


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p>NON-PROFIT JOINT-STOCK COMPANY "KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV"</p>	
<p>Regulations on the Structural Subdivision</p>	<p>Revision No. 1 dated "28" February 2023</p>	<p>P029C.03-13–2024</p>

**REGULATIONS ON THE CENTER FOR SUPPORT AND
FACILITATION OF INCLUSIVE EDUCATION**

P029C.03-13–2024

Almaty 2024

FOREWORD

- 1. DEVELOPED BY:** The Center for Support and Accompaniment of Inclusive Education of the Non-Profit Joint Stock Company "Kazakh Research Technical University named after K.I. Satpayev"

Head of the Center for Support and
Accompaniment of Inclusive
Education

February 19, 2024

2. AGREED BY:

Member of the Board – Vice-Rector
for Academic Affairs

February 14, 2024

Director of the HR Service

February 26, 2024

Head of the Department of Assessment
and Quality

February 23, 2024

Acting Head of the Department of
Legal Support and Public Procurement

February 22, 2024

Head of the Department of
Documentation Support and

Development of the State Language

February 21, 2024



- 3. APPROVED** by the order of the Chairman of the Board – Rector dated February 28, 2024, No. 88-p

- 4. INTRODUCED** for the first time

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1. General Provisions

1.1 The Center for Support and Accompaniment of Inclusive Education (hereinafter referred to as the Center) is a structural unit of the Non-Profit Joint Stock Company "Kazakh National Research Technical University named after K.I. Satpayev" (hereinafter referred to as KazNITU named after K.I. Satpayev).

1.2 The Center is headed by the Head of the Center for Support and Accompaniment of Inclusive Education, who is appointed and dismissed by order of the Rector of the University.

1.3 The main goal of the Center's activities is to implement the right of students with special educational needs to receive education according to their cognitive capabilities and abilities in their place of residence, as well as their socialization, adaptation, and integration into society.

1.4 In the absence of the Head of the Center for Support and Accompaniment of Inclusive Education (due to vacation, illness, business trip, or other documented valid reasons), their duties will be performed by a temporary appointee designated by the Head to carry out the responsibilities of the Head of the Center for Support and Accompaniment of Inclusive Education.

1.5 Employees of the Center are appointed and dismissed by order of the Rector of the University, in agreement with the Head of the Center for Support and Accompaniment of Inclusive Education and the Vice-Rector for Academic Affairs.

1.6 Employees of the Center must meet the qualification requirements for their positions and perform their duties in accordance with their job descriptions.

1.7 In carrying out its assigned tasks, the Center independently interacts with all structural units of the University and its affiliated organizations (hereinafter referred to as AO), as well as with external enterprises and organizations.

2. Regulatory Basis for Activities

- The Constitution of the Republic of Kazakhstan dated August 30, 1995;
- The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007, No. 319-III ZRK;
- The Law of the Republic of Kazakhstan "On Science" dated February 18, 2011, No. 407-IV;
- The Law of the Republic of Kazakhstan "On the Commercialization of Results of Scientific and/or Scientific-Technical Activities" dated October 31, 2015;
- The Law of the Republic of Kazakhstan "On Copyright and Related Rights" dated June 10, 1996, No. 6-I;
- The Law of the Republic of Kazakhstan "Patent Law of the Republic of Kazakhstan" dated July 16, 1999, No. 427-I;
- The Law of the Republic of Kazakhstan "On Counteracting Corruption" dated November 18, 2015, No. 410-V;

- The Law of the Republic of Kazakhstan "On Joint Stock Companies" dated May 13, 2003, No. 415-II;
- The Law of the Republic of Kazakhstan "On the Rights of the Child in the Republic of Kazakhstan" dated August 8, 2002, No. 345;
- The Law of the Republic of Kazakhstan "On Social and Medical-Pedagogical Correctional Support for Children with Disabilities" dated July 11, 2002, No. 343;
- The Law of the Republic of Kazakhstan "On Social Protection of Disabled Persons in the Republic of Kazakhstan" dated April 13, 2005, No. 39;
- The State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025;
- The Law of the Republic of Kazakhstan dated June 26, 2021, No. 56-VII ZRK;
- ST RK 1157-2002 "Higher Professional Education";
- The Quality Policy of KazNITU named after K.I. Satpayev;
- These Regulations;
- Documented Procedure. DP KazNITU 715 "Academic Support for Students."

3 Structure of the Center

The staff of the Center consists of:

- Head of Center – 1 position;
- Psychologist – 0.5 position;
- Manager – 0.5 position;
- Tutor-1 position.

The distribution of responsibilities among the Center's staff is carried out by the Center's management in accordance with job descriptions.

Qualification Requirements:

- Head of the Center for Support and Accompaniment of Inclusive Education: higher or postgraduate education in the relevant field and at least 5 years of professional experience;
- Psychologist: higher or postgraduate education in the relevant field without specific work experience requirements.
- Manager: higher or postgraduate education in the relevant field and at least 2 years of professional experience.
- Tutor: higher pedagogical education and/or technical professional, post-secondary (pedagogical) education or a document confirming pedagogical retraining, with no specific work experience requirements.

4. Functions and Distribution of Responsibilities

- 4.1 Conducting activities in accordance with the current legislation of the Republic of Kazakhstan, the internal regulatory documents of KazNITU named after K.I. Satpayev, these Regulations, the orders and directives of the Rector of KazNITU named after K.I. Satpayev, the Ministry of Education and Science of the Republic of Kazakhstan, and other departmental organizations;
- 4.2 Ensuring the confidentiality of information and intellectual property rights of students, as well as service clients and performers;
- 4.3 Providing education for individuals with disabilities and those with special educational needs (hereinafter referred to as SEN) using modern electronic and distance educational technologies;
- 4.4 Collaborating with social partners, interested parties, volunteers, and patrons to support the social adaptation of individuals with disabilities and SEN;
- 4.5 Organizing the professional development and skill enhancement of teaching staff in the field of working with individuals with SEN and disabilities;
- 4.6 Implementing psychological monitoring of participants in the pedagogical process within inclusive education;
- 4.7 Implementing measures for the professional adaptation of students and staff involved in inclusive education at the University;
- 4.8 Systematically improving theoretical knowledge and methodological developments related to ongoing projects and programs;
- 4.9 Participating in the implementation of results from scientific and innovative research;
- 4.10 Promoting the results of scientific and innovative research within the country and abroad;
- 4.11 Assisting in ensuring the safety and health of people, the property of KazNITU named after K.I. Satpayev, and environmental protection;
- 4.12 Establishing policies and procedures to avoid involvement in any activities that could undermine trust in the competence and impartiality of the "University";
- 4.13 Reporting the Center's activities to the client and supervisory authorities;
- 4.14 Protecting intellectual property rights;
- 4.15 Providing business services to companies and institutions (project consulting), including conducting scientific research and experimental design work; providing scientific-methodological support for projects and programs in accordance with client requirements;
- 4.16 Developing and implementing forward-looking state scientific, scientific-technical, and innovative projects and programs, as well as commercial contracts;
- 4.17 Expanding scientific-technical cooperation with leading global and domestic companies, research and design institutes and centers, and developing technological

partnerships with manufacturing and consulting companies, and government institutions;

4.18 Contributing to the enhancement of the education level of students, master's students, and doctoral candidates.

5. Work Planning and Reporting

5.1 The annual work plan for the Center is developed by the Head of the Center for Support and Accompaniment of Inclusive Education, submitted for approval to the Vice-Rector for Academic Affairs of the University, and includes the procedures and deadlines for carrying out activities that contribute to achieving the goals and objectives of the Center.

5.2 The Head of the Center for Support and Accompaniment of Inclusive Education is responsible for the operational management and oversight of the Center's activities.

5.3 The Head of the Center for Support and Accompaniment of Inclusive Education annually submits a report on the Center's activities to the Vice-Rector for Academic Affairs of the University.

5.4 The cessation of the Center's activities is carried out by order of the Rector of the University.

6. Interaction and Connections with Other Departments

6.1 The Center's interaction with the structural units of KazNITU named after K.I. Satpayev is conducted in accordance with the regulatory and governing documents in effect at KazNITU named after K.I. Satpayev.

Department Name	Types of Work, Documents, and Material Values	
	List of Incoming Documents	List of Outgoing Documents
All Departments	Reports on management analysis, Corrective action plans for internal and external audit nonconformities	University quality policy and goals, Information on internal and external audit results
Administrative Department	Orders, directives, Statute, File nomenclature	Service work plan
	Regulatory and legal documents, Internal documents, External and internal correspondence	Information on work performance
Information Systems Department Infrastructure Management Department	Services required to create conditions for high productivity	Quality execution of work
Human Resources Department	Employee requests	Professional development reports, Employee information
Department of Finance and Accounting	Orders, Directives, Contracts	Estimates, Staff Schedules

7. Material and Information Support

7.1 Material and information support of the Center is carried out based on requests according to the properties of intra-university procedures.

7.2 Equipment repair, printer and copier refilling, and software support of the Center are carried out by the ICT and PR Department based on requests.

7.3 The accounting of material assets is conducted by the materially responsible person appointed by the Head of the Center for Support and Accompaniment of Inclusive Education.

8. Provision of Working Conditions and Personnel Safety

Provision of working conditions and personnel safety is carried out in accordance with the legislative framework of the Republic of Kazakhstan and the university's regulatory documentation.

9. Record Keeping and Confidentiality

Record keeping in the Center is conducted in accordance with the "Unified Nomenclature of Cases of KazNITU named after K.I. Satpayev", approved by the Rector of the university, following the requirements of the relevant documented procedures.

9.1 Each employee of the Center is fully responsible for the safekeeping and non-disclosure of confidential information accessed while performing their official duties.

Appendix A

Responsibility Matrix
Center for Support and Accompaniment of Inclusive Education

Functions	Responsible Department			
	Head of Center	Manager	Psychologist	Tutor
To carry out activities in accordance with the current legislation of the Republic of Kazakhstan, with the requirements of internal regulatory documents of Satbayev University, this Regulation, orders and directives of the Rector of Satbayev University, the Ministry of Education and Science of the Republic of Kazakhstan, and other departmental organizations.	M	R	A	C
To ensure the confidentiality of information and the intellectual property rights of service customers	I	M	R	A
To systematically improve theoretical knowledge and methodological developments on the projects being implemented	C	I	M	R
To participate in the implementation of scientific and innovative research results	A	C	I	M
To promote the obtained results of scientific and innovative research in the republic and abroad	R	A	C	I
To contribute to ensuring the safety of life and health of people, the property of Satbayev	M	R	A	C

University, and environmental protection				
To have management and technical staff who, regardless of other duties, must have the authority and resources necessary to perform their duties within the functions of the Center	I	M	R	A
To determine policies and procedures to avoid involvement in any activity that would reduce trust in the competence and impartiality of the University	C	I	M	R
To present reports on the results of scientific and innovative research to customer and supervisory bodies	A	C	I	M
To protect intellectual property objects	R	A	C	I

Note: M (Manager) – manages; R (Responsible) – executes; A (Accountable) – is accountable; C (Consult before doing) – consults before execution; I (Inform) – informs, notifies after execution**

Appendix B

Calendar Matrix of the Center for Support and Accompaniment of Inclusive Education

№	Type of Work	Person Responsible for Execution	Where, to Whom Presented	September	October	November	December	January	February	March	April	May	June	July	August
1.	To carry out activities in accordance with the current legislation of the Republic of Kazakhstan, with the requirements of internal regulatory documents of Satbayev University, this Regulation, orders and directives of the Rector of Satbayev University, the Ministry of Education and Science of the Republic of Kazakhstan, and other departmental organizations	Head of the Center	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
2.	To ensure the confidentiality of information and the intellectual and industrial property rights of service customers and performers	Head of the Center	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
3.	To systematically improve theoretical knowledge and methodological developments on the projects and programs being implemented	Head of the Center	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
4.	To participate in the implementation of scientific and innovative research results	Head of the Center	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
5.	To promote the results of scientific and innovative research in the republic and abroad	Manager	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
6.	To contribute to ensuring the safety of life and health of people, the property of Satbayev University, and environmental protection	Manager	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+

№	Type of Work	Person Responsible for Execution	Where, to Whom Presented	September	October	November	December	January	February	March	April	May	June	July	August
7.	To have management and technical staff who, regardless of other duties, must have the authority and resources necessary to perform their duties within the functions of the Center	Manager	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
8.	To determine policies and procedures to avoid involvement in any activities that would undermine trust in the competence and impartiality of the University	Manager	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+
9.	To present reports on the results of scientific and innovative research to customer and supervisory bodies	Manager	To the Vice-Rector for Academic Affairs of the University	+	+	+	+	+	+	+	+	+	+	+	+

Appendix C

Case Nomenclature

03-02-03-01	Orders/Directives of the Chairman of the Board and Rector of NAO "KazNITU" on Core Activities (Copies)		until the need passes	Formed and stored in the Department of Document Management and Archive
03-02-03-02	Regulations and job descriptions for the employees of the Center for Support and Accompaniment of Inclusive Education (copies)		until the need passes	Originals are stored in the Department of Evaluation and Quality
03-02-03-03	Documents on staff professional development (plans, schedules, contracts, copies of certificates, etc.)		until the need passes	Originals are stored in the Department of Evaluation and Quality
03-02-03-04	Annual work plan of the Center for Support and Accompaniment of Inclusive Education		Constantly Subsection 1) of Point 178	
03-02-03-05	Annual report of the Center for Support and Accompaniment of Inclusive Education		Constantly Subsection 1) of Point 360	
03-02-03-06	Contracts, agreements, and memorandums of cooperation with external organizations		Constantly Point 572	Documents in paper format and their identical electronic document
03-02-03-07	Correspondence with ministries and agencies on core activities		1 year expert verification commission Point 23	Electronic documents
03-02-03-08	Correspondence with structural divisions on core activities (official reports, memos, references, notes, inquiries, applications, etc.)		5 years Point 66	
03-02-03-09	Employee acknowledgment journal of the Center for Support and Accompaniment of Inclusive		3 years Point 154	
03-02-03-10	Journal of employee briefings on safety and occupational health at the Center for Support and Accompaniment of Inclusive Education		6 years Subsection 2) of Point 459	

03-02-03-01	Orders/Directives of the Chairman of the Board and Rector of NAO "KazNITU" on Core Activities (Copies)		until the need passes	Formed and stored in the Department of Document Management and Archive
03-02-03-11	Documents on the conduct and results of internal audits, and measures to address identified violations (orders, plans, programs, audit reports, audit conclusions, corrective action plans, other copies)		until the need passes	
03-02-03-12	Journal of Incoming Documents Registration		5 years Subsection 4) of Point 131	
03-02-03-13	Journal of Outgoing Documents Registration		5 years Subsection 4) of Point 131	Documents in paper format and their identical electronic documents
03-02-03-14	Excerpt from the free nomenclature of cases of the Center for Support and Accompaniment of Inclusive Education		before being replaced with new ones to Point 120	Documents in paper format and their identical electronic documents

Change Registration Sheet

Change Serial Number	Section, Point of the Docume nt	Type of Change (replace, annul, add)	Notification Number and Date	Change Made	
				Date	Last Name and Initials, Signature, Position