

Kazimierz Wielki University in Bydgoszcz
Regulations for Using Psychological Support

§1 General Provisions

1. The possibility of obtaining psychological support at UKW in Bydgoszcz is conditional upon having the status of a student or employee of UKW in Bydgoszcz.
2. Using psychological support provided by a psychologist is voluntary and free of charge.
3. Psychological consultations are conducted by a person with education and professional experience in psychology.
4. A student/employee who wishes to participate in psychological consultations is obliged to familiarize themselves with these regulations.

§2 Characteristics of Psychological Support at UKW

1. Psychological support provided at UKW is not treatment or therapy. It may complement them by focusing on improving functioning in the academic environment, equalizing educational opportunities, and minimizing the phenomenon of student drop-out.
2. Advice is given orally, with a guarantee of confidentiality.
3. The psychologist does not provide medical advice (does not issue prescriptions, diagnose diseases, or grant sick leave).
4. The psychologist may participate in monthly meetings of the psychological support team for supervision purposes.

§3 Organization of Psychological Support

1. Psychological support is provided in the form of individual consultations, either in person or via the MS Teams platform (using the 'call' function).
2. Individual consultations take place at the Faculty of Psychology, UKW, 1 Staffa street, and in the UKW building at 16 Ogińskiego Street, room 410, in Bydgoszcz.
3. Fixed consultation dates are published on the website:
<https://pomocpsychologiczna.ukw.edu.pl/jednostka/pomoc-psychologiczna/dyzury-psychologow>
4. Contact details for psychologists are available at:
<https://pomocpsychologiczna.ukw.edu.pl/jednostka/pomoc-psychologiczna/psychologowie>
5. The psychologist is entitled to verify the student/employee status at UKW.

§4 Course of Consultation

1. A student contacts a psychologist individually via the email address provided under the psychologist's profile at: <https://pomocpsychologiczna.ukw.edu.pl/jednostka/pomoc-psychologiczna/psychologowie>
2. Psychological support is provided after prior acceptance (signature) of the GDPR information clause and submission of the PESEL number.
3. The psychologist adjusts the form of support to the needs of the student/employee at UKW.
4. During COVID-19 restrictions, individual consultations are conducted remotely via MS Teams.
5. To receive support, during the first meeting, the student must present a document confirming their student/employee status at UKW.
6. Student may only use psychological assistance from **one psychologist** at a time within the framework of the support offered by **UKW**.
7. During the academic year, a student/employee may use up to five psychological consultations.
8. In justified cases, as assessed by the psychologist, additional consultations may be provided beyond the five indicated above; however, priority is given to those who have not yet used their five consultations in the academic year.
9. The number of meetings indicated refers to individual sessions, not group activities (support groups, psychological workshops, etc.).
10. During consultations, the psychologist prepares a written note of the meeting, which is archived for six years.

§5 Scope of Assistance

Psychological support provided at the Faculty of Psychology and in the UKW building at 16 Ogińskiego street in Bydgoszcz includes:

For students:

1. In difficult and crisis situations
2. Regarding educational difficulties, time management, interpersonal problems, acquiring social skills, coping with emotions and stress
3. In cases of mental illness
4. Coping with disability
5. Academic adaptation

For university employees:

6. Support in difficult relationships with students
7. Support in working with students with mental and physical disabilities

8. Ad hoc training on working with students with specific disorders and illnesses
9. Psychological consultations

§6 Psychologist's Duties

1. The psychologist conducting consultations works in accordance with the principles of ethics in providing psychological support.
2. The psychologist is obliged to maintain professional secrecy and confidentiality of information obtained during meetings.
3. The psychologist works during established hours and days.
4. In exceptional situations, the date of an individual consultation may change. The psychologist informs students of any changes via email.