

APPROVED
Al-Farabi Kazakh National University
Board Member – Acting Vice-Rector
for Sustainable Social Development
B.B. Omarov
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AL-FARABI KAZAKH NATIONAL UNIVERSITY

REGULATIONS ON THE PSYCHOLOGICAL SERVICE

1. GENERAL PROVISIONS

1.1. These Regulations have been developed on the basis of the Law of the Republic of Kazakhstan “On Education,” the Law “On Science and Technological Policy,” the Charter of the Non-Commercial Joint Stock Company “Al-Farabi Kazakh National University,” and define the main purpose, subject, tasks, and principles of the Psychological Support Service of Al-Farabi Kazakh National University (hereinafter – the University).

1.2. The Psychological Support Service is a structural subdivision of the University.

1.3. The name of the Psychological Support Service:

in the state language – психологиялық көмек қызметі (Psychological Support Service);

in Russian – служба психологической поддержки (Psychological Support Service).

1.4. The Psychological Support Service operates on the basis of these Regulations, the Charter, and other normative documents of the University and is guided by the legislation of the Republic of Kazakhstan.

2. SUBJECT, PURPOSE, AND MAIN TASKS

2.1. The subject and purpose of the Psychological Service are to promote the preservation of students’ mental and psychological health, to create a favorable socio-psychological climate in the educational institution, and to provide psychological and pedagogical support to participants of the educational process.

2.2. The activities of the Psychological Service are aimed at:

- assisting students who experience difficulties in learning, behavior, and socialization, as well as maladjusted students;

- organizational, educational, preventive, and corrective measures for students in need of socio-psychological assistance, and awareness-raising activities;
- creating favorable socio-psychological conditions in the educational environment, preserving health, and promoting a healthy lifestyle.

2.3. The main tasks of the Psychological Service are:

- 1) promoting the personal and intellectual development of students, and fostering their ability for self-education and self-development;
- 2) providing psychological assistance to students for successful socialization in the rapidly developing information society;
- 3) ensuring an individual approach to each student based on psychological and pedagogical study of their personality;
- 4) conducting psychological diagnostics and developing students' creative potential;
- 5) carrying out psychocorrective work to address students' psychological difficulties and problems;
- 6) protecting students' mental health;
- 7) providing advisory assistance to parents (or legal representatives) and teachers in resolving psychological and pedagogical issues and in choosing optimal methods of educational work;
- 8) identifying and preventing suicidal tendencies among students through systematic testing at least once per academic semester;
- 9) providing psychological assistance to students with suicidal tendencies and their parents (or legal representatives) in order to prevent suicides and suicide attempts.

3. ORGANIZATIONAL STRUCTURE AND MANAGEMENT

3.1. Socio-pedagogical aspect: providing qualified socio-pedagogical assistance to students in self-development, self-knowledge, self-assessment, self-affirmation, and self-realization.

3.2. Socio-legal aspect: using available legal norms to protect the rights and interests of students.

3.3. Psychological-pedagogical aspect: assisting in resolving interpersonal conflicts, correcting psychological conditions, and providing counseling to students and teachers.

3.4. Preventive aspect: organizing a system of preventive measures to avoid deviant behavior among students.

4. MAIN ACTIVITIES

4.1. Principles of the Psychological Service:

- legality, respect for, and observance of the rights and legitimate interests of participants in the educational process;
- observance of professional ethics;
- accessibility of socio-pedagogical and psychological assistance;
- confidentiality;
- scientific validity, complexity, consistency;
- integration of psychological and pedagogical knowledge;
- professionalism.

4.2. Main directions of activity:

- psychodiagnostic;
- counseling;
- educational and preventive;
- corrective and developmental;
- organizational and methodological.
- Psychodiagnostic activities include:
- psychological diagnostics of students to determine their mental development;
- comprehensive psychological examination of students for adaptation, development, and socialization;
- psychological diagnostics of students' abilities, interests, and inclinations;
- preparation of conclusions and recommendations based on diagnostic results;
- identification of students requiring "special attention" and risk factors.

5. RECORD KEEPING AND REPORTING

5.1. The Psychological Service functions on the basis of the psychologist's office, preferably in a separate room equipped with the necessary conditions for diagnostic, developmental, corrective, and preventive activities with all participants of the educational process in both individual and group formats.

5.2. Specialists of the Psychological Service maintain documentation in accordance with the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 6, 2020, No. 130 "On approval of the list of documents mandatory for keeping by teachers of secondary, technical and vocational, post-secondary education organizations and their forms."

6. RIGHTS

- The staff of the Psychological Support Service have the right to:
- 6.1. Raise issues before the administration regarding the provision of appropriate conditions for their activities;
 - 6.2. Submit proposals for improving the work;
 - 6.3. Be nominated for encouragement for achievements and successes in their work;
 - 6.4. Improve their professional qualifications through internships at leading educational institutions, government agencies, and other organizations in Kazakhstan and abroad;
 - 6.5. Resolve issues related to ensuring the activities of the Psychological Service within their competencies;

7. RESPONSIBILITY

7.1. Employees of the Psychological Support Service bear personal responsibility for:

- the quality and execution of assignments from the administration;
- the adequacy of diagnostic and correctional methods;
- the validity of recommendations provided;
- the process and results of working with students;
- consulting clinical specialists in case of the need for precise diagnosis;
- compliance with labor and production discipline;
- improper performance or non-performance of obligations established by the legal acts of the Republic of Kazakhstan, as well as agreements, employment contracts, these instructions, and other acts of the employer;
- violation of occupational safety and labor protection regulations as determined by legislation.

8. FINAL PROVISION

8.1. Amendments and additions to these Regulations may be made in accordance with the established procedure.