RULES ON THE ORGANIZATION OF PSYCHOLOGICAL SERVICE AT AZERBAIJAN TOURISM AND MANAGEMENT UNIVERSITY

Information about amendment			
Date	**Version**	**Worked out by**	**Explanation of amendment**
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I. General provisions

1.1. Psychological service at ATMU is created for the purpose of improving mental and physical development and social security of students, studying their psychological condition, socio-moral problems and providing psychological support to them, as well as prevention of possible psychological disorders.

1.2. Psychological assistance to students and employees is provided based on the AR Law “On Psychological Assistance”, the “Rules for the Organization of Psychological Services in Educational Institutions” approved by the AR Cabinet, and existing progressive theories.

II. Purpose of organizing psychological service

2.1. The main goal of organizing a psychological service consists of the following:

2.1.1. increasing the academic achievements of students;

2.1.2. formation of a positive behavior model in students;

2.1.3. creating a safe and healthy environment in an educational institution;

2.1.4. supporting the spiritual and psychological health of students;

2.1.5. regulation of family-educational institution relations.

III. Organization of psychological service:

3.1. The organization and activity of psychological service at ATMU is carried out in the following form:

3.1.1. psychological education;

3.1.2. psychological examination and analysis;

3.1.3. psychological prevention and assistance;

3.1.4. psychological counseling and individual work.

3.2. Special attention is given to students with disabilities who belong to a special socio-psychological group.

3.3. Through cooperation with parents or other legal representatives, ATMU management and pedagogical staff, the psychological service provides the study of the psychological condition, educational activity, social and moral problems of students and providing them with psychological support, their progressive mental development, the realization of their inclination, interest and potential, as well as provides prevention of possible mental disorders.

3.4. Psychological service is provided based on the consent of the person receiving psychological assistance or his legal representative. This consent assumes that the person receiving psychological assistance made a voluntary decision regarding psychological assistance, understood the purpose, benefit, scope, duration and method of psychological assistance, as well as the information presented to him about the possibility of refusing psychological assistance and its termination. No one can be forced to get psychological help.

3.5. Psychological examination at the University is carried out in order to determine the needs of the student and cannot conflict with their interests.

IV. Rights and duties of a psychologist

4.1. Psychological service at ATMU is provided by a professional psychologist. A psychologist is a person who has received a higher education in the specialty of psychology or has obtained a psychologist qualification in the form of additional education in accordance with the Law of the Republic of Azerbaijan “On Education” and has the right to provide psychological assistance.

4.2. The psychologist is subordinate to the rector of the University and reports to him. The general management and coordination of the psychological service is carried out by the rector.

4.3. The person providing psychological assistance should cooperate with the teacher (teachers) , the head of ATMU, parents and other legal representatives, and if necessary, give them professional advice.

4.4. Parents should be informed and counseled about the psychological needs and problems of the student, and preventive psychological measures should be organized for them if necessary.

4.5. The psychologist provides psychological services to the students as well as to the educators and University employees.

4.6. The psychologist participates in the preparation of normative acts and methodical tools aimed at regulating internal relations of the University.

4.7. A psychologist must act in the interests of students in all controversial and conflicting situations that may occur at the University, observe professional ethics, and maintain confidentiality on matters known to him.

4.8. Meetings should be held with students receiving inclusive education, their needs should be studied and met together with University employees.

V. Confidentiality of psychological assistance and rights of persons receiving assistance:

5.1. Information about a person's psychological condition, application for psychological help, results of prescribed psychological tests and psychological help provided to him are considered confidential.

5.2. Psychological examination should be carried out in conditions that ensure safety and confidentiality.

5.3. Information about the results of the psychological examination conducted at ATMU can be given to the following persons:

5.3.1. To the examined person himself and (or) his legal representative;

5.3.2. Directly to the teacher(s) who are teaching and facing psychological problems, as well as to the head of the University.

5.4. The results of the psychological examination should be discussed with the student's parents or other legal representatives, if necessary.

VI. Final conclusions

6.1. ATMU management and structural departments create conditions for the psychologist to carry out his activities effectively.

6.2. The psychologist regularly informs the management of the University about his activities.

6.3. At the end of the academic year, the psychologist reports to the rector about his activities