


Rules governing participation in vocational/didactic internship programs by doctoral students of the Doctoral School of Warsaw University of Life Sciences

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 or co-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 University Doctoral School's Training Program appropriate for the student's year.
3. In each semester in which the *internship* is followed, the doctoral student is obliged to submit an internship card (template attached as Appendix 1 hereto) to the Head of the Doctoral School.
4. The internship card should be submitted within the deadline:
 - by the end of February for the winter semester
 - by the end of June for the summer semester
5. If all internship hours were realized in one semester, PhD 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 was employed as an academic teacher at the Warsaw University of Life Sciences is exempt from the obligation referred to in point 4 and also is obliged to submit the internship card referred in point 3, which is a confirmation of the required number of didactic classes. The provision 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. In matters concerning the *internship* which have not been regulated herein or in the Warsaw University of Life Sciences Doctoral School's Training Program, decisions are made by the Head of the Doctoral School.
10. The document comes into effect on 01 October 2023 and applies to internships followed from academic year 2023/2024.

DYREKTOR
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