

REGULATION

On the Center for Health and Wellbeing

1. General Provisions

- 1.1 The Center for Health and Wellbeing (hereinafter referred to as the Center) is a structural subdivision of the NAO "Aktobe Regional University named after K. Zhubanova" (hereinafter referred to as the University or ARU named after K. Zhubanova).
- 1.2 The structure and staff limit of the Department are approved by the Chairman of the Board – Rector of the University in accordance with the established legislative procedure.
- 1.3 In its activities, the Center is guided by the Constitution of the Republic of Kazakhstan, the laws of the Republic of Kazakhstan, acts of the President and the Government of the Republic of Kazakhstan, other legal acts, as well as internal documents of the University and this Regulation.
- 1.4 The Center is under the authority of the member of the Board – Vice-Rector for Social and Educational Work.
- 1.5 The Center is headed by a leader, appointed and dismissed by the order of the Chairman of the Board – Rector of the University or the person performing their duties, based on the proposal of the supervising vice-rector or following the results of a competitive selection. Other employees of the Department are appointed by the order of the Chairman of the Board – Rector of the University or the person performing their duties, based on the proposal of the Department Director and in coordination with the supervising vice-rector or following the results of a competitive selection.
- 1.6 The mission of the Center is to promote the successful development of the individual, uncovering their unique abilities and bringing them to life; to foster a better understanding of oneself and others, and the formation of harmonious, conscious relationships with oneself and others.
- 1.7 The vision of the Center is to create its own model of functioning and interaction between all participants in the educational process.
- 1.8 The goal of the Center is to maintain psychological health, create a favorable socio-psychological climate in the educational organization, and provide psychological support to students, teachers, and staff.

1. Tasks and Functions of the Department

1.1 To ensure and implement the main areas of activity, the following tasks are assigned to the Center:

2.1.1 To promote the personal and intellectual development of students, and to foster their ability for self-education and self-development;

2.1.2 To provide psychological assistance to students in their successful socialization in the rapidly developing information society.

- 2.1.3 To promote an individualized approach to each student, based on psycho-pedagogical study of their personality;
- 2.1.4 To conduct psychological diagnostics and develop the creative potential of students;
- 2.1.5 To carry out psychotherapeutic work to address psychological difficulties and problems of students;
- 2.1.6 To provide consultative assistance to teaching staff in solving psychological issues;
- 2.1.7 To enhance the psycho-pedagogical competence of the participants in the educational process.

2.1 In accordance with the assigned tasks, the Department performs the following functions:

- 2.2.1 Providing assistance to the teaching staff on psycho-pedagogical issues;
- 2.2.2 Conducting individual consultations for students and teaching staff;
- 2.2.3 Identifying the causes and mechanisms of disruptions in learning, development, and social adaptation;
- 2.2.4 Conducting socio-psychological group activities to develop necessary qualities and form psychological competence.

3. Organization of the Center's Activities

- 3.1 The control over the activities of the Department is carried out by the supervising vice-rector.
- 3.2 The head of the Center is responsible for the overall management of the Center's activities and bears personal responsibility for the implementation of the tasks assigned to the Center and the performance of its functions.
- 3.3 In the absence of the head (vacation, illness, business trip, or other reasons), the duties of the head are performed by the person appointed in the prescribed manner, who acquires the corresponding rights and bears responsibility for the proper fulfillment of the duties assigned to them.
- 3.4 The functional duties and responsibilities of the head and other employees of the Center are determined by job descriptions approved by the Chairman of the Board – Rector of the University.
- 3.5 The Center considers other issues within its competence in accordance with the University Charter.

1. Rights and Duties of the Center

1.1 The Center has the right to:

- 4.1.1 Request and receive the necessary information from the structural divisions of the University to perform the functions assigned to the Center;
- 4.1.2 Submit proposals and recommendations to the University's board members for improving the psychological atmosphere at the University;
- 4.1.3 Provide information on issues within the Center's competence solely to the Rector;
- 4.1.4 Participate in discussions and planning of the University's strategic work within the competence and functional responsibilities of the Center;
- 4.1.5 Submit proposals to the University leadership for improving the directions of the Center's work, as well as for coordinating and interacting with the structural units of the University and other areas of the University's activity;
- 4.1.6 Establish contacts with educational institutions and scientific centers dealing with public service issues, in coordination with the Rector of the University;
- 4.1.7 Improve the qualifications of the Center's staff through training and internships provided by the University and other educational centers, as well as by participating in various seminars, conferences, symposia, and other forms of knowledge exchange;
- 4.1.8 Exercise other rights in accordance with the Center's competence and the legislation of the Republic of Kazakhstan.

1.1 The Center is obligated to:

- 4.2.1 Timely and efficiently fulfill the tasks and functions assigned to it in full compliance with legislation, legal acts, and the internal regulations of the University;
- 4.2.2 Cooperate with the structural divisions of the University on issues within their respective competencies;
- 4.2.3 Documents issued on behalf of the Center to other structural divisions on matters within the Center's competence must be signed by the Head of the Center or, in their absence, by an authorized substitute;
- 4.2.4 Legal clarifications on behalf of the University, as well as draft orders prepared by the University's structural divisions, are subject to mandatory coordination with the Legal and Documentation Support Department;
- 4.2.5 Maintain conditions that ensure the required efficiency of work in the main areas of activity.

5 Responsibility of the Center

5.1 The Head of the Center bears personal responsibility for the fulfillment of all tasks assigned to the Center and for the performance of its functions.

5.2 The Head and employees of the Center are responsible for the safekeeping of the Center's documents and the non-disclosure of the Center's confidential information, as well as personal data of employees and students.

5.3 The Head and employees of the Center are obliged to counteract corruption and bear personal responsibility for compliance with the anti-corruption legislation of the Republic of Kazakhstan.

5.4 The Head and employees of the Center are responsible for the material safekeeping and proper use of the property assigned to them.

5.5 The rights, duties, and responsibilities of the Center's employees are defined by their job descriptions approved by the order of the Chairman of the Board – Rector of the University.