

APPROVED
by the Senate of Mykolas Romeris
University on 16 December 2019,
Resolution No 1SN-67

PROCEDURE FOR CONDUCTING TEACHING PRACTICE OF DOCTORAL STUDENTS OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. This procedure for conducting teaching practice of doctoral students (hereinafter procedure) of Mykolas Romeris University (hereinafter University) establishes the rules and conditions for the organization of teaching practice of doctoral students, preparation and approval of the practice plan and conducting of teaching practice. The procedure may not contradict provisions of Regulations of the Doctoral Studies in the doctoral student's field of science.

2. Terms used in the procedure:

Teaching practice (hereinafter – practice) – a compulsory pedagogical activity of the doctoral student according to the practice plan, which aims to improve the didactic competences of the doctoral student by promoting sustainable involvement in the pedagogical process carried out by research and study institutions.

Department of practice' organization – a department of the University to which the doctoral student is assigned.

Practice supervisor (hereinafter supervisor) – a University lecturer with a doctoral degree leading the improvement of a doctoral student's didactic competencies. The supervisor may be the doctoral student's scientific supervisor (or consultant) or another lecturer appointed by the department of practice' organization.

Practice plan – the individual procedure of the doctoral student's practice, which details the course of the practice, the procedure for reporting to the supervisor and other conditions of the practice.

3. The provisions of the procedure apply to state funded and state non-funded full-time and part-time doctoral students.

4. The procedure does not apply to persons acquiring a doctoral degree on an external basis.

5. Doctoral students are exempted from conducting the practice if they submit to the Social Innovation Doctoral School (hereinafter SIDS) one of the documents proving that they:

5.1. have at least 60 contact hours of teaching experience in a higher education institution during the last three years;

5.2. have acquired the professional qualification of a teacher.

6. The practice is not paid.

II. VOLUME AND DURATION OF THE PRACTICE

7. Volume of the Practice is 4 ECTS credits. Contact work – 20 academic hours, preparation for teaching – 88 academic hours.

8. The practice is usually considered as the observation of classes (lectures or seminars), assistance to the practice supervisor and independent work. It is recommended that the practice plan includes observation, analysis and reflection of 4 academic hours of lectures/seminar, assistance of 2 academic hours of lectures/seminars, organization of 2 academic hours of independent seminar and 2 academic hours of independent lecture, conducting and pedagogical reflection.

9. The practice can be conducted in one study year or placed over several study years. The practice cannot be conducted during the last year of doctoral studies.

10. Before the beginning of the practice, all doctoral students must attend a 10 academic hour course “Contemporary Didactics of Higher Education” (hereinafter course), which aims to enable doctoral students to participate in disseminating research results and teach in their subject matter through appropriate selection and application of contemporary teaching methods. This is an integral part of the preparation for teaching.

11. Doctoral students are exempted from attending the course if they have selected and passed a similar doctoral study subject according to the doctoral study program in their field of science.

12. The Institute of Educational Sciences and Social Work of the University is responsible for the preparation of the course program and its teaching.

III. PREPARATION AND APPROVAL OF THE PRACTICE PLAN

13. When appointing a practice supervisor, a department of practice’ organization must consider the possibility for the doctoral student to contribute to the teaching of the subjects taught by his/her supervisor (or consultant). If such an opportunity is not available, the department assigns the doctoral student to another lecturer for the period of the practice. When appointing a lecturer, it is recommended to consider the topic of the dissertation chosen by the doctoral student and the research carried out.

14. Before the beginning of the practice, the doctoral student prepares and coordinates with the supervisor the practice plan, considering the doctoral student’s individual study plan and the needs of the pedagogical activity of the department of practice’ organization.

15. The practice plan and its amendments are discussed and approved at the meeting organized by the department of practice’ organization. Decisions are recorded in the minutes of the meetings, the extracts of which, together with the plan and its amendments, are submitted to SIDS and stored in the doctoral student’s file.

16. A doctoral student may conduct the practice or a part thereof in a foreign research and study institution in accordance with the requirements provided for in this Procedure.

IV. CONDUCTING OF THE PRACTICE

17. The practice is conducted in accordance with the procedure provided for in the practice plan. The doctoral student must contact the practice supervisor for possible changes.

18. Throughout the practice, the supervisor provides the doctoral student with consultations related to the application of the research carried out during the doctoral studies in the practice.

19. The doctoral student submits a report on the results of the practice to the supervisor not later than within one month after the end of the practice.

20. The internship report, which consists of the doctoral student’s report and the supervisor’s review, is approved by the department of practice’ organization in the minutes of the meeting. The documents are submitted to SIDS and stored in the doctoral student’s file.
