



Competences and responsibilities of the 1st year Counsellor

The 1st Year Counsellor is appointed for a given study term (academic year) by the Head of the Teaching Unit in consultation with the Head of Studies and the Student Union from among the academic staff of the Institute.

The 1st Year Counsellor:

1. represents students in their contacts with academic teachers, the Head of Studies, the Head of the Institute, and the Head of the Teaching Unit, supporting them in expressing their opinions and formulating proposals relating to the organisation of the didactic process
2. cooperates with the Head of Studies and the staff of the Student Affair Office in matters concerning students
3. cooperates with the Student Union and the Student Representative (if elected)
4. with the Head of Studies, co-organises the orientation meeting and the degree programme meeting for undergraduates
5. participates in other organisational meetings concerning first-year students
6. oversees OHS [BHP] and PIP [POWI] (contact with the UW OHS inspectorate and the PIP lecturer regarding the dates, course credit, and the form of training)
7. provides ongoing assistance to students in getting acquainted with the course of study, the life of the University, and the financial support system
8. assists in dealing with The Office for Persons with Disabilities [BON], solving problems related to excessive absenteeism, failure to obtain credits, etc.