

Rules governing participation in vocational/didactic internship programs by doctoral students of the SGGW Doctoral School

1. Pursuant to § 6 of the Warsaw University of Life Sciences Doctoral School's Training Program, doctoral students are obliged to follow and obtain credits for the following subjects: *vocational internship (co-participation without teaching)* in semesters 1 and 2 and *didactic internship (teaching)* in semesters 3 to 6, hereinafter referred to as the *internship*.
2. The internship should be followed at the Warsaw University of Life Sciences, in the number of hours consistent with the appropriate Curriculum of the SGGW Doctoral School with the appropriate one for a given year of education.
3. In each semester in which the *internship* is followed, the doctoral student is obliged to submit an internship card to the Head of the Doctoral School, the template of which is attached as an Appendix to these Rules.
4. The internship card should be submitted within the deadline:
 - by the end of January for the winter semester;
 - by the end of June for the summer semester.Failure to submit the card on time will result in failing the semester.
5. If all internship hours were realized in one semester, the doctoral student is obliged to submit the internship card only for the semester in which it was completed.
6. The internship card is the basis for being awarded the credit referred to in point 1.
7. A doctoral student who has been employed as an academic teacher conducting classes at the Warsaw University of Life Sciences, within the time specified in point 4 is also required to submit the internship card referred to in point 3, which is a confirmation of the teaching classes conducted in the required amount. The provisions of point 5 shall apply accordingly.
8. The credit for the *internship* is given by the Head of the Doctoral School based on the documents referred to in point 3 or point 7.
9. If a given department does not have enough hours for a doctoral student to conduct classes independently in semesters 3 to 6, co-conducting classes with another lecturer is permitted. In order to obtain consent to co-teaching classes, the doctoral student's supervisor, before starting the internship, submits to the Head of the SGGW Doctoral School an application containing the opinion of the head of the department about the doctoral student's inability to teaching classes independently.

10. If a doctoral student co-conducting classes in semesters 3 to 6, he or she is obliged to describe on the didactic practice card what the co-teaching consisted of (in particular, information on the number of hours conducted independently, contribution to the classes co-taught and the form of their co-conducting).
11. In matters concerning the internship not regulated in these Rules and the Curriculum of the SGGW Doctoral School, decisions are made by the Head of the Doctoral School.
12. The document comes into effect on 01 October 2025 and applies to internships followed from academic year 2025/2026.

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