The Doctoral School of Medical and Health Sciences

Rules for traineeships

as part of the course **Professional Traineeship in Higher Education Teaching**in the Doctoral School of Medical and Health Sciences

1. The PhD student is required to complete 60 hours of professional traineeship in the form of teaching or co-teaching throughout the educational cycle.
2. The PhD student must complete the professional traineeship in accordance with the number of hours provided for in the programme of study.
3. The PhD student may complete the traineeship in:
4. the employment unit of the supervisor(s),
5. Department of Medical Education (if not possible in the employment unit of the supervisor(s)) – prior to agreement with the course coordinator, JU Prof. Magdalena Szopa, PhD. By the end of the second semester at the latest, PhD students should declare their intention to pursue the traineeship with the above-mentioned coordinator.
6. The traineeship should be reported in the USOS system. The report should be made by the teaching load coordinators appointed in the JU MC organisational units. The hours carried out as part of the traineeship should be entered in the space corresponding to the hours in the teaching load and assigned to the unit in which the PhD students carry out their classes, with the annotation DOKT. The USOS printout should include the actual number of hours taught or co-taught by the PhD student, confirmed with the signature of the supervisor and the unit head.
7. For PhD students holding research posts in projects, who cannot account for teaching hours in the USOS system, the documentation of teaching hours is based on the statement of the supervisor.
8. To obtain course credits, PhD students must provide a USOS printout documenting their course teaching or co-teaching activities, signed by both the supervisor and the unit head. For PhD students holding research positions in projects, a statement from the supervisor is required. The certificate should be submitted to the School's office by the end of the academic year in which the professional traineeship is scheduled according to the study programme.
9. Teaching activities conducted in English are accounted for in accordance with the conversion rates specified in the current announcements of the Deans of the relevant JU MC Faculties regarding teaching load accounting.
10. Final course credits: *Professional traineeship in medical didactics - effective teaching methods in medical sciences* will be recorded in the USOS system after being successfully credited by the course coordinator.

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