



Alfred Nobel University

QUALITY MANAGEMENT SYSTEM

AGREED BY:

PRESIDENT _____ **B. KHOLOD**
May 31, 2019

REGULATION

on the Social and Psychological Service
III-551-076

ADOPTED BY:

THE DECISION OF THE ACADEMIC COUNCIL
Protocol № 3 of May 30, 2019

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***List of
signatories***

Issuing subdivision: PhD and Post-Doctoral Department

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The document is to be revised every three years

<i>BROUGHT UP TO DATE</i>				
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<i>Date</i>				
<i>Signature</i>				
<i>Full Name</i>				

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1. GENERAL PROVISIONS

1.1. The Social and Psychological Service (hereinafter referred to as the SPS) was established within the graduating department of Alfred Nobel (hereinafter referred to as the – University) to provide psychological, social and pedagogical assistant, to provide psychological support and to support the participants of the educational process at the University.

1.2. The main activity of the SPS is to provide psychological support and increase the efficiency of the educational process, to protect psychological health and social well-being of the students of the first, second and third level of the higher education and the employees of the University.

1.3. The activity of the SPS is governed by the Constitution of Ukraine, The Laws “On Education”, “On Higher Education”, the Statute of the University, Code of Ethics of the Practical Psychologist, this Regulation and other legislative acts.

1.4. SPS interacts with University’s subdivisions.

1.5. SPS directly reports to the head of the graduating department.

1.6. This Regulation has been developed in accordance with the current legislation of Ukraine and internal regulations governing the activities of Alfred Nobel University, namely:

<i>Code of the document</i>	<i>Name of the document</i>
No. 1556-VII of July 1, 2014	Law of Ukraine “On Higher Education”
No. 1187 of December 30, 2015	Resolution of the Cabinet of Ministers of Ukraine “On approval of the License Conditions for conducting educational activities of educational institutions”
No. 261 of March 23, 2016	Resolution of the Cabinet of Ministers of Ukraine “On approval of the procedure for training students of higher education of PhD degree in higher educational institutions (scientific institutions)”
Letter from the Ministry of Education and Science of Ukraine of February 5, 2008	“Regulations on the psychological service of higher education institution”
No. C-530-002 of June 30, 2016	Development strategy of the Alfred Nobel University for 2016-2030.2016-2030

II. MAIN TASKS, PRINCIPLES AND FUNCTIONS

2.1. The main tasks of the SPS are:

- to promote the full personal and professional development of higher education students, their successful socialization and adaptation to changing conditions of study and activity;
- to provide psychological support to higher education students, to clarify psychological features, to strength and maintain psychological health, to provide the necessary support and to counsel;
- to provide social support for higher education students, to overcome social isolation, to preserve and improve of its social status, to involve in all spheres of public life;
- to counsel al participants of the educational process to improve the psychological culture in higher educational institution by conducting individual and group consultations;

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- to provide psychological assistance to higher education students to overcome life difficulties;
- to form the stable need for psychological knowledge, skills of their application in order to increase professionalism;
- to provide educational/counseling assistance to higher education students with disabilities;
- to promote the intellectual, physical and social development of higher education students;
- to improve the psychological culture of higher education students;
- to create conditions to form the motivation among the higher education students to self-realization and self-development;
- to implement the educational and preventive work among the participants of the educational process on the prevention and combating alcoholism, drug addiction and violence, etc.;
- to prevent and treat the disorders in intellectual, psychophysical and personal development;
- to provide psychological support of the educational process in the University;
- to improve the psychological climate, interpersonal relationships in the teams of lecturers and students and in the general team of the University.

2.2. The activities of the SPS are based on the principles of: priority of universal values, science and competence, accessibility, confidentiality, tolerance, responsibility, protection of personal interests, sense of empathy, partnership, continuity of professional development.

2.3. The main functions of the SPS are:

- diagnosis. Social and psychological study of higher education students, faculty, groups and teams, monitoring of social processes and mental development of higher education students, identifying causes that complicate personal development, learning and relationships in the team;
- counseling. Direct work with participants of the educational process, aimed at solving psychological problems and improving subjective well-being, the full development of the personality of higher education students during their studies; creating conditions for the formation of their motivation for self-education and self-development;
- rehabilitation. Providing psychological assistance to higher education students who are in a crisis life situation to adapt them to the conditions of study and work at the University and the social environment;
- psychological education. Increasing the psychological culture of higher education students, their stress resistance in the field of learning and interpersonal communication; formation of readiness to seek psychological help;
- psychological prevention and treatments of personal and professional disorders. Direct work with higher education students aimed at preventing drug use, promoting a healthy lifestyle.
- psychological support, which consists in creating within the environment of educational interaction the most favorable conditions for personal and professional development and training of higher education students, in particular persons with special needs at the University;
- psychological assistance aimed at direct providing of psychological assistance to higher education students to overcome normative and non-normative crises, stagnation, developmental disorders and complications of any content, which accompany the learning process in higher education.

III. CONTENT OF SPS ACTIVITY

3.1. The main activities of the ATP are:

- to provide individual and group psychological consultations to participants of the educational process;
- to conduct psychological diagnostics on request;
- to conduct lectures, educational seminars;
- to conduct social and psychological training (communication, personal development, etc.).

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IV. HUMAN RESOURCES

4.1. The activity of the SPS are provided by practical psychologists. By their status, SPS employees belong to pedagogical staff and, in accordance with current legislation, enjoy all the rights and guarantees provided for them.

4.2. To ensure the functioning of the SPS and the implementation of its main tasks, the University involve third-level higher education students with psychological education and practical psychological experience, as well as students who receive higher education in relevant educational programs, in particular to acquire and improve practical skills.

V. AMENDMENTS AND ADDITIONS TO THE REGULATION

5.1. The amendments to the Regulation may be made on the basis of proposals from the head of the SPS.

5.2. The amendments made to the Regulation are announced by posting information on the University's website.

