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**Internship organisation for doctoral students**

**in the Doctoral School of Social Sciences at the University of Lodz**

(1) Internships for doctoral students in the Doctoral School of Social Sciences at the University of Lodz, consisting in conducting classes or participating in the teaching of classes should take place at institutes/departments relevant to the chosen discipline.

(2) Teaching internships for the participants of the UL Doctoral School of Social Sciences, consisting in teaching at individual faculties are planned by an institute/department in which the doctoral student's supervisor is employed.

(3) A doctoral student may undergo teaching internship starting from the second year of study.

(4) If a doctoral student is not in a position to teach on their own in a given academic year, they undergo teaching internship in the form of participation where the following rules shall apply:

(a) at least one month before the beginning of the semester, the doctoral student shall agree with the supervisor on the type of classes the student will participate in;

(b) the doctoral student may participate in classes conducted by their supervisor or another employee of the University of Lodz if both, the employee and supervisor, agree to the doctoral student’s participation, and if the classes are thematically consistent with the discipline chosen by the doctoral student;

(c) conducting classes involves doctoral student’s active participation in:

- preparing class materials (e.g. presentation, case study, set of examples and assignments, etc.),

- conducting classes on topics indicated by the supervisor or academic teacher,

- preparing, assigning and checking students' credit assignments.

At the request of the doctoral student, with the consent of the Head of the Doctoral School of Social Sciences, it is possible to undergo a teaching internship (independent teaching) outside the University of Lodz, unless the supervisor's department or another unit of the University of Lodz indicates the need to conduct classes there.

(6) If in a given academic year no teaching assignments are scheduled for the doctoral student and their participation in classes is impossible for justified reasons, they should file a request to the Head of the Doctoral School of Social Sciences to have the teaching course transferred to the following academic year.

The abovementioned request should be submitted by 31 March of the given academic year at the latest.

(7) The request referred to in par. 6 may not be submitted by students in their final year of training at the doctoral school.

(8) Doctoral student who will be undergoing internship in the form of class participation shall submit information about the type of classes, expected number of hours and name of the academic teacher conducting the classes to the director of the Doctoral School of Social Sciences no later than two weeks before the beginning of a given semester.

(9) Teaching internship is credited by the Supervisor on the basis of a printout from the KIOD (independent teaching) or a confirmation of internship (participation in teaching). The Supervisor enters the appropriate pass/fail notation in the USOS record.