach under conditions which meet the health and safety requirements of academic staff;
- 2) the use of clerical and administrative support services, to the extent that this right is granted to academic staff;
- 3) the use of premises suitable for teaching and consultations;
- 4) the access to remote education platforms, as recommended by the University of Gdańsk in separate internal regulations, and to use of the means of remote communication with students, enabling them to conduct classes, as in the case of academic teachers.

#### **§ 5. Duties of a doctoral student relating to professional practice**

The duties of a doctoral student while undergoing the professional practice include:

- 1) ensuring that classes are conducted in a reliable and substantive manner;
- 2) the completion of an appropriate training in personal data protection;
- 3) conducting consultations for students as agreed with a thesis advisor, but no less than 5 hours for every 15 hours of classes conducted independently, remotely or on-site;
- 4) submit to the director of the doctoral school a report on the completion of professional practice in the form of a professional practice form, hereinafter referred to as the "Form", the template of which is specified in Appendix No. 1 to the Policy.

#### **§ 6. Organisation of professional practice**

1. The dean of the faculty, or the director of the institute designated by the dean, which provides education in the discipline of science, which a doctoral student prepares a dissertation in, is

obligated to enable the doctoral student to undergo the professional practice in the forms referred to in section 3 paragraph 2, including teaching independently. In case the discipline of science is provided by more than one faculty, the place of employment of the doctoral student's advisor shall be conclusive.

2. A thesis advisor shall supervise the doctoral student's professional practice. The advisor shall also be responsible for assisting a doctoral student in organising and completing the practice, in consultation with the appropriate dean or director of the institute designated by the dean, and for ensuring that a doctoral student is able to achieve and verify the learning outcomes ascribed to the apprenticeship.
3. Records of the doctoral students' professional practice are kept by an employee of the Doctoral School's Administration.

### **§ 8 Credit for professional practice**

1. The credit for the professional practice in the doctoral student's accomplishment sheet is granted by an advisor in accordance with the Form and the certificate of learning outcomes achievement issued by the appropriate dean or director of an institute at the University of Gdańsk. The template of the certificate is provided in appendix no. 2 to the Policy.
2. An advisor shall record the credit for the professional practice in the doctoral student's accomplishment sheet.
3. A doctoral student submits, together with the annual progress report referred to in section 19 paragraph 1 subparagraph 2 of the Regulations of Doctoral Schools of the University of Gdańsk, a certificate of completion of the professional practice, collectively with the Form.
4. If a doctoral student has completed professional apprenticeship at another higher education institution, the syllabus of the course where the practice took place must be submitted with the Form and certificate of learning outcomes achievement.

### **§ 9. Unpaid apprenticeship**

A doctoral student shall not be remunerated for teaching as part of the professional practice.

**Doctoral School of Humanities and Social Sciences**

**University of Gdańsk**

Academic year: ...../.....

**PROFESSIONAL PRACTICE FORM**

Name: .....

Student ID no.: .....

Year of education: .....

Field: .....

Discipline: .....

No.	Course / Field, level and year of study	Description of professional practice	Form of practice*	Number of hours	Date	Legible signature of the authorising/supervising person
1.						
2.						
3.						
4.						
5.						

\*Assist (A), co-teaching (W), independent (S) or mixed mode (M)

.....  
 Doctoral student's legible signature

.....  
University organisational unit stamp

Gdańsk, .....

### CERTIFICATE OF LEARNING OUTCOMES ACHIEVEMENT

This is to certify that ....., a doctoral student of the ..... year of education in the Doctoral School of Humanities and Social Sciences of the University of Gdańsk in the discipline of science of ..... has completed the professional practice by teaching: ..... in the period of ..... in the ..... semester of the academic year ..... in the amount of ..... hours in the ..... form\*

During the professional apprenticeship, the doctoral student has demonstrated\*:

No.	Learning outcomes	YES	NO
1.	a broad knowledge of the studied discipline and related sciences		
2.	the knowledge of developments, recent discoveries and the current scientific achievements (including worldwide) in the chosen discipline		
3.	the ability to transfer knowledge, to inspire, organise and supervise the learning process of others by preparing and conducting classes for students, in particular, by selecting appropriate teaching methods and ways of verifying learning outcomes		
4.	the knowledge and practical application of modern teaching techniques and methods		
5.	the ability to initiate and lead discussions		
6.	the ability to recognise and be prepared to deal appropriately with the dilemmas associated with practising the academic teacher profession		

\* please mark the correct answer

Overall assessment of the professional practice (passed, failed): .....

.....  
stamp and signature of the Director/Head of organisational unit

\*Assist, co-teaching, independent or mixed mode