

Quality Management System Regulation on inclusive education NJSC " S. Seifullin KATU "		NJSC S. SEIFULLIN "KAZAKH AGROTECHNICAL UNIVERSITY "
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Approved

By order of the chairman
boards
dated May 14, 2021 No. 245-N

QUALITY MANAGEMENT SYSTEM

REGULATION

ABOUT INCLUSIVE EDUCATION NJSC "KATU S. SEIFULLIN"


RIE QMS 02.2060-2021

Ex. _____

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NUR-SULTAN 2021

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Introduction

1 DEVELOPED AND INTRODUCED by a working group
name of the structural unit that developed the PIO

2 APPROVED AND INTRODUCED BY Order of the Chairman
(official approving the document)


Board of Directors No. 245-N dated 14.05.2021
(name, date and number of the approving organizational and administrative document)

3 DEVELOPERS:

- Director of the Academic Affairs Department
questions - Sarbasova K .A.
academic degree, academic title, Full name
- Director of the Department of International Relations
- Meiramova S.A.
academic degree, academic title, Full name


4 THE DEADLINE FOR THE FIRST INSPECTION IS 2026
THE FREQUENCY OF VERIFICATION is 5 years

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1 Scope of application

This regulation on inclusive education of the NAO "S. Seifullin KATU" (hereinafter referred to as the Regulation) is mandatory for familiarization and strict compliance by all employees of the NAO "S. Seyfullin KATU".

The regulation is included in the documentation of the quality management system of the NAO "Saken Seyfullin Kazakh Agro technical University" (hereinafter – NAO "S.Seyfullin KATU ").

2 Regulatory references

References to the following regulatory documents are used in this regulation:

The Constitution of the Republic of Kazakhstan dated August 30, 1995.

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On education"

The Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV "On Science".

Law of the Republic of Kazakhstan No. 345 of August 8, 2002 "On the rights of the child in the Republic of Kazakhstan".

Law of the Republic of Kazakhstan dated April 13, 2005 No. 39 "On Social protection of disabled persons in the Republic of Kazakhstan".

The Law of the Republic of Kazakhstan dated July 11, 2002 No. 343 "On social and medical-pedagogical correctional support for children with disabilities".

The Law of the Republic of Kazakhstan dated December 29, 2008 No. 114-IV "On special social services".

Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V.

Civil Code of the Republic of Kazakhstan No. 268-XIII dated December 27, 1994.


Charter of NAO "S. Seyfullin Kazakh Agro technical University ";

With the QMS 02.2007-2020, the standard of the organization is Knowledge control and final certification of students

IS IWL 9000:2005 Quality Management Systems. Basic provisions and dictionary.

IS IWL 9001:2015 Quality management systems. Requirements.

QMS 01.1011-2020 Quality Management System. The standard of the organization. Rules for the construction, presentation and documentation of the quality management system.

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DP QMS 01.1006-2020 Quality management System. Documented procedure. Documentation management.

DP QMS 01.1007-2020 Quality management System. Documented procedure. Quality management of records.

3 Definitions

In this regulation, the following terms and definitions are used in accordance with MS ISO 9000:

The barrier-free architectural environment of an educational organization is an architectural environment that provides disabled people and people with disabilities, regardless of the origin, nature and severity of their psychophysical differences, with the accessibility of the territory adjacent to the educational organization, entrance ways, ways of moving inside the building.

Inclusive education is a process that provides equal access to education for all students, taking into account special educational needs and individual opportunities.

Persons with special educational needs - persons who experience permanent or temporary difficulties in obtaining education due to health, in need of special, general educational programs and educational programs of additional education.

Special conditions for obtaining education - conditions that include special curricula and teaching methods, technical and other means, living environment, as well as medical, social and other services, without which it is impossible to master general education curricula and educational programs by persons (children) with special educational needs.

Experimental platform - an educational organization that implements educational programs in the experimental mode to test new pedagogical technologies and new content of education.

4 Symbols and abbreviations

The following abbreviations apply in this provision:

- Regulations - regulations on inclusive education of the NJSC «S.Seifullin KATU;
- NJSC "S. Seyfullin KATU" - NJSC "Saken Seifullin Kazakh Agro technical University”

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- RQM - representative of the quality management;
- QS - quality service;
- OS – organization standard;
- IS – international standards
- SEN - special educational needs
- LHO - limited health opportunities
- BAE - barrier-free architectural environment

5 Responsibility and authority

5.1 Responsibility and authority in the development of the regulation on inclusive education of NJSC "KATU S. Seifullin", its approval, approval, registration and commissioning are distributed as follows:

- the Department for Academic Affairs (hereinafter DAA) is responsible for the content, structure, the Department for Corporate Development and Strategy (hereinafter referred to as DCDS) is responsible for the design and approval;
- the draft regulation must be coordinated with the QMR, Deputy Chairman of the Board for Corporate Finance, Director of the Department for Academic Affairs, Director of the Department of Legal Support, which are noted in the "Agreement Sheet" (Appendix A);
- the decision on the final version of the draft regulation is taken by the QMR;
- DCDS is preparing an order to put it into effect, which is approved by the Chairman of the Board.

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6 General provisions

The regulation on inclusive education of NJSC "KATU S.Seifullin" (hereinafter referred to as the Regulation) determines:

- issues of organizing training for disabled people and persons with disabilities (hereinafter referred to as HIA);
- Assignment of functions to the structural subdivisions of the NJSC "KATU named after S. Seyfullin" to create conditions for the training of people with disabilities and persons with disabilities;
- measures to create conditions for the education of people with disabilities and people with disabilities, including the organization of pre-university training and career guidance, comprehensive support of the educational process and health protection, development and maintenance of the information technology base for inclusive education of people with disabilities and people with disabilities;
- development and maintenance of educational programs implemented with the use of e-learning, distance learning technologies for the disabled and persons with disabilities;

7 Organization of training in NJSC "S. Seifullin KATU" for disabled people and persons with disabilities

7.1 The main activities for the organization of the educational process of persons with disabilities with disabilities include:

- 7.1.1 Pre-university training and career guidance work with applicants with disabilities and applicants with disabilities;
- 7.1.2 Accompanying the educational process and health protection of disabled people and persons with disabilities;
- 7.1.3 Development and maintenance of the information technology base for inclusive education of people with disabilities and persons with disabilities;
- 7.1.4 Development and maintenance of educational programs implemented using e-learning, distance learning technologies for the disabled and persons with disabilities;
- 7.1.5 Socio-cultural rehabilitation, promotion of employment of graduates with disabilities, graduates with disabilities;
- 7.1.6 Creation of a barrier-free architectural environment;

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7.1.7 Providing the educational process with personnel, including categories of faculty, with the appropriate qualifications;

7.1.8 Development of adaptation educational programs and educational and methodological support for persons with disabilities and disabled people.

8 Organization of pre-university training and career guidance with applicants with disabilities and applicants with health limits

8.1 The organization of pre-university training and career guidance work with applicants with disabilities and applicants with disabilities in the NAO "Seifullin KATU" is entrusted to the Department of Academic Affairs.

8.2 The main forms of career guidance work with this category of applicants are: professional orientation of applicants with disabilities, applicants with disabilities, support of entrance tests of applicants with disabilities and the disabled.

8.3 The professional orientation of applicants with disabilities, applicants with disabilities is aimed at forming their conscious and adequate professional self-determination and is aimed at selecting one or more educational programs available to disabled persons with disabilities in accordance with the state of health, recommendations specified in the individual rehabilitation program, their own interests, inclinations and abilities.

9 Comprehensive support of the educational process and health care of the disabled and persons with disabilities

9.1 The issues of comprehensive support of the educational process and health protection of students with disabilities and disabled people in NJSC "KATU S. Seifullin" are assigned to the Department of Social Affairs and the Department of Academic Affairs, the Department of International Relations, the latter within the framework of the international project ERASMUS + DECIDE - 598661- EPP-1-2018-1-RO-EPPKA2-CBHE-JP (2018-3492/001-001) Developing Services for Individuals with Disabilities.

9.2 Comprehensive support of the educational process and health protection of persons with disabilities and disabled people is carried out in accordance with the recommendations of the institutions of medical and social expertise or the psychological, medical and pedagogical commission.

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Support is tied to the structure of the educational process and is determined by its goals, construction, content and methods. As part of the comprehensive support of the educational process of students with disabilities and persons with disabilities, organizational and pedagogical, psychological and pedagogical, medical, recreational and social support for students, the establishment of a special procedure for the development of the discipline "Physical Education" by students with disabilities and people with disabilities and the creation in NJSC "KATU S. Seifullin" of a tolerant socio-cultural environment.

9.3 Organizational and pedagogical support of disabled people and persons with disabilities is aimed at monitoring the development of the educational program in accordance with the schedule of the educational process and basic, working or individual curricula and includes, if necessary, monitoring attendance at classes; assistance in organizing independent work; organization of individual consultations; control based on the results of ongoing monitoring of progress, intermediate certification; correction of interaction between teachers and students with disabilities, disabled people; counseling on the psychophysical characteristics of students with disabilities and persons with disabilities, conducting briefings and seminars for teachers and employees.

9.4 Psychological and pedagogical support for persons with disabilities and disabled people is carried out for students who have problems in learning educational material, communication, social adaptation and is aimed at studying, developing and correcting the student's personality, its professional development with the help of psycho diagnostic procedures, psycho prophylaxis, and correction of personal achievements.

9.5 Medical and recreational support for people with disabilities and persons with disabilities includes activities aimed at maintaining their health, developing adaptive potential, adaptability to the learning process

9.6 Social support for students with disabilities and persons with disabilities includes measures for comprehensive support of the educational process, including:

9.6.1 Activities accompanying the educational process and aimed at their social support, including solving everyday problems, living in a hostel, social payments, providing material assistance, scholarships, providing services of a medical center, sanatorium and preventive rest according to current legislation.

9.6.2 Establishment of a special procedure for mastering the discipline "Physical Education" by students with disabilities and disabled people.

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9.6.3 Creation of a tolerant socio-cultural environment in NJSC "KATU S. Seifullin", necessary for the formation of a civil, legal and professional position of complicity, the readiness of all team members for communication, cooperation, the ability to tolerate social, personal and cultural differences .


10 Development and maintenance of the information technology base for inclusive education of people with disabilities and persons with disabilities.

10.1 The development of the information technology base provides for the use of material and technical means for students of various categories of disabled people and persons with disabilities.

10.2 For students with hearing impairments, the use of surd technological means is provided, such as the Amigo wireless training class, the desired access software "Jaws for Windows" with support for speech synthesis in Kazakh and Russian, a player for playing sound recordings for people with hearing impairments.

10.3 For students with visual impairments, the use of technical means of enhancing residual vision and means of converting visual information into audio and tactile signals, such as electronic magnifiers, the Amigo wireless classroom, the desired access software "Jaws for Windows" with support for speech synthesis in Kazakh and Russian, a player for playing sound recordings and other means of transmitting information in accessible forms for persons with visual impairments.

10.4 For persons with impaired musculoskeletal function, it is planned to use special computer equipment with appropriate software, including special features of operating systems, such as an on-screen keyboard, and alternative input devices.

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11 Development and maintenance of educational programs implemented using e-learning, distance learning technologies for persons with disabilities and people with disabilities.

11.1 Issues of development and maintenance of educational programs implemented using e-learning, distance learning technologies for persons with disabilities and the disabled are assigned to the Department of Academic Affairs.

11.2 The main advantage of using e-education, distance learning technologies in teaching people with disabilities and disabled people is the possibility of individualizing the learning path of these categories of citizens. Which implies individualization of the content, methods, pace of the student's learning activities, the ability to monitor the specific actions of a student with disabilities, a disabled person in solving specific problems, making, if necessary, the required adjustments to the activities of the student and teacher. Distance educational technologies make it possible to effectively ensure communication of a student with a disability and a person with disabilities not only with a teacher, but also with other students in the process of cognitive activity.

11.3 The development of an educational portal that provides e-learning, the use of distance learning technologies (hereinafter referred to as the portal) is carried out taking into account the ability to meet the needs of the largest number of students, including students and applicants with disabilities. The information posted on the portal complies with the standard for ensuring the availability of Web content.

11.4 The selection and development of educational materials is carried out taking into account the possibilities of providing content in various forms - visually, audibly. Developed, non-textual content is maximally converted into alternative forms that are convenient for various categories of users, without loss of data and structure. The possibility of scaling the text, the possibility of using the on-screen keyboard is provided.

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11.5 In the educational process, various forms of organizing online and offline classes are actively used, including virtual lectures, discussion of the issues of mastering the discipline in the framework of chats, webinars, seminars, joint work using project technology with the possibility of including all participants in the educational process in active work on the issues studied during the development of the discipline (module).

12 Socio-cultural rehabilitation, promotion of employment of graduates with disabilities

12.1 Measures to promote the employment of persons with disabilities and persons with disabilities are carried out in cooperation with state employment centers, non-profit organizations, public organizations of persons with disabilities, enterprises and organizations.

12.2 The main forms of assistance in the employment of disabled people and persons with disabilities are: presentations and meetings with employers of senior students, individual and group consultations for students and graduates on employment issues, master classes and trainings.

12.3 The programs of adaptive disciplines introduced as part of educational programs for persons with disabilities provide for the preparation of graduates for employment, the next stage of socialization, which is directly related to the full disclosure and practical application of the acquired knowledge, skills, abilities, formed competencies.

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13 Creating a barrier-free architectural environment

13.1 Issues of creating a barrier-free architectural environment (hereinafter referred to as BAE) in NJSC "S. Seifullin Kazakh Agro Technical University» are assigned to the Department for Management and Maintenance of Infrastructure.


13.2 When working out the issues of creating a BAE, the needs of various categories of disabled people and people with disabilities (hearing impaired, visually impaired, with limited motor functions) are taken into account.

13.3 NJSC " S. Seifullin Kazakh Agro Technical University takes measures to create conditions for unhindered, safe and convenient movement of students with limited mobility, providing access to buildings and structures of NJSC " S. Seifullin Kazakh Agro Technical University, such as ensuring the availability of traffic routes, placement of funds information and navigation support, duplication of stairs with ramps or lifting devices, equipping stairs and ramps with handrails, contrasting coloring of doors and stairs, allocation of parking spaces for vehicles of persons with disabilities, etc.

13.4 When carrying out planned overhauls of buildings, at least one entrance is provided that is accessible to persons with a violation of the musculoskeletal system. In educational buildings that provide for the implementation of educational programs for persons with disabilities, classrooms and other premises where students with impaired musculoskeletal disorders may be located are located at the level of an accessible entrance.

13.5 Classrooms, which provide for the implementation of educational programs for persons with disabilities, provide for the possibility of equipping 1-2 places for each type of health disorder, which implies an increase in the size of the zone by one place, taking into account the entrance and turning of the wheelchair, increasing the width passage between tables, replacement of double tables with single ones. In general, in the classroom, the first tables in the row near the window and in the middle row provide for the location of students with visual and auditory disabilities and in the row at the door - for people with disabilities moving in a wheelchair.

13.6 When carrying out scheduled repairs of buildings, at least one sanitary and hygienic room with a toilet cubicle, accessible to students with limited mobility, with the installation of folding support bars, handrails, swivel or folding seats, is provided.

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13.7 The integrated information system of NJSC "S. Seifullin Kazakh Agro Technical University" provides visual, sound, tactile information for orientation and navigation of persons with disabilities.

13.8 The alarm and warning system for students of various nosologies provides for the provision of visual, sound and tactile information. Pathways to rooms, areas and service areas inside the building are designed in accordance with the regulatory requirements for evacuation routes for people from the building.


13.9 In the dormitories, a zone for the disabled and persons with disabilities is designed, provided with a good relationship with the premises of the entrance zone and other used premises, sanitary and hygienic premises are provided for students of various nosologies

14 Provision of the educational process with personnel, including categories of faculty, corresponding qualifications

14.1 The issues of providing the educational process with personnel, including the categories of the teaching staff, with the appropriate qualifications, are assigned to the faculties and departments.

14.2 In order to comprehensively support the educational process of persons with disabilities and disabled people, the positions of a psychologist and a social pedagogue have been introduced in the staff of NJSC "S. Seifullin Kazakh Agro Technical University". If necessary, it is possible to involve such categories of workers as a sign language teacher, sign language interpreter, typhlopedagogue, specialist in special hardware and software.

14.3 In order to gain knowledge about the psycho physiological characteristics of students with disabilities, the specifics of the reception and transmission of educational information, the use of special technical and software training tools, taking into account different nosologies, advanced training courses for faculty members are organized under programs of additional professional education, as well as courses on modules organized by the Department of International Relations, developed as part of the implementation of the international project ERASMUS + DECIDE - 598661-EPP-1-2018-1-RO-EPPKA2-CBHE-JP (2018-3492 / 001-001) "Developing Services for Individuals with Disabilities"

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15 Development of adaptation educational programs and educational and methodological support for the disabled and persons with disabilities

15.1 The issues of developing adaptation educational programs and educational and methodological support for persons with disabilities and the disabled are assigned to the DAV, as well as to the relevant departments.

15.2 The issues of this part of the Regulations include the introduction of specialized adaptation disciplines (modules), the choice of teaching methods, the provision of persons with disabilities and the disabled with specialized educational resources, special procedures for internships, mastering the discipline "Physical culture", conducting current control of knowledge, intermediate and final state certification, development, if necessary, individual curricula and individual schedules.

15.3 The introduction of specialized adaptation disciplines (modules) into educational programs is intended for individualized correction of violations of educational and communication skills, professional and social adaptation in the process of mastering the educational program of higher education. Specialized adaptive disciplines (modules) are included in the variable part of the blocks of the educational program in order to master the special information-compensatory technique for receiving and transmitting educational information, correcting communication skills in accordance with the individual needs of students with disabilities and persons with disabilities, developed in within the framework of the international project ERASMUS + DECIDE - 598661-EPP-1-2018-1-RO-EPPKA2-CBHE-JP (2018-3492 / 001-001) “Developing Services for Individuals with Disabilities), modules courses organized by the Department of International Relations.

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15.4 The choice of teaching methods for disabled people and persons with disabilities is determined by the content of training, the level of professional training of the teaching staff, methodological and logistical support, the peculiarities of the perception of educational information by students with disabilities, etc. It is recommended to use socially active and reflective methods teaching methods, technologies of socio-cultural rehabilitation in order to assist in establishing full-fledged interpersonal relationships with other students, creating a comfortable psychological climate in study groups.


15.5 The provision of disabled people, persons with disabilities with specialized educational resources is carried out taking into account the possibility of providing educational material in various forms - visually, audibly.

15.6 The choice of places of internship for students with disabilities is carried out taking into account the requirements of their accessibility for this category of students. The recommendations of the medical and social expertise, reflected in the individual rehabilitation program, regarding the recommended working conditions are taken into account. If necessary, during the internship, special jobs are created in accordance with the nature of the violations, taking into account the professional type of activity and the nature of the work performed by the labor functions.

15.7 Features of conducting current control of knowledge, intermediate and final state certification of students with disabilities and disabled people are reflected in SO QMS 02.2007-2020 Standard of the organization Knowledge control and final certification of students.

15.8 Creation, if necessary, of specialized funds of assessment tools that allow assessing the degree of mastering by students of the educational program and achieving the goals of the educational program, choosing the forms of certification and knowledge control, providing additional time for preparing answers, using special technical means, hiring an assistant.

15.9 Education according to individual curricula and individual study schedules is provided for persons with disabilities and disabled people along with other categories of students.

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16 How to make changes


16.1 Changes to the Regulations are made by the Department of Corporate Development and Strategies with a mandatory mark in the "Change Registration Sheet" (Appendix B).

16.2 Amendments to the Regulations are carried out in accordance with the requirements of DP QMS 01.1007 - 2020.

17 Storage and distribution

17.1 Responsibility for storing, replicating and distributing the Regulations to subscribers is assigned to Department of Corporate Development and Strategies, in accordance with DP QMS 01.1006 - 2020.

17.2 The regulation is registered in electronic format in the "ARTA SYNERGY" electronic document management system and sent to all structural divisions of "S. Seifullin Kazakh Agro Technical University" and experts. The original position is stored in Department of Corporate Development and Strategies.


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Annex A
(mandatory)

Approval sheet

F.01.1011-01

Position	Full name	Date	Signature
RQM			
Deputy Chairman of the Board for Financial Affairs and Infrastructure Development SydykovAnvar Shaymerdenovich			
Director of the Department for Youth Policy			
Director of the Academic Affairs			
Director of legal support Department			

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Annex B

(mandatory)

Approval sheet

F.01.1011-02

Position	Full name	Date	Signature

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Annex C

(mandatory)

Change Registration Sheet

F.01.1011-03

Sheetnumbers				№of the notice on the basis of which the change was made	Name of the person who made the change	Signature of the person who made the change	Date of change
	changed	new	canceled				
1	2	3	4	5	6	7	8