

SUBJECT TEACHING GUIDE (SYLABUS)

NAME OF THE UNIT CONDUCTING THE DIRECTION:

Department of Biomedicine and Experimental Surgery, Department of Endocrinology, Medical University of Lodz.

EDUCATION PROFILE: General Academic

LEVEL OF EDUCATION: 3 Degree (Doctoral School)

1. **Subject Name:** Principles of proceedings and procedures at universities under applicable regulations on the example of the Medical University of Lodz
2. **Type of subject:** Optional.
3. **Course Objectives:** Acquiring basic knowledge and skills in the field of conduct and rules applicable at universities, taking into account current regulations.
4. **Form of study:** Doctoral School
5. **Year of study:** -
6. **Form of classes and number of hours for each form of classes:** Optional classes (seminars) - either stationary or remote (to be determined with PhD students) - 5 hours.
7. **Name and surname of the lecturer:**
Karol Kłosiński, PhD,
Żaneta Kałuzińska-Kołat, PhD
8. **Teaching methods:**
Verbal transmission, multimedia presentations, demonstrations, case-study method.
9. **Scope:**
 - Procedure and requirements for initiating the proceedings for awarding the academic degree of doctor,
 - Required documents for admitting the doctoral dissertation, appointing reviewers and appointing a committee for the defense,
 - The course of the defense of the doctoral dissertation and awarding the doctoral degree and requirements necessary for distinguishing the dissertation,
 - Possibilities and requirements of the Virtual University system, procedures implemented as part of internships,
 - PublicUM Database, Polish Medical Platform and ORCID number,
 - Procedures for fulfilling orders at the Medical University of Lodz,
 - Circulation of correspondence, delegations and agreements - handling the ProcessPortal IT system,
 - Reporting scientific achievements - requirements for each scientist,
 - Reporting research and development, basic and implementation projects,
 - Resolutions, legal acts and documents made available at the Medical University of Lodz.

10. Learning outcomes

Knowledge: Acquiring knowledge of procedures and rules applicable at universities, taking into account current regulations.

Skills: Acquiring skills in the use of IT systems and databases used at the Medical University of Lodz.

Social competences: Ability to prepare and submit applications and public procurement.

11. List of primary literature:

- ACT of 20 July 2018 - Law on Higher Education and Science
- Resolution No. 65/2023 of 26 September 2023 of the Senate of the Medical University of Lodz on the introduction of changes to the content of the Regulations on the procedure for awarding the degree of doctor at the Medical University of Lodz and the consolidated text of the Regulations

12. Methods and ways of verification of learning outcomes, including the form and

conditions for passing the course: Credit for the course is awarded on the basis of attendance and activity in class. Attendance at a minimum of 50% of classes is required to receive positive credit.

13. Additional Information:

- **Contact information to the lecturer:** Karol Kłosiński, karol.klosinski@umed.lodz.pl; 427275318.
- **Class dates:** To be determined with PhD students

14. Statement of the leader and his signature:

I declare that the curricular content contained in this syllabus is the result of my individual creative work performed within the framework of an employment/collaborative relationship arising from a civil law contract, and that no third parties are entitled to copyright on this account.

15. Signature of the Director of the Doctoral School:**16. Date:**