Dear Sirs,

As we approach the end of the winter semester of 2022/2023 academic year, we are sending you some important information regarding the documents and activities that you should perform in the near future.

Due to the administrative activities associated with the verification of your documents, we strongly urge you to adhere to the deadlines indicated below.

**1. semester report for winter semester 2022/2023.**

The deadline for attaching the report in the system is 28.02.2023.

**Doctoral students of the first and second year of study**

Please complete the semester report (for the winter semester, academic year 2022/2023) in the system.

Instructions for logging in and completing the report can be found here: https://szd.pwr.edu.pl/doktoranci

Doctoral students of the 3rd and 4th year of education

Do not fill out the semester reports, but annual ones.

**All doctoral students** are strongly urged to verify the completion of courses in relation to your current curriculum. You can make the verification in the B-Card or by previewing the previously submitted reports. Please remember that for each course implemented outside the curriculum you should have the approval of the ShD Dean and you should include such a course in the report with the note , "uznane na wniosek".

You can find the educational programs here:

<https://szd.pwr.edu.pl/en/phd-students/programs-of-study>

**2. individual education plan for the winter semester 2022/2023.**

The deadline for attaching the education plan in the system is 15/03/2023.

**Doctoral students of the 1st and 2nd year of education**

The individual education plan for the summer semester 2022/2023 is filled in the system, analogously as in the last semester.

Doctoral students of the 3rd and 4th year of education

Do not fill out the semester reports, but annual ones.

**3. Enrollment for professional practice in the academic year 2022/2023.**

In connection with the obligation of your professional practice in each academic year, I would like to inform you that the enrollment for practice is done at the Departments to which you are assigned (after the Promoter).

Due to numerous questions, I would like to inform you that the Doctoral Student of the WUST Doctoral School, who started training in the academic year 2019/2020, 2020/2021 should complete 60 hours of internships in the academic year 2021/2022.

Doctoral students , "implementing" and others with other source of funding (admitted to the Doctoral School in the academic year 2019/2020, 2020/2021 within the framework of ongoing projects) 10 hours.

Doctoral students of the Doctoral School of WUST who began their education in the academic year 2021/2022 and Doctoral students of the Doctoral School who began their education in the academic year 2021/2022 having other source of funding should complete 60 hours of internships in the second year of their education.

Doctoral students of , "implementation" who began training in the academic year 2021/2022 are exempt from the obligation to complete internships.

Doctoral students of the Doctoral School of WUST who started their education in the academic year 2022/2023 and Doctoral students of the Doctoral School who started their education in the academic year 2022/2023 who have another source of funding should complete 30 hours of internships in the first year of their education.

Doctoral students , "implementing" who will begin their education in the academic year 2022/2023 are exempt from the obligation to complete internships.

Internships cannot be missed or made up. It can be done on a co-teaching basis (but not with another doctoral student) or by teaching students independently. Internships can be carried out in both winter and/or summer semesters.

Requests for exemption from internship or reduction of internship salary with justification, Promoter's opinion shall be addressed to the Vice-Rector for Education through the Dean of the Doctoral School before the beginning of the internship or during the internship (when it is about exemption from part of it), but not after the end of the semester.

**As a reminder:**

any letter/application/request submitted to the Dean's Office of the Doctoral School should include:

- name of the doctoral student

- album number

- discipline

- year and semester of study

- date of application

Models of the most commonly submitted applications can be found here:

<https://szd.pwr.edu.pl/en/phd-students/downloads>