

	Position	Name	Signature	Date
Approved:				
Developed:	Psychologist			

Document type	Regulation on the Psychological Support Service
Code	
Subdivision	
Edition	
Review period	3 years
Effective date	14.03.2024
Cancellation date	14.03.2027
Cancellation reason	

1. General Provisions

1.1. The structure and staffing of the Service, as well as appointments to and dismissals from positions, are approved by the University Rector or the person authorized to represent the University's interests as the employer (hereinafter referred to as the "Employer").

1.2. The Psychological Support Service is established, reorganized, or dissolved by an order of the Employer.

1.3. The structural unit reports to the Vice-Rector for Student Support and Development.

1.4. The job duties, rights, and responsibilities of employees are defined in their respective job descriptions.

1.5. During the temporary absence of the Head of the Service, their duties are assigned to an employee designated by a relevant order or directive of the Employer.

1.6. In its activities, the Service is guided by:

- Current legislation of the Republic of Kazakhstan;
- The University Charter;
- University orders;
- University directives, acts, and regulations;
- This Regulation;
- Job descriptions;
- The Psychologist's Code of Ethics;
- The Law of the Republic of Kazakhstan "On Education";

- The Law "On Social and Medical-Pedagogical Correctional Support for Children with Disabilities";
- The Law "On Social Protection of Persons with Disabilities in the Republic of Kazakhstan."

2. Key tasks of the psychological support service:

2.1. In its operations, the service addresses tasks aligned with its goals and types of activity:

- Creating a favorable moral and psychological climate;
- Conducting psychological assessments;
- Providing individual and group counseling;
- Preparing psychological profiles of students;
- Identifying "at-risk" students;
- Organizing a university psychological club;
- Conducting online and in-person meetings with parents;
- Conducting seminars for staff;
- Fostering ethical standards and behavioral norms among students;
- Preventing professional burnout among staff;
- Enhancing the socio-psychological competence of faculty members;
- Monitoring and tracking socially vulnerable student groups (out-of-town students, orphans, students with disabilities);
- Reporting to management on the current moral and psychological state of students and staff.

3. Functions

3.1. Functions are defined in accordance with current business processes; any amendments made mean that the functions are governed by the newly approved business processes.

3.2. The unit performs the following functions:

- Prevents and identifies undesirable behavioral patterns, such as elevated levels of anxiety and depression among students;
- Organizes and conducts activities aimed at preventing self-destructive behavior;
- Prepares psychological profiles of students;
- Organizes and conducts seminars and training sessions for staff and students;
- Conducts online and in-person meetings with parents;
- Manages the student psychological club;
- Maintains reporting documentation in the prescribed format.

I have read and agree to this Regulation.

Name	Signature	Date

[illegible]