

Rules of carrying out teaching apprenticeships of doctoral students

1. **Workload and structure of apprenticeship.**

Professional apprenticeship should take a **minimum of 60 hours, 20 of which should stand** for teaching apprenticeship in the form of attendance, participation in conducting or conducting classes (! one class is to be under observation, see point 3 below).

The **form of the remaining 40 hours** should be decided upon by the Director of the Doctoral School in consultation with the Supervisor (after the doctoral student submits a request to the Director).

2. **Target audience and forms of teaching activities.**

Teaching apprenticeship should involve classes (i.e. practice class, laboratory workshop, discussion class, project, lecture) **for first-cycle or second-cycle students.**

3. **Observation.**

At least **one class** of your teaching apprenticeship is to be under **observation by Doctoral Supervisor or by Professor** (academic teacher with at least “dr hab.” degree). A short report (containing date, group details, form and topic of class, conclusions), signed by Supervisor should be prepared (see **Annex 2: Teacher observation report**)

4. **Entry requirement.**

A doctoral student may start teaching or co-teaching classes only after crediting the “Higher Education Didactics” course.

5. **Exceptions.**

Mentoring a participant in, for example, ‘Talented at School – Brilliant at University’ programme cannot be counted as apprenticeship, for it is not possible to implement and/or verify educational content as being appropriate for **first-cycle or second-cycle cycle** studies.

6. **Possible credit for supervision over a first-cycle or second-cycle student.**

Supervision of a student carrying out experimental bachelor's or master's degree project, or a traineeship (up to 40 hours) may be included in the teaching apprenticeship, provided that the **scope of supervision is specifically defined**. The Doctoral Supervisor ensures that it is not possible for the doctoral student to participate in a teaching unit to attend classes included in the programme for the first and second cycle of education. Please indicate:

o **Student's first and last name:**

o **Thesis topic / subject area:**

o Nature of the thesis: experimental / theoretical / project-based* (*in the case of experimental work – a brief description of the type of research/experiments)

o **Scope of supervision by the doctoral student** (e.g. substantive consultations, support in research planning, methodological supervision, data analysis, preparation for the presentation of results):

o **Planned number of hours credited toward apprenticeship:**

7. **Organizational arrangements.**

Planned schedule (**Annex 3: Apprenticeship – planned schedule**) and list of completed tasks (**Annex 4: Apprenticeship – report**) including duration, types of tasks and coordinator name, should be approved by the **Director of Doctoral School**.

8. **Final provisions.**

In matters not covered by these rules, decisions shall be made by the **Director of the Doctoral School** in consultation with the **Doctoral Supervisor**.