

**International Teaching University of Management and Communication**

**“ALTERBRIDGE”**

## **Correspondence Rules**

Discussed by Academic Board minutes #1 on 20/02/2019  
Approved by Rector's order #O/1-01/07 of 22 February 2019

### Article 1. General Provisions

- 1.1. The foregoing provision defines unified correspondence rules of International University of Management and Communication "Alterbridge" (hereinafter Teaching University).
- 1.2. Regulations developed by the provision spreads on all types of documents created and received in the Teaching University, including electronic documents.
- 1.3. Foregoing correspondence rules are mandatory for all employees of the Teaching University.

### Article 2. Management of Correspondence Process

- 2.1. In Teaching University Correspondence is fulfilled by the Chancellery of Administrative Service;
- 2.2. Functions of the Chancellery
  - a. Organizing production of documents material and/or modern technical/electronic means;
  - b. Archiving and securing the documents,
  - c. Sorting incoming and outgoing, internal documents, contracts with third parties.
  - d. Production of personal affairs of academic and administrative personnel.
  - e. Establishment of the unified system of documents management and accounting;
  - f. Elaboration and improvement of unified rules and other standards of correspondence, elaboration and further improvement of patterns of documentation;
  - g. Manage archive of documentation;
  - h. The Chancellery provides copies of documents for appropriate services or prints copies from the electronic system in necessary quantities;
  - i. Timely delivery of the documents to the relevant service;
  - j. Monitoring of the response to the document, detecting and developing appropriate measures;
  - k. Provision University collegial organs sessions with the functions of secretary and production of meeting protocols which implies preparation of the text of the document in the appropriate format and submitting it to the authorized persons for signature;
  - l. Receiving documents related to personnel issues, oral consultations for interested parties and transfer of relevant university forms in appropriate cases;
  - m. By Rector and Chancellor assignment, in accordance with the present provision and applicable legislation, implementation of various types of works related to the production of documents.

### Article 3. Requirements for Compiling Documents

- 3.1. Information in the text of all types of documents related to the correspondence at the Teaching University should be clearly, confidently and laconic, stated, the content in case of existence should be in accordance with the previously issued documents,
- 3.2. The contents of the document are set up separately or in combination with the text, form, table or other format data;

- 3.3. The table form can be used to transmit digital or `verbal data according to the corresponding numbering. The tables have two levels of textual fragmentation: upstanding (vertical) - for graphs and horizontal – for horizontal lines. if the chart is printed on two or more pages, in the headings and subheadings of the spreadsheet graphs and rows should be used only commonly accepted abbreviations and conditional marks.

In the ordinance documents, which are issued by the principle of governance (Order, Resolution), in the text is used the first person of singular number(I order) and in the documents dedicated to management(Application, report card, explanatory card) the first person of plural number (I offer, please)

In the ordinance documents of the Teaching University, which are issued by the collegial principle - The Protocol of the Co-Founding Partnership, is used the third person of plural (decided, determined)

- 3.4. In the protocol is used the third person of plural (listened, decided, stated their opinion), the content of the speakers is transferred in the third person of the plural number
- 3.5. In the text of correspondence is used the first plural(We think it is expedient, we are sending conclusions...)
- 3.6. The draft Managing Document shall comply with the performer (author of the text), by the verbal and/or written form and shall be signed by the Chancellor or Rector within the competence established by the domestic legal acts;
- 3.7. The performer has the right to sign reports, report cards, reports, and other information, reference, and analytical documents if the issues are not in contradiction with its competence defined by domestic legal acts. Two or more signatures will be signed when some person in charge of the office is responsible for the content of the document.

#### Article 4. Document Formation Standards

- 4.1 The document at the Teaching University is being created with the following standards:
- The text is being typed to A4 size standard sheet;
  - Font style - Sylfaen;
  - Font size – 10-12
  - Distance between lines - single
  - Space between lines - 0
  - Margin settings - justified
- 4.2 In the Teaching University is following the form of title page
- Title page of order/resolution
  - Title page of the letter
- 4.3. The document, based on the issues involved in it, is signed by the Rector of the University and/or Chancellor within the competence defined by the provision of Teaching University;
- 4.4. In the process of signing a document, the person's name and position should be clear. In the signed document amendments and additions cannot be made;

- 4.5. On the document should be the date which mainly affects three pairs of Arabic numerals (number, months, years) and is separated by spots.

#### **Article 5. Teaching University Stamp and Seal**

- 5.1. An official stamp at the Teaching University, where will be placed the official name of the Teaching University, identification number and logo shall be kept with the Rector and/or Chancellor or in the chancellery.
- 5.2. The official stamp of the Teaching University is used to confirm the authenticity of the signature or the compatibility of the original and copies of the document. On document is indicated the place for a seal.
- 5.3. The stamp is kept in the Chancellery and used for the purpose of approving, registration and execution of documents, as well as for the importance of other reference nature;
- 5.4. The Library of the Teaching University has an independent stamp with the necessary reference to "Library", which is used in everyday activities.
- 5.5. School has its own stamp and seal. The stamp is used for the purpose of internal document turnover, and the seal on the documents distributed within the Dean's authorization.

#### **Article 6. Terms of Use of Rector/Chancellor Facsimile**

- 6.1. Facsimile can be used to prove the rector/chancellor's will, in case of a large number of documents which needs a signature or in case of sanctions by the relevant official;
- 6.2. Usage of facsimile on financial documentation, except for the direct reference to the person authorized to sign is unacceptable;
- 6.3. A person responsible for correspondence with the consent of the Rector / Chancellor (Oral) has the right to use facsimile.

#### **Article 7. Copy of Document and The Procedure for its Certification**

- 7.1. The purpose of certifying the copy of the document is to verify the authenticity of the copy of the document created at the Teaching University;
- 7.2. The Teaching University can verify only copies of the documents created by him;
- 7.3. On the copy will be placed inscription: "Copy is correct with the original";
- 7.4. Certified copies are not registered.

#### **Article 8. The Rules for Creating Foreign Language Documentation**

- 8.1. In accordance with the requirements of the applicable legislation, the document may be fulfilled in accordance with the specific situation in the Georgian and foreign languages;
- 8.2. A document created in a foreign language can be attached to the Georgian translation.

#### **Article 9. Documentation of Teaching University**

- 9.1 There are three types of documents in the university: the internal documentation, incoming and outgoing documentation;

9.2 Internal documentation belongs to:

- a. Managing documents
- b. decisions of collegial bodies
- c. agreements and memorandums
- d. service / report / explanatory cards
- e. References / recommendation letters.

9.3 All types of documentation are stored in the relevant electronic and material folder.

### Article 10. Documentation of Internal Governance

- 10.1 The text of the order and resolution composes of the reference and a decree. In the area of the reference, it is about what it is created. When the basis of the order or resolution is legislative and/or other internal act or the protocol of the Co-Founding Partnership, the settlement shall indicate the type, date, number, title, and part of the article directly related to the specific issue;
- 10.2 The disposal part of the commandment begins with the word “I am commanding” and the resolution with the word “I am setting”
- 10.3 In the ordinance, points will be indicated concrete actions to be carried out. If the order or/and resolution fills, abolishes or changes previously issued orders and/or resolutions, or their individual points, it is indicated in the text of the command and/or resolution;
- 10.4 When it is appropriate to place an order and/or resolution on the Teaching University website, it should be indicated in its text;
- 10.5 Registration of the commands is conducted in rector's electronic and material journal for recording orders of the Teaching University. The registration number of the command includes initials "O" and the number of digits, which indicates the sequence of orders issued during one calendar or academic year. The initial "O" and the digits are separated from each other by slash - O / 3
- 10.6 Registration number of resolution includes initial “R” and number of digits, which indicates the sequence of orders issued during one calendar or academic year. The initial "R" and the digits are separated from each other by slash - R / 3
- 10.7 Internal governance documents in accordance with the date of issue and the number of registration shall be placed in the appropriate warehouse for resolutions and orders;
- 10.8 In the electronic and material registration journal of the order and resolution shall be fixed:
  - a) Number of document
  - b) Date of receiving the document;
  - c) Title of document
  - d) Signature of a performer (recipient)
  - e) Date of execution.

### Article 11. Extract of the Command and Resolution

- 11.1 Extract from the command and resolution is a fragment of the command and resolution text, which are created in the following cases:
  - a) By the request of an interested party, when copying the entire command and/or resolution does not make sense;

- b) In other cases envisaged by the legislation.
- 11.2 The command and/or resolution contains the following requisites:
  - a) Full name and logo of the Teaching University;
  - b) Registration requisites (date and number);
  - c) Title of the command and/or resolution
  - d) Reference part;
  - e) Only part of the disposal section, which is directly related to the issue (s) provided by the Extract;
  - f) Requisites of a signatory;
- 11.3 A person who creates the extent of the command and/or resolution at the end of the command and/or resolution makes the following reservation: "command and/or Resolution is signed and sealed";
- 11.4 At the end of the order and/or resolution shall be indicated position, name, surname, and signature of the creator of the order and/or resolution;
- 11.5 Date of preparation of the order and/or resolution of the;
- 11.6 It is inadmissible to change the information in the main order when creating the command or/and resolution.

## **Article 12. The protocol of the Collegial Body Meeting**

- 12.1 On the permanent and temporal collegiate body session, the process of reviewing and decision making is fixed, in the protocol of the session, which is made based on the record.
- 12.2 The protocol consists of the introduction and the main part:
  - a) The introduction consists of the following information: the identity of the chairman, session secretary and attendees of the meeting, the agenda;
  - b) The main part of the protocol is composed of units comprising the agenda points.
- 12.3 The text of each unit is divided by the following scheme:
  - a) They listened;
  - b) Expressed their opinion;
  - c) Determined (decision).
- 12.4 The protocol shall be calculated by the relevant numbering within the calendar year;
- 12.5 Creation / Signing of the protocol ensures the session secretary while registering, recording and transferring the march to the Chancellery;
- 12.6 Chairperson and secretary of session signs the protocol.
- 12.7 Electronic and material registration journal shall be reflected;
  - a) Registration number and date
  - b) summary
- 12.8 Original of all types of protocols are kept in the chancellery.
- 12.9 In case of participation in the session remotely by the electronic means, the secretary of a session should submit collegial body members' statements. If a collegial body decides without a meeting remotely, by the electronic form through notifications. The Chancellery has a duty to regulate, store and archive such notifications. The consent expressed in this form is attached to the protocol.

### Article 13. Teaching University Agreement and Memorandums

- 13.1 The Treaty or Memorandum of the Teaching University shall be awarded to the Chancellery to be registered; The same rule applies to the contracts or memorandum signed by the structural units within their competence;
- 13.2 The contract registration number is determined by its contents and, according to typical agreements, is formulated as follows:
- a. Labor Contracts:
    - the letter "L", slash, sequential number;
  - b. Financial contracts:
    - the letter "f", slash, sequential number;
  - c. Contracts, signed between student or his lawful Representative and Teaching University;
    - the letter "S", slash, sequential number;
  - d. Memorandums/agreements
    - the letter "M", slash, sequential number;
  - e. Memorandums and/or contracts reflecting international relations:
    - the letter "R", slash, sequential number;
  - f. Agreements and/or Memorandums signed about all other types of relations:
    - the letter "T", slash, sequential number;
- 13.3 Contracts signed by the Teaching University, in accordance with the requirements of the provisions and content are recorded separately in the electronic and material journal;
- 13.4 In the electronic and material journal of agreement registration is contained:
- a) Record number
  - b) the date of registration;
  - c) registration number;
  - d) a short description of the contract subject;
  - e) the information about the party/counterparty;
  - f) Note
- 13.5 While conducting electronic and material registration journal for each contract, the Chancellery uses the rules for registering the contracts specified in the present Regulation.
- 13.6 All agreement and memorandum require to approve from legal office before signing. This rule does not apply if a contract or a memorandum is made with a predefined text.

### Article 14. Service/Report/Explanatory Card

- 14.1 Content of service/report/explanatory card includes detailed requisites of the author and its addressee. The document is dated and registered by the chancellery.
- 14.2 The registration e-mail and material journal shall contain:
- a) Sequential number;
  - b) the date of registration;
  - c) registration number;
  - d) Name of the structural unit, person's identity (name, surname or name)
  - e) Brief description of the document;
  - f) Note (if necessary).

### Article 15. Introduction of electronic document system.

15.1. In the Teaching University proceedings will be held in an electronic (“edocument”) and material form.

Electronic recording is carried out by software through the electronic system of documents, which provides material and electronic processing compability.

Electronic document system- a system that includes scanning of the documents, running into the electronic system to reflect on its electronic document system, sending this document to performer or vice versa, electronic exchange of the documents between relevant structural units.

To the Rector of the University and to the Chancellor of the university the correspondence is sent electronically in to the Chancellery of the Teaching University.

15.2. Proceeding the document in the Chancellery (scan and put in “edocument” database of applicant/agency/organization) forwarding to the performer is implemented on the day of entry or on the next working day, if the documents are entered with the material form after 17:30 PM or on non working hours.

15.3. correspondence received and reviewed by the supervisor, appropriate resolution (written order) therefore is sent electronically to the relevant structural unit.

15.4. movement of the document is reflected in to the electronic database.

### Article 16. Past/outgoing documentation - Letter

16.1. Form of written communication is used for the purpose of establishing official communication with personnel or third parties;

16.2. The project is prepared by the relevant structural unit of the Teaching University within its competence;

16.3. Creation of the message requires the protection of specific deadlines in terms of content and context; If the document that the university has to answer does not indicate a specific timeframe for responding, the answer is provided in 10 (ten) days after the registration in the electronic and material journal;

16.4. As an initiative and response letter is transferred by the Chancellery to the title sheet and is submitted to the appropriate authorized person.

As an initiative and a response letter, the Chancellery transfers to the title sheet and submits to the authorized person for signature;

16.5. In accordance with the provisions and other internal legal acts of the Teaching University. The Chancellery makes registration of signed and properly certified letter and on the same day provides timely delivery to the recipient.

16.6. Requirements set by the present Regulation for registration of past documents are used for registration of the letters of Teaching University.



### Article 17. Outgoing Documentation-Inquiry/Certification

- 17.1. On behalf of the Teaching University may be issued a certificate confirming various factual circumstances or status;
- 17.2. According to the requirements of the foregoing provisions, the relevant structural unit prepares inquiry.
- 17.3. The certificate shall be submitted by the Rector of the Teaching University and/or Chancellor within the scope of his / her authority;
- 17.4. Upon submission to the addressee, the Chancellery makes registration of inquiry in the electronic and material registration journal in compliance with the requirements defined by this Regulation.

### Article 18. Registration Rules of Past Documentation

- 18.1. Registration of the last document is carried out after visual examination.  
The Chancellery shall verify the document to the addressee in accordance with the requirements of the documentation entered in the present instructions; Registration of the last document is carried out after visual examination;
- 18.2. The following information will be entered into the Registry Electronic and Material Journal:  
Record number  
B) the date of registration;  
C) the registration number assigned;  
D) Brief description of the past document;  
E) Name of the executive structural unit (s);  
F) the name of the addressee of the past document;  
G) If the document is handed over to the addressee, the name and surname, personal number and date of the recipient of the document shall be indicated;

### Article 19. Incoming Documentation

- 19.1 The received documentation is registered on the day of receipt. Documents entered in non-working hours through e-mail of the Teaching University are registered in electronic and material journal on the following first working day from the date of receipt; The Security Service is obliged to notify the Head of Administrative Service immediately to submit the document, when there is an external notification on the packaging, there is an indication of the urgent nature of the message or when the transmitter points to it.
- 19.2 The Administrative Service checks the integrity of the incoming documents, the correctness of the addressee, factual compliance of the type and amount of the annex indicated in case of existence. If the document is in the envelope, the integrity of the envelope is also checked;
- 19.3 If any condition specified in Paragraph 2 of this Article is breached (specified number and/or species does not coincide with the fact that the document's integrity is incorrect, the addressee is incorrectly specified) the document shall be returned to the addressee without registration or The message will be received and indicated courier signature with the message problems and the courier's personal number.

- 19.4 The received document after the visual evaluation, if it is not in the envelope, in the lower right corner will be marked by a special stamp with the inscription "Incoming Documents" where the individual registration number and date will be assigned.
- 19.5 If the document contained in the envelope, is not recorded on confidentiality, will be opened after the visual assessment and a special stamp label "Incoming Documents" will be placed in the lower right corner where will be written the individual registration number assigned to him and the date of registration. The envelope is kept back into the online document if it is only possible through the envelope to find out the addressee's identity, address and/or time to sending.
- 19.6 Incoming document according to the content will be transferred to the relevant structural unit;
- 19.7 In the electronic and material journal of document registration is fixed:
- Registration number
  - date of entry;
  - the number of the signed document and the date of sending the document;
  - the author of the document;
  - the summary of the document

## Article 20. Diploma Registration

- 20.1. Registration of a document certifying the relevant qualification- diploma occurs in chancellery by the Teaching University
- 20.2. The diploma registration journal will indicate:
- sequential number;
  - Registration sequential number;
  - date of registration;
  - diploma registration number;
  - the name and surname of the diploma holder;
  - date of receipt of the diploma

## Article 21. The Place of Storage of Documents

- 21.1. All types of documents are deposited in the Chancellery;
- 21.2. After the end of the calendar year, in the registration journal.
- 21.3. During registration of document occurs comparison of documents and registration journal entries;
- 21.4. Documents are contained in volumes, in the front and back side of the cart is attached solid paper; Number of sheets in the volume is calculated in the lower right corner; The sheets are contained at 4 points and are bound to the zones; In the zoning assembly place will be inserted a sticky sheet, where is written number of sheets, the signature, and seal of the responsible person;
- 21.5. Documents are kept in the electronic and material database;
- 21.6. All types of documents and contracts are stored in the chancellery for a period of 3 years and then transferred to the archives;
- 21.7. All types of documents will be uploaded in the relevant place of an electronic journal.

## **Article 22. Rules for Archiving Documents**

- 22.1. The document transferred to the archive is divided into two groups: temporary and lifetime storage documentation;
- 22.2. Long-term archiving documents defined by law.
- 22.3. In case of destruction of documents, a special act is drawn up where each document is described in detail by the head of the chancellery.
- 22.4. If the Rector / Chancellor has appropriate objective reasons, he/she is entitled to refuse to destroy the document to which the chancellery is addressed.

## **Article 23. Transitional and Final Provisions.**

- 23.1 foregoing provision comes into force on the basis of the rector's order.