“Kazakh National Women's Teacher Training University”

REGULATION on the settlement of corporate conflicts and conflicts of interest in the Non-Profit Joint-Stock Company “Kazakh National Women's Teacher Training University”

Almaty, 2026

1. General Provisions

1.1. The Center for the Development of Inclusive and Special Education (hereinafter – CDISE) is a structural subdivision of the Kazakh National Women's Teacher Training University (hereinafter – the Society).
1.2. CDISE carries out educational activities in accordance with the Charter of the Society.
1.3. The CDISE work plan for the academic year is approved by the Vice-Rector for the direction of activity of the Resource Methodological Center.
1.4. CDISE carries out and terminates its activities on the basis of an order of the Acting Chairman of the Board – Rector.
1.5. The Vice-Rector for the direction of activity of the Resource Methodological Center supervises and controls the work of CDISE.
1.6. General management of CDISE activities is carried out by the Acting Chairman of the Board – Rector of the University.
1.7. CDISE has its own seal necessary for certifying certificates and other information documents that do not have legal status.

2. Normative References

This Regulation has been developed taking into account the requirements and principles set forth in the following regulatory documents:
- Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III (with changes and additions as of July 7, 2020);
- State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025;
- Charter and internal regulatory documents of the Society.

3. Organizational Structure

3.1. Management of CDISE is carried out by the Dean of the Higher School of Pedagogy and Psychology, whose appointment and dismissal is carried out by order of the Chairman of the Board – Rector upon the recommendation and agreement with the supervising Vice-Rector.
3.2. In case of temporary absence of the Dean of the Higher School of Pedagogy and Psychology, their duties are performed by a person appointed in accordance with the established procedure.
3.3. The structure of CDISE is determined by the staffing table of the Society.
3.4. The staffing table of CDISE provides for the positions of the Director of the RMC and specialists.
3.5. The Director of CDISE and specialists perform their functional duties in accordance with the job description approved by the Chairman of the Board – Rector.
3.6. If necessary, the Director of CDISE may involve [others] to carry out activities for the provision of paid services.
3.6. For the implementation of scientific and practical activities in CDISE, the following perform activities: defectologist (oligophrenopedagogue, surdopedagogue, speech therapist, typhlopedagogue) as needed; psychologist; exercise therapy (LFK) teacher, and others. Upon the provision of paid services according to the act of completed work.

3.6. Employees of CDISE are appointed and dismissed from office by order of the Chairman of the Board – Rector in agreement and upon the recommendation of the Dean of the Higher School of Pedagogy and Psychology.
3.6. The organizational structure of CDISE is given in Appendix A.
3.7. The results of CDISE activities are heard at a meeting of the Academic Council at the end of the academic year.

4. Rights

4.1. Rights, duties, the procedure for hiring and dismissing CDISE employees, and other labor relations are determined by the legislation of the Republic of Kazakhstan and internal regulatory documents of the Society.
4.2. Actions of the CDISE Director aimed at carrying out non-statutory activities are a violation of labor duties and entail the application of disciplinary and material liability measures.

5. Tasks and Functions

5.1. The general tasks of CDISE are:
- assistance in creating and developing on the basis of KazNatWomenTTU regulatory, legal, social, and pedagogical directions in the field of education that have socio-state significance;
- transfer of new technologies for teaching teaching methods in education;
- methodological support for University graduates;
- attraction of additional extra-budgetary funds;
- synchronization of the activities of PMPC No. 9, the resource room for providing support --- to persons with special educational needs (children and students); methodological support of the special and inclusive education system and analysis of the quality of educational services;
- provision of diagnostic, advisory, psychological, pedagogical, and medical-social services - to children with special educational needs and their families;
provision of methodological, social, pedagogical, and psychological support to students ---with special educational needs;
- conducting classes and internships for University students on the basis of CDISE;
- conducting scientific and applied research on the basis of CDISE;
- development of educational-methodological and technological support for all levels of education;
- scientific and methodological support for inclusive education in the context of preschool, school organizations, and Universities.
5.1. Implementation of CDISE programs.
5.2. Provision of paid additional educational services for persons with SEN (Special Educational Needs).
5.3. Development and implementation of advanced pedagogical technologies.
5.4. Conducting regular monitoring studies and surveys to improve the quality of provided educational services.
5.5. Analysis and monitoring of the market of potential consumers of CDISE educational services.

5.6. Provision of diagnostic, advisory, psychological, pedagogical, and medical-social services to children with special educational needs and their families.
5.7. Methodological support of the special and inclusive education system and analysis of the quality of educational services.
5.8. Conducting scientific and research work on regulatory, organizational, psychological, pedagogical, informational, and legal issues of education and upbringing of persons (children and students) with special educational needs in terms of inclusive education at all levels of education.
5.9. Carrying out advisory work and psychological support for students, including students with special educational needs.
5.10. Provision of advisory assistance to the families of University students with special educational needs.
5.11. Implementation of an individual correctional and developmental program for children with special educational needs.
5.12. Advisory assistance to teachers of general education preschool and school organizations working in inclusive conditions.
5.13. Conducting correctional and developmental training in the form of individual and small-group sessions.
5.14. Conducting classes and internships for students on the basis of CDISE.
5.15. Establishing cooperation with republican and international organizations, institutions, and training centers in accordance with the goals and tasks of CDISE.
5.16. Carrying out other types of activities that do not contradict the Regulation of CDISE and are not prohibited by the legislation of the Republic of Kazakhstan.

6. Procedure for providing services

6.1. Services for persons with special educational needs and their parents are provided by CDISE. The types, volume, content of services, and the composition of specialists may change depending on the tasks and directions of CDISE activities.
6.2. Pedagogical services are provided by defectologists (oligophrenopedagogue, surdopedagogue, typhlopedagogue), speech therapist, teacher-psychologist (special teacher), and exercise therapy (LFK) teacher.
6.3. Services are provided to children with special educational needs from 0 to 18 years of age.
6.4. Services are provided to children in accordance with the CDISE Curriculum. The terms for providing services to a child in CDISE are determined by a contract between the parents and the Society.
6.5. General medical contraindications for visiting the center are:
a) somatic diseases in the stage of decompensation;
b) acute infectious diseases;
c) chronic non-specific diseases (tuberculosis and others);
6.6. Medical contraindications for individual sessions are:
a) major and minor seizure attacks, regardless of frequency, resistant to therapy;
b) pronounced encephalopathic and psychopath-like behavioral disorders of various origins (for the period of treatment).
6.7. The Director of CDISE exercises control over the provision of correctional services, and also submits acts of completed work to the accounting and reporting department.

6.8. CDISE specialists may provide paid services not prohibited by the legislation of the Republic of Kazakhstan.
6.9. The CDISE working mode is established by the internal labor regulations of the Society.

7. Procedure and conditions of labor remuneration

7.1. Funds received from the activities of CDISE, created on the basis of the Society, to cover expenses (equipping premises, purchasing necessary materials for conducting sessions, utilities, etc.) remain in the settlement account of the Society.
7.2. The wages of involved teachers are paid according to the hourly timesheet from the received funds, minus income tax, pension contributions, social tax, social contributions, and mandatory medical insurance, based on 60% payment to the teacher and 40% to the Society.
7.3. The provision of paid services to persons with special educational needs is determined by the price list approved by an order of the Chairman of the Board – Rector.
7.4. Financial and economic activities of CDISE are ensured by the financial and economic service of the Society.

8. Responsibility

8.1. CDISE, represented by its employees and within its competence, bears responsibility for:
- fulfillment of assigned duties in accordance with the current legislation of the Republic of Kazakhstan and internal regulatory acts of the Society;
- full performance of tasks and functions defined by this Regulation.

9. Interaction

9.1. To perform the assigned functions, CDISE interacts in the established manner and within its competence with structural subdivisions of the Society and third-party organizations.

10. Procedure for amendments

10.1. Amendments to the regulation are carried out in accordance with the documented procedure DM (Document Management)

11. Approval, storage, distribution

11.1. Approval and distribution must be carried out in accordance with the documented procedure DP 029-2020. Document management.
11.2. Approval is carried out by the Vice-Rector for Strategic Development and International Relations, the Head of the Rector's Office – the Head of the Legal Department, the Chief Economist, and the Chief Accountant.
10.3. Responsibility for providing the original Regulation approved for storage in the EDF (Electronic Document Files) is borne by the Head of the Quality Management System.
10.4. Copies of this regulation are sent to the following addresses: Resource Methodological Center for Pedagogical Education.

Acknowledgement Sheet

№	Full Name of Employee	Position	Date of Acknowledgement	Employee Signature