

**Rules governing participation in academic placement programs by doctoral students of  
the Warsaw University of Life Sciences' Doctoral School**

1. Pursuant to § 1 item 6 of the Regulations of the Warsaw University of Life Sciences' Doctoral School, in the course of training, a doctoral student should apply for at least one-month academic placement at another academic institution (minimum 160 hours).
2. To complete the placement referred to in item 1, the doctoral student must submit an academic placement referral accepted by their supervisor(s) with the Doctoral School Office.
3. A template referral has been attached as Appendix no. 1 hereto.
4. Approval for the academic placement is granted by the Head of the Doctoral School.
5. Upon approval by the Head of the Doctoral School, the doctoral student collects the referral from the Doctoral School Office and, based on it, in consultation with the supervisor(s) and the proposed placement supervisor from the host institution, prepares a placement program which is an obligatory element of the agreement on the organization of the academic placement.
6. The placement program is approved by the doctoral student's supervisor(s) and a person representing the host institution.
7. Upon consultation, the placement supervisor from the host institution is nominated.
8. On behalf of the Doctoral School, the agreement on the organization of the academic placement is signed by its Head while on behalf of the host institution it is signed by the person designated by its head/manager.
9. A template agreement on the organization of an academic placement has been attached as Appendix no. 2 hereto.
10. The agreement referred to in item 8 should be signed by both parties named in the agreement before the doctoral student begins the academic placement.
11. Upon completion of the academic placement, the institution where the doctoral student completed it issues a certificate confirming the placement.
12. A template certificate has been attached as Appendix no. 3 hereto.
13. The certificate referred to in item 11 is a document that confirms that the placement was completed. The doctoral student submits it with the Doctoral School Office for inclusion in the student's record of training in the Doctoral School.
14. The Doctoral School keeps an electronic record of academic placements completed by its doctoral students.
15. The document comes into effect on 01 October 2021 and applies to placements beginning from 1 October 2021.

DYREKTOR  
Szkoły Doktorskiej SGGW

  
prof. Justyna Franc-Dąbrowska, prof. SGGW /