

Approved by:
Rector of Western Caspian University
Prof. Andris Leitas _____
"11" September 2017

CHARTER ON DOCUMENT PREPARATION PROCEDURES AT WESTERN CASPIAN UNIVERSITY

1. GENERAL PROVISIONS

1.1. This Charter governs the documentation procedures at Western Caspian University (hereinafter referred to as the University), including the preparation, registration, circulation, execution, record-keeping, and archiving of documents.

1.2. Documentation at the University is carried out by the general, student, and human resources departments or by staff members specifically assigned for this purpose.

1.3. As a rule, the following types of documents are prepared at the University:

1.3.1. Internal documents (applications, reports, decisions, orders, decrees, statements, explanations, etc.);

1.3.2. Documents sent to external organizations (letters, informational statements, responses to inquiries, etc.).

2. REQUIREMENTS FOR DOCUMENT PREPARATION

2.1. Documents must be written on one side of A4-size white paper using Times New Roman font, size 12, with 1.0 line spacing.

2.2. When printing documents, the following margins must be maintained:

- Left: 30 mm
- Right: 10 mm
- Top: 20 mm
- Bottom: 20 mm

2.3. The first line of each paragraph is printed beginning 5–8 character spaces from the left margin.

2.4. In organization names, all words and proper nouns (except function words) must begin with a capital letter (e.g., Western Caspian University, State Committee for Refugees and Internally Displaced Persons, Chamber of Commerce and Industry, etc.).

2.5. Only the first word of the name of a structural unit is capitalized, and names of sub-units are written in lowercase (e.g., Western Caspian University's school of Advanced technologies and innovative engineering; Labor Statistics department of the Apparatus of the State Statistics Committee of the Republic of Azerbaijan).

- 2.6. In the names of district (city) executive authorities, every word begins with a capital letter (e.g., Narimanov District Executive Authority, Lankaran City Executive Authority).
- 2.7. Job titles are written in lowercase unless specified by law to be capitalized (e.g., President of the Republic of Azerbaijan, Prime Minister of the Republic of Azerbaijan, Prosecutor General of the Republic of Azerbaijan are capitalized; others like minister of education of the Republic of Azerbaijan, rector of Western Caspian University are written in lowercase).
- 2.8. Abbreviated compound names formed from initial letters are capitalized.(e.g., Western Caspian University – WCU, State Security Service – SSS, etc.).
- 2.9. Documents with more than one page are numbered starting from the second page. Numbers are written in Arabic numerals.
- 2.10. The term "number" is indicated with the symbol “№” or the word “number” (“numbered”).
- 2.11. The title is centered and placed before the main text.
- 2.12. The title of the document must be concise, accurate, and answer the question “about what” (e.g., “on serious deficiencies,” “on measures,” “on execution,” “on organization of work,” etc.).
- 2.13. The documents that are sent (letters, informational references, etc.) must clearly indicate the recipient's details. The following requirements apply:
 - 2.13.1. The name of the university, its structural unit, and the name and surname of the official are stated.
 - 2.13.2. If the document is addressed to an organization or its structural unit, the name is written in the dative case (e.g., To the Ministry of Education of the Republic of Azerbaijan).
 - 2.13.3. If the document is addressed to a specific official, the organization name is in the genitive case, and the name and surname are in the dative case (e.g., To the Head of [unit] of the Ministry of Education of the Republic of Azerbaijan, Mr. [name]).
 - 2.13.4. The recipient’s full postal address (postal code, city/district, street, and flat number) is provided.
 - 2.13.5. If the document is sent to an individual, the postal address is written first, followed by the name and surname. If the document is sent to an organization, the recipient’s postal address is not included.
- 2.14. The proper drafting, clarity of content and style, and timely and quality execution of tasks are the direct responsibilities of the executor.
- 2.15. The date of signing or approval is considered the document’s official date.
- 2.16. The date is determined by the official who signs or approves it.
- 2.17. The date of the document and dates in the document content must be written numerically. The elements of the date are written in the following order in one line: day, month, year (e.g., 15.02.17, 15.02.2017, or 15 February 2017).
- 2.18. A document’s registration number consists of its file index number and serial number at the time of registration. It is given at the time of registration and appears before the date and page count in the registration stamp.
- 2.19. Directive-type documents and protocols are independently numbered within each type.
- 2.20. Documents requiring assessment for appropriateness or validity must undergo approval. Approval may occur within the university or between various organizations. Prior to signing, they must be initialed by the relevant officials. The list of such officials is defined by a corresponding order.
- 2.21. Internal university approval is conducted among heads of structural units.
 - 2.21.1. In directive documents, the executor initials the reverse of the last page of the original document. For documents that are sent, initials appear on the copy retained at the university.

2.21.2. Initials include the name and surname of the official, their personal signature, and the date.
2.21.3. Notes related to the document are written on a separate sheet. The initial is indicated as follows:

(signature) (name and surname)
(date)

Notes are attached.

2.22. Inter-organizational coordination of documents is implemented through endorsement by the heads of the relevant institutions, acquisition of a coordination certificate, or submission of the meeting minutes documenting the discussion of the draft document by a collegial body.

2.22.1. The approval stamp includes the phrase “Approved” or “Agreed,” followed by the title, name, and surname of the approving official, their signature, and the date (e.g.:

Approved

Minister of Education of the Republic of Azerbaijan

(signature) (name and surname)
(date)

2.22.2. The approval stamp must be placed in the upper right corner of the document’s title page.

2.23. Documents must be formalized to acquire official and legal status. Formalization is carried out via signing, approving, registering, and stamping the document.

2.24. All copies of a document are generally signed:

2.24.1. The signature includes the signer’s job title, personal signature, name, and surname. If the official is, their deputy or acting officer signs the document. The signer’s actual position, name and surname must be indicated. It is prohibited to sign the document using the word “on behalf of” or draw a line before the title. Documents sent to heads of government institutions are signed by the University’s Rector or their acting deputy if they are unavailable

2.24.2. If the document is on a template, the signer’s job title is indicated briefly (e.g., Rector (signature) (name and surname).

2.24.3. If the document is not on a template, the signer’s full job title is indicated (e.g., Rector of Western Caspian University (signature) (name and surname) (date).

2.25. Documents issued by collegial bodies, as well as documents that imply the responsibility of two or more individuals, are formalized with the signatures of two or more persons accordingly (such as protocols, financial documents, etc.). In such cases, the signatures are placed one below the other in the order corresponding to the positions held by the signatories. Signatures are listed in descending order of rank with 2–4 line spacing between titles.

2.26. If a document is signed by two or more officials of equal rank, their signatures are placed on the same level.

2.27. When signing documents prepared by a commission, the distribution of roles among the commission members is indicated rather than the individual positions of those who drafted the document (for example):

Chairperson of the Commission: (signature) – (name and surname)

Members of the Commission: (signature) – (name and surname)

(signature) – (name and surname)

(signature) – (name and surname) and so on.

2.28. The following documents are approved: charters of the organization and its structural units, strategic and current plans, audit and inspection acts, reports and analytical documents on completed work, separate protocol types, and any other documents considered necessary by the heads of the relevant institutions.

2.29. Approval is done either with a stamp or via a directive document.

2.29.1. The approval stamp includes the following elements: the words “Approved” or “Confirmed,” the position of the approving person, their personal signature, name and surname, and the date of approval.

2.29.2. If additional measures are needed to enforce a document, approval is done via a directive document.

2.30. If the document is prepared on the university’s official letterhead, it isn’t stamped with the university seal.

2.31. If the document is not prepared on the university’s official letterhead, it must be sealed. For original approval of financial documents, references, statements, instructions, charters, library records, acts on allocation of documents for destruction, or any other required documents, a signature is accompanied by the official seal of the university.

2.32. The seal must not cover the title or the personal signature.