

We kindly inform you that you will soon be required to submit a semester report and an individual education plan for the next semester. You should enroll in the courses offered in the 2020/2021 summer semester and work placements soon.

Therefore, we provide the necessary information:

**Due to administrative activities related to the verification of your documents, we kindly ask you to respect the deadlines indicated below.**

### **1. Supplementing data in the system**

We kindly remind you that you can fill in the report in the system, first you must complete your data. To do this, log in via the website:

<https://szd.pwr.edu.pl/doktoranci>

using your e-mail address (name and [surname@pwr.edu.pl](mailto:surname@pwr.edu.pl)).

We especially ask you to complete your personal data.

### **2. Semester report for the winter semester 2020/2021**

The semester report (winter semester) for the academic year 2020/2021, please complete in the same system, i.e. at <https://szd.pwr.edu.pl/doktoranci> Instructions for logging in and completing the report can be found here:

<https://szd.pwr.edu.pl/doktoranci>

The report approved by the Supervisor in the system, **printed and signed by the Doctoral Student** should be submitted to the **Dean's Office of the Doctoral School** in person or sent by the deadline by **February 26, 2021 in pdf format** to the following e-mail address:

[szkoladoktorska@pwr.edu.pl](mailto:szkoladoktorska@pwr.edu.pl)

The system already includes a catalog of courses (optional field) that were on offer for you in the winter semester 2020/2021. If any of you have completed a course in this semester (for which you have obtained the consent of the Dean of the Doctoral School), which is not included in the course catalog, please contact the Dean's Office of the Doctoral School.

### **3. Individual education plan for the summer semester 2020/2021.**

You should also submit your individual education plan for the summer semester 2020/2021 to the Dean's Office of the doctoral school in person or by sending a scan by **15 March 2021 in pdf format** to the following e-mail address:

[szkoladoktorska@pwr.edu.pl](mailto:szkoladoktorska@pwr.edu.pl)

The example of an individual plan for the summer semester can be found here:

<https://szd.pwr.edu.pl/doktoranci/wykaz-czynnosci-oraz-dokumentow-dla-doktoranta-realizujacego-ksztalcenie-w-szkole-doktorskiej>

The document should be signed by you on the last page. At the Dean's Office, you submit a document containing only the signature of the State (doctoral student) and the supervisor

(without the signature of the Head of the Education discipline or the Dean of the Doctoral School). The course offer for the summer semester education plan can be found on the website of the Doctoral School:

<https://szd.pwr.edu.pl/doktoranci/kursy-w-semestrze-letnim-2020-2021>

#### **4. Enrollment for apprenticeships in the academic year 2020/2021.**

Due to your obligation to practice internships in each academic year, I would like to inform you that you sign up for internships at the **Departments to which your Supervisor is assigned.**

Due to numerous questions, I would like to inform you that each doctoral student at the Doctoral School should complete 60 hours of apprenticeship in the academic year. "Implementation" PhD students and scholarship funding sources (admitted to the Doctoral School as part of ongoing projects): 10 hours.

Professional practice cannot be made up for or made up for. It can be done on the basis of participation in conducting classes (but not with another doctoral student - which means - it means that if a doctoral student, e.g. from doctoral studies, conducts classes on his own, then you cannot complete the internship with him on the basis of participation) or by conducting classes yourself with students. Apprenticeship can be carried out both in the winter and / or summer semester. You make a decision on this subject in consultation with your supervisor, with the consent of the Dean of the Faculty.

Requests for exemption from internships or reduction of the number of students along with the justification, the opinion of the Supervisor and the Head of the Educational Discipline, are addressed to the Vice-Rector for Education through the Dean of the Doctoral School before or during the internship (when it comes to exemption from part of them), but not after the end of the semester. (legal basis for exemption / reduction of internships Regulations of the Doctoral School is PO 27/2020 § 4, item 17).

**Completion of apprenticeships is the responsibility of the doctoral student at the Doctoral School.**

#### **5. Reporting session for the academic year 2020/2021.**

The course offer for the 2020/2021 summer semester also includes reporting seminars in disciplines. The Reporting Seminar course does not appear in all disciplines. In order to complete the 2020/2021 academic year, each doctoral student should enroll in such a seminar in accordance with the discipline for which he was recruited (if the Reporting Seminar course is launched in a given discipline). This course can be counted as a 15-hour seminar according to the educational program.

**Doctoral students in the disciplines for which the Reporting Seminar course has not been started will have an organized reporting session in a different form, proposed by the Head of the Education Discipline.**

#### **6. Enrollment for the summer semester 2020/2021 courses**

Enrollment for courses for PhD students of the Doctoral School will be opened in the JSOS system (CL Education) on **8/02/2021 at 7:00 am and will last until 28/02/2021 at 11:59 pm**. Corrections of entries will take place from **March 1, 2021 at 7:00 am to 5th March 2021 until 3 pm**. The offer of courses for the summer semester can be found on the website of the Doctoral School:

<https://szd.pwr.edu.pl/doktoranci/kursy-w-semesterze-letnim-2020-2021>