



INTERNATIONAL EUROPEAN UNIVERSITY

---

**INSTRUCTION  
ON RECORDS MANAGEMENT  
OF INTERNATIONAL EUROPEAN UNIVERSITY**

Approved by the Academic Council  
of International European University  
August 29, 2024 (protocol No. 1)

Chair of the Academic Council  
of International European University  
Oleks PADALKA  
August 29, 2024



Became effective by Order  
dd. August 29, 2024, No. 60-OD

Kyiv – 2024

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

## **I. General provisions**

1. The Instruction on Records Management of International European University (hereinafter – the University) is based on the Common Instruction on Records Management at ministries, other central and local government bodies approved by the Decree of the Cabinet of Ministers of Ukraine dd. January 17, 2018, No. 55 (amended), as well as regulations and national standards on organizational and executive documentation.

2. This Instruction stipulates the requirements concerning documentation of management information and organization of document operations designed in a paper form at the University; stipulates general provisions for functioning of records management units at the institution, requirements for documentation of management information and organization of document operations regardless of the way of recording and reproduction of information included in documents.

Provisions of this Instruction are applied only in case of the availability of the grounds stipulated by the law and the act of the Cabinet of Ministers of Ukraine, which are defined by documents in a paper form appropriate for creation and/or processing by institutions.

3. A procedure of implementing records management containing classified information at the request of citizens, information requests, are defined by individual regulatory legal acts and cannot be regulated by this Instruction.

Key powers of structural records management units at universities are implemented in an electronic form, on electronic media, and defined by the Common Instruction on Records Management on management information in an electronic form and organization of e-document operations in records management, interdepartmental exchange, approved by the Decree of the Cabinet of Ministers of Ukraine dd. January 17, 2018, No. 55.

4. The same document flow in an electronic and paper form is not allowed.

5. Organization of records management at the University according to the state standards and this Instruction is laid upon the Department of Organizational and Administrative Work.

6. Liability for records management organization at institutes and structural units of the University, compliance with the rules of this Instruction by all employees of institutes and structural units, as well as saving of documents since their creation or receiving and until sending or transferring to the University archives are laid upon directors of institutes and heads of structural units.

Records management at institutes and structural units of the University is laid upon one or several employees of the institute, structural unit, according to their functional obligations.

Directors of institutes and heads of structural units of the University shall duly inform the University's Department of Organizational and Administrative Work of changes in the personal team of employees responsible for records management.

7. Records management organization at the University is laid upon the Department of Organizational and Administrative Work.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

A form of records management at the University is decentralized, which means the registration of individual types of correspondence and its sending both at the Department of Organizational and Administrative Work and structural units of the University.

8. Records management organization in a paper form at structural units of the University is laid upon a specially appointed person.

## **II. Management information documentation**

### **General requirements for document creation**

9. Management information documentation implies the creation of documents recording information about management actions in compliance with the specified rules (annex 1).

10. Preparing organizational and administrative documents in a paper form, University employees draw up them taking into account the requirements of DSTU (National Standards of Ukraine) 4163-2020.

11. The right to issue, sign, approve and adopt documents is regulated by the University Statute, provisions for the institute and provisions for structural units of the University, as well as job instructions of employees.

The reason for creating documents at the University is the necessity for verifying the availability and content of management actions, information transfer, storage and use within a certain time or constantly.

12. The University specifies a package of documents stipulated by the File Register required and sufficient to document information about its activity.

Collaborative documents can be drawn up regarding mutual interest issues and matters belonging to the competence of other institutions.

13. Selection of a document type designed for management information documentation (order, decree, resolution, protocol, etc.) is defined by the legal status of the University, competence of a designated person and a procedure of management decision making (on grounds of individual responsibility or collective character).

14. Management documentation classes are defined according to the State Classifier of Administrative Records (NC 010:2021; hereinafter referred to as NC).

15. The document shall contain obligatory details corresponding to a certain type and placed in the prescribed manner, namely: University name – document author, name of the document type (except for letters), date, reference number, text title, text, signature.

While preparing and drawing up documents, one can use not only obligatory but also other details if it corresponds to the document purpose or the way of its processing.

16. To increase the efficiency and rapidity of records management organization, similar documents in terms of content can be unified by developing conventional texts putting into the collection (album) of unified (standard) forms of University documents.

17. The University carries out records management in a state language. Documents are drawn up in a state language, except for cases specified by the language legislation of Ukraine.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Documents sent to foreign addressees are drawn up in a state language, or in a language of the addressee state or one of the international languages.

18. Particular internal documents (applications, explanatory notes, reports, etc.) designed by public officials or other physical entities are allowed to be drawn up in a written manner.

### **Document forms**

19. Organizational and administrative documents, which written processing is specified according to the Instruction on Records Management in an electronic form and which are not copies of documents created in an electronic form, are drawn up on forms produced in accordance with the Instruction requirements.

Forms are made on sheets of A4 (210 x 297 millimeters) and A5 (210 x 148 millimeters). It is allowed to use sheets of A3 (297 x 420 millimeters) to draw up documents in a tabular form.

Document forms shall include the following fields (figures are given in millimeters):

- 30 – left;
- 10 – right;
- 20 – upper and lower.

20. Types of document forms can be defined by the Instruction on Records Management in an electronic form.

21. The University uses the following document forms:

- letter forms (annexes 2 and 3);
- a form of particular document type (specifying the name of document type on the form) (annex 4).

The University can use document forms of both the institution and structural units if the unit head has the right to sign documents within his/her power.

22. Document forms can be produced at the printing house on high-quality white paper by rich color paints (paper forms).

23. Some internal documents (applications by employees, reports, certificates, etc.) and documents created on behalf of several institutions are not drawn up on forms.

### **Codes**

24. The University Code is set in accordance with the Unified State Register of Enterprises and Organizations of Ukraine (EDRPOU). The specified code is placed after the section “Reference data on the institution”.

25. The code of the unified document form (if any) is placed according to NC above the name of the document type.

A decision regarding the necessity to record the code of the unified document form is approved by the University Rector individually in terms of each document form.

**University name**

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

26. The name of the University as the author of the document shall correspond to the name specified in the Statute. The short name of the University is used when it is officially recorded in the given documents. The short name without the full one is allowed.

The name of the top-level institution is specified in short or in full if the officially recognized short name is absent.

The name of University's subsidiary, territorial department and structural unit is specified when it is referred to the document author and placed below the University name.

#### **Reference data on the University**

27. Reference data on the University contains a postal address, phone numbers, telefax numbers, email address, official website address, etc. Reference data is placed below the name of the University or structural unit.

Postal address details are specified in the following sequence: name of the street, house number, name of the city/town, district, region, postal code.

#### **Name of the document type**

28. The name of the document type (order, decree, administrative note, report, etc.) is specified on the form and shall correspond to names stipulated by NC.

#### **Document date**

29. The document date is a date of its registration. The date is specified by Arabic figures in one line in the following sequence: month, day, year. The date is specified in a verbal and digital way. In case of specifying the date in a digital way, the day and month are given in two pairs of figures separated by dot; the year by four figures without a dot at the end. For example: 02.12.2024.

Regulatory legal acts as well as references to them and documents containing financial information apply a verbal and digital way of date indication, for example: December 2, 2024.

If a document is not drawn up on the form, the date is specified below the signature on the left. The document date is specified by a designated person that signs or approves it.

All official notes on documents related to their approval and execution (resolutions, approvals, visas, notes on document execution and its submission to the case) are subject to statutory dating and signing.

A document issued by two or more institutions specifies a single date corresponding to the date of the latest signature.

#### **Registration number**

30. Indexing of documents implies providing them with identifiers – indices given to document during their registration.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Documents are registered within structural units depending on their name, type, author and content. Rector's orders on core activity, hiring, transferring, firing, encouragement and secondary employment of personnel are registered individually; as well as on imposing penalties on employees, business trip; decisions by the Academic Council, inspection reports on financial and economic activities, accounting records, material and technical supply applications, etc.

When registering, an outgoing letter is provided with a registration number that consists of an index of the structural unit registering the document, a number in the outgoing correspondence log and file register correspondent's index.

Example:

**43/01-10,**

where **01** means an index of University's structural unit;

**43** – a number in the outgoing correspondence log;

**10** – correspondent's index due to the File Register.

To differentiate document groups, the registration number can be supplemented with a note consisting of letters, for example: 15-confidential to mark documents for official use only.

University's structural units can use indexing of outgoing documents according to the File Register of definite structural unit.

### **Document reference**

31. The reference in the document text to the document that requires the response or which execution is based on this document is given in the following sequence: name of the document type, name of the institution – document author, date and registration number, brief content of the document.

### **Place of issue or publication**

32. Information about the place of issue or publication is specified in all documents, except for letters. Specified information is drawn up according to the territorial division of Ukraine. If information about the geographical place of creation is included in the name of the institution, this detail is not specified.

### **Addressee and personal address**

33. Documents are addressed to the institution, its structural units, or particular designated person. If the document is addressed to the institution or structural unit without specifying a designated person, their names are given in a nominative case, for example:

*Principal Medical Authority*

If a document is sent to the designated person, the name of the institution is given in a nominative case while the position and full name follow the preposition 'to', for example:

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

*The Ministry of Industrial Policy of Ukraine  
Administrative Department  
To the chief specialist  
Full name*

If the document is addressed to the head or deputy head of the institution, the name of the institution is included in the name of addressee's position after the preposition 'to', for example:

*To the head of the State customs service  
Full name*

The 'Addressee' section can contain an honorary title and an academic degree. If the document is addressed to several homogeneous organizations (institutions), the addressee shall be specified collectively, for example:

*To heads of education authorities  
of regional public administrations*

The document shall not contain more than four addressees. The word 'copy' before the second – four addressees is not required. If the document is sent to more than four addressees, one shall prepare a list of sending on a separate sheet of paper, specifying only one addressee on each document.

The 'Addressee' section can contain the address. A procedure and form of specifying information about the institution address shall comply with the Rules of provision of services of mail service approved by the Resolution of the Cabinet of Ministers of Ukraine dd. March 5, 2009, No. 270 (Official Gazette of Ukraine, 2009, No. 23, article 750). The full address is specified in case of sending document to one-time correspondents, for example:

*Archives of Ukraine Publishing Office  
24 Solomianska st., Kyiv, 03110*

If the document is sent to a physical entity, one shall initially specify the full name and then the postal address, for example:

*Vasyl Ivanov  
20 Lisova st., Apt. 14. Kyiv, 01001*

If the document is sent to legislative and executive authorities, permanent correspondents, their postal address is not specified in documents.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

If the document is addressed to a particular person, the letter can include a personal address in a vocative case below the ‘Addressee’ section:

*Mr. (Ms.) Name*  
*or*  
*Mr. (Ms.) Surname*  
*or*  
*Mr. (Ms.) position or title*  
*or*  
*Ladies and gentlemen*  
*For example:*  
*Mr. Oleksii*  
*Ms. Ivanenko*  
*Ms. Director*  
*Mr. Colonel*

If necessary, one can use the word ‘Dear’ before ‘Mr./Ms./Ladies and gentlemen’, for example:

*Dear Ms. Kovalska*  
*Dear Mr. Yurii*

### **Stamp of document approval**

34. The document can be approved by the University’s administrative document or, in cases stipulated in annex 25, by the designated person (designated persons) whose powers include issues specified in this document. Regulatory legal acts (provisions, instructions, rules, procedures, etc.) are approved by the order of the University rector.

The document, which is not a copy of the document created in an electronic form, can be approved by a particular designated person. In this case, the stamp of approval consists of the word “APPROVED BY”, the name of position, signature, the full name of the person approving the document, the date of approval. For example:

*APPROVED BY*  
*Rector of International*  
*European University*  
*signature, full name*  
*April 1, 2024*

If the document is approved by the decree, resolution, order, or regulation, the stamp of approval consists of the word “APPROVED BY”, the name of document type approving the document, specifying its date and number. For example:

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

**APPROVED BY**

*Order by Rector of International  
European University  
April 1, 2024, No. 15*

The stamp of approval is placed in the right upper corner on the first document page.

If the document is approved by several designated persons, the stamp of approval is placed at the same level.

**Resolution**

35. Resolution is the main form of administrative order accomplishment, which means the definition of a particular task, determination of its subject matter, purpose, period and person to be liable for its fulfillment. The resolution is implemented as an inscription on the document.

The resolution shall consist of the following aspects: full name of the contractor (contractors), content of the order, execution period, personal signature of the rector (deputy rector, vice-rector, head of the structural unit), date.

If the order is given to several designated persons, a person mentioned first is considered the chief executor with the right to convene other executors.

Creation of non-specific ('to speed up', 'to improve', 'to activate', 'to pay attention to', etc.) resolutions in terms of content is not allowed.

The resolution specifies the executor, resolution author's signature and the date on documents with the execution period, which do not require additional instructions.

The resolution is put down directly on the document below the 'Addressee' section parallelly to the main text. If there is not enough space for the resolution, it can be put down on a free place in the upper part of the document on the first page at the front, but not on the document field designed for filing.

**Brief content of the document**

36. The text title (summary) of the document shall contain the document extract. The text title of the document (summary), which volume exceeds 150 symbols (five lines), can be extended up to the right margin. The title does not require a dot at the end.

The title (summary) shall answer the following questions: *what of? what about? of whom?* For example: *an order (what of) on granting vacation; a letter (what about) about meeting organization; a protocol (what of?) of the examination board meeting; a job instruction (of whom?) of the chief specialist.*

Cover letters, reports and administrative notes are allowed without a title.

**Control note**

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

37. The control note means that the document is taken under control to provide its high-quality fulfilment within the prescribed time limits.

The control note is accompanied by the letter ‘C’ or the word ‘Control’ (in handwriting or using the stamp) on the left margin on the first document page at the title level.

### **Document text**

38. The document text contains information it is aimed at. Information shall be provided briefly, correctly, transparently and fairly. The document shall not contain repeats as well as senseless words and constructions. Documents shall be drawn up in a business style characterized by a neutral tone of narration lacking of imagery, emotionality and individual author’s features.

The document text is drawn up as a complete connected text, application form, table, or by combining these forms.

The complete connected text of the document shall contain grammatically and logically stipulated information about administrative actions. Such a form of the document text is used while developing provisions, orders, rules, administrative documents and letters.

The complete connected text generally consists of two parts. The first (introductory) part specifies grounds, motivation or purpose of the document while the second (concluding) part includes conclusion, offers, solutions and requests. Sometimes the document can contain the rational reasoning the institution’s approach after the introductory part.

The text of the document prepared according to documents of other institutions or previously issued documents specifies their details in the following sequence: name of the document, name of the institution – document author, date, registration number, text title.

Texts of complex and large documents (provisions, rules, regulations, instructions, reviews, reports, etc.) are divided into sections, subsections, paragraphs, subparagraphs. Paragraphs in the text are numbered by Arabic figures with a dot and subparagraphs by Arabic figures with a bracket.

Sometimes sections can be divided into chapters and numerated by Roman figures.

39. An application form is used to provide information about one object in terms of the certain list of features in a digital or verbal way. Permanent information in the form means general names of features used to describe the object; changeable information includes particular characteristics.

40. A tabular form of the document is used to provide information about several objects in terms of the certain list of features in a digital or verbal way. Titles of table columns are written with a capital letter while subtitles are written with a small letter if they are integral with the title, or with a capital letter if the subtitle has an independent meaning. Dots are not required at the end of column titles and subtitles. Titles and subtitles of table columns and lines shall be given in nominative singular. Titles and

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

subtitles of table columns and lines shall contain only common conventions and abbreviations. Table columns placed on several pages are numerated. The second and next pages of the table specify column numbers and the phrase ‘Continuation of annex’ in the right upper corner.

### **Notes of annexes**

41. Annexes to documents, except for annexes to cover letters, are aimed at supplementing and explaining certain document issues or the document in general.

42. There are the following annexes to documents:

- annexes approved by administrative documents (provisions, instructions, rules, procedures, etc.);
- annexes that supplement and/or clarify the content of the main document;
- annexes sent with the cover letter.

The main document text shall include the following note of annexes: ‘annexed’, ‘according to the annex’, ‘(annex 1)’, ‘according to the annex 2’, or ‘(see annex 3)’.

43. Annexes are drawn up on standards sheets of paper. The second and next pages of the annex shall include the following note: ‘Continuation of annex’, ‘Continuation of annex 1’.

Annexes to provisions, rules and instructions shall put the note in the upper right corner on the first page of the annex, containing the annex number, the title of the regulatory legal act and the reference to the corresponding structural unit.

Pages of each annex have their own numbering. A hyphen shall be put at the end of the annex to identify its completion.

If there are several annexes, they are indicated by sequence numbers, for example: annex1, annex 2. The symbol ‘No.’ is not required before numeration.

All annexes to documents are approved by the document’s author and the head of the structural unit where it is developed.

Regulatory annexes (provisions, instructions, rules, procedures, etc.) approved by administrative documents are signed by heads of University’s structural units on the front of the annex end sheet.

If annexes are sent with the cover letter, the note of annexes is placed after the letter text before signature.

If the document has the annex, which full name is given in its text, the note of this annex shall be drawn up as follows:

*Annex: on 7 pages, in 2 copies*

If the document has annexes, which full name is not given in the text, they shall be listed after the text, specifying the amount of pages in each annex and the amount of their copies, for example:

*Annexes: 1. Certificate of accomplishment of the unloading work plan for the first quarter*

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

*of 2017 on 5 papers, in 1 copy*

*2. Repair activity schedule for the first quarter of 2010 on 3 papers, in 1 copy*

If the document is supplemented with the other document including annexes, the note of the annex shall be drawn up as follows:

*Annex: letter by the State Archival Service of Ukraine dd. September 20, 2018*

*No. 595/04-12 and its annex, totally on 20 pages, in 1 copy*

44. If the document contains more than ten annexes, one shall prepare a description with the following note in the document:

*Annex: according to the description on 3 pages*

If the annex is sent not to all addresses specified in the document, the note of the document shall be prepared as follows:

*Annex: on 5 pages, in 2 copies, to the first address*

### **Signature**

45. Designated persons sign documents within their powers stipulated by legislative acts and other regulatory legal acts in accordance with the Instruction on Records Management of the University. A procedure of document signing by other persons, when the University rector and designated persons authorized to sign them are absent, is defined by the order (decree) of the University rector.

Introduction of any amendments and additions to signed documents is not allowed.

46. The signature consists of the position of a person signing the document (full name if the document is drawn up not on the application form; short name if the document is printed on the application form), personal signature, own full name, for example:

*Rector of International  
European University*

*signature*

*Full name*

or

*Rector*

*signature*

*Full name*

47. If the document is sent to several institutions, one shall sign only the original remaining at the University – the author of such document, and its copies verified by the general department are sent at sites.

48. Documents are generally signed by one designated person, or by two or more designated persons when several persons are liable for document content (acts, financial documents, etc.). Signatures of designated persons are placed one below the other according to their subordination. For example:

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

<i>Rector</i>	<i>signature</i>	<i>Full name</i>
<i>Chief accountant</i>	<i>signature</i>	<i>Full name</i>

49. If the collaborative document is signed by several persons occupying the same positions, their signatures are placed at the same level and sealed by institutions, for example:

<i>Minister of Justice</i>	<i>Minister of Finance</i>
<i>signature full name</i>	<i>signature full name</i>
<i>official seal</i>	<i>official seal</i>

Documents of collegiate authorities are signed by the head and secretary of the collegiate authority, for example:

<i>Head of the committee</i>	<i>signature</i>	<i>Full name</i>
<i>Secretary of the committee</i>	<i>signature</i>	<i>Full name</i>

50. If the designated person whose position and full name are specified on the draft document is absent, it is signed by a person fulfilling his/her duties or his/her deputy. In this case, one shall obligatory specify an actual position, full name of the person signing the document while amendments are introduced in handwriting by the person signing the document. One shall not use a preposition 'for' or a right-hand slash sign before the position name while signing the document. If the head is replaced according to the order, the position name follows a word 'deputy'.

51. A facsimile signature of the designated person on documents is not allowed.

### **Visas and stamp of paper document approval**

52. Document approval at the request can be implemented both at the University (internal) and beyond its limits by other involved institutions (external).

53. Internal approval of the document is prepared by issuing a visa. The visa includes a personal signature, full name of a person vising the document, the vising date specifying the position name of this person as needed.

54. The visa is put on the front of the end sheet of the draft document, or on the reverse side of the end sheet if there is not enough space on the front. Visas are put on paper copies of documents created in case of reasons proved justified for the University to create paper documents, and they remain at the University.

55. Comments and suggestions regarding the draft document are specified on a separate paper with a corresponding note being made on the draft document:

<i>Head of the legal department</i>		
<i>Date</i>	<i>signature</i>	<i>Full name</i>
<i>Comments and suggestions are added</i>		

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

56. A vising procedure is defined in the Instruction.

57. If the document is vised by several persons, these persons are liable for its content within their competence.

58. The external approval of paper draft documents is prepared by putting the stamp of approval, specifying the word ‘APPROVED’, position and institution name, personal signage of the designated person verified by the official seal, full name, date and name of the confirmation document, its date and number (index), for example:

*APPROVED BY*

*Position                      signature                      Full name*

*Date*

*APPROVED BY*

*Meeting minutes*

*Date No.*

59. The stamp of approval is put below the signage on the last page of the draft document.

60. If the document content is referred to more than three institutions, one draws up an approval sheet specified in the document in the place of the approval stamp, for example:

*The approval sheet is added.*

61. The approval sheet is drawn up on the front and, if necessary, on the reverse side of one sheet in the following form:

*APPROVAL SHEET*

*Draft document name*

*Position                      signature    Full name*

*Date*

62. The external approval if proved necessary by the legislation is implemented in the following sequence: institutions of the same name and other institutions, public organizations; state control bodies engaged in a certain field; top level institutions.

### **Seal impression**

63. The corporate seal approves the signage on application forms recording the fact of spending funds, material values and on documents verifying the rights of citizens and legal entities.

The corporate seal is also put on University provisions (statutes), agreements, certificates, decrees.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

The list of other documents to be affixed by the corporate seal is defined by orders of the University rector (annex 5).

64. An additional seal reproducing the name of the University or its structural units is put on document copies sent to other institutions and on multiplied copies of administrative documents in case of distribution.

The seal impression shall cover the last several letters of the position name of the person signing the document, but not the designated person's signature, or it is put on a special place marked 'L.S.'

65. The rector's order (decree) defines an application procedure and storage location of the corporate seal, a designated person liable for its storage (annex 23), as well as a list of persons whose signatures are affixed by the corporate seal (annex 24).

#### **Note of document copy verification**

66. The University can verify only copies of documents created there, except for cases of creating paper copies of electronic documents received by the University via the electronic interaction system.

When preparing documents for judicial bodies to resolve issues regarding employment and education of citizens, verification of their labor, housing and other rights in relations with the University, as well as to form employee's personal files, University's structural units can produce copies of documents issued by other institutions (copies of diplomas, education certificates, etc.).

The note 'Copy' is put in the right upper corner of the first page of the paper document.

A procedure of creating paper copies of electronic documents is defined by the Instruction on Records Management.

67. The note of paper document copy verification consists of the phrase 'In accordance with the original', position name, personal signature of a person verifying the copy, personal full name and date of copy verification. It is put below the document section 'Signature', for example:

*In accordance with the original*  
*Head of the Department*                      *signature*                      *Full name*  
*Date*

If document copies are sent via the electronic interaction system or sent to several addresses (of mailing), or in other cases stipulated by the Instruction of Records Management at the University, verification of paper document copies in a paper form is conducted in accordance with the Instruction of Records Management in an electronic form.

68. The note of paper copy verification is affixed by the seal specifying the University name or the seal of the structural unit (personnel management service, human resources department, accounting department, etc.) of the University.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

69. Copies of paper documents subject to seizure specify the position name of a person verifying the copy, his/her personal signature, verification date and seal impression of the records management department, for example:

*In accordance with the original*

*Head of the Department*

*signature*

*Full name*

*seal impression*

*Date*

70. Copies of outgoing documents remaining at University records shall contain visas of designated persons that have agreed them in accordance with the Instruction on Records Management at the University.

71. The document copy shall correspond to the original.

### **Відмітки про створення, виконання документа**

71. Прізвище працівника, який створив документ, і номер його службового телефону зазначаються на лицьовому боці в нижньому лівому кутку останнього аркуша документа, наприклад:

*Олена Петренко 256-23-12*

### **Складення деяких видів документів**

#### ***Накази (розпорядження)***

72. Накази (розпорядження) Університету видаються як рішення організаційно-розпорядчого чи нормативно-правового характеру. За змістом управлінської дії накази видаються щодо основної діяльності Університету, адміністративно-господарських або кадрових питань.

73. Відповідно до Переліку типових документів, що створюються під час діяльності державних органів та органів місцевого самоврядування, інших установ, підприємств та організацій, із зазначенням строків зберігання документів, затвердженого Наказом Міністерства юстиції України від 12.04.2012 № 578/5, зареєстрованого в Міністерстві юстиції України 17 квітня 2012 р. за № 571/20884, із змінами, внесеними згідно з Наказом Міністерства юстиції № 400/5 від 07.03.2013 р. (далі – Перелік типових документів), за змістом, строками зберігання та напрямками діяльності Університету, ректором Університету видаються такі накази:

- щодо основної діяльності;
- щодо особового складу співробітників (про прийняття на роботу, переведення, стажування, звільнення, заохочення, стягнення тощо);
- щодо особового складу студентів (зарахування, переведення, відрахування, поновлення, допуск до екзаменів тощо);

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

– щодо особового складу аспірантів, докторантів;  
– щодо відрядження співробітників, направлення докторантів, аспірантів, студентів.

Проекти наказів (розпоряджень) з основної діяльності розробляються факультетами, інститутами, структурними підрозділами Університету за дорученням керівництва або за власною ініціативою.

Проекти наказів (розпоряджень) з основної діяльності, адміністративно-господарських питань готуються і подаються структурними підрозділами за дорученням ректора (проректора) Університету чи за власною ініціативою.

Проекти наказів з кадрових питань (особового складу) (про прийняття на роботу, звільнення, надання відпусток тощо) готує відділ кадрів служби управління персоналом на підставі службових записок керівників структурних підрозділів, конкурсних документів (заяв, протоколів та рішень атестаційної чи іншої комісії), заяв працівників, трудових договорів та інших документів.

74. Проекти наказів (розпоряджень) з основної діяльності, адміністративно-господарських питань у разі їх підготування в паперовій формі та додатки до них візуються керівником структурного підрозділу, в якому його створено, посадовими особами, які визначені у проекті документа як виконавці завдань, що містяться в ньому, іншими посадовими особами, яких стосується документ (додаток б).

Проекти наказів з кадрових питань (особового складу) візуються працівником відділу кадрів, який створив документ, та його керівником, а також, залежно від видів наказів, головним бухгалтером та іншими посадовими особами, яких стосується документ.

У разі необхідності оцінювання змісту та доцільності видання наказу (розпорядження) здійснюється зовнішнє погодження проекту документа з іншими заінтересованими установами.

75. Уповноваженою особою юридичного відділу обов'язково візуються проекти наказів нормативно-правового характеру, а також накази з кадрових питань (особового складу).

76. Якщо в процесі погодження до проекту наказу (розпорядження) вносяться зміни, він підлягає повторному погодженню (візуванню).

77. Накази (розпорядження) підписуються ректором Університету або проректором з питань, що належать до його компетенції. У разі відсутності відповідного керівника накази (розпорядження) підписуються посадовою особою, яка виконує його обов'язки.

78. Накази (розпорядження), які є нормативно-правовими актами, набувають чинності з дня їх реєстрації, якщо інше не встановлено такими наказами (розпорядженнями), але не раніше дня їх реєстрації.

79. Наказ (розпорядження) оформлюється на бланку наказу (розпорядження). Зміст наказу (розпорядження) коротко викладається в заголовку, який починається з прийменника «Про» і складається за допомогою віддієслівного іменника («Про затвердження...», «Про введення...», «Про створення...») або іменника («Про

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

підсумки...», «Про заходи...»).

80. Текст наказу (розпорядження) з питань основної діяльності Університету та адміністративно-господарських питань складається з преамбули й розпорядчої частини.

81. У преамбулі зазначаються підстава, обґрунтування або мета видання наказу. Зазначена частина починається із слів «На виконання», «З метою» тощо. Якщо документ видається на підставі іншого розпорядчого документа, у частині, що констатує, (преамбулі) зазначається посилання на відповідний документ.

Розпорядча частина починається із слова «наказую», а розпорядження – слова «зобов'язую», яке друкується жирним шрифтом та після якого ставиться двокрапка.

82. Розпорядча частина поділяється на пункти й підпункти, які нумеруються арабськими цифрами. У кожному пункті мають бути зазначені організаційно-розпорядча дія (затвердження або введення в дію інструкції, положення тощо) або конкретне завдання (доручення) із строком його виконання та структурні підрозділи – його виконавці, наприклад:

*Начальнику відділу (директору Департаменту, проректору);  
керівникам структурних підрозділів;  
Директорам інститутів.*

83. Неконкретні («прискорити», «поліпшити», «активізувати», «звернути увагу» тощо) та неконтрольні («довести до відома», «ознайомити» тощо) доручення в наказах не застосовуються.

84. Після набрання чинності наказом (розпорядженням) внесення змін до нього, визнання його таким, що втратив чинність, чи його скасування здійснюється лише виданням нового наказу (розпорядження).

85. Наказ (розпорядження), яким вносяться зміни, оформлюється, зважаючи на такі вимоги:

1) заголовок наказу починається із слів «Про внесення змін до наказу (розпорядження)...» із зазначенням дати, номера, назви виду розпорядчого документа, до якого вносяться зміни;

2) розпорядча частина наказу починається з пункту:

– «1. Внести до наказу (розпорядження)... такі зміни:» в разі викладення змін у тексті наказу (розпорядження);

– «1. Внести до наказу (розпорядження)... зміни, що додаються» в разі викладення змін у вигляді окремого документа;

3) формуються зміни у вигляді пунктів та підпунктів розпорядчого характеру, наприклад:

– «1. Пункт 2 викласти в такій редакції:...»;

– «2. Пункт 3 вилучити»;

– «1) абзац другий пункту 4 доповнити словами...»;

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

– «2) у підпункті 2 пункту 7 слова “за потреби” замінити словом “вимагається”».

86. У разі видання наказу (розпорядження) про визнання іншого наказу таким, що втратив чинність, або його скасування у розпорядчій частині зазначається пункт, який має починатися із слів: «Визнати таким, що втратив чинність...» або «Скасувати...» відповідно.

87. Контроль виконання завдань (доручень), зазначених у наказі (розпорядженні), покладається на відповідальну особу.

88. Для ознайомлення з наказом (розпорядженням) укладач готує та подає на реєстрацію разом із підписаним розпорядчим документом перелік структурних підрозділів, посадових (службових) осіб, яких треба ознайомити із цим документом.

89. Накази з кадрових питань (особового складу) оформлюються у вигляді індивідуальних і зведених наказів. В індивідуальних наказах міститься інформація про одного працівника (співробітника), у зведених – про кількох незалежно від того, які управлінські рішення щодо них ухвалюються (прийняття на роботу, призначення на посаду, переведення на іншу посаду (роботу), звільнення тощо).

90. Зміст індивідуального наказу з кадрових питань (особового складу) стисло викладається в заголовку, який починається з прийменника «Про» і складається за допомогою віддієслівного іменника, наприклад: «Про призначення...», «Про прийняття...» (додаток 7). У зведених наказах може застосовуватися узагальнений заголовок, наприклад: «Про кадрові питання», «Про особовий склад» (додаток 8).

91. У тексті наказів щодо кадрових питань (особового складу) зазвичай частина, що констатує, (преамбула) не зазначається, крім випадків призначення на посаду або звільнення з посади керівних працівників органом вищого рівня або за іншою процедурою. У такому разі в частині, що констатує, (преамбулі) наводиться посилання на відповідний нормативно-правовий акт органу вищого рівня в такій послідовності: вид акта, установа – автор, дата, номер, повна назва акта.

92. Розпорядча частина наказу з кадрових питань (особового складу) починається зазвичай із дієслова у формі інфінітиву «ПРИЙНЯТИ», «ПРИЗНАЧИТИ», «ПЕРЕВЕСТИ», «ЗВІЛЬНИТИ», «ВІДРЯДИТИ», «НАДАТИ», «ОГОЛОСИТИ» тощо. Далі зазначаються великими літерами прізвище працівника, на якого поширюється дія наказу, і малими (з великої) – його ім'я та текст наказу.

У кожному пункті наказу з кадрових питань зазначається підстава його видання.

Під час ознайомлення з наказом згаданими у ньому особами на першому примірнику наказу (накази про оголошення догани) чи на спеціальному бланку проставляються підписи із зазначенням дати ознайомлення.

У наказі про призначення або звільнення працівника зазначається повна дата (число, місяць, рік) фактичного виходу працівника на роботу (припинення трудових відносин) та розміри його посадового окладу відповідно до штатного

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

розпису, надбавок і доплат.

93. У зведених наказах з кадрових питань (особового складу) до розпорядчої частини вноситься інформація, що розміщується в такій послідовності: прийняття на роботу, переведення, звільнення. В той же час до одного зведеного наказу не може вноситься інформація, яка згідно із законодавством має різні строки зберігання.

У зведених наказах прізвища осіб у межах пунктів розміщуються за алфавітом.

94. Спільний наказ (розпорядження) установ одного рівня оформлюється на чистих аркушах паперу формату А4 (210 x 297 міліметрів). Державний Герб України під час оформлення таких наказів не відтворюється. Найменування установ розміщуються на одному рівні, а назва виду документа – посередині. Дата спільного наказу (розпорядження) має бути єдиною, відповідати даті останнього підпису, а реєстраційний індекс документа – складатися з реєстраційних індексів, які проставляються через правобічну похилу риску в послідовності підписання наказу керівниками установ. Розпорядча частина починається із слова «НАКАЗУЄМО» («ЗОБОВ'ЯЗУЄМО»). Підписи керівників установ розташовуються нижче тексту на одному рівні та скріплюються печатками цих установ.

Кількість примірників спільних наказів (розпоряджень) має відповідати кількості установ, що їх видають.

95. Накази (розпорядження) нумеруються у порядку їх видання у межах календарного року; накази з основної діяльності, адміністративно-господарських питань та з кадрових питань (особового складу) мають окрему порядкову нумерацію.

96. Копії наказів (розпоряджень) засвідчуються відділом організаційно – розпорядчої роботи чи відділом кадрів і надсилаються заінтересованим структурним підрозділам, посадовим особам, працівникам у електронній формі. У разі необхідності надсилання копії наказу структурним підрозділам, посадовим особам, працівникам, які не є учасниками системи взаємодії, копія надсилається у паперовій формі. У такому випадку складається список розсилки (лише щодо тих структурних підрозділів, посадових осіб, працівників, яким копія надсилається у паперовій формі), що підписується працівником, який його склав.

### **Notes of document creation and execution**

72. The full name and office phone number of the document author are specified on the front in the lower left corner of the last sheet of the document, for example:

*Olena Petrenko 256-23-12*

### **Drawing up of certain document types**

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

### ***Orders (decrees)***

73. University's orders (decrees) are issued as organizational management and regulatory resolutions. In terms of management activity, orders are aimed at University's core operations, administrative or personnel issues.

74. According to the List of standard documents which are created during activities of state bodies and local government bodies, other organizations, companies and organizations, with indication of storage durations of documents approved by the Order of the Ministry of Justice of Ukraine dd. April 12, 2012, No. 578/5 registered in the Ministry of Justice of Ukraine on April 17, 2012, by No. 571/20884 as amended in accordance with the Order of the Ministry of Justice of Ukraine No. 400/5 dd. March 7, 2013 (hereinafter – List of standard documents) in terms of content, storage duration and activity area of the University, the University rector issues the following orders:

- on the core activity;
- on staff (regarding hiring, transferring, training, firing, encouragement, penalties, etc.);
- on students (enrollment, transferring, expulsion, readmission, access to exams, etc.);
- on postgraduates, Ph.D. candidates;
- on business trips of employees, assignment of Ph.D. candidates, postgraduates and students.

Draft orders (decrees) on the core activity are designed by departments, institutes, structural units of the University at the request of executives or on own initiative.

Draft orders (decrees) on the core activity and administrative issues are prepared and submitted by structural units at the request of University rector (vice-rector) or on own initiative.

Draft orders on personnel issues (staff) (regarding hiring, firing, vacations, etc.) are prepared by the human resources department of the personnel management service based on administrative notes of structural unit heads, tender documents (applications, protocols and resolutions of examination and other boards), personnel applications, employment agreements and other documents.

75. Draft orders (decrees) on the core activity and administrative issues, in case of preparing in a paper form, as well as annexes to them are authorized by the head of the structural unit where they are designed, by designated persons specified in the draft document as an executor of its tasks and by other designated persons involved in the document (annex 6).

Draft orders on personnel issues (staff) are authorized by a member of the human resources department who has designed the document and its head, as well as by the chief accountant and other designated persons involved in the document depending on order types.

If the assessment of order (decree) content and reasonability is required, one shall approve the draft document with other involved institutions.

76. Regulatory and staff draft orders are obligatory authorized by a designated

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

person of the legal department.

77. If the draft order (decree) is amended during the process of approval, it is subject to reapproval (authorization).

78. Orders (decrees) are signed by the University rector or vice-rector in case of issues within his/her competence. If a corresponding head is absent, orders (decrees) are signed by a designated person fulfilling his/her duties.

79. Orders (decrees) referring to regulatory legal acts become effective from the date of their registration unless otherwise provided by these orders (decrees), but not earlier than the date of their registration.

80. The order (decree) is drawn up on an order (decree) form. The order (decree) content is briefly specified in the title beginning with the preposition ‘On’ and consists of such constructions as ‘On the approval of...’, ‘On the introduction of...’, ‘On the creation of...’, or ‘On the results of...’ and ‘On measures...’.

81. Text of the order (decree) on the core activity and administrative issues of the University consists of the preamble and administrative part.

82. The preamble specifies the reason, ground and purpose of the order. The specified part begins with words ‘On the execution’, ‘In order to’, etc. If the document is based on another administrative document, the determination part (preamble) includes a reference to the corresponding document.

The administrative part begins with the phrase ‘I hereby order’ while the decree begins with ‘I hereby bind’ printed in bold type and followed by a colon.

83. The administrative part is divided into paragraphs and subparagraphs numerated by Arabic figures. Each paragraph shall specify an organizational management action (approval or adoption of the instruction, provisions, etc.) or a particular task (order) with the term of its execution and structural units – its executors, for example:

*To Head of the Department (Director of the Department, Vice-Rector);  
Heads of structural units;  
Directors of Institutes*

84. Non-specific (‘to speed up’, ‘to improve’, ‘to activate’, ‘to pay attention to’, etc.) and non-controlling (‘to inform of’, ‘to acquaint with’, etc.) instructions are not used in orders.

85. When the order (decree) becomes effective, amendments to it, its termination or cancelation are carried out by issuing a new order (decree).

86. The order (decree) introducing amendments is drawn up in accordance with the following requirements:

1) the order title begins with the phrase ‘On the introduction of amendments to the order (decree)...’, specifying the date, number, name of the document type to be amended;

2) the administrative part begins with the paragraph:

– “1. To introduce the following amendments to the order (decree):” in case of

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

stipulating amendments in the order (decree) text;  
– “1. To introduce attached amendments to the order (decree):” in case of stipulating amendments as an individual document;

3) amendments are introduced as administrative paragraphs and subparagraphs, for example:

- “1. Paragraph 2 shall be stipulated in the following version:...”;
- “2. Paragraph 3 shall be removed”;
- “1) the second block of paragraph 4 shall be supplemented with words...”;
- “2) the phrase ‘if necessary’ in subparagraph 2 of paragraph 7 shall be replaced by the word ‘required’”.

87. In case of issuing the order (decree) on deeming another order to have lost force or its cancellation, the administrative part shall specify a paragraph beginning with the phrase ‘shall be deemed to have lost force’ or ‘shall be cancelled’.

88. A designated person shall control the accomplishment of tasks (instructions) stipulated in the order (decree).

89. To introduce the order (decree), the author prepares and submits for registration the list of structural units and designated persons to be informed of this document together with the signed administrative document.

90. Orders on personnel issues (staff) are drawn up as individual and combined orders. Individual orders contain information about one worker (employee); combined orders contain information about several employees regardless of management decisions made regarding them (hiring, appointment, transferring to another position (job), firing, etc.).

91. The content of the individual order on personnel issues (staff) is briefly stipulated in the title beginning with the preposition ‘On’ and consists of such constructions as ‘On the appointment...’, ‘On hiring...’ (annex 7). Combined orders can use a general title, for example: ‘On staff issues’, ‘On personnel’ (annex 8).

92. The text of orders on personnel issues (staff) generally does not contain the determination part (preamble), except for appointment or firing of top executives by the higher authority or via another procedure. In this case, the determination part (preamble) includes a reference to the corresponding regulatory legal act of the higher authority in the following sequence: act type, institution – author, date, number, full name of the act.

93. The administrative part of the order on personnel issues (staff) generally begins with the verb ‘TO HIRE’, ‘TO APPOINT’, ‘TO TRANSFER’, ‘TO FIRE’, ‘TO SEND ON’, ‘TO PROVIDE’, ‘TO ANNOUNCE’, etc. Afterwards, one specifies employee’s surname in capital letters and his/her name in small letters (with a big one) and order text.

Each paragraph of the order on staff issues stipulates the reason for its issuing.

When introducing the order to persons mentioned there, the first copy of the order (orders on reprimand) or the special form shall include signatures with dates of familiarization.

The order on appointment and dismissal of employee includes the full date (month, day, year) of his/her actual employment (termination of employment) and the size of

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

his/her official salary according to the staff schedule and extra payments.

94. The administrative part of combined orders on personnel issues (staff) specifies information placed in the following sequence: hiring, transferring and firing. At the same time, one combined order shall not include information that has different storage period in accordance with the legislation.

In combined orders, surnames of persons are placed within paragraphs alphabetically.

95. The joint order (decree) of same-level institutions are drawn up on blank papers of A4 (210 x 297 millimeters). The state coat of arms of Ukraine is not reproduced while preparing such orders. Institution names are placed at the same level while the document name in the center. The date of the joint order (decree) shall be unified, shall correspond to the date of the latest signature, and the document registration number shall consist of registration numbers specified via a right-hand slash sign in the sequence of signing the order by heads of institutions. The administrative part begins with the phrase 'WE HEREBY ORDER' ('BIND'). Signatures of institution heads are placed below the text at the same level and affixed by seals of these institutions.

The amount of copies of joint orders (decrees) shall correspond to the amount of institutions issuing them.

96. Orders (decrees) are numerated in the procedure of their issuing within the calendar year; orders on the core activity, administrative and personnel issues (staff) have individual sequence numbering.

97. Copies of orders (decrees) are verified by the Department of Organizational and Administrative Work or HR Department and sent to involved structural units, designated persons and employees in an electronic form. If the order copy is sent to structural units, designated persons and employees, which do not participate in the interaction system, the copy is sent in a paper form. In this case, one prepares the list of mailing (only regarding structural units, designated persons and employees that require the copy in a paper form) signed by an employee that has drawn it up.

### ***Протоколи***

97. У протоколах фіксується інформація про хід засідань, прийняття в установах рішень комісіями, дорадчими органами, зборами тощо. Протокол складається на підставі записів, зроблених безпосередньо під час засідань, поданих текстів та тез доповідей і виступів, довідок, проєктів рішень тощо.

98. Протоколи можуть складатися в повній або стислій формі. У протоколах, складених у стислій формі, фіксуються лише ухвалені рішення, а не хід обговорення питання.

99. Протокол оформляється на бланку протоколу (за наявності такого бланка) або на загальному бланку установи, а якщо бланки не передбачені, – на чистому аркуші паперу формату А4 (210 x 297 міліметрів) як із кутовим (переважно), так і з поздовжнім розташуванням реквізитів.

100. Дата протоколу – дата проведення засідання. Якщо засідання тривало

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

кілька днів, то через тире зазначаються перший і останній день засідання.

101. Номер (індекс) протоколу має відповідати порядковому номеру засідання. Нумерація протоколів ведеться в межах навчального року окремо за кожною групою протоколів засідання відповідного колегіального органу: колегії, технічних, наукових, експертних комісій, рад тощо. У реквізиті «місце засідання» зазначається назва населеного пункту, в якому відбулося засідання.

102. Заголовок до тексту протоколу повинен відображати вид засідання (нарада, збори, конференція тощо) або колегіальної діяльності (колегія, комісія, рада, робоча група тощо) і містити назву виду документа.

103. Короткий зміст до тексту протоколу має відображати вид засідання (нарада, збори, конференція тощо) або колегіальної діяльності (комісія, рада, колегія, дорадчий орган, робоча група тощо) і містити назву виду документа.

104. Текст протоколу складається із вступної та основної частин.

105. У вступній частині протоколу зазначаються прізвища та ініціал імені голови, секретаря, запрошених, а також присутніх осіб.

Вступна частина включає порядок денний – перелік розглянутих на засіданні питань, що розміщені в порядку їх значущості із зазначенням доповідача щодо кожного питання. Порядок денний наводиться наприкінці вступної частини.

Слова «Порядок денний» друкуються від межі лівого поля, після них ставиться двокрапка. Кожне питання нумерується арабськими цифрами і друкується з абзацу. Формулювання питань порядку денного починається із прийменника «Про».

106. Основна частина протоколу складається з розділів, які мають відповідати пунктам порядку денного. Розділи нумеруються арабськими цифрами і будуються за такою схемою: СЛУХАЛИ – ВИСТУПИЛИ – ВИРІШИЛИ (УХВАЛИЛИ, ПОСТАНОВИЛИ).

Зазначені слова друкуються великими літерами без відступу від межі лівого поля. Після слів ставиться двокрапка.

107. Після слова «СЛУХАЛИ» зазначається текст виступу основного доповідача. Прізвище та ініціал імені кожного доповідача друкуються з нового рядка. Текст виступу викладається в третій особі однини.

108. Тексти або тези доповіді та виступів, оформлені як окремі документи, до тексту протоколу не вносяться. Після відомостей про доповідача ставиться тире і зазначається: «Текст доповіді (виступу) додається до протоколу».

109. Після слова «ВИСТУПИЛИ» фіксуються виступи тих осіб, які взяли участь в обговоренні доповіді. Виступи оформлюються у протоколі із зазначенням посад, прізвищ та ініціалу імені промовців у називному відмінку, а також із викладенням змісту питання та відповідей на нього. Зміст виступів викладається від третьої особи однини.

110. Після слова «ВИРІШИЛИ» («УХВАЛИЛИ», «ПОСТАНОВИЛИ») фіксується прийняте рішення щодо обговорюваного питання порядку денного. Рішення має бути конкретним і вміщати складові, що відповідають на такі

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

запитання: кому, що зробити і в який строк.

111. Рішення, що містять кілька питань, поділяють на пункти й підпункти, які нумеруються арабськими цифрами. Підпункти нумеруються цифрами з дужкою.

112. Якщо на засіданні ухвалюються рішення про затвердження документа, який обговорювався на засіданні, цей документ додається до протоколу і в ньому робиться посилання на номер і дату протоколу. За наявності інших документів, що розглядалися на засіданні та факт обговорення яких було зафіксовано в тексті протоколу, вони нумеруються арабськими цифрами (додаток 1, додаток 2). У відповідних пунктах протоколу робиться посилання на ці додатки.

Реквізит «Відмітка про наявність додатків» наприкінці тексту протоколу не зазначається.

113. Протокол підписується головою на засіданні колегіального органу та секретарем.

114. Паперові копії протоколів або витяги з них засвідчуються печаткою і надсилаються за потреби заінтересованим установам, посадовим особам, працівникам. Список розсилки складає і підписує секретар.

### ***Protocols***

98. Protocols include information about the course of meetings, decision making at institutions by committees, advisory bodies, assemblies, etc. The protocol is drawn up based on records made during meetings, submitted texts and key points of reports and speeches, certificates, draft resolutions, etc.

99. Protocols can be drawn up in a full or short form. Short protocols include only approved decisions rather than the course of discussions.

100. The protocol is drawn up on a protocol form (if any) or on the general form of the institution. If forms are not provided, it is made on a blank paper of A4 (210 x 297 millimeters) with both angular (mainly) and lineal placement of details.

101. The protocol date is a date of the meeting. If the meeting lasts several days, one specifies the first and the last day of the meeting with a dash.

102. The protocol number (index) shall correspond to the sequence number of the meeting. Protocol numeration is carried out within the academic year, separately for each group of protocols made during meetings of the corresponding collegiate authority: board, technical, scientific and expert committees, councils, etc. The 'meeting place' section specifies the name of the city/town hosting the meeting.

103. The protocol title shall indicate the type of the meeting (session, convention, conference, etc.) or collegiate activity (board, committee, council, working group, etc.) and contain the name of the document type.

104. The brief content of protocol text shall indicate the type of the meeting (session, convention, conference, etc.) or collegiate activity (committee, council, board, advisory body, working group, etc.) and contain the name of the document type.

105. The protocol text consists of the introductory and main part.

106. The protocol's introductory part specifies surnames and name initials of the

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

head, secretary, invited and attending persons.

The introductory part includes the agenda – the list of issues examined at the meeting, which are placed in order of importance, specifying a speaker of each matter. The agenda is given at the end of the introductory part.

The word ‘Agenda’ is typed from the left margin and followed by a colon. Each issue is numerated by Arabic figures and typed in a new line. Agenda issues begin with the preposition ‘About’.

107. The main part of the protocol consists of sections that shall correspond to agenda items. Sections are numerated by Arabic figures and built according to the following scheme: LISTENERS – SPEAKERS – DECISIONS (APPROVED, DECREED).

The above-mentioned words are typed in big letters without space from the left margin. The words are followed by a colon.

108. The word ‘LISTENERS’ is followed by the text of the presentation made by the keynote speaker. The surname and name initial of each speaker are typed in a new line. Speech text is given in the third person singular.

109. Texts and key points of reports and speeches designed as individual documents are not put into the protocol. Information about the speaker is followed by a dash, specifying: ‘Text of the report (speech) is added to the protocol’.

110. The word ‘SPEAKERS’ is followed by speeches of persons involved in report discussions. Speeches are given in the protocol specifying positions, surnames and name initial of speakers and description of the issue and its solutions. Speech content is given in the third person singular.

111. The word ‘DECISIONS’ (‘APPROVED’, ‘DECREED’) is followed by the decision made regarding the agenda. The decision shall be specific and shall contain components answering the following questions: who, what has to do and within what period.

112. Decisions containing several issues are divided into paragraphs and subparagraphs numerated by Arabic figures. Subparagraphs are numerated by figures with a bracket.

113. If the meeting agrees decisions regarding the approval of the document discussed at the meeting, this document is added to the protocol, referring to the number and date of the protocol. If other documents considered at the meeting are available and the fact of their discussion is mentioned in the protocol text, they are numerated by Arabic figures (annex 1, annex 2). Corresponding protocol paragraphs refer to these annexes.

The section ‘Note of annexes’ is not specified at the end of the protocol text.

114. The protocol is signed by the head at the collegiate authority meeting and by the secretary.

115. Paper copies of protocols or their extracts are sealed and sent at the request to involved institutions, designated persons and employees. The list of mailing is drawn out and signed by the Secretary.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

### ***Official letters***

116. Official letters are drawn up to exchange information among institutions. It can be:

- answers to the accomplishment of tasks stipulated in acts of public authorities, orders by senior government officials;
- answers to the accomplishment of orders by high level institutions;
- answers to requests by other institutions;
- answers to citizen appeals;
- answers to requests for information;
- initiative letters;
- cover letters.

117. The official letter is drawn out on a special form for papers of A4 (210 x 297 millimeters).

118. The letter consists of the following details: date, registration number, reference to the registration number and date of the document requiring the answer, addressee, text title, text, note of annexes (if necessary), signature, note of executor.

119. The letter date is a date of outgoing correspondence registration.

120. The main detail of the official letter is a text that generally consists of two parts. The first part specifies the reason, ground or rationale of the letter or gives references to documents initiating its preparation. The second part contains the conclusion, offers, requests, decisions, etc. placed in a new line.

121. The letter generally raises a single issue.

122. The letter text is given in the first person plural using words ‘we ask you to inform...’, ‘we would like to clarify that...’ or in the third person singular: ‘The University informs...’, ‘The University considers it expedient’.

123. Official letters are signed in accordance with the Instruction on Records Management of the University.

### ***Документи Вченої ради Університету***

123. Вчена рада Університету на своїх засіданнях розглядає питання реалізації державної політики в галузі національної освіти, спрямованої на її відродження, забезпечення суспільного виробництва кваліфікованими працівниками та спеціалістами, здійснення контролю дотримання актів законодавства з цих питань в усіх структурних підрозділах незалежно від підпорядкування.

124. Робота Вченої ради здійснюється відповідно до затвердженого плану на один навчальний рік. У разі нагальної необхідності розглянути питання скликається позачергова Вчена рада.

План роботи Вченої ради складають за такою формою:

Дата засідання	Зміст питання	Відповідальний за підготовку матеріалу
----------------	---------------	--

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

1	2	3
---	---	---

План роботи Вченої ради готує вчений секретар Вченої ради на основі пропозицій структурних підрозділів. План роботи Вченої ради на навчальний рік розглядається й остаточно ухвалюється на червневому плановому засіданні Вченої ради, після чого затверджується ректором Університету.

Зміни до затвердженого плану роботи вносяться рішенням голови Вченої ради на подання керівників структурних підрозділів Університету з відома ректора та проректорів, за якими закріплено відповідні підрозділи.

125. Матеріали чергового засідання Вченої ради подаються вченому секретарю Вченої ради не пізніше як за сім робочих днів до дня засідання.

До них входять:

- кадрові питання: присвоєння вчених звань; заміщення вакантних посад науково-педагогічних працівників; заміщення вакантних посад наукових працівників;

- основні питання: проекти ухвал Вченої ради із зазначенням виконавців доручень, строків виконання, підрозділів і прізвищ посадових осіб;

- поточні питання: проекти розпорядчих документів та інструктивних листів, передбачених ухвалою Вченої ради;

- список осіб, які запрошуються на засідання Вченої ради із зазначенням їхніх прізвищ, імен, по батькові (повністю), посад і місць роботи.

На засідання Вченої ради запрошуються особи, які мають безпосереднє відношення до питань, що розглядаються. Виклик цих осіб (запрошених) здійснюють відповідні підрозділи за списком, затвердженим керівником цього підрозділу.

Вчений секретар Вченої ради контролює своєчасність подання документів на розгляд та перевіряє правильність їх оформлення.

Матеріали до засідання Вченої ради мають бути підписані керівником підрозділу, який вносить їх на розгляд, і завізовані ректором.

Вчений секретар Вченої ради має право не приймати матеріали без дозволу голови Вченої ради.

Відповідальність за своєчасну та якісну підготовку і подання документів до засідань Вченої ради покладається на керівників відповідних структурних підрозділів Університету.

У разі порушення встановленого порядку підготовки документів до розгляду на Вченій раді Університету вчений секретар доповідає про це голові Вченої ради, який вирішує, чи буде це питання розглядатися на засіданні, чи буде зняте з порядку денного.

У разі проведення закритого засідання Вченої ради (закритого обговорення окремих питань) підготовка документів здійснюється за встановленими правилами роботи з документами обмеженого доступу.

Матеріали для тиражування передаються вченому секретареві Вченої ради особами, відповідальними за підготовку до засідання Вченої ради, не пізніше ніж

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

за 5 робочих днів до чергового засідання.

126. Вчений секретар забезпечує:

– попереднє розсилання проєктних матеріалів до чергового засідання Вченої ради електронною поштою членам Вченої ради за посадою, які мають персональну електронну адресу у домені «ieu.edu.ua». Керівники інститутів забезпечують передання цих матеріалів членам Вченої ради – виборним представникам від своїх підрозділів;

– тиражування матеріалів за одну добу до чергового засідання і передання їх членам Вченої ради із порядком денним чергового засідання.

127. Електронний запис перебігу засідання Вченої ради зберігається у фонотеці секретаря Вченої ради.

128. Рішення Вченої ради – це ухвали, резолюції, звернення, заяви, а також процедурні та інші рішення, що заносяться до протоколу засідань Вченої ради.

Протокол засідання Вченої ради готується впродовж 10 робочих днів після кожної Вченої ради.

Протоколи засідання Вченої ради мають порядкову нумерацію в межах навчального року, їх підписує голова і вчений секретар Вченої ради.

129. Доопрацювання ухвал Вченої ради з урахуванням зауважень і пропозицій членів Вченої ради здійснюють відповідні підрозділи або службові особи в 5-денний строк, якщо Вченою радою не встановлені інші строки.

Доопрацьовані документи вчений секретар передає на підпис голові Вченої ради.

130. Оригінал ухвали Вченої ради зберігається у секретаря Вченої ради та розміщується на вебсайті Вченої ради.

131. Затверджені ректором ухвали Вченої ради тиражуються і роздаються членам Вченої ради на засіданні.

132. Вчений секретар Вченої ради виконує і контролює виконання рішень Вченої ради.

#### ***Documents of University Academic Council***

124. Meetings of the University Academic Council consider issues of implementing state policy in the field of national education aimed at its revival, provision of public production with competent employees and specialists, implementation of control over compliance with legislative acts on these issues at all structural units regardless of subordination.

125. Academic Council operations are carried out in accordance with the approved plan for one academic year. In case of urgent need, the extraordinary Academic Council is convened to consider the issue.

The Academic Council's operation plan is drawn up in the following form:

Date of the meeting	Content of the issue	Responsible for material preparation
1	2	3

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

The Academic Council's operation plan is prepared by the Academic Secretary of the Academic Council based on offers by structural units. The Work Plan of Academic Council for the academic year is considered and finally approved at the June scheduled meeting of the Academic Council and then adopted by the University rector.

Changes to the adopted operation plan is introduced by the decision of the Academic Council head on a submission from heads of University structural units with the consent of rector or vice-rector responsible for corresponding units.

126. Materials of the Academic Council's regular meeting are submitted to the academic secretary of the Academic Council not later than seven working days before the meeting day.

They include:

- staff matters: conferment of academic statuses; replacement of job openings among academic staff; replacement of job openings among research scientists;
- core issues: draft decrees by the Academic Council, specifying executors of orders, execution period, units and surnames of designated persons;
- current issues: draft administrative documents and instructive letters approved by the Academic Council;
- the list of persons invited to the Academic Council meeting, specifying their full names, positions and places of employment.

The Academic Council meeting invites persons who have a direct relation to issues considered. These persons (invited) are convened by corresponding units according to the list approved by the head of this unit.

The academic secretary of the Academic Council controls duly submission of documents for consideration and checks their correctness.

Materials for the Academic Council meeting shall be signed by the unit head introducing them for consideration and authorized by the rector.

The academic secretary of the Academic Council has the right to reject acceptance of materials without Academic Council's permit.

Heads of University's corresponding structural units are liable for duly and seamless preparation and submission of documents for Academic Council meetings.

In case of violation of the established procedure for preparing documents to be considered at the University Academic Council, the academic secretary informs the Academic Council head of this and he/she decides whether this issue will be reviewed at the meeting or be off the agenda.

In case of the closed meeting of the Academic Council (private discussion of certain issues), document preparation is carried out due to the established rules of processing documents with limited access.

Duplication materials are transferred to the Academic Secretary of the Academic Council by persons responsible for preparations for the Academic Council meeting not later than 5 working days before the regular meeting.

127. The Academic Secretary of the Academic Council provides:

- preliminary emailing of draft materials for the regular meeting of the Academic

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Council to Academic Council members by virtue of their positions who have personal emails in the 'ieu.edu.ua' domain. Heads of institutes ensure transferring of these documents to Academic Council members – elected representatives of their units;

- duplication of materials a day before the regular meeting and their transferring to Academic Council members with the regular meeting agenda.

128. Electronic record of the Academic Council meeting is stored in the record library of the Secretary of the Academic Council.

129. Academic Council's decisions mean decrees, resolutions, application, as well as procedure and other decisions introduced to the protocol of Academic Council meetings.

The protocol of the Academic Council meeting is prepared within 10 working days after each Academic Council.

Protocols of the Academic Council meeting have sequence numbering within the academic year. They are signed by the head and academic secretary of the Academic Council.

130. Elaboration of Academic Council decrees, taking into account comments and suggestions of Academic Council members, are conducted by corresponding units or designated persons within 5 days if the Academic Council does not set other time limits.

The academic secretary submits elaborated documents for signature to the head of the Academic Council.

131. The original of the Academic Council's decree is stored by the secretary of the Academic Council and published on the Academic Council website.

132. Academic Council's decrees approved by the rector are duplicated and distributed among Academic Council members at the meeting.

133. The academic secretary of the Academic Council performs and controls the fulfillment of Academic Council's decisions.

### ***Документи про службові відрядження***

133. Службові відрядження працівників Університету передбачаються у плані роботи Університету.

134. Направлення працівників у службове відрядження здійснюється за розпорядженням ректора або проректора (додаток 9).

Проекти розпоряджень про відрядження працівника розробляються керівником (відповідальним працівником) структурного підрозділу, який направляє працівника.

У розпорядженні про відрядження працівника треба зазначати такі дані:

- прізвище, ім'я особи, яка направляється у службове відрядження;
- пункт призначення (місто);
- назва організації (підприємства), куди направляється працівник;
- строк (термін) відрядження;
- мета перебування або службове завдання (доручення).

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

135. Підстави оформлення розпорядження для службового відрядження такі:

- запрошення сторони, що приймає і діяльність якої збігається з діяльністю Університету;
- укладений договір чи контракт; інші документи, які встановлюють або засвідчують бажання встановити відносини;
- документи, що засвідчують участь відрядженої особи в переговорах, конференціях або симпозіумах, інших заходах, які проводяться за тематикою, що збігається з діяльністю Університету;
- службова записка з обґрунтуванням мети відрядження.

До розпорядження обов'язково додається завдання щодо відрядження (додаток 10).

Відділ організаційно – розпорядчої роботи здійснює реєстрацію розпоряджень у журналі реєстрації розпоряджень про службові відрядження (додаток 11) та реєстрацію особи, яка вибуває у відрядження, у журналі реєстрації відряджень (додаток 12).

На прохання сторони, що приймає відрядженого працівника, відділ організаційно – розпорядчої роботи може видавати посвідчення про відрядження (додаток 13) на основі розпорядження про відрядження та завдання.

Працівникові, який відряджається, видається засвідчена копія розпорядження.

136. Після повернення з відрядження працівник готує у триденний строк письмовий звіт про відрядження (виконання завдання), а також подає звіт про використання коштів у строки, визначені законодавством.

Звіт про відрядження (виконання завдання) та звіт про використання коштів підписуються працівником, який перебував у відрядженні, та передаються до бухгалтерії Університету.

#### ***Documents on business trips***

134. Business trips of University employees are stipulated in the University operation plan.

135. Employees are sent on a business trip by the decree of rector or vice-rector (annex 9).

Draft decrees on employee's business trip are developed by the head (responsible officer) of the structural unit that sends the employee.

The decree on employee's business trip shall specify the following data:

- the full name of a person sent on a business trip;
- destination (city/town);
- the name of the organization (enterprise) where the employee goes;
- period of the business trip;
- purpose of residence or duty assignment (mission)

136. Reasons for preparing the decree on a business trip are as follows:

- invitation of the host party whose activity is related to the University activity;

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

- a concluded agreement; other documents stipulating or verifying the desire to establish relations;
- documents verifying participation of the delegated person in negotiations, conferences or symposia, other events related to the University activity;
- an administrative note specifying the purpose of the business trip.

The decree shall obligatory include a business trip assignment (annex 10).

The Department of Organizational and Administrative Work registers decrees in the registration log of business trip decrees (annex 11) and registers a person sent to a business trip in the registration log of business trips (annex 12).

At the request of the party hosting the delegated employee, the Department of Organizational and Administrative Work can issue a business travel authorization form (annex 13) based on the decree on business trips and assignment.

The delegated employee is provided with a verified copy of the decree.

137. Returning from the business trip, the employee prepares a report on business trip (accomplishment of assignment) within three days and submits a report on spending funds within a period stipulated by the legislation.

The report on business trip (accomplishment of assignment) and the report on spending funds are signed by the delegated employee and transferred to the University's accounting department.

### **III. Document management and execution. Requirements for document management implementation**

138. University document management is a document flow at the University since their creation or receiving until execution completion or sending.

Regardless of the way of recording and reproducing information, documents are passed and processed at the institution in unified organizational and legal principles of document management.

139. Efficient document management implies:

- document flow at the University in the shortest way;
- single-action document processing operations, absence of duplication during operations;
- centralization, conduction of single-type document operations in one place;
- elimination of manual routine operations that can be automated.

#### **Acceptance and primary processing of documents going to the University**

140. Document delivery to the University is carried out via the interaction system and can be conducted using mail or courier services.

Written correspondence is sent by mail or courier service in case of reasons recognized as justified for the University to create documents in a paper form, post cards, parcels, small packets and printed periodical publications.

141. All documents going to the University are accepted centrally by the Department of Organizational and Administrative Work.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Recommended, special correspondence and correspondence with a declared value are accepted against signed receipt in the mailing list or handing notification.

142. In case of receiving correspondence with a note 'Urgent', one shall record not only the date but also hours and minutes of delivery.

If the electronic document management system is absent, documents received via the interaction system are printed and drawn up by the Department of Organizational and Administrative Work as a paper copy of the electronic original.

143. Envelopes are stored and added to documents if one can identify the source address, time of document sending and receiving only by the envelope, or if the envelope does not contain certain documents, or if one finds out the non-conformity of document numbers with numbers specified on the envelope, as well as address labels of recommended envelopes and packages.

If annexes specified in documents or certain sheets are absent as well as in case of mistakes in the document, which disables its execution (the absence of signature, seal impression, stamp of approval, etc.), the document is not registered and returned to the addresser, specifying the reasons of return, or he/she is informed of document return by phone.

If the envelope is damaged, one shall make a corresponding note in the mailing list.

In case of the absence or non-integrity of attachments caused by the damage of the envelope or package, resulting in the incapability to read the document text, one shall draw up an act in two copies, one of which is sent to the correspondent and another is stored at the Department of Organizational and Administrative Work.

144. The document is returned to the addresser without consideration if it arrives to the wrong address, if a paper copy of the document arrives when its electronic form has already arrived via the interaction system, or if the document in a paper form arrives without reasons stipulated for the University to create documents in a paper form.

145. If one receives a fax message, the document is not registered.

### **Preliminary consideration of documents**

146. All incoming documents shall be considered preliminary by the Department of Organizational and Administrative Work.

147. During preliminary consideration, one defines:

- whether a document is allowed for registration;
- whether it requires consideration by University executives or transferring after registration to the structural unit or structural units according to functional distribution of obligations at the University;
- whether it is referred to documents of urgent consideration (processing).

148. At the stage of preliminary consideration, one selects documents that are not subject to registration by the Department of Organizational and Administrative Work and documents that are transferred for special records to structural units, which is stipulate in annex 26.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

### **Document registration**

149. Document registration is recording of the fact of document creation or receiving by marking it with an identifier – the registration number – with further specification of document data in registration forms.

Document registration is carried out to provide their recording, control over accomplishment and prompt application of information given in documents.

150. Incoming, outgoing and internal documents of the University are subject to registration, except for immediate documents.

151. The core principle of document registration is singularity. Each document is registered at the University only once: incoming documents – on the day of receiving or not later than the next day if the document is received in off hours, documents under formation – on the day of signing or approval. If the registered document is transferred from one structural unit to another, it is not registered repeatedly. Therefore, one uses the registration log of incoming correspondence (annex 14).

152. The Department of Organizational and Administrative Work registers outgoing documents signed by the rector.

153. Structural units register letters signed by vice-rectors, heads of other structural units. Therefore, one uses the registration log of outgoing correspondence (annex 15).

154. The Department of Organizational and Administrative Work of the University registers orders on the core activity, orders on students, postgraduates and Ph.D. candidates, orders on business trips, rector's orders.

155. The general department and corresponding employees of University's structural units are liable for correct registration of internal documents, offers and citizens' letters, as well as their on-time distribution to addressees; submission for consideration to executives and certain executors is entrusted to the Department of Organizational and Administrative Work and corresponding employees of University's structural units.

### **Organization of document transfer and execution**

156. To ensure on-time execution of documents, the Department of Organizational and Administrative Work develops schedules of transferring correspondence to executives and structural units of the University.

157. Registered documents are submitted for consideration to University's executives on the day of receiving or on the next working day if they are received after 5 p.m. Acts of public authorities, requests and appeals of members of parliament, the correspondence of the Verkhovna Rada of Ukraine, the Ukrainian Presidential Office, the Cabinet of Ministers of Ukraine, as well as the correspondence sent by high-level institutions are submitted for consideration immediately.

158. Documents considered by University's executives are returned with a corresponding resolution to the Department of Organizational and Administrative Work performing the submission of document for execution.

159. A document executed by several structural units is transferred to executors at

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

the same time in the form of copies with transferring of the original to the chief executor stipulated as the first one in the resolution.

160. Transfer of registered internal documents and citizens' letters from one University's unit to another is conducted only via the University's Department of Organizational and Administrative Work.

161. Transfer of documents within a structural unit is carried out via a person responsible for records management at the structural unit.

162. The fact of transferring documents to executors is recorded by making a corresponding note or signature in the registration log.

163. Heads of University's structural units ensure prompt consideration of documents, their transferring to executors on the day of receiving, control over deadlines and seamless execution of documents according to the heart of the matters.

164. Persons specified in the administrative document, head's resolution and employees assigned to execute the document are liable for its execution.

165. A responsible officer is personally liable for fullness and adequacy of information used during document preparation.

The chief executor organizes work of co-executors, in particularly, sets up the date of submission of their suggestions, the procedure of approval and preparation of the draft document.

Co-executors are liable for preparations at the proper level and on-time submission of suggestions to the chief executor. If co-executors submit suggestions untimely, the chief executor informs the head giving the assignment of this.

166. Document execution implies collection and processing of required information, preparation of a draft response to the document or a new document, its designing, approval, submission for signing (adoption) to University's executives and to the head of the structural unit in particular cases. The document is also prepared for sending to addressee if necessary.

167. Prior to submitting the draft document for signing to the corresponding head, the employee preparing the document shall check its correctness and designing, references to regulatory legal acts, clarify digital data, as well as the availability of required visas and annexes.

The document is submitted for signing along with documents that it is based on.

168. In case of vacation, business trip, or firing, the document's author shall transfer all unexecuted documents to other employee as agreed by his/her functional supervisor.

### **Organization of document execution monitoring**

169. Main principles of document execution monitoring are specified by the Instruction on Records Management in an electronic form.

170. The direct control over document execution at structural units is carried out by a person responsible for records management.

171. The document execution term can be set up in the regulatory legal act,

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

administrative document or University rector's (vice-rector's) resolution.

171. Terms can be standard or individual.

Standard terms of document execution are set up by the legislation. Terms of executing primary documents are given in annex 16.

Individual terms are set up by the University rector (vice-rector).

172. Documents, which do not specify the execution term, which are not referred to informative documents, or which do not contain control tasks, shall be executed not later than **30 days** from the date of document registration at the University.

173. If the task is immediate, its text shall specify a particular final date of execution.

174. Co-executors shall submit suggestions to the chief executor within the first half of the term given to perform the assignment, task.

175. If necessary, the individual term of document execution can be extended upon reasonable request of the executor submitted without agreement with other structural units to the designated person setting up the term. The corresponding request is submitted not later than three working days from the date of expiration of the prescribed term.

176. Direct monitoring of document execution is carried out based on the University rector's (vice-rector's) resolution.

177. Upon request of the structural unit, the Department of Organizational and Administrative Work provides information about documents to be executed by a corresponding unit, which are subject to monitoring.

178. Information about the condition of executing documents under control is summarized as of the first day of each month and submitted to University executives (annex 17).

### **Procedure of processing and sending outgoing documents**

179. Outgoing documents are processed and sent on the day of their receiving from structural executive units or not later than the next working day.

180. Processing of documents to be sent by mail service means is carried out by the University's Department of Organizational and Administrative Work according to the Rules of provision of services of mail service.

181. Outgoing documents are processed and sent centrally on the day of their receiving from structural executive units or not later than the next working day.

182. It is not allowed to:

- send or transfer documents without registration;
- send a duplet copy, in particular original, of the document in a paper for if its copy is already sent in an electronic form.

183. When accepting outgoing documents from executors, a member of the Department of Organizational and Administrative Work shall check:

- the correctness of document preparation and inclusion of all details;
- the availability and correctness of correspondent's address;
- the availability of required signatures on the document;

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

- the availability of the note of annexes on the document;
- the availability and fullness of annexes;
- the availability of executor’s surname and phone number;
- compliance of the amount of copies with the amount of addresses.

Persons responsible for records management at structural units shall check the availability of visas, copies of outgoing documents remaining in files of the structural unit, fullness of annexes, signature on documents, as well as the availability and correctness of address, while transferring outgoing documents for sending to the Department of Organizational and Administrative Work.

184. Documents designed improperly are subject to return.

185. Documents sent to a single addressee are put into a single envelope. The envelope shall specify registration numbers of all documents included.

186. Addresses can be put on the envelope typographically.

187. Documents delivered by the State Courier Service are transferred to addressees against signed receipt in a corresponding book (register).

188. Sending in addition or replacement of the previously sent document is carried out by order of the designated person signing the document. In this case, the document shall specify that it is an addition or is sent to replace the previously sent document.

189. Document processing if the correspondence is sent by mail service is conducted in accordance with the Rules of provision of services of mail service.

#### **IV. Arrangement and storage of documents in records management**

##### **Drawing up of File Register**

190. Main principles of drawing up File Registers, preparing files and storing documents at the University are stipulated by the Instruction on Records Management in an electronic form.

This Instruction specifies particular features of arrangement and storage of documents in a paper form, which are used in case of reasons recognized as justified for the University to create documents in a paper form.

191. The File Register is an obligatory for each institution systemized list of names (titles) of files created in records management, specifying terms of file storage.

The File Register is aimed at establishing a unified system of file creation, file recording, prompt search for documents in terms of their content and variety, selection of documents for state (archival) storage in the course of records management.

The File Register is developed based on the analysis of University activity in general and its every structural unit. At the same time, one uses provisions for the University and its structural units, staff schedule, File Register and description for the past years, the list of correspondents and standard lists specifying terms of file storage.

The File Register of structural units shall be obligatory agreed with the head of the University’s Department of Organizational and Administrative Work and signed by heads of structural units.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

The File Register of a structural unit is drawn up by examining documents concerning all the issues of its activity.

It is subject to redrafting and repeated approval only in case of changes in the structure, functions and operational nature of the University. The File Register is retyped and comes into effect since January 1 of the next year.

When documents are executed, they are grouped into files indicated with names (titles) that reproduce composition and content of documents in files. The main part of the file title is its subject matter.

Placement of files in the register of a structural unit shall correspond to the level of importance of issues solved, taking into account the interaction of documents included in certain files. The first one generally includes a group of files consisting of documents of the higher authority, then a group of organizational and executive documentation of the unit (orders, decrees, decisions, etc.), planning and reporting documents and letters. The group of letters initially contains files consisting of letters with higher authorities.

192. A composite File Register of the University is drawn up in three copies:

- the first copy – indefeasible, saved at the Department of Organizational and Administrative Work;
- the second copy – used a working one by the Department of Organizational and Administrative Work;
- the third copy – transferred to the University’s archival department to control file creation at structural units;

The composite File Register is drawn up at the end of the current year (not later than November or December) and is brought into force after its obligatory approval and adoption by University executives from the beginning of the new calendar year (annex 18).

193. Following the approval of the composite File Register, the Department of Organizational and Administrative Work provides structural units and departments with extracts from its corresponding paragraphs to apply in practice (annex 19).

194. File Register’s fields are filled out in the following way.

Field 1 specifies an index of each file. The file index of a structural unit consists of the University’s structural unit index (according to codes of structural units and file’s sequence number within the unit. For example, 01-12 where 01 is an index of the individual department and 12 is the file’s sequence number).

If the file consists of several volumes, the index is put on each part, for example: p. 1, p. 2.

Field 2 specifies titles of files (volumes).

The file title shall clearly show the composition and content of file documents in a brief generalized form.

It is not allowed to use non-specific phrases in titles (‘other materials’, ‘general letters’, ‘incoming correspondence’, ‘outgoing correspondence’, etc.) as well as parenthetic words and complex syntactic constructions.

While forming file titles, one shall take into account such features of file creation

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

as nominal, author's, correspondent, objective and interrogative, chronological and geographical ones.

File documents are drawn up based on a certain feature or combination of features.

The file title consists of elements placed in the following sequence: name of the file type (letters, log, book, etc.) or type of file documents (orders, protocols, acts, etc.); the author of documents (name of the institution that documents are addressed to or that sends documents); summary of file documents (an issue causing file creation); name of the region (territory) related to the document content; date (period) belonging to file documents; references to copies of file documents (if necessary).

Titles of personal and other files containing documents on a single matter bound by the sequence of records management procedures use the term 'file', for example: 'Personal file'.

Titles of files containing documents on a single matter not bound by the sequence of records management procedures use the term 'documents' and then specify in brackets the main types of file documents, for example: 'Documents (plans, forms, certificates) on reviewing the condition of records management and archival file at higher educational establishments'.

The term 'documents' is also used in titles of files containing annexes to any regulatory legal act or administrative document of the University.

Titles of files designed for grouping same-type documents specify a document type plural and the author of documents, for example: 'Protocols of meetings of the University's Academic Council'.

Titles of files containing letters specify a correspondent and brief content of documents, for example: 'Letters to the Ministry of Finance about approval and changes of staff schedule'.

Titles of files containing letters to correspondents engaged in similar activity do not specify such correspondents, but specify their general names, for example: 'Letters to local authorities about ensuring social protection of citizens'.

Titles of files containing letters to different correspondents do not specify such correspondents, for example: 'Letters about organization of a seminar aimed at advanced training of human resources personnel'.

Titles of files containing planning and reporting documents contain a period (month, quarter, half year) when one is going to create documents or a period of their actual execution, for example:

1. *Plan of major organizational events for 2024.*
2. *Report on funds spent by the institution in 2023.*

If the file consists of several volumes, one creates a general title of the file, specifying the part number. While placing file titles in the Register, one shall take into account the importance of documents included in the file, their interaction and storage terms. At the beginning, one specifies titles of files regarding documents received from higher authorities, then concerning organizational and executive documentation, planning and reporting documents, letters, accounting and reference document types.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Field 3 of the File Register is filled out at the end of the calendar year.

Field 4 of the File Register specifies file storage terms, article numbers and the list of documents with storage terms.

Field 5 makes notes of transition files; of a form of file document creation (electronic, paper, combined); of designated persons responsible for file creation; of transferring files to the archival department of the University or other institutions for their continuation, etc.

### **Creation of files**

195. Creation of files means grouping of executed documents into files according to the approved File Register.

196. Creation of files does not allow to introduce draft or personal documents, multiplied copies and documents subject to return to files. Documents of permanent and temporary storage are grouped into files separately. The volume of a paper file shall not exceed 250 pages (30–40 millimeters thick).

197. Documents are grouped into files in chronological and/or logical order.

198. Provisions, rules, instructions, etc. approved by administrative documents are grouped along with the above-mentioned documents.

199. Orders (decrees) on the University core activity, administrative and personnel issues (staff) are grouped into different files.

200. Orders on personnel issues (staff) are grouped according to their types and storage terms.

201. Documents of collegiate authority meetings are grouped into two files:

- protocols and documents to them (reports, certificates, draft decisions, etc.);
- documents on meeting organization (agenda, layout of placement, list of invited persons, etc.).

202. Protocols of collegiate authority meetings are grouped into files in chronological order and by numbers. Documents to meetings of the above-mentioned authorities are systematized by data and numbers of protocols, and by the agenda of the meeting within a group of documents related to one protocol.

203. Assignments of higher authorities and documents related to their accomplishment are grouped into files in terms of University activity areas or by authors. Documents are systematized by assignment dates in the file.

204. Approved plans, reports and cost estimates are grouped into files separately from their draft documents.

205. Letters are grouped by content and correspondent feature as well as are systematized in chronological order: a response document follows a request document.

206. Personal files of employees, students, postgraduates and Ph.D. students are created in a prescribed order.

207. Settlement payments statements (personal accounts) of University employees are systematized within the year by surnames alphabetically while statements about disbursement of money (statements about salary accounting) shall be formed every month

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

within the calendar year.

208. Guidelines and control over file creation at the University and its structural units are carried out by the general department of the institution.

### **Document storage at the University**

209. Since their creation (receiving) and transfer to the archival department of the University, documents are stored at the place of their formation in files.

To improve the promptness of searching for documents, files are placed according to the File Register. Backstraps of file covers specify indices according to the File Register.

210. If files are stored at structural units, the safety of documents and files are ensured by heads of structural units and designated persons responsible for records management.

211. To ensure the safety of documents, files shall be stored in working rooms or in special premises for this purpose, in closed cabinets and tables.

212. Issuing of files on loan to third-party institutions is conducted with the permission of University executives. One shall create a replacement card for the issued file, specifying a structural unit, file number, date of its issuance, a person taking it and the date of its return. Fields for signatures in receiving and accepting files are required.

213. Issuing of files on loan is provided for no more than one month.

214. Seizure of document from the file of permanent storage period is forbidden. In exceptional cases, seizure of document is allowed with the permission of University executives, but a certified copy of the document shall obligatory remain in the file.

## **V. Preparation of files for transferring to the archival storage**

### **Expert examination of document value**

215. Main principles of conducting the expert examination of values, drawing up the inventory, preparations of files for transferring to the archival department of the University are stipulated by the Instruction on Records Management in electronic form.

This Instruction defines particular features of paper file preparation to transfer them to archival storage. Paper files are used in case of reasons proved justified for the University to create paper documents.

216. Conduction of document value expert examination means comprehensive study of documents in order to put them into the National Archival Fund or remove from it and to set up storage terms of documents that are not subject to introduction to the above-mentioned Fund.

217. Expert examination of document value is carried out every year at University's structural units by persons responsible for records management at these units along with the Expert Committee under the guidance of the University's general department.

218. Removal of documents for destruction without a preliminary expert

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

examination of their value is forbidden.

219. Selection of permanent storage documents is carried out based on standard and official (specialized) lists of documents with storage terms as well as University's File Register by reviewing each file sheet. Assignments by higher authorities received by the University as a paper copy cannot be selected as documents of permanent or long-term (over 10 years) storage.

220. Based on the results of document value expert examination at the University, one develops an act on removal of paper documents for destruction (annex 20).

221. The composite inventory of files of permanent, long-term (over 10 years) storage and personnel issues (staff), as well as the act on removal of documents for destruction, which do not belong to the National Archival Fund, are considered by the University's Expert Committee simultaneously. After the act's approval, the University has the right to destruct documents defined by it.

222. The act on removal for document destruction is drawn up regarding documents that do not belong to the National Archival Fund for University files. The name of a structural unit is given before the group of titles of its files.

#### **Drawing up of paper file inventory**

223. File inventory is an archival guide designed for recording and revealing the content of storage units, recording units, fixation of their systematization within the archival fund.

224. The file inventory is drawn up separately for files of permanent, long-term (over 10 years) storage (annex 21) and personnel issues (staff) (annex 22). The file inventory for files of temporary (up to 10 years) storage is not required. In case of University liquidation or reorganization, such an inventory is drawn up obligatory.

225. The inventory of University's structural unit files is drawn up every year due to the stipulated form (annex 20) by a designated person responsible for records management at the structural unit with methodological assistance of the University's archival department.

226. The number of the inventory of University's structural unit files shall consist of the structural unit index according to the File Register, adding the initial letter of the category of documents included in the inventory as well as four figures of the year of file initiation included in the inventory. For example: the inventory of files of permanent, long-term (over 10 years) storage (annex 21) and personnel issues (staff) of the structural unit with its code 01, which were initiated in 2019, shall have the following numbers: 01P-2019; 01L-2019; 01S-2019.

227. Drawing up the file inventory, one shall comply with the following requirements:

- each file is added to the inventory with an individual sequence number (if the file consists of several volumes, each part is added to the inventory with a separate number);
- inventory fields are drawn up according to information specified on the file

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

cover;

- in case of adding several files with the same titles to the inventory, one shall give the full title only of the first file, and the rest of similar files are indicated with the word ‘the same’; at the same time, other file information is added to the inventory in full (the full title is given on each new page of the inventory);
- the inventory field ‘Note’ is used to make notes of the physical condition of files,

of file transferring to other structural units of the University or other institution and of the availability of document copies in the file.

228. The file inventory is kept within several years using unified continuous numbering. Each year’s files create an annual section of the inventory.

229. At the end of the inventory, one shall make a summary specifying the amount (in numbers and in words) of files recorded in the inventory and clarify features of file numbering in the inventory (letter and missed file numbers).

230. The annual section of the file inventory shall also include files that are not concluded within a calendar year. In such cases, one shall specify the following phrase at the end of annual sections of every year thereafter: ‘Documents on this issue can be also found in the section of \_\_\_\_\_ (year), No. \_\_\_\_\_’.

231. The inventory of paper files is drawn up in two copies, one of which is transferred along with files to the archival department of the University while another remains as a check copy at the general department.

232. Based on the inventory of structural unit files, the University’s archival department prepares the composite inventory of files of permanent, long-term (over 10 years) storage and personnel issues (staff).

233. The composite inventory of files of permanent storage is drawn up in three copies, of long-term (over 10 years) storage in two copies, of personnel issues (staff) in two copies.

234. The University shall make an inventory of documents of permanent, long-term (over 10 years) storage and personnel issues (staff) not later than two years after the completion of records management files.

### **Drawing up of paper files**

235. Drawing up of files of permanent and long-term (over 10 years) storage includes numbering of file papers, creation (if necessary) of internal inventory of file documents, the availability of file authenticator about the number of papers, physical condition and creation of the file, filing or binding, designing of file cover (title page).

236. Temporary storage documents created in the file are not filed, papers are not numbered, specification of cover designing elements is not required, except for primary accounting documents.

237. After completion of the records management year, one puts necessary amendments into authenticators on covers of files of permanent and long-term storage, checks the correspondence of file titles to the content of filed documents, adds additional information to the file title if necessary (specifies numbers of orders, protocols, type and

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

forms of reports, etc.).

238. The date on the file cover shall correspond to the year of the beginning and completion of the file; the file including documents for earlier years than the year of file creation, shall contain the note ‘Documents for ... are available’ below the date.

239. Covers of files consisting of several volumes (parts) include dates of the first and the latest documents of each volume (parts). Specifying the accurate calendar date, one shall put down a month, day and year. The day and year are given by Arabic figures, the month is in a word.

240. The file cover includes the file number according to the composite inventory and in coordination with the University archive – the number of inventory and fund.

241. In case of naming the institution (its structural unit) within the period covered by file documents or when transferring the file to the other institution (structural unit), the file cover specifies a new name of the institution (structural unit) and the previous one is put in brackets.

242. Inscriptions on covers of files of permanent and long-term (over 10 years) storage are made by clearly black light-resistant ink or paste. It is forbidden to glue the title page on the file cover.

#### **Transfer of paper files to the University archives**

243. Files of permanent, long-term (over 10 years) storage and staff are transferred to the University archive in highly ordered (bound) state for further storage and use in two years after their completion.

Files of temporary (up to 10 years inclusive) storage remain at University’s structural units.

244. Transfer of files to the University archive is carried out according to the schedule designed by the archive approved by heads of structural units and adopted by University executives.

245. If a structural unit addresses the archive in a written form, the archive prepares the issuance of paper files for carried out for the period of up to three months.

246. Acceptance and transfer of each file is carried out by the archive member in the presence of representative of the records management service only after the expertise of its academic and historical value, complete ordering and designing.

247. Files of permanent and long-term storage period are transferred to the archive according to the description. Besides, all inventory copies shall include a note of file availability against the file.

At the end of each inventory copy, the archive head signs the acceptance of files, necessarily specifying the amount of files transferred to the archive in figures and letters as well as the date. One inventory copy is returned to the structural unit while the rest ones remain at the University archive.

Files of temporary storage period can be transferred to the University archive according to the File Register.

Files are bound in a proper manner and transferred to the University archive.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

In case of liquidation or reorganization of the structural unit, a person responsible for records management at the unit shall prepare files during liquidation measures and transfer them to the University archive regardless of storage terms. Files are transferred according to the file inventory and File Register.

Head of the Department

First name LAST NAME

Lawyer

First name LAST NAME

Secretary of the University Academic Council

First name LAST NAME

**APPROVED**

Protocol of the Expert Committee  
Meeting of International European  
University

\_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_

**AGREED**

Protocol of the Expert Review Committee  
of the State Archives of Kyiv

\_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_

Secretary of the Expert Review Committee

**GENERAL RULES**  
**of document preparation**

1. To draw up texts of internal documents, one shall use 12–14 Times New Roman font or 8–12 Times New Roman font when specifying the field ‘Contractor’s surname and phone number’, footnotes, explanatory notes to certain elements of document text and details, etc.
2. The following font shall be used during preparation:
  - bolt font in big letters – for the name of document type;
  - bolt font (upright or italic) – for document titles and summary.
3. Line spacing shall be the following:
  - 1–1.15 – for document text components, field ‘Annex’ and reference to the document causing the preparation (publication) of the current document;
  - 1.15 – for components of fields ‘Addressee’ and ‘Stamp of approval’;
  - 1.5–3 – for separating document details from each other.
4. Full name in the field ‘Signature’ is placed at the level of the last line of position name.
5. The biggest length of multiline detail line (except for text detail) is 73 millimeters (28 printed characters).
6. If the summary exceeds 150 symbols (five lines), it can be extended to the right margin. The title does not require a dot at the end.
7. Drawing up documents, one shall use the following indent from the left margin:
  - 125 millimeters – for the full name of the field ‘Signature’;
  - 100 millimeters – for the field ‘Stamp of approval’;
  - 90 millimeters – for the field ‘Addressee’
  - 10 millimeters – for text blocks and words ‘LISTENERS’, ‘SPEAKERS’, ‘DECISIONS’, ‘APPROVED’, ‘HEREBY ORDER’, ‘HEREBY BIND’;
  - 0 millimeters – for fields ‘Document date’, ‘Document summary’, ‘Text’ (without blocks), ‘Note of annexes’, ‘Contractor’s surname and phone number’, ‘Note of document execution and its transfer to the file’, words ‘Annex’, field ‘Annex’ and word ‘Ground’ of reference to the document initiating the preparation (publication) of the current document, position name in the field ‘Signature’, file authenticator ‘In accordance with the original’ and the first field ‘Stamp of approval’ in case of two fields.
8. Drawing up documents (their annexes) on two or more pages, the second and further pages shall be enumerated.
9. Page numbers are put in the middle of the top page margin by Arabic figures without specifying the word ‘page’ and without separating characters. The first page is not enumerated both in the document and annexes. The document and each annex have individual numeration.
10. Document texts are printed on one side of the paper. Documents of temporary storage period with a volume of more than 20 pages can be printed on front and back of

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

the paper while the field 'Signature' shall be placed on the front rather than back of the last document paper.

11. QR codes in size of 21x21 are placed in the bottom left corner of the first document page.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

Annex 4  
(paragraph 21)

**INTERNATIONAL EUROPEAN UNIVERSITY**

---

**Identification code: 42947833**

**ORDER**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

Continuation of Annex 4

**INTERNATIONAL EUROPEAN UNIVERSITY**

---

**Identification code: 42947833**

**DECREE**

\_\_\_\_\_, 2020

Kyiv

No. \_\_\_\_\_

Annex 5  
(paragraph 62)

**PROVISIONAL LIST  
of documents that the corporate seal is put on**

1. Acts (work completion, write-offs, examinations, etc.).
2. Approval forms of draft regulatory legal acts.
3. Summary and reviews of institutions on thesis papers and abstracts sent to the Supreme Certifying Commission of Ukraine.
4. Certificates (limited: of payment of insured amount; of using budgetary appropriations for salary; of accrued and proper salary, etc.).
5. Powers of attorney for the receipt of goods and materials, banker's orders, pension orders, statements of money.
6. Agreements (on financial responsibility, scientific and technological cooperation, work and labor, rent of premises; on conducting operations, etc.).
7. Assignments (on designing objects, engineering structures, major construction; Terms of Reference, etc.).
8. Applications (on letter of credit; on non-acceptance, etc.).
9. Applications (on equipment, invention, etc.).
10. Seal imprint specimen, and specimen of signatures of employees who have the right to carry out business transactions.
11. Business travel authorization form.
12. Cost estimates (for managerial apparatus maintenance; for preparation and exploration of new products; and calculation according to the agreement, major construction, etc.).
13. Letters of guaranty (about conducting operations, services, etc.).
14. Filing of a request (on awarding with orders and medals; prizes).
15. Protocols of coordination of plans, supplies.
16. Registers of checks, budget orders.
17. Specifications of items, products, etc.
18. Statutes of public enterprises or unions.
19. Title lists.
20. Staff schedules.
21. Employment record books.
22. University's inventory.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 6  
(paragraph 74)

**INTERNATIONAL EUROPEAN UNIVERSITY**

**Identification code: 42947833**

**ORDER**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

On entry into force of the decision by the Academic Council regarding “the Approval of Regulations on the Department...”

On execution of the decision by the University Academic Council dd. \_\_\_\_\_, 2024 (protocol No. \_\_\_\_).

**I HEREBY ORDER:**

1. The decision by the Academic Council regarding “the Approval of Regulations on the Department...” comes into force.
2. To approve the termination of ...
3. To control ...

Reason: decision by the University Academic Council dd. \_\_\_\_\_, 2024 (protocol No. \_\_\_\_).

Rector

First name LAST NAME

The Draft is introduced by:

APPROVED:

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 7  
(paragraph 90)

**INTERNATIONAL EUROPEAN UNIVERSITY**

**Identification code: 42947833**

**ORDER**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

On appointment (hiring) as ...

**I HEREBY ORDER:**

TO HIRE (FIRE) Vasyl Ivanov, the Lecturer

Reason: application

Rector

First name LAST NAME

The Draft is introduced by:

APPROVED:

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 8  
(paragraph 90)

**INTERNATIONAL EUROPEAN UNIVERSITY**

**Identification Code: 42947833**

**ORDER**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

On personnel  
(on staff issues)

**I HEREBY ORDER:**

1. TO HIRE VasyI IVANOV...
2. TO FIRE Pavlo HONCHAROV...

Reason: application

Rector

First name LAST NAME

The Draft is introduced by:

APPROVED

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 9  
(paragraph 134)

**INTERNATIONAL EUROPEAN UNIVERSITY**

**Identification Code: 42947833**

**DECREE**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

On business trip

**I HEREBY BIND:**

1. TO SEND the following members of the Faculty on a business trip to Odesa to Odesa International Medical University:

Petro IVANOV, engineer

Vasyl PETROV, lecturer

Andrii SKOBTSEV, lecturer

to arrange \_\_\_\_\_

2. Period (terms) of the trip: 2 days, from February 1, 2019, to February 2, 2020.

Reason: invitation (administrative note).

Rector (Vice-Rector)

signature

First name LAST NAME

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Continuation of Annex 9

**INTERNATIONAL EUROPEAN UNIVERSITY**

**Identification Code: 42947833**

**DECREE**

\_\_\_\_\_, 2024

Kyiv

No. \_\_\_\_\_

On business trip

**I HEREBY BIND:**

1. TO SEND the following students of the Faculty to Odesa to Odesa International Medical University:  
Petro IVANOV, student of the group  
Vasyl PETROV, student of the group  
Andrii SKOBTSEV, student of the group  
to participate in the student conference
2. Period (terms) of the trip: 2 days, from February 1, 2024, to February 2, 2024.  
Reason: invitation (administrative note).

Rector

signature

First name LAST NAME

<i>Instruction on Records Management</i> <i>International European University</i>	<b>INSTRUCTION</b> <i>Quality management system</i> <i>ISO 9001:2015</i>
--	--

Annex 10  
(paragraph 135)

No. \_\_\_\_\_ dd. \_\_\_\_\_, 20\_\_

ASSIGNMENT No. \_\_\_\_\_

on the business trip to the  
city/town \_\_\_\_\_

(name of the organization)

source of finance \_\_\_\_\_ to \_\_\_\_\_  
(position, First name and Last name)

<b>Assignment and execution period</b>	<b>Note of assignment execution</b>

Head of the unit \_\_\_\_\_  
Head of the structural unit \_\_\_\_\_  
Director of the Institute \_\_\_\_\_  
Business trip limits are included \_\_\_\_\_  
Chief accountant \_\_\_\_\_

Executor \_\_\_\_\_  
Approved by \_\_\_\_\_  
Head of the unit \_\_\_\_\_

<b>No.</b>	<b>Document date</b>	<b>Who receives payment, for what and based on what document</b>	<b>Sum (UAH, kop.)</b>	<b>Debit side</b>

Signature of accountable person \_\_\_\_\_, 20\_\_

Reverse side

Decree of the Ministry of Finance of Ukraine  
\_\_\_\_\_, 20\_\_ No. \_\_\_\_\_

(In a version of the Decree of the Minister of Finance of Ukraine № \_\_\_\_\_)

**Report  
on business trip expenses**

No. \_\_\_\_\_ dd. \_\_\_\_\_, 20\_\_

Name of the tax agent  
EDRPOU of **IEU**

--	--	--	--	--	--	--	--	--	--

Department \_\_\_\_\_ Position \_\_\_\_\_

Division \_\_\_\_\_ Profession \_\_\_\_\_

Full name \_\_\_\_\_  
Tax identification number (or serial number of passport \*)

--	--	--	--	--	--	--	--	--	--

The report is approved in the sum of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (in words)

Head \_\_\_\_\_  
 \_\_\_\_\_, 20\_\_

**Advance payment**

	Sum
Rest of previous advance payment	
Overspending Received (from, No. and date)	
1.	
2.	
3.	
Received in total	
Spent	
Rest	
Overspending	

The report is checked \_\_\_\_\_ UAH  
 \_\_\_\_\_, 20\_\_

Accountant \_\_\_\_\_

Debit	Credit	Sum (UAH, kop.)	

Annex \_\_\_\_\_ documents

The rest paid in the sum of \_\_\_\_\_ UAH using the cash voucher No. \_\_\_\_\_ dd. \_\_\_\_\_, 20\_\_  
 Overspending is issued as a payment order

\_\_\_\_\_, 20\_\_ Signature \_\_\_\_\_ The list of documents is specified on the reverse

**In case of non-return of overspending costs within the accounting month including the deadline of return:**  
**The tax amount of \_\_\_ (UAH, kop.) = the non-return sum\*\* \_\_\_\_\_ (UAH, kop.) x the tax rate\*\*\* of \_\_\_\_\_ ÷ 100**  
**Signature of the person preparing the settlement \_\_\_\_\_ Settlement preparation date \_\_\_\_\_ 20\_\_**

**I have read and understood the settlement: signature \_\_\_\_\_ date \_\_\_\_\_**  
 (full name)

\* The serial number of passport for physical entities who have refused to accept the taxpayer identification number because of their religious beliefs and informed a corresponding inland revenue authority of this, as well as have a special mark in their passport.  
 \*\* The sum is calculated given paragraph 164.5 of Article 164, Section IV of the Tax Code of Ukraine.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 11  
(paragraph 135)

**Registration log  
of business trip decrees\***

<b>Registration number of decrees</b>	<b>Registration date of decrees</b>	<b>Summary</b>	<b>Surname of the head signing the decree</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

\*The log can be supplemented with additional fields if necessary.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 12  
(paragraph 135)

**Registration log of business trips\***

No.	Surname and initials	Work place and position	Business trip destination	Date of business trip departure	Date of business trip arrival	Date and number of decree (order)
1	2	3	4	5	6	7

\*The log can be supplemented with additional fields if necessary.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 13  
(paragraph 135)

**BUSINESS TRAVEL  
AUTHORIZATION FORM No.\_\_\_\_**

\_\_\_\_\_  
(surname)

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(position)

Is sent on a business trip to \_\_\_\_\_  
(destination points)

\_\_\_\_\_  
(name of the union, enterprise, institute, organization)

Period (terms) of business trip: \_\_\_\_\_ days  
from \_\_\_\_\_ to \_\_\_\_\_

Reason: Decree (order) dd. \_\_\_\_\_, 20\_\_\_\_ No. \_\_\_\_\_

It is valid along with the passport No. \_\_\_\_\_

**Notes of business trip departure, arrival to destination points, departure from them and arrival to permanent work place**

Departed from \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

Departed from \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

Departed from \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

Arrived to \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

Arrived to \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

Arrived to \_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

L.S. \_\_\_\_\_  
(signature)

**Notice.** In case of departing to several destination points, one shall put notes of arrival and departure in each field.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 14  
(paragraph 150)

**REGISTRATION LOG  
of incoming documents\***

No .	Date of document arrival, index	Date and number of incoming document	Name of correspondent (full name)	Summary of incoming document	Resolution content	Full name of executor	Executor's signature about document receiving	Date and results of execution	Notice
1	2	3	4	5	6	7	8	9	10

\* The log can be supplemented with additional fields if necessary.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 15  
(paragraph 152)

**REGISTRATION LOG  
of outgoing documents\***

No.	Document date and number	Addressee	Document summary	Term of response, supplying information	Notes of execution
1	2	3	4	5	6

\* The log can be supplemented with additional fields if necessary.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 16  
(paragraph 170)

**TERMS  
of executing primary documents**

1. The Act of the President of Ukraine – 30 days from the date of its entry into force if this Act does not stipulate the term of executing its assignment.

2. The request or appeal:

- of the people's deputy of Ukraine – according to the Law of Ukraine “About the status of the People's Deputy of Ukraine” (within fifteen days from the date of document receiving or within other term stipulated by the Verkhovna Rada of Ukraine);

- of the deputy of the Verkhovna Rada of the Autonomous Republic of Crimea – within fifteen days from the date of its receiving;

- of the deputy of the local authority – within ten days from the date of its receiving.

If the request (appeal) of the people's deputy of Ukraine (deputy of the Verkhovna Rada of the Autonomous Republic of Crimea, deputy of the local authority) cannot be considered in a timely manner for reasons beyond control, one shall send a written notification to persons who have introduced the request (appeal), specifying the reasons for extending the period of consideration.

The period of considering the deputy's request, taking into account the extension term, shall not exceed 30 days from the date of its receiving.

3. The decision of Ukraine's Cabinet of Ministers regarding the advancement of draft regulatory legal acts – within ten days from the date of adopting the corresponding decision if this decision does not stipulate the other term.

4. Decrees and conclusions of the Accounting Chamber Board – within 15 days from the date of its registration at the University if they do not stipulate the other term.

5. Approval of drafts and acts by concerned authorities – within the period stipulated by their chief developers according to the requirements of the Regulations of Ukraine's Cabinet of Ministers.

6. The protest of the prosecutor about the act contravening the law – within ten days from the date of its receiving. The prosecutor is informed of the protest consideration consequences at the same period.

Prosecutor's written instruction on the elimination of law violations – immediately, which the prosecutor is informed of.

Prosecutor's petition requiring to eliminate law violations, their reasons and factors causing them shall be considered immediately. Not later than within a month, one shall take corresponding measures to eliminate law violations, reasons and factors causing them, as well as inform the prosecutor of the results of these measures.

Prosecutor's decree on the violation of disciplinary proceedings or administrative infraction proceeding – within ten days from the date of its receiving unless otherwise provided by law.

8. The request for public information by physical and legal entities, citizen groups without a legal identity, except for power entities, and the response to the request for information – within the period stipulated by Article 20 of the Law of Ukraine “On access to public information” (no more than five working days from the date of request receiving).

If the request for information refers to information required to protect life or freedom of persons, environmental condition, quality of food and household items, accidents, disasters, natural hazards and other emergencies that have happened or could happen and threaten citizens' safety, the response shall be provided not later than within 48 hours from the date of request receiving.

If the request refers to the huge volume of information or requires information search among the substantial amount of data, the information controller can extend the term of request consideration up to

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

20 working days, reasoning such an extension. The information controller informs the enquirer in a written form not later than within five working days from the date of request receiving.

Delay in satisfying the request for information is allowed if requested information cannot be provided for examination within the specified period because of force majeure. The enquirer is informed of the decision regarding delays in a written form, specifying the complaints procedure concerning the decision.

9. Citizens' appeals – no more than one month from the date of their receiving; appeals that do not require additional examination – immediately, but not later than 15 days from the date of their receiving.

If it is impossible to solve issues mentioned in the request within a month, the head of the institution or his/her deputy specifies the required term for its consideration, as well as informs the enquirer of it. The general term of solving issues mentioned in the request shall not exceed 45 days.

10. Letters of instruction and letters of inquiry of higher institutions – until the term specified there.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 17  
(paragraph 177)

**INFORMATION**  
about the execution state of tasks taken under control for \_\_\_\_\_, 20\_\_

No.	Name and index of the structural unit	Execution state of tasks (documents)			
		total	where		
			executed	extended term	violated term

Position

First name LAST NAME

\_\_\_\_\_, 20\_\_

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

Annex 18  
(paragraph 191)

COMPOSITE FILE REGISTER for 20\_\_

INTERNATIONAL  
EUROPEAN  
UNIVERSITY  
**FILE REGISTER**

No. \_\_\_\_\_

**APPROVED BY**

Rector

\_\_\_\_\_ First name LAST NAME

\_\_\_\_\_, 20\_\_

L.S.

File index	File (volume, part) title	Amount of files (volumes, parts)	Storage terms of file (volume, part) and numbers of articles	Notes (working marks)
1	2	3	4	5
<b>01. RECTOR</b>				
01-01	Laws, orders, decrees, resolutions, subordinate regulatory legal acts and instructional guidance documents, which are the legal framework of University and supervisory board operations (copies)		Until required, article 1-b – 7-b, 20-b	
01-02	Licenses, certificates, provisions for all activity areas of the University and analytical documents that constitute grounds for licensing and accreditation of the University (copies)		Constantly, article 48	

Head of the Department of Organizational and Administrative Work  
\_\_\_\_\_, 20\_\_

First name LAST NAME

Head of the archive  
\_\_\_\_\_ Name SURNAME

**APPROVED BY**  
Meeting minutes of  
the IEU Expert Committee  
\_\_\_\_\_, 20\_\_

No. \_\_\_\_\_

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Summary record of the category and amount of files drawn up in \_\_\_\_\_ at International European University

Storage terms	Total	In particular	
		transferred ones	with note 'Expert and Verification Board'
Permanent			
Long-term (over 10 years)			
Temporary (up to 10 years inclusive)			
Total			

Head of the Department of Organizational and Administrative Work

\_\_\_\_\_, 20\_\_

First name LAST NAME

Summary records are transferred to the University archive.

Head of the archive

\_\_\_\_\_, 20\_\_

First name LAST NAME

<i>Instruction on Records Management</i> <i>International European University</i>	<b>INSTRUCTION</b> <i>Quality management system</i> <i>ISO 9001:2015</i>
--	--

Annex 19  
(paragraph 192)

### Extract from University's File Register

File index	File (volume, part) title	Amount of files (volumes, parts)	Storage terms of file (volume, part) and numbers of articles	Notes (working marks)
1	2	3	4	5
<b>Extract from University's File Register:</b> <b>01. RECTOR</b>				
01-01	Laws, orders, decrees, resolutions, subordinate regulatory legal acts and instructional guidance documents, which are the legal framework of University and supervisory board operations (copies)		Until required, article 1-b – 7-b, 20-b	
01-02	Licenses, certificates, provisions for all activity areas of the University and analytical documents that constitute grounds for licensing and accreditation of the University (copies)		Constantly, article 48	

Head of the Department of Organizational  
and Administrative Work  
\_\_\_\_\_, 20\_\_

First name LAST NAME

Summary record of the category and amount of files drawn up in \_\_\_\_\_ at International European University

Storage terms	Total	In particular	
		transferred ones	with note 'Expert and Verification Board'
Permanent			
Long-term (over 10 years)			
Temporary (up to 10 years inclusive)			
Total			

Head of the Department of Organizational  
and Administrative Work  
\_\_\_\_\_, 20\_\_

First name LAST NAME

Summary records are transferred to the University archive.

Head of the archive  
\_\_\_\_\_, 20\_\_

First name LAST NAME

<i>Instruction on Records Management</i> <i>International European University</i>	<b>INSTRUCTION</b> <i>Quality management system</i> <i>ISO 9001:2015</i>
--	--

Annex 20  
(paragraph 218)

INTERNATIONAL  
EUROPEAN  
UNIVERSITY

**APPROVED BY**

Rector of International  
European University  
\_\_\_\_\_ First name LAST NAME  
\_\_\_\_\_, 20\_\_\_\_  
L.S.

**ACT**

**on removal of documents for destruction,  
which do not subject to storage**

Based on the List of standard documents drawn up during the activity of public authorities and local government bodies, other institutions, enterprises and organizations, specifying terms of document storage registered in the Ministry of Justice of Ukraine on April 17, 2012, No. 571/20884, documents of the fund No. \_\_\_\_\_ of International European University, which are removed for destruction as documents that have no cultural value and have lost practical bearing, are as follows:

No.	Title of the file or group title of files	File date or the first and the last date of files	Numbers of inventory (item) per year/years	File (volume, part) index due to File Register or file number due to inventory	Amount of files (volumes, parts)	Storage period of file (volume, part) and numbers due to the list	Notes
1	2	3	4	5	6	7	8

Totally \_\_\_\_\_ (\_\_\_\_\_) files for \_\_\_\_\_.  
(figures and letters)

Expert examination of document value was carried out by the head of the Department of Organizational and Administrative Work

First name LAST NAME

\_\_\_\_\_, 20\_\_\_\_

**APPROVED BY**

Meeting minutes of  
the IEU Expert Committee  
\_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 21  
(paragraph 222)

INTERNATIONAL  
EUROPEAN  
UNIVERSITY

**APPROVED BY**  
Rector of International  
European University  
\_\_\_\_\_ First name LAST NAME  
\_\_\_\_\_, 20\_\_\_\_  
L.S.

**Fund No.**  
**Inventory No.**  
**of permanent storage files**  
**for 20\_\_\_\_**

No.	File index	File (volume, part) title	The first and the last date of documents, file (volume, part)	Amount of file (volume, part) papers	Notes
1	2	3	4	5	6

The inventory includes \_\_\_\_\_ (\_\_\_\_\_) files from No. \_\_\_\_\_ to No. \_\_\_\_\_, in particular:

Letter numbers: \_\_\_\_\_, missed numbers: \_\_\_\_\_

**The inventory was carried out by the archivist**

First name LAST NAME

\_\_\_\_\_, 20\_\_\_\_

**Head of the archive**

First name LAST NAME

\_\_\_\_\_, 20\_\_\_\_

**APPROVED BY**

Meeting minutes of  
the IEU Expert Committee  
\_\_\_\_\_, 20\_\_\_\_

No. \_\_\_\_\_

<i>Instruction on Records Management</i>	<b>INSTRUCTION</b>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

Annex 22  
(paragraph 222)

INTERNATIONAL  
EUROPEAN  
UNIVERSITY

**APPROVED BY**  
Rector of International  
European University  
\_\_\_\_\_ First name LAST NAME  
\_\_\_\_\_, 20\_\_\_\_  
L.S.

**Fund No.**  
**Inventory No.**  
**personnel issues (staff) files**  
**for 20\_\_\_\_**

No.	File index	File (volume, part) title	The first and the last date of documents, file (volume, part)	File (volume, part) storage period	Amount of file (volume, part) papers	Notes
1	2	3	4	5	6	7

The inventory includes \_\_\_\_\_ (\_\_\_\_\_) files from No. \_\_\_\_\_ to No. \_\_\_\_\_, in particular:

Letter numbers: \_\_\_\_\_, missed numbers: \_\_\_\_\_

**The inventory was carried out by the archivist** \_\_\_\_\_ First name LAST NAME  
\_\_\_\_\_, 20\_\_\_\_

**Head of the archive** \_\_\_\_\_ First name LAST NAME  
\_\_\_\_\_, 20\_\_\_\_

**APPROVED BY**  
Meeting minutes of  
the IEU Expert Committee  
\_\_\_\_\_, 20\_\_\_\_  
No. \_\_\_\_\_

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system</i> <i>ISO 9001:2015</i>

Додаток 23  
(пункт 64)

### **Облік, зберігання та використання печаток, штампів і бланків**

<b>Найменування</b>	<b>Місце зберігання</b>	<b>Порядок використання</b>
Основна печатка з назвою Університету	Відділ організаційно – розпорядчої роботи	На документах, що засвідчені ректором (проректором) Університету, фінансово-грошових документах
Додаткова печатка з назвою Університету	Відділ організаційно – розпорядчої роботи	На документах, що затверджені керівниками структурних підрозділів Університету, які не мають печатки, на копіях документів, засвідчення підпису співробітників Університету на відгуках
Печатки підрозділів Університету	Начальники підрозділів Університету	Затвердження підписів співробітників структурного підрозділу, копій
Печатка Департаменту кадрового забезпечення	Департамент кадрового забезпечення	На документах, які видає Департамент кадрового забезпечення(трудові книжки, доручення на отримання зарплати, довідки, копії тощо)
Печатки інститутів	Директори інститутів	На документах, які видають інститути (довідки, залікові книжки, копії тощо)
Бланки, що використовуються в Університеті (фірмові бланки)	Відділ організаційно – розпорядчої роботи. Співробітники структурних підрозділів, на яких покладене діловодство	Вся службова документація має виходити тільки за підписом ректора або особи, яка його заміщає, проректора (в цьому разі обов'язково зазначається фактична посада особи, її прізвище, ім'я)
Бланки трудових книжок, посвідчення, перепустки	Департамент кадрового забезпечення	Печатка Департаменту кадрового забезпечення
Академічні довідки, додатки до дипломів		Основна печатка з назвою Університету
Бланки залікових книжок	На складі Університету та інститутів	Печатка інституту

Annex 23  
(paragraph 64)

### **Recording, storage and use of seals, stamps and forms**

<b>Name</b>	<b>Place of storage</b>	<b>How to use</b>
Corporate seal with the	Department of	On documents approved by the rector

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

name of the University	Organizational and Administrative Work	(vice-rector) of the University; on financial and money documents
Additional seal with the name of the University	Department of Organizational and Administrative Work	On unstamped documents approved by heads of University's structural units; on document copies; verification of University personnel's signatures on reviews
Seals of University's units	Heads of University's structural units	Approval of signatures of structural unit staff, copies
Seal of the HR Department	HR Department	On documents issued by the HR Department (employment record books, powers of attorney for the receipt of salary, certificates, copies, etc.)
Seals of institutes	Directors of institutes	On documents issued by institutes (certificates, student record books, copies, etc.)
Forms used at the University (corporate forms)	Department of Organizational and Administrative Work, Structural unit staff responsible for records management	All internal documents shall be issued only with the signature of rector or its deputy, vice-rector (in this case, one shall necessarily specify an actual position of the person, his/her name and surname)
Forms of employment record books, certificates, passes	HR Department	Seal of the HR Department
Academic certificates, university transcripts		Corporate seal with the name of the University
Forms of student record books	In storage rooms of the University	Seal of the Institute

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 24  
(paragraph 64)

**List of designated persons whose signatures are affixed by the corporate seal with the name of the University**

1. President.
2. Rector.
3. Vice-Rector.
4. Chief accountant.
5. Deputy Chief Accountants.
6. Head of Education Quality Center.
7. Directors of Education and Research Institutes.
8. Deputy Directors of Education and Research Institutes.
9. Preparation of employment record books: head of postgraduate study and doctoral studies; employee responsible for postgraduate study at the Education and Research Institute; supervisor and inspector (specialist) of Education and Research Institute.
10. Academic Secretary of the University (powers of attorney for the receipt of certificates: by professor, associate professor, senior researcher).
11. Head and Academic Secretary of the Academic Council (certification files).
12. Director of the HR Department (verification of signatures on reviews of official opponents, powers of attorney for the receipt of funds beyond the University).

Annex 25  
(paragraph 34)

**PROVISIONAL LIST**

**of documents that can be approved by putting the stamp of approval by the designated person if they are prepared in a paper form**

1. Acts.
2. Assignments.
3. Cost estimates.
4. Lists (positions of employees with irregular working hours; standard and official (specialized) documents with storage terms, etc.).
5. Price lists of operations.
6. University Statute.
7. University structure.
8. Job instructions of employees.
9. University's File Register.
10. University's inventory.
11. Curriculum.
12. Academic course working program
13. Plans of operation.
14. Working curriculum.
15. Volume of department's educational operations for the academic year.
16. Allocation of department's educational operations for the academic year.
17. Schedule of classes.
18. Seal and stamp imprints.

<i>Instruction on Records Management</i>	<i>INSTRUCTION</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

Annex 26  
(paragraph 147)

**PROVISIONAL LIST  
of documents that are not subject to registration by the Department of  
Organizational and Administrative Work**

<b>No.</b>	<b>Document type</b>	<b>Special records</b>
1	Data and information sent for information purposes	are not subject to registration or recording in any other way
2	Ads, posters, programs of meetings, conferences, etc.	
3	Price lists (copies)	
4	Material use standards	
5	Letters of congratulations and invitation letters	
6	Month, quarter and half-year reports	
7	Schedules, assignments, applications, allocations	
8	Statistical reporting forms	
9	Letters of acknowledgment	
10	Lists with the note "Private"	
11	Printed publications (books, logs, bulletins)	Library
12	Requests for certificate provision	Archive, HR Department, Accounting Department, etc.
13	Curriculum, programs (copies)	Education Quality Center
14	Draft documents	Department of Organizational and Administrative Work
15	Documents sent to the Council of Rectors	Council of Rectors
16	Executive letter	Accounting Department