

Procedure for the credit recognition of professional internships for doctoral students at the PK KUT Doctoral School

§ 1. Scope of the procedure

1. This procedure outlines the process for documenting, verifying, and crediting professional internships completed by doctoral students at the Doctoral School of the PK Krakow University of Technology.
2. This procedure applies to all doctoral students who are required to complete a professional internship as part of their degree program.

§ 2. The Doctoral student's obligations

1. The doctoral student documents the completion of the professional internship by filling out the internship form and obtaining the required signatures.
2. The doctoral student shall submit a scanned copy of the completed professional internship form to the representative of the relevant discipline in electronic form upon completion of the professional internship in a given academic year, no later than the deadline for the summer semester set forth in the academic calendar of the PK Krakow University of Technology, and shall attach the original form to the annual report on research activities.

§ 3. Documenting the completion of the internship

1. The template for the internship record is established by the Director of the Doctoral School.
2. The work experience record includes, in particular:
 - 1) the doctoral student's and the supervisor's information,
 - 2) information about the courses being taught,
 - 3) the number of hours, the format of the classes, and the teaching method,
 - 4) the method of assessing the learning outcomes,
 - 5) confirmation of completing the internship and achieving the learning outcomes.

§ 4. Confirmation of completing the internship

1. Completion of the internship is confirmed by:
 - 1) the signature of the academic teacher responsible for the course,
 - 2) the signature of the head of the department or organizational unit where the internship took place,
 - 3) confirmation by the doctoral student's supervisor that the learning outcomes have been achieved.
2. Confirmation of achieving the learning outcomes is based on the assessment specified in the internship record form.

§ 5. Credit recognition of the internship

1. Based on the scan of the professional internship form submitted by the doctoral student, a representative of the relevant discipline enters the credit for completion of the professional internship into the electronic system.
2. The credit for completion of the internship is recorded as a pass without a grade.

§ 7. Appendices

1. Appendix 1—Template for the doctoral student internship record at the Doctoral School at the PK Krakow University of Technology—forms an integral part of this procedure.
2. The template for the internship record is established by the Director of the Doctoral School.
3. Any changes to the format of the internship form do not require any changes to this procedure.

§ 8. Class observation

1. Doctoral students who teach courses are subject to classroom observations in accordance with the rules in effect at the PK Krakow University of Technology, as specified in the Internal Education Quality Assurance System.

§ 9. Final provisions

1. In matters not covered by this procedure, the provisions of the Doctoral School Regulations and the curriculum shall apply.
2. Paper documentation related to the completion of professional internships is kept in the doctoral student's file at the Office of the Doctoral School of the PK Krakow University of Technology.
3. This procedure enters into force on the date of its publication.

DIRECTOR

*of the Doctoral School of Krakow University of Technology
dr hab. inż. Małgorzata Cimołowicz-Rybicka, prof. of KUT*

INTERNSHIP RECORD for doctoral students at the PK KUT Doctoral School

* Doctoral students employed under an employment contract in the teaching or research-and-teaching group (whose teaching load counts as practical training) and fourth-year doctoral students do not submit an internship record

Full name of the doctoral candidate:

Student ID number:

Discipline:

Year of study at PK KUT DS:

Full name of the supervisor:

Academic year: /

No.	Semester (summer / winter)	Subject name	Number of hours	Type of classes ₁	Teaching method ²	First and last name of the academic teacher responsible for the subject	Verification of the achieved learning outcomes		Signature of the academic teacher responsible for the subject
							observation of lesson preparation and analysis of teaching materials [E_U11] ³	observation and evaluation of classes taught or co-taught by the doctoral student [E_U10; E_U11] ³	
1.									
2.									
		Total number of hours							

¹ type of classes, e.g., C – practical classes, L – lab, K – computer lab, P – project, S – seminar
² teaching method: assisting with instruction (U) / teaching independently under the supervision of a teacher (P)
³ P – conducted / N – not conducted

I hereby confirm that the doctoral student completed their internship at the Department of for a total of teaching hours during the 20...../20 academic year.

.....
 legible signature of the doctoral student

.....
 Seal and signature of the Department Chair / Unit Head

I confirm that the learning outcomes (E_U10; E_U11) specified in the curriculum have been achieved.

.....
 date

.....
 legible signature of the supervisor.