

## **RULES OF DIDACTIC PRACTICE**

### **DOCTORAL SCHOOL OF JAN DŁUGOSZ UNIVERSITY OF CZESTOCHOWA**

#### **§ 1**

PhD students of the JDU Doctoral School are obliged to carry out didactic practice in the amount specified in the Curriculum. All PhD students of the Doctoral School are included in the procedure. In accordance with the Educational Program of the JDU Doctoral School, PhD students carry out didactic practice in the form of co-teaching or independent teaching of first and second degree studies at the Jan Długosz University in Częstochowa.

#### **§ 2**

- 1 In the course of teaching practice, the development of practical skills in the area of academic didactics is realized, the formation of teamwork skills and the development of social competencies that enable independent teaching of students is supported.
- 2 Teaching practice prepares a PhD student of the JDU Doctoral School to practice as an academic teacher.
- 3 The purpose of teaching practice is to achieve the learning outcomes specified in the curriculum, in particular:
  - 1) independent planning and undertaking activities for their own development;
  - 2) the ability to transfer the knowledge possessed, to inspire, organize and supervise the learning process of others through the preparation and conduct of classes with students, in particular through the ability to select appropriate teaching methods and ways to verify the learning outcomes;
  - 3) knowledge of and ability to practically apply modern teaching techniques and methods;
  - 4) ability to initiate and lead discussions;

- 5) ability to recognize and readiness to accurately resolve dilemmas related to the profession of academic teaching.

§ 3

- 1 In the course of study at the JDU Doctoral School, a PhD student shall carry out didactic internships in accordance with the applicable study program to the extent of no more than 60 didactic hours per year in the second, third and fourth years of study, with the distribution of internship hours in semesters being arbitrary. In particularly justified cases, at the request of a PhD student, it is possible to carry out internships in the amount of less than 60 hours per year. Requests by PhD students to reduce the size of internships are submitted to the director of the JDU Doctoral School.
- 2 Teaching internships are carried out in stationary form. In special situations, internships may take place in a remote form through the e-learning platform "enauka.ujd.edu.pl" or the MS Teams platform according to the rules set forth in the Regulations of Distance Education of Jan Długosz University in Częstochowa.
- 3 A PhD student shall carry out teaching practice under the supervision of a supervisor in courses related to the discipline in which the PhD student is preparing the dissertation. In the third and fourth year of study, a PhD student carries out internships in the form of independent teaching, and in the second year of study - participation in teaching. In justified cases, it is possible to do teaching practice in a unit where an assistant promoter is employed. An appropriate application, approved by the promoter, is submitted by the PhD student to the director of the Doctoral School before the beginning of the academic year in which the internships will be carried out.
- 4 In the second year of study, the PhD student shall carry out teaching practice by co-teaching classes together with the supervisor or another academic teacher indicated by the supervisor within the scientific discipline in which the doctoral dissertation is being prepared. Participation in the teaching of classes in the form of exercises, conversation classes, workshops or any other form provided for in the educational program consists in the active participation of the PhD student in, among other things, the preparation of materials for classes (e.g., presentations, case studies, a set of examples and assignments),

in the preparation, conduct and checking of credit papers of students, and in the independent conduct of 2-3 classes under the supervision of the supervisor.

- 5 In the third and fourth year of study, the PhD student shall independently conduct classes with students in the form of exercises, conversation classes, workshops or other form provided for in the curriculum. Classes to be taught by a PhD student are commissioned by the dean of the relevant faculty at the request of the director of the Doctoral School. The Doctoral School prepares the assignments for the PhD student, while the plugging in USOS is done at the faculty where the classes are implemented.
- 6 A PhD student teaching independently prepares, under the supervision of the course coordinator, a syllabus (course card) according to the model in force at the relevant faculty, and upon completion of the course, submits a report on the verification of learning outcomes to the relevant Faculty Service Center.
- 7 A PhD student shall not receive remuneration for classes carried out within the annual mandatory teaching practice.
- 8 Teaching classes conducted independently by a PhD student shall be subject to hospitation. Classes are supervised by the supervisor at least twice a year. If a PhD student carries out internships by teaching more than one subject in a given semester, the promoter is obliged to conduct hospitation within each subject. In the process of hospitation of classes, the following issues are evaluated:
  - 1) the substantive correctness of the classes conducted,
  - 2) organization of the classes conducted,
  - 3) preparation of the PhD student for classes,
  - 4) compliance of the course content with the syllabus, implementation of learning outcomes,
  - 5) the manner of communicating the content,
  - 6) ability to interest in the subject.

- 9 The supervisor is obliged to submit to the director of the JDU Doctoral School the sheets of hospitation of the PhD student's classes (Appendix No. 4 to the University's Educational Quality Assurance System, JDU Senate Resolution No. 12.2021).
- 10 If the supervisor is not employed at JDU or there are special circumstances preventing the supervisor from supervising, then the hospitation of classes is carried out by the vice-dean or the proxy for the course in which the PhD student teaches.

§ 4

- 1 Teaching practice provided for in the curriculum of the Doctoral School shall be completed with credit for evaluation entered into USOS by the supervisor after completion of all hours of practice in a given academic year.
- 2 Credit for teaching practice is based on:
  - a report on the teaching practice carried out by the PhD student (Appendix No. 1 to these rules),
  - a sheet of hospitalization of classes within the scope of the PhD student's teaching practice (appendix mentioned in item 9 § 3).
3. Credit for teaching practice is a necessary element for completion of study at the Doctoral School.