

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
KHMELNYTSKYI NATIONAL UNIVERSITY**

«APPROVED»

By the Academic council of Khmelnytskyi
National University

Protocol № 1 as of 29.08.2019

Academic council chairman

[signature and seal] M.Y. Skyba

**REGULATIONS
ON THE PSYCHOLOGICAL SERVICE
OF KHMELNYTSKYI NATIONAL UNIVERSITY**

Khmelnytskyi, 2019

I. General Provisions

1.1. The psychological service is a structural division of Khmelnytskyi National University (hereinafter referred to as the University), which provides psychological support to participants in the educational process at the University. It is an organic component of the psychological service of the education system of Ukraine. The main goal of The Psychological Service is to provide psychological support and improve the efficiency of the pedagogical process, protect the psychological health and social well-being of all its participants: students, teachers, and scientific and teaching staff.

1.2. Practical psychologists provide the activity of The Psychological Service. According to their status, workers of The Psychological Service belong to teaching staff and, following the current legislation, all the rights and guarantees provided for them.

1.3. The head of The Psychological Service is responsible for the content, quality, and results of its activity to the management of the higher education institution. Reports to the management of the higher education institution at least once a year.

1.4. The psychological service in its activity is guided by the Constitution of Ukraine, current legislation, including the laws of Ukraine "About education", "About higher education", the regulations on the psychological service of the education system of Ukraine, the Charter of the University, orders of the rector.

1.5. Regulatory documentation of The Psychological Service is maintained in Ukrainian; documentation is maintained according to the list in accordance with the letter of the Ministry of education and science of Ukraine (dated 24.07.2019 No. 1/9-477).

1.6. The psychological service can create: rapid response teams that provide emergency psychological assistance, consulting and training groups, student circles, and volunteer groups.

1.7. The psychological service cooperates with the psychological centre, the laboratory of inclusive pedagogy and the laboratory of medical and psychological research of Khmelnytskyi National University.

II. STRUCTURE AND MANAGEMENT OF THE PSYCHOLOGICAL SERVICE

2.1. The structure and staffing of the psychological service of KHNU are determined by the management of the higher education institution. The Administrative and Psychological Service reports to the vice-rector for educational and pedagogical work.

III. PURPOSE, MAIN TASKS, FUNCTIONS AND PRINCIPLES OF PSYCHOLOGICAL SERVICE

3.1. The main purpose of the KHNU Psychological Service is to provide psychological support for the educational process, develop and form a mature professionally-oriented personality of the student and preserve the psychological health of all participants in the educational process utilising practical psychology.

3.2. The main tasks of The Psychological Service are:

- improving the psychological culture of all participants in the educational process, humanising relations in student and teaching groups;
- providing an individual approach to each participant of the educational process;
- promotion of full-fledged personal development of students and creation of appropriate psychological conditions for the formation of their motivation for learning, self-realisation of creative abilities, self-education and self-development.

3.3. The main functions of The Psychological Service are:

- diagnostic and prognostic - social and psychological study of students, teachers and employees, groups and collectives, monitoring of social processes and mental development of individual students, determining the causes that complicate personal development, learning and relationships in the team;
- correctional and developmental - implementation of psychological and pedagogical measures to eliminate deviations in mental and personal development and behaviour, predisposition to addictions and offences, overcoming various forms

of deviant behaviour (in case of insufficient psycho-prophylactic work and if necessary, timely and effective use of methods of psycho-correction and general psychotherapy).

- socio-protective - implementation of social and pedagogical support for participants in the educational process who find themselves in difficult life circumstances, are in crises (suffered from social, man-made, natural disasters, suffered severe illnesses, stress, migration, experienced violence, etc.); protection of constitutional rights and status, legitimate interests of students;

- educational and preventive – improving the psychological culture of all participants in the educational process - students, teachers, employees, forehanded prevention of deviations in mental and personal development, in interpersonal relationships, prevention of conflict situations in the educational process, prevention of drug addiction, alcoholism, suicide, racial and social intolerance, immoral lifestyle, etc.;

- organisational and methodological - defining the strategy, purpose, tasks, planning the activity of The Psychological Service and coordinating the interaction of participants in the educational process;

3.4. The activity of The Psychological Service is based on the following principles:

- priority of universal spiritual values;
- availability;
- humanistic orientation;
- flexibility;
- scientific and competent skills;
- feedback;
- unity of psycho-diagnostics and psycho-correction;
- dialogical interaction between the client and the psychologist;
- personality-oriented approach;
- privacy policy;

3.5. The main types of work of The Psychological Service are:

1) psychological counselling – providing psychological and pedagogical assistance to students, teachers, and employees in solving problems related to the development, education, teaching, and formation of psychological and social competence of participants in the educational process;

2) psycho-diagnostics and psychological study of students, teachers and employees with the help of modern reliable and valid test methods, observation methods based on the principle of unity of diagnosis and psycho-correction to identify the causes of difficulties in learning, intellectual development, socio-psychological adaptation; study of individual characteristics of the dynamics of personality development, potential opportunities in the educational process, professional self-determination;

3) psycho-prophylaxis - conducting individual and group classes (consultations, pieces of training, seminars, lectures, etc.) for relevant target groups to prevent deviations in the development and formation of personality interpersonal relationships and to avoid conflict situations in the educational process;

4) psycho-rehabilitation - providing psychological, pedagogical, and social assistance to students who have social and psychological problems, have experienced or are experiencing a difficult life situation, stress, etc.;

5) psychological education - formation of psychological and social competence of participants in the educational process, presentations to students and teachers with messages of scientific and practical psychological direction;

6) correction - elimination of identified difficulties of socio-mental development of students, reduction of risks of adaptation to the educational environment, predisposition to addictions and offences, various forms of deviant behaviour;

7) organisational and methodological work - making plans for the year, month; making reports; preparation for presentations, training, seminars, lectures, etc.; preparation of psychological informative and educational materials; processing the results of psycho-diagnostics, drawing conclusions, recommendations; work in the

library, self-training; consultations in educational and methodological centres; participation in scientific and methodological seminars, conferences, etc.

IV. CONTENT OF THE PSYCHOLOGICAL SERVICE'S ACTIVITY

4.1. Worker of the psychological service of KhNU:

- participates in the implementation of educational work aimed at ensuring comprehensive individual development of students, preserving their full-fledged mental health;

- conducts psychological and pedagogical diagnostics of students, promotes their adaptation to new conditions of the educational process in accordance with the level of mental development;

- develops and implements developmental and correctional programs of educational activities, taking into account individual, gender, and age characteristics of students;

- prepares students for a conscious life; carries out their preventive education, prevention of crime, alcoholism and Drug Addiction, other addictions and bad habits;

- conducts psychological diagnostics and psychological and pedagogical correction of deviant behaviour of students;

- forms the psychological culture of students, teachers, parents or persons who replace them, advises on psychology and its practical use in the organisation of the educational process.

4.2. Worker of the psychological service of KHNU:

- should be guided in their activities by the legislation of Ukraine, the code of ethics of the psychologist, the regulations on the psychological service of the education system of Ukraine;

- follow the pedagogical ethics, respect the dignity of students, protect them from any form of physical or mental violence;

- build your activities based on goodwill, trust in close cooperation with all participants in the pedagogical process;

- promote a healthy lifestyle, improve the level of psychological knowledge of teachers and parents or their surrogates;
- keep professional secret; do not disseminate information obtained in the course of diagnostics or corrective work if this may harm the student or his environment;
- constantly improve their professional level;
- know the program and methodological materials and documents on the volume, level of knowledge, development of students; requirements of state standards for ensuring the educational process, the main directions and prospects for the development of education, psychological and pedagogical science;
- conduct research, monitoring, pieces of training, training seminars, consultations for students, teachers, and employees of the higher education institution

4.3. The duration of the working week of a practical psychologist is determined by the current legislation, taking into account the type of educational institution.

V. FINANCING OF THE PSYCHOLOGICAL SERVICE

5.1. Financing of the psychological service's activities and remuneration of workers is carried out under the current legislation.

5.2. Financing of the activities of the psychological service of KHNU is carried out at the expense of the University's funds.

5.3. Workers of the psychological service of KHNU are provided with separate rooms (offices) for diagnostic, teaching, training, consulting, development and corrective work.

VI. RIGHTS OF PSYCHOLOGICAL SERVICE WORKERS

Workers of The Psychological Service have the right to:

6.1. determine the content of their activities, taking into account state norms and standards together with the university management;

6.2. Participate in the Coordination of psychological education programs for participants in the educational process;

6.3. Use the material and technical base of the university functioning of The Psychological Service;

6.4. Participate in scientific and practical conferences, seminars, and psychology and social work theory and practice training.

VII. Final provisions

7.1. Issues not regulated by this regulation are regulated by the norms of the current legislation of Ukraine.

7.2. This regulation and all amendments and additions to it are approved by the Academic Council of the University, registered in accordance with the established procedure and put into effect by order of the rector.

Head of the psychological service [signature] N.P. Berehova