



Rules of proceedings of the Georgian National University SEU

Chapter I - General Provisions

Article 1. General Provisions

1. The National University of Georgia SEU conducts proceedings in accordance with the applicable legislation of Georgia and these Rules.
2. The proceeding shall be conducted by a person responsible for the proceedings designated by the Rector – the Staff and Proceedings Manager.
3. The proceedings shall be centralized and carried out at one address, 9 Tsinandali Street, Tbilisi
4. University postcode: 0144
5. University e-mail addresses, for:
 - A) Incoming correspondence: info@seu.edu.ge
 - B) Staff vacancies: jobs@seu.edu.ge
 - C) Academic vacancies: hr@seu.edu.ge
 - D) Entrants: admissions@seu.edu.ge
6. The University proceedings are carried out by the structural unit of the university administration - the Proceedings Service.
7. The University proceedings shall be conducted 5 days a week, from Monday to Friday, from 09:30hrs to 17:30hrs. The incoming correspondence received by e-mail during the non-working hours shall be registered during the next working day.

Article 2. Universal Record Documentation

1. The University registers:
 - A) Incoming documents - the correspondence received from organizations, statements made by students and employees;
 - B) Outgoing correspondence - outgoing letters, certificates, recommendations, notes, invoices and statements from orders;
 - C) Rector's orders;
 - D) Internal documentation - report and service cards and submissions, protocols and decisions of University collegial bodies;
 - E) Agreements - educational services, labor, procurement and other agreements;
 - F) Educational documents and annexes of educational documents.
2. The documentation is registered electronically through the computer program of the University.
3. According to this Rule, the registry number will be assigned to each category of the documentation and will be registered in an independent electronic journal.

Chapter 2 - Registration of Incoming Documents

Article 3. Types of Incoming Documentation

1. Incoming Correspondence is:

- A) Correspondence received from organizations and third parties;
- B) University students' statements;
- C) Applications of prospective BA and MA students and mobility applicants;
Student statements;
- D) Announcements of graduates;
- E) Statements of University employees;
- F) Statements of participants of University competitions.

Article 4. Rule of the registration of the incoming correspondence

1. The incoming correspondence is submitted a stakeholder in a written form, by mail, by e-mail, in the form of a material letter or by fax.

2. Students and University staff are authorized to present applications in an electronic form through the study process and electronic management system - seu.ini.ge.

3. Incoming correspondence is registered in the electronic system of proceedings:

- A) Letter submitted in a material form are scanned and uploaded in the system after which a material copy is stored in the archive;
- B) Letter received by e-mail – the text of the letter is uploaded in the proceedings system, indicating a source of the entry;
- C) The letter submitted through the electronic educational process will be registered automatically in the proceedings system.

4. The following requisites are filled in for each type of correspondence in the electronic journal of records:

- A) Date of the submission of the correspondence;
- B) Registration number (if any) granted by the addressee of the correspondence;
- B) Documentation of the addressee - In case of an applicant physical person - name and surname, if existent - personal number, in case of a legal person - name and identification number;
- C) Name, surname, address, contact phone number submitted by the addressee;
- D) Summary of the correspondence;
- E) Quantity of main and enclosed sheets (if any) of correspondence;
- F) If the written documentation is issued based on the authorization of the University, at the time of registration the specific document shall indicate by the number of relevant correspondence;

5. The proceedings system, after completing all requisites of the correspondence provides the relevant registration number to the correspondence.

6. The registration number of the incoming correspondence shall consist of the reference of the category of the correspondence and the number granted to the correspondence of the relevant category during the year.

7. After uploading to the system, the incoming correspondence is reflected to the head of the administration for authorization.
8. The authorized employee (person responsible for proceedings) submits the requested number to the person submitting the correspondence in case of the request.

Article 5. Submitting the correspondence through the representative

1. A document asserting the representation shall be attached to the correspondence presented by a legal representative (in case of submission of the application on behalf of a minor by his/her parent/guardian/curator - a copy of the birth certificate or the document confirming guardianship curatorship). This requirement does not apply to cases where there is a relevant document in the institution.

Article 6. Documentation that does not require registration

1. Registration is not required for:
 - A) Invitation and greeting cards;
 - B) Advertising information;
 - C) Various printed editions.

Chapter 3 – Registration of Internal Documents

Article 7. Types of Internal Documents

1. The following documentation is the internal documentation:

- A) report card;
- B) Explanatory letter;
- C) Account;
- D) Decision of the collegial authority of the University and submission of a temporary collegial body;
- E) Collegial body of the University and the protocol of the temporary collegial body.

Article 8. Rules of Registration of Internal Documents

1. A structural unit of the University that is accountable to another structural unit or needs to involve another entity to solve the relevant issue, addresses it with the relevant internal document, electronic program of the proceeding software.

2. The head of the collegial body addresses the other structural unit with the internal document on the behalf of the temporary collegial body or a member of the collegial member if the head is not a permanent employee of the University.

3. The following requisites of the internal correspondence are filled in the electronic paper of the proceedings:

- A) Date of sending the internal documents;
- B) Structural units/employees of the addresser and addressee of the document;
- C) Full text of the internal document;
- D) Comment of the sender of the internal document (if necessary);

3. The internal document is reflected with the head of the addressee structural unit and the chancellery.

4. The proceedings system, after completing all corresponding requisites, provides the corresponding registration number to the correspondence.

5. The registration number of the incoming document shall consist of the reference of the category of the correspondence and the number granted to the correspondence of the relevant category during the year.

6. The sender of the internal document is entitled to apply to the University's several structural units, as well as the internal document executor is entitled, if necessary, to involve other structural units to perform necessary actions to respond to the internal document.

Article 9. Peculiarities of Registering Decision of the Collegial Body

1. Decisions of the collegial body and presentations of the temporary collegial bodies are also printed out in the material form by the collegial body and signed by the chairman of the meeting and the secretary of the meeting and the seal of the institution and the registration details of this type of document.

2. Protocols of meetings of the collegial body and the temporary collegial bodies shall be printed in a material form, signed by the Chairman of the meeting and the secretary of the meeting of the collegial body and the seal of the institution and the registration details of this type of document.
3. In the proceedings electronic software the relevant resolution part or its short summary is referenced for documents provided in the first and second paragraphs.

Article 10. Types of Orders of the Rector

1. The Rector of the University is entitled to issue the following categories of orders:
 - A) Main – so solve main issues related to University activities;
 - B) Personnel-related - appointments, exemptions, leaves, encouragements and disciplinary responsibilities of the staff;
 - C) Learning - to regulate individual issues related to University's current academic activities.

Article 11. Requisites of the Rector's Order

1. Rector's Order Date is accompanied by date (date, month, year), registration number and the stamp of the institution.
2. The registration number of the Rector's order shall include a specific number of the order and the specific category referencing the order issued during the calendar year in the concrete category of orders.

Article 12. Rule of Registering Rector's Orders

1. After issuing, the order is uploaded the proceedings electronic system as a scanned copy.
2. In case if the order has an attachment, it is permitted to save the port document in the (PDF) format, indicating the relevant command line details.
3. The following accounts will be indicated in the book of registration of orders:
 - A) Registration number and date of the order;
 - B) Order category;
 - C) Title of the order;
 - D) Number of sheets of the main text of the order;
 - E) Quantity of the sheet of the annex to the order;
 - F) If the order has been issued on the basis of the documents, it should indicate the registration number.
4. Orders issued according to the date of publication and registration numbers are placed in the folder dedicated to the orders.
5. Main and learning commands (except commands related to student status) and/or their attachments will be uploaded in the electronic system for the management of the study process to familiarize stakeholders.
6. The order or its relevant extraction related to the status of a student shall be uploaded to the individual page of the student of the electronic system for the management of the study process.

7. Orders of employees or their related except will be uploaded to the relevant page of the employee in the electronic system for the management of the study process.

Article 13. Types of University Agreements

1. The following agreements shall be signed by the University:

- A) Labor agreements of the University staff, academic and invited personnel;
- B) Agreements related to the student's educational services;
- C) Administrative agreements - procurement, service, joint activities and other agreements.

Article 14. Rules for Registration of Agreements

1. The agreement is completed in at least 2 copies, 1 of which is kept in the University by signing a counterpart.

2. The non-state language of the agreement is permissible.

3. The assigned the agreement number in the chancellery after signing by both parties.

4. The proceedings electronic software reflects:

- A) Date of signing the agreement (number, month, year);
- B) Registration number of the agreement, which includes the number of the agreement concluded in the relevant category during the calendar year;
- C) Counterparts to the agreement and their Legal Representatives (if any).

Article 15. Registration Rules for Annexes of Educational Documents and Attachments to Educational Documents

1. An attachment of the educational document (diploma) and diploma is prepared based on the submission by the relevant qualification commission.

2. The duplicate of the educational document is made on the basis of the request of the graduate who has been awarded qualification.

3. After submitting electronic documentation/attachment of educational document, the following information is reflected in the electronic proceedings software:

- A) Type of the educational document and the educational level;
- B) Educational unit/faculty;
- C) Requisites of the decision to award qualification - number and date;
- D) Name and surname of the qualification holder;
- E) Qualification;
- F) Diploma registration number;
- G) Registration number of the diploma form at the Ministry of Finance of Georgia;
- H) Date of issuing diploma.

4. If the duplicate of the educational document is issued, the electronic proceedings system will be indicated in addition to the duplicate, as well as requisites of the application on requesting the duplicate.

5. Filled and signed educational document copies and diploma attachments (PDF) are uploaded in the electronic proceedings software.

Chapter IV – Procedures for Processing and Implementing the Document

Article 16. Primary processing of the document and submitting to the executor

1. After the registration of the correspondence, a person responsible for the proceedings shall forward it to the head of the administration, which determines and transfers to the structural entity/entity responsible for its implementation following the corresponding authorization.
2. If any document or information necessary for the settlement is not present in the institution, the time period shall be to the presenter of the correspondence shall in which s/he shall present the necessary document or information. In case of a failure to submit the relevant document or information within the timeframe, the institution is entitled to make a decision not to review the correspondence. The relevant comment is made in the proceedings system.
3. If a document is presented that does not require a response, the Office of the Proceedings indicates a comment in the document "case", after which the document is kept in the e-archive.
4. If a specific deadline is defined by the legislation for the response to the document, or it is expedient to prepare the document within a specific time period, the head of the administration determines the date of the preparation of the document in his/her authorization.

Article 17. Review of the Document by the Implementer

1. The proceedings software for each structural unit/employee of the University shall reflect on the list of documents forwarded to her/him.
2. If the executor is not authorized to implement and react to the specific documentation, it has the right to return and attach the authorized letter to the head of administration through the Proceedings Service.
3. An incorrectly authorized letter should be returned to the Proceedings Service no later than the following day after the receipt of the letter for execution.
4. The performer is entitled to request more time period than it does not contradict with the requirements of the legislation.
5. The additional period is requested by the procedure provided for by Paragraph 3.
6. The head of the administration is authorized to make a final decision for submitting the document for execution to a specific performer/determining a timeframe for the execution timeframe. The document authorized by the head of the administration is mandatory to execute.

Article 18. Response to the Document

1. If the document does not require the preparation of a response letter, the performer, upon its competence, after relevant response to the relevant document makes the reference “executed” in the

electronic proceedings system and includes a brief description of actions performed in the commentary.

2. If the document requires the preparation of the response letter, the executor shall submit a response letter in the relevant text field of the electronic proceedings system.

3. After the preparation of the text of the letter, the performer is entitled to include the University's structural units into the agreement of the letter. The Agreement shall be carried out by the applicant with the authorization request to the leading head of other structural unit/its structural unit/university management unit.

4. The structural unit/employee defined in the authorization of the document shall be entitled to acknowledge the draft of the document, return it to the relevant first performer with relevant comments or make changes and modifications in the text of the document.

5. The document authorized by all defined executors shall be reflected in the "Completed Documents" field of the Office of the Proceedings in the electronic proceedings software.

6. The completed document shall be printed on the University letterhead with relevant automatically generated number and the printing date. The letter is signed by the Rector and stamped by the seal of the University. The completed letter together with its original shall be stored in the electronic archive of the proceedings software.

7. The use of Rector's facsimile on prepared letter is allowed in cases provided by the legislation. The head of administration is authorized to use the facsimile of the head of the University administration.

Article 19. Performing Different Procedures for the Implementation of Separate Documents

1. Authorization to issue certificates issued by the University can be coordinated with the Proceedings Service. The electronic proceedings program ensures uniformity of the registration of the relevant documents.

2. If the requested certificate refers to the data in the registry of educational institutions or the data existing in the electronic proceedings system, the credibility of which is already verified, the sender is authorized to prepare the requested certificate for signature.

Chapter V - Transitional Provisions

Article 20. Enforcement of Certain Requirements of the Proceedings Rule

1. From the enforcement of the present rules of proceedings until the expiry of the current calendar year, the University proceedings shall be carried out in compliance with the existing numeration. The same rule applies to the categorization of orders and the indexation principle of the relevant categories.