



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON THE DEPARTMENT OF ORGANIZATIONAL AND ADMINISTRATIVE WORK OF INTERNATIONAL EUROPEAN UNIVERSITY

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of International European University
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Chair of the Academic Council
of International European University
Oleh PADALKA

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<i>Regulations on the Department of Organizational and Administrative Work</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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The main document regulating activities of the Department of Organizational and Administrative Work is the Regulations. This regulatory document defines the procedure for establishing the Department of Organizational and Administrative Work, its objectives, functions, rights and responsibilities, work organization, and interaction with other structural units of the University.

1. General provisions

The Department of Organizational and Administrative Work is an independent structural unit subordinated directly to the Rector of the University. The structure of the Department of Organizational and Administrative Work includes the Document Management and Control Sector and the Archive.

The Department of Organizational and Administrative Work relies on the Constitution and Laws of Ukraine, Acts of the President of Ukraine, the Cabinet of Ministers of Ukraine, Orders, and Methodical Recommendations of the State Archival Service of Ukraine, National Standards of Ukraine in Records Management, the University Statute, the Instruction on Records Management, and the Regulations on the Department of Organizational and Administrative Work.

2. Key objectives

The key objectives of the Department of Organizational and Administrative Work is to establish a unified procedure for document management at the University. According to this primary objective, the Department is responsible for:

- improving forms and methods of document management;
- ensuring the unified procedure for documentation, organization of document management, control over execution, and preparation of documents for archival storage in compliance with current regulations;
- reducing the document flow;
- developing and implementing regulatory and methodical documents to improve document management at the University and its structural units;
- accepting and storing archival documents with various types of material information carriers from University's structural units;
- monitoring the condition of document storage and the correctness of document processing at University's structural units.
- participating in the compilation and approval of the consolidated File Register of the University and verifying the proper organization of documents in files in accordance with the approved File Register;
- conducting the preliminary expertise of the value of documents in storage, preparing and submitting draft inventories for review by the organization's expert committee, including inventories of permanent storage files, long-term storage files (over

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10 years), personnel records files, acts for the disposal of documents not included in the National Archival Fund, acts for the removal of documents from the National Archival Fund, acts on irreparable damage to documents in the National Archival Fund, and acts on irreparable damage to long-term storage documents (over 10 years) and personnel records;

- creating and improving reference tools for archival documents;
- organizing access to archival documents, providing archival references, copies, and extracts from documents to legal and physical persons in accordance with the Rules;
- preparing, transferring, and transporting (at the organization's expense) documents from the National Archival Fund to the relevant City Council Archival Department;
- participating in advanced training activities for the University staff responsible for document management.

3. Functions

Typical functions of the Department of Organizational and Administrative Work include various types of activities divided into technological, organizational, methodical, and supervisory tasks.

Technological functions include:

- initial processing of incoming documents;
- registration of incoming, outgoing, and internal documents;
- maintaining information and reference work on University's documents;
- typing text on a computer;
- copying and rapid duplication of documents;
- designing and drafting document templates;
- preparing documents for dispatch;
- dispatching documents.

Organizational functions include:

- preliminary review, selection, and preparation of documents for the Rector's consideration;
- organizing the timely review of documents by the University Rector;
- managing the document flow at the University and ensuring their execution within the stipulated deadlines;
- organizing the storage of documents at structural units;
- organizing the work of the archive in accordance with the rules, instructions, and methodical recommendations of the State Archival Service of Ukraine;
- organizing records management for citizens' inquiries and confidential document management;
- jointly developing measures with other structural units to improve forms and methods of document management.

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Supervisory functions include:

- monitoring the preparation of documents submitted for the Rector's signature and documents intended for dispatch;
- monitoring the deadlines for document execution;
- monitoring the proper formatting and organization of files at University's structural units subject to transfer to the University archive;
- organizing the monitoring of document management at structural units;
- summarizing information on the progress and results of document execution.

The Department performs the following methodical functions:

- develops the University's File Register, sample (typical) File Registers, and the Instruction on Records Management;
- provides methodical assistance in conducting the expertise of document value.

4. Rights and responsibilities

To perform its objectives and functions, the Department of Organizational and Administrative Work has the following rights:

- monitoring records management at the University;
- ensuring compliance with the stipulated document management rules;
- taking measures to reduce the document flow at the University;
- requesting information from structural units and University staff required for operations of the General Department;
- involving specialists from other structural units in preparing draft documents by the Rector's Order in the prescribed manner;
- verifying the correctness of documents submitted for the Rector's signature and for dispatch;
- returning improperly prepared documents for revision if they fail to meet the stipulated requirements;
- conducting a preliminary review of documents and determining their further processing;
- monitoring the execution of Rector's assignments;
- monitoring document execution deadlines and requesting information on document completion from structural units and executors;
- developing job descriptions for the Department staff.

5. Management

Appointment and dismissal of employees at the Department of Organizational and Administrative Work are made by the Rector's Order in compliance with the Labor Code of Ukraine.

The Department of Organizational and Administrative Work is subordinated directly to the University Rector.

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The staff of the Department of Organizational and Administrative Work should know and comply with the Laws of Ukraine, government resolutions, directives, orders, methodical, regulatory, and other governing materials related to ensuring the University development.

The Head of the Department of Organizational and Administrative Work has the right to:

- allocate duties among the Department staff;
- make decisions on issues related to Department operations;
- sign and endorse documents within their competence;
- certify copies of documents;
- submit suggestions to the University Administration regarding the improvement of document management procedures;
- prepare suggestions on rewarding employees and imposing sanctions on them.

The Head of the Department of Organizational and Administrative Work is responsible for ensuring the stipulated procedures for document management, the full implementation of Departments objectives and functions, the execution of the Rector's instructions and assignments, organizing Department operations, providing the necessary working conditions for its staff, and maintaining labor and performance discipline.

6. Interaction with other structural units (corporate relations)

The Department of Organizational and Administrative Work interacts with:

- all structural units
- on issues related to document management, control and verification of document execution, preparation of necessary documents for the Rector, and the use of information for official purposes.