

ORDINANCE No. 31/2022

of the Rector of Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow dated 28 October 2022 on the implementation of the Rules of and procedure for traineeship included in the curriculum at the Szkoła Doktorska Nauk o Kulturze Fizycznej [Physical Culture Sciences Doctoral School] at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow

Pursuant to Article 23 (1) and (2)(2) of the *Higher Education and Science Law* Act of 20 July 2018 (consolidated text in Journal of Laws of 2022, item 574 as amended), in order to implement the Senate's Resolution No. 35/X/2022 of 27 October 2022, I hereby order as follows:

§ 1

1. I implement the **Rules of and procedure for traineeship included in the curriculum at Szkoła Doktorska Nauk o Kulturze Fizycznej at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow for Szkoła Doktorska Nauk o Kulturze Fizycznej at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow** which are **enclosed** herewith.
2. These Rules shall come into effect on the announcement date and shall be effective as of 1 October 2022.

RECTOR

(-) Andrzej Klimek, Prof., Dr Hab. -/

**Rules of and procedure for traineeship included in the curriculum
at Szkoła Doktorska Nauk o Kulturze Fizycznej
at Akademia Wychowania Fizycznego im. Bronisława Czecha in Krakow**

§ 1 General information

1. Doctoral students at AWF Doctoral School shall have traineeship at AWF totalling 120 hours, notably:
 - 1.1 research traineeship at the Central Scientific and Research Lab (CLNB) for a total of 15 hours in term 1, as provided for in the curriculum,
 - 1.2 traineeship in a scientific journal – for a total of 20 hours; 10 hours per term, in terms 2 and 3,-/
 - 1.3 teacher traineeship amounting to 40 hours, as provided for in the curriculum, which shall be carried out as follows:
 - a) teacher assistance for a total of 10 hours in term 2,
 - b) teaching classes for a total of 30 hours; 10 hours per term, in terms 3, 4 and 5,
 - 1.4 workshops – taking part in a research project agreed in consultation with the advisor, for a total of 45 hours; 15 hours per term, in terms 4, 5 and 6,
2. Teacher training – assistance, Teacher training – class conducting and Workshops – taking part in a research project conducted by the unit: the classes shall be conducted/coordinated by the Dissertation Advisor or by a traineeship supervisor designated by the Dissertation Advisor, for example, when they are not having classes or pursuing a project.
3. Traineeship in a scientific journal shall be held at a journal of the student's choice. Doctoral students shall make the selection before the term begin and it is on that basis that orders to hold classes are sent to a specific journal /lab.
4. Research traineeship at the Central Scientific and Research Lab (CLNB) shall be conducted in a selected laboratory at the Central Scientific and Research Lab.
5. A report the template of which is enclosed herewith as **Enclosure No. 1** shall be a record of the traineeship completion (participation in the classes). The report, notably the section on the class topic, shall be completed by the doctoral student, and the supervisor shall give his/her opinion and the grade. The report shall be submitted to the Doctoral School Director for approval.-/

§ 2 Traineeship goals

1. The traineeship is to support the development of academic skills in the area of scientific work and skills relating to the functioning of scientific journals. The traineeship is also to shape the teamwork skills and social competence that will allow [the trainees] to carry out scientific activity on their

own.

2. During the teacher training, trainees shall develop practical skills in the area of academic teaching as well as social competence that will allow them to conduct classes with students on their own.

§ 3 Traineeship form

1. The traineeship may be undertaken in the following forms:
 - 1.1. working in a research team of the unit – workshops,
 - 1.2. work at the CLNB:
 - a) learning the CLNB equipment, and
 - b) learning the new technologies and the equipment used in scientific research.
2. Working in a journal:
 - 2.1. peer review – trainees learn how to prepare a peer review of a scientific article,
 - 2.2. editorial work:
 - a) conducting a preliminary check of the manuscripts sent to the editorial team,
 - b) preparing materials for the journal’s website and/or to be published on the social media,
 - c) assisting in correspondence with the authors and reviewers,
 - d) preparing texts for proofreading and imposition,
 - e) actions relating to the journal’s placement in new scientific databases,
 - f) reviewing the leading journals in a given field, the ways of their functioning, the peer review- and editorial procedures, etc., and
 - g) archiving the journal activities.
3. Teacher training:
 - a) teaching assistance/co-participation (for a total of 10 hours) in conducting classes held by the traineeship supervisor as well as observation and active co-participation in conducting classes,
 - b) preparing and discussing teaching materials for the classes, and
 - c) teaching classes on one’s own in the form of practical classes with students, workshops, seminars or other types that are specific for a given field of education.

§ 4 Traineeship supervisor

1. Lab managers at CLNNB shall supervise research traineeship; the chief editor or a person designated by the chief editor shall supervise traineeship in a journal, and the advisor in consultation with class coordinators shall supervise the teacher training.
2. The duties of the traineeship supervisor shall include:

- a) informing the doctoral students on the rules and the course of the traineeship,
 - b) monitoring the course of the traineeship, and
 - c) acknowledging the traineeship completion on the basis of traineeship records gathered by the doctoral student.
3. The traineeship supervisor shall give his/her opinion and the grade in the report presented by the doctoral student to the Doctoral School Director.

§ 5 Doctoral student's duties

1. The doctoral student's duties shall include:
 - a) discussing the conditions and the manner of traineeship with the traineeship supervisor,
 - b) fulfilling the tasks entrusted to him/her and consulting them with the traineeship supervisor,
 - c) discussing the course of the traineeship with the traineeship supervisor, and
 - d) adhering to the rules of work at CLNB/journal and the guidelines on reliability in scientific research and respecting intellectual property and the code of an academic staff member's ethics.
2. Upon completion of all of the above-referred traineeships, the doctoral student shall submit a report, the template of which is enclosed herewith as Enclosure No. 1, to the secretariat of the Doctoral School.
3. The doctoral student shall complete the traineeship-related section of the Report.

§ 6 Final provisions

These Rules shall enter into force upon being signed and shall be effective from the academic year 2022/2023.

RECTOR

(-) Andrzej Klimek, Prof., Dr Hab.

