

**Order No. 137/2025
of the Rector of the University of Rzeszów
dated 2 June 2025
on the organisation of professional internships at Rzeszów University Doctoral School**

Pursuant to Article 23(2) and Article 201(5) of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2024, item 1571, as amended), § 21(4), (5) 6 of the Regulations of the Doctoral School of the University of Rzeszów, constituting Appendix No. 1 to Resolution No. 130/01/2022 of the Senate of the University of Rzeszów of 27 January 2022 on the adoption of the Regulations of the Doctoral School at the University of Rzeszów (as amended) and § 45(3)(7) and § 49(2) of the Regulations of the University of Rzeszów, constituting Appendix 1 to Resolution No. 477/09/ 2019 of the Senate of the University of Rzeszów of 26 September 2019 on the adoption of the Regulations of the University of Rzeszów (as amended), I hereby order the following:

§ 1

1. Professional internships are an integral part of the education programme at Rzeszów University Doctoral School (hereinafter referred to as the UR Doctoral School) adopted by the Senate of the University of Rzeszów.
2. The education programme at Rzeszów University Doctoral School provides for professional internships for doctoral students of the Doctoral School of the University of Rzeszów (hereinafter referred to as Doctoral Students) in the form of teaching or participating in teaching, for a maximum of 60 teaching hours per year.
3. Doctoral students shall complete professional internships in the form and number of hours specified in the UR Doctoral School's education programme applicable to Doctoral Students.
4. The Doctoral Student – after obtaining the approval of the Director of the UR Doctoral School – may increase the number of hours of professional practice resulting from the education programme applicable to the Doctoral Student in a given academic year to a maximum of 60 teaching hours per year.
5. A doctoral student employed as a lecturer at a higher education institution is exempt from professional practice on the basis of an appropriate certificate. The number of teaching hours must be equal to or higher than the number of professional practice hours specified in the UR Doctoral School's education programme applicable to the doctoral student.
6. Professional internships carried out by doctoral students in the form of teaching classes are not included in the teaching load of academic teachers employed at the University of Rzeszów.
7. Professional practice is carried out as teaching activities with students:
 - a) in fields of study corresponding to the doctoral student's discipline, or
 - b) whose curriculum corresponds to the doctoral student's discipline.
8. The organisation of the doctoral student's professional internship is the responsibility of the Dean of the Faculty of the University of Rzeszów responsible for the doctoral student's field of study.

9. Assistance to the doctoral student in the organisation and completion of the professional internship is the responsibility of the supervisor(s).
10. During the professional internship in a given semester, the doctoral student keeps a professional internship logbook, which, after completing all the internship hours in a given semester, is signed by the doctoral student's supervisor(s). The signing of the professional internship logbook by the doctoral student's supervisor(s) signifies their acceptance of the correct conduct of the doctoral student's teaching activities.
11. On the basis of the professional internship logbook, the Dean of the UR Faculty responsible for the doctoral student's field of study, as the coordinator of matters related to the doctoral student's education at the UR Doctoral School, issues the doctoral student with a certificate of completion of the professional internship in a given semester.
12. The professional practice is credited by the Director of the UR Doctoral School on the basis of documents confirming the completion of professional practice in a given semester, submitted by the Doctoral Student, i.e.:
 - a) professional practice logbook – a template is provided in Appendix 1 to this regulation,
 - b) a certificate issued by the Dean of the Faculty of the University of Rzeszów confirming completion of the professional internship – a template is provided in Appendix 2 to this order,
 - c) a course outline – a template is provided in Appendix 3 to this order,
 - d) a syllabus for the subject – a template is attached to the order of the Rector of the University of Rzeszów on the detailed rules for designing first-cycle, second-cycle and uniform master's degree programmes and preparing their documentation at the University of Rzeszów.

§ 2

I entrust the supervision of the implementation of this order to the Director of Rzeszów University Doctoral School.

§ 3

This order shall enter into force on the date of its signing and shall be effective from 1 October 2025.

RECTOR
of the University of Rzeszów

Prof. Adam Reich, PhD