

Approval: Governing Board of International Black Sea University

Resolution #03, 10/01/2024

**International Black Sea University
Affairs/Case Management Service
Regulation**

Tbilisi
2024

Chapter I

Article 1. General provisions

1. This regulation defines the main goals and tasks, functions, duties, powers, organization of management and structure of the main administrative structural unit - the Process management Department (hereinafter - the Department) of the "International Black Sea University" LLC (hereinafter - the University) -;
2. The department conducts and directs its activities according to the Law of Georgia "On Higher Education", the university's regulations, this regulation, the procedure rules established in the university and other legal acts.
3. The department is subordinated to the vice-rector for administration, responsible and accountable to him/her.

Article 2. Functions and tasks of the department

1. The task of the Process management department is to facilitate the implementation of procedure management in the university by means of a unified system, the organization of document circulation and the internal archival process of the university.
2. The Process management department provides:
 - a) optimization of document circulation and unification of their forms in the university's structural units;
 - b) development and implementation of the proceedings process in the university;
 - c) providing the university with a unified system of electronic proceedings and perfecting the rule of electronic proceedings;
 - d) registry of the acts received by the university's management bodies in accordance with the established rules;
 - e) publishing the decisions of management bodies, which are intended for publicity;
 - f) protection mechanisms of the internal nomenclature of proceedings;
 - g) provision and systematization of document circulation, registration of incoming and outgoing correspondence, timely delivery to structural units of the university, employees and its deliverance to direct executors;
 - h) organization of archival activities in accordance with the procedure;
 - i) processing of incoming correspondences, applications/assignments, monitoring compliance with deadlines;
 - j) ensuring the delivery of any information to the personnel, which is mandatory for the administration;

- k) submitting the annual report to the governing board and the rector;
- m) participation in the authorization/accreditation process within the competence;
- n) sending of documents by means of mail and/or courier;
- n) receiving students' applications, complaints and sending them to relevant structural units for consideration.
- p) exercising other powers defined by the department's.

Article 3. Structure of the department:

1. The archive is a structural subdivision of the process management department.
2. The department includes:
 - a) head of the department;
 - b) process management manager;
 - c) archivist;
2. The department employee is appointed and dismissed by the Rector of the University in accordance with the rules established in the University.
3. The department is directly subordinated to the vice-rector of the university for administration and is accountable to him/her;
4. Upon admission to the department, submit additional qualification requirements for employees, if necessary, determined by the rector.

Article 4. Head of the department

1. The general management of the department is carried out by the head of the department.
2. The head of the department is appointed and dismissed by the rector of the university according to the rules established in the university.
3. The head represents the department in internal and external relations, plans and directs the activities of the department and is responsible for its effective functioning.

Article 5. Functions and duties of the head of the Process management department

1. Head of the department:
 - a) directs the general process of management of the structural subdivision(s) included in the department;
 - b) rationally distributes the work to be performed to the administrative personnel under his/her authority and controls the quality of the performed work;
 - c) within the competence of the department, prepares relevant proposals for discussion with the rector of the university and at the governing board;

- d) developing the strategy of the university's process management department in accordance with the university's mission, vision and strategic development plan;
 - e) receiving, distributing and controlling correspondences submitted to the university;
 - f) processing and implementation of normative and methodical documentation for the purpose of improving proceedings in the university and its structural units;
 - g) control over document circulation and archival activities;
 - h) optimization of document circulation and unification of their forms;
 - i) providing informational and consultative assistance to structural units of the university in connection with proceedings and document circulation;
 - j) ensuring the complete order of documents, assembling the information search system and control of performance;
 - k) control of the documents transferred to the archive in accordance with the norms;
 - m) coordination of the functioning of the subdivision related to organizational matters, document circulation and archive;
 - n) performing the tasks received from the immediate supervisor;
 - n) participation in the authorization/accreditation process within its competence;
 - p) submitting a report on the annual activities of the department to the governing board;
2. The qualification requirements of the head of the process management department are:
- a) Higher education, minimum master's degree or its equivalent academic degree.
 - b) At least 2 (two) years of work experience in a similar position.

Article 6. Manager of the department.

1. The manager of the process management department, within the scope of his/her powers, is responsible for the registration and production of incoming correspondence at the university, and for the organization of meetings and events.
2. The manager of the case management department is appointed and dismissed by the rector of the university according to the rules established in the university.
3. The manager of the process management department is accountable to the head of the department.
4. The function-duties and qualification requirements of the process management department manager are:
 - a) execution/registration/storage of official documents related to the process management department at the appropriate level;

- b) registration of incoming and outgoing correspondence, processing, registration in the electronic database and submission to the rector of the university;
 - c) storage of documentation in a uniform manner and provision of information availability;
 - d) involvement in projects planned by the university and supporting them;
 - e) performing other tasks assigned by the immediate supervisor.
 - f) participation in the authorization/accreditation process within the competence;
 - g) The manager of the department is accountable to the head of the department.
 - h) to ensure the delivery of the documentation to the addressees;
 - i) receiving and initial processing of correspondences;
 - j) registration, enrollment and control of correspondence, their preliminary review, selection and preparation for submission to the rector of the university;
 - k) control of the completion of documents with maximum accuracy before the rector's signature;
 - m) participation in the development of the nomenclature of university affairs;
 - n) ensuring uniformed storage of documentation and operational use of information;
 - n) development of working forms (letters, general form, separate documents).
 - p) participation in the authorization/accreditation process within the competence;
 - j) performing other tasks assigned by the immediate supervisor.
1. Qualification requirements of the process management department manager:
- a) higher education
 - b) work experience.

Chapter II

Structural subdivisions of the department

Article 7. Archive

1. The archive implements:
- a) organization of archival activities in accordance with established rules;
 - b) ensures internal archival production of documentation in accordance with the established nomenclature.
 - c) issues the requested documentation from the archive;
 - d) After the expiration of the prescribed period, ensures the transfer of the documentation to the relevant authority for further storage or elimination according to the prescribed procedure.
 - e) examines the correspondence belonging to the archival file within the scope of competence;
 - f) exercises other powers granted to it by legal acts.

Article 8. Archivist

The activities of the archive are managed and directed by the archivist.

1. The archivist is accountable to the head of the department.
2. The rights and duties and qualification requirements of the archivist are:
 - a) Processing, recording, archiving and issuing of archival documents.
 - b) development and production of a method for quick search of documents entered in the archive;
 - c) control of the storage conditions of the documents entered in the archive;
 - d) timely issuance of copies of requested documents;
 - e) drawing up and providing an act of removal of personal files for students transferred and/or terminated by the mobility rule;
 - f) work in coordination with the Central Archive of Georgia and implement the relevant innovations in the university;
 - g) responsibility for keeping the documentation preserved in the archive;
 - h) participation in the authorization/accreditation process within the competence.
 - i) performing other tasks given by the immediate supervisor
3. A person with a higher education and at least 6 (six) months of experience working in archive is accepted for the position of archivist.

Article 9. Final Provisions

1. This provision shall enter into force upon its approval by the governing board.
2. Amendments to the present provision are made in accordance with the rules established by the university;
3. Changes are revised and approved by the university's governing board.