

Regulations for psychological support at the Maritime University of Szczecin

§ 1.

Scope of the Regulations

These Regulations lay down the rules for benefiting from psychological support services, provided to students and doctoral students and persons with disabilities by the Maritime University of Szczecin, hereinafter referred to as the "University".

§ 2.

Persons eligible for support

1. Those eligible for psychological support – made available within the framework of the activities of the Academic Support Centre – are the students and doctoral students of the University, hereinafter referred to as "eligible" persons.
2. Persons eligible for psychological support – as part of the activities of the Student Disability Office (SDO) – are :
 - 1) students, candidates for studies, doctoral students and candidates for the University's Doctoral School who have disabilities within the meaning of the Act of 27 August 1997 on the vocational and social rehabilitation and employment of persons with disabilities, and who submit to the SDO a valid certificate of disability or an equivalent document as defined by these provisions (hereinafter referred to as the "certificate of disability"),
 - 2) persons listed under item 1 who do not have a certificate of disability, but will present the SDO with a valid medical certificate regarding their needs resulting from their medical condition,
 - 3) other members of the academic community in need of support due to their disability,hereinafter referred to as "eligible" persons or "declared eligible by the SDO".

§ 3.

Support

1. Support is provided for a specific purpose, i.e. to offer psychological assistance.
2. Psychological support is given in the form of:
 - 1) individual psychological counselling,
 - 2) intervening in crisis situations (requiring rapid assistance).
3. Psychological support provided by the University does not constitute treatment or therapy. The scope of support does not include medical or psychiatric counselling, medical examination or taking samples for medical examination, diagnosing diseases, writing prescriptions, other violation of the bodily integrity of the eligible person.
4. Psychological support is intended to provide ad hoc support to the eligible person, it may complement treatment or therapy, and focuses on improving academic functioning and personal wellbeing, as well as equalising educational opportunities for the eligible person.
5. The support is free of charge for the eligible person.
6. The eligible person voluntarily seeks psychological support.
7. The extent of support is based on the individual needs of the eligible person.
8. The extent of the support is determined by the University therapist in consultation with the eligible person.
9. Support is provided within the financial constraints of the University, in accordance with the principle of rational management of the funds allocated for this purpose.

§ 4.

Therapist

1. Psychological support is provided by a licensed therapist.
2. The therapist is entitled to verify the applicant's status in order to verify their eligibility for support, unless this verification has already been carried out by the SDO.
3. In the course of providing psychological support, the therapist may not violate the bodily integrity of the eligible person (does not touch the eligible person).
4. The therapist works in compliance with the Code of Professional Conduct and performs a psychological diagnosis and evaluation in accordance with the standards of psychological testing employed in psychological diagnosis.
5. The therapist is obliged to maintain confidentiality with regard to third parties and to not disclose in any form information they have obtained in the course of and in connection with the provision of support, with the exception of situations involving danger to human life or health, as further described in the Regulations, or when required by law.
6. The therapist shall not be materially liable for the destruction of property by the eligible person.

§ 5.

Notification of the need for support by the eligible person

1. An eligible person reporting the need for psychological support is required to read these Regulations.
2. In order to benefit from psychological support, all eligible persons shall complete a notification form in the Annex to these Regulations.
3. Subject to § 6, the eligible person shall apply for psychological support by email to acw@pm.szczecin.pl or to the therapist's named business address.

§ 6.

Application for support for persons declared eligible by the SDO

1. The basis for applying for the right to benefit from psychological support by a person declared eligible by the SDO is their notification, in addition to the application referred to in § 5 sec. 2, of the relevant application, a helpful template of which is included in the Regulations of the Student Disability Office (SDO Regulations).
2. The applicant shall specify the extent of the requested assistance related to their disability or health condition.
3. The possibility of limiting the scope of support requested by the eligible person is reserved, taking into account the specific nature of the disability, as well as the reported needs.
4. The application referred to in item 1 must be signed by the eligible person or their representative.
5. The applicant shall attach to the written application a valid certificate of disability, either in the original or a copy certified as true to the original by an employee of the SDO authorised to do so, or a valid medical certificate stating the eligible person's needs arising from the state of their health, unless such documents have already been delivered to the SDO and are still valid.
6. The application may be submitted:
 - 1) in person at the SDO headquarters (located at the Educational Facility building at ul. Szczerbcowa 4, in rooms 12b and 12c),
 - 2) in electronic form to: bon@pm.szczecin.pl,
 - 3) in writing to the University's registered office address, with the annotation "SDO".
7. The submission of an application shall not be equivalent to the allocation of psychological support.
8. If the SDO considers the documentation submitted insufficient to process the application, it will request supplementary documentation.
9. An application for psychological support must be submitted in sufficient time to allow for processing and implementation of the application.

§ 7.

Form and organisation of psychological counselling

1. Psychological counselling is conducted in oral form.

2. Psychological counselling takes place at the SDO headquarters (Szczecin, ul. Szczerbcowa 4, room12c) or at any other location within the University agreed on with the eligible person.
3. It is also possible to hold an online meeting via the MS Teams platform.
4. In special cases related to the poor state of the eligible person's health, it is possible to provide psychological support at another location on the University's premises or at the eligible person's place of stay in a health or social care facility in Szczecin.
5. Psychological counselling takes place as part of the University therapist's on-call duty. Information on the days and times of these on-call duties can be found on the SDO website. In exceptional circumstances, the dates of on-call duty may change; information about the change will be posted on the SDO website.

§ 8.

Confidentiality of psychological support

1. Consultations shall be entirely confidential and conducted in accordance with the principle of professional secrecy. An exemption to the principle of confidentiality occurs in the event of a serious threat to human life or health or when required by law.
2. If the eligible person consents thereto, the counselling may take place in the presence of third parties who can expand the knowledge of the former's psychosocial functioning necessary for issuing a psychological evaluation.
3. In special situations, including in the case of an eligible person who does not speak Polish/is hearing impaired/has complete loss of sight/is visually impaired, a third person, e.g. an interpreter or an assistant, is allowed to participate during the psychological counselling with the eligible person's consent.
4. In a crisis situation, the therapist has the right to enlist the assistance of a crisis intervener, a psychiatrist, a neurologist, a team of specialists, specialist centres from across Poland and the world.
5. If necessary, with the written consent of the eligible person, the therapist has the right to contact the SDO staff and University staff regarding the case of the eligible person in order to draw up an evaluation related to their functioning at the University and their educational needs resulting from their medical condition.

§ 9.

Course of psychological support

1. Counselling with the eligible person shall take place at least once a week and continue until the therapist decides otherwise.
2. Counselling dates are set each time with the eligible person within 5 working days of their notification/application.
3. In a situation threatening human life or health, counselling is provided immediately (e.g. intense suicidal thoughts).
4. The eligible person is obliged to show respect to the University's therapist.
5. The therapist has the right to refuse to assist a person under the influence of alcohol or other psychoactive substances, as well as a person who is aggressive or dangerous.
6. The therapist has the right to refuse further consultations if, in their judgement, it is not possible to assist the eligible person without prior psychiatric consultation.
7. The therapist has the right to refuse to provide counselling if the demands of the eligible person do not comply with the Code of Professional Conduct.
8. The therapist has the right to refuse counselling and to redirect the eligible person to another professional if the former considers that they do not have the appropriate knowledge and skills to provide assistance.
9. The therapist shall not issue a psychological evaluation at the request of the person concerned, but at the written request of the attending physician, the court, the public prosecutor's office, the police and any law enforcement agencies.
10. In certain cases, as indicated/recommended by the therapist, the eligible person must seek medical advice in order to obtain a diagnosis and appropriate treatment and then submit a certificate of the medical visit to the therapist with the diagnosis or medical recommendations to the therapist.
11. Self-willed withdrawal from treatment prescribed by the attending physician and failure to comply with

medical recommendations shall result in the therapist withdrawing from further assistance to the eligible person.

12. Any arbitrary interruption of counselling by the eligible person or a one-off failure to attend counselling by the eligible person without informing the therapist in advance shall result in the withdrawal of further assistance to the eligible person.

§ 10.

Safety of psychological support

1. In the case of strong psychomotor agitation of the eligible person, altered states of consciousness of the eligible person, being under the influence of psychoactive substances posing a serious threat to human health or life, the therapist may in particular:
 - 1) leave the room or request help from bystanders nearby,
 - 2) decide whether to call an ambulance, the Police or the Fire Brigade in response to the actions of the eligible person,
 - 3) in justified cases, take steps to defend themselves when it is appropriate or when it is imperative.
2. The following persons, among others, shall be informed of the situation of danger to human life or health:
 - 1) the therapist's immediate supervisor,
 - 2) the eligible person's supervisor, in order to inform them of the eligible person's absence from the University,
 - 3) the contact person named and authorised by the eligible person.
3. All of the above are obliged to maintain confidentiality and be respectful towards the person concerned.
4. The therapist's supervisor, upon being informed of a situation that threatens human life or health, becomes more alert and ready to call the appropriate services.

§ 11.

Personal data

1. The data of persons receiving psychological support are subject to data protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
2. The processing of the data referred to in the section above shall be carried out in accordance with the procedure and principles laid down in the "Security Policy for the Processing of Personal Data at the Maritime University of Szczecin".
3. Documentation related to the provision of psychological support services shall be kept for the period resulting from archiving regulations, in accordance with the "Uniform Subject File Index of the Maritime University of Szczecin" from the conclusion of the case and discontinuation of psychological support services provided to the eligible person.

§ 12.

Other provisions

1. In matters not covered by these Regulations, the SDO Regulations shall apply.
2. These Regulations are internal and their purpose is to systematise the rules of cooperation between the University/SDO and the eligible person.

§ 13.

These Regulations are effective as of 24.11.2022.

APPROVED BY
Vice Rector for Education

Grzegorz Stępień, PhD, Eng

Szczecin, date

.....
(Name and surname)

.....
(faculty, field of study/PhD discipline)

.....
(contact details, telephone no. or email)

NOTIFICATION

In accordance with the Regulations for psychological support at the Maritime University of Szczecin,
I request psychological support in the form of individual psychological counselling.

I consent to the processing of my personal data, within the meaning of Art. 6 sec. 1(a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) – hereinafter referred to as "GDPR" – and Art. 9 sec. 1(a) of the GDPR by the Maritime University of Szczecin, based in Szczecin (70-500) at ul. Wały Chrobrego 1-2, for the purpose of receiving psychological support.

I declare that I have acquainted myself with the Regulations for psychological support at the Maritime University of Szczecin and fully accept its provisions and undertake to comply with them.

.....
signature

Personal data protection clause of the Maritime University of Szczecin

In accordance with Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) – hereinafter referred to as "GDPR", we hereby inform you that:

- 1) the controller of your personal data is the Maritime University of Szczecin, ul. Waly Chrobrego 1-2, 70-500 Szczecin, tel. (91) 48 09 400, pm@pm.szczecin.pl;
- 2) contact details for the Data Protection Officer, email: iod@pm.szczecin.pl;
- 3) your personal data shall be processed by the University's therapist in order to provide psychological support services. The legal basis for the processing of your personal data is Art. 6 sec. 1(a) of the GDPR and, in the case of the processing of special categories of personal data (health data), the basis is Art. 9(2)(a) of the GDPR – consent to the processing of special categories of data. You may withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of the data processing carried out on the basis of consent prior to its withdrawal. Providing personal data is voluntary, but is required in order for you to be able to benefit from psychological support;
- 4) your data shall be retained for the period of time necessary to fulfil the purposes indicated above, including the archiving obligation in accordance with the "Uniform Subject File Index of the Maritime University of Szczecin". The retention period shall be calculated from the conclusion of the case and the discontinuation of psychological support services provided to the eligible person;
- 5) the recipients of your personal data may be persons or entities to whom the documentation of the proceedings will be made available on the basis of the provisions of the applicable law. Your data shall not be transferred to third parties;
- 6) decisions with regard to your personal data shall not be taken based on automated processing, pursuant to Art. 22 of the GDPR;
- 7) you have:
 - the right to access your personal data under Art. 15 of the GDPR,
 - the right to rectify your personal data pursuant to Art. 16 of the GDPR,
 - the right to request the removal of your personal data in cases referred to in Art. 17 of the GDPR,
 - pursuant to Art. 18 of the GDPR, the right to require the data controller to restrict the processing of your personal data, subject to cases referred to in Art. 18 sec. 2 of the GDPR,
 - the right to transfer your personal data in cases referred to in Art. 20 of the GDPR,
 - the right to object to the processing of your personal data in cases referred to in Art. 21 of the GDPR.

You may exercise your rights by submitting a written application to the Data Protection Officer at the data controller's address with the annotation "Data Protection Officer" or at the following email address: iod@pm.szczecin.pl;

- 8) you also have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the GDPR.