

APPROVED:
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FOUNDERS:

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RULES FOR THE ADMISSION, REGISTRATION, AND RESPONSE TO APPLICATIONS AT WESTERN CASPIAN UNIVERSITY

I. GENERAL PROVISIONS

1. These rules regulate the mechanism for the acceptance, registration, examination, response, and submission of applications (both oral and written applications) addressed to Western Caspian University.
2. Under these rules, the following are considered as applications:
 - a) Applications
 - b) Presentations
 - c) Decisions
 - d) Orders
 - e) Decrees
 - f) Reference letters
 - g) Letters
 - h) Explanations
 - i) Inquiries, etc.
3. Applications can be submitted to the University by both individuals and legal entities, as well as government authorities and local self-government bodies.
4. Regardless of whether the applications are submitted electronically (e.g., via email, fax, etc.), by post, or orally, the acceptance, registration, and response to these applications must comply with the requirements stated in these rules.

II. PROCEDURE FOR ADMISSION, REGISTRATION AND RESPONSE TO APPLICATIONS

1. Applications from individuals and legal entities, as well as from state and local self-government bodies (hereinafter referred to as the applicant), along with any attached documents, are received by the University's General Department.
2. Upon receipt, the application is registered in the registration journal by the General Department on the same day, with the date of receipt and a registration number assigned.
3. After registration, a circulation slip is attached to the application, and it is submitted by the General Department to the Chairperson of the University's Board of Trustees on the same day for the assignment of an execution note.
4. Once the Chairperson of the Board of Trustees assigns an execution note to the application, it is returned to the General Department along with the execution note.
5. Upon receiving the application with the execution note, the General Department scans the same applications and sends them via email to the relevant structural units listed in the execution note (Executive Vice-Rector, other vice-rectors, faculties, departments, offices, centers, or relevant commissions) and the Executive Vice-Rector is also included in the correspondence along with the Chairperson of the Board of Trustees.
6. The relevant structural unit (hereinafter referred to as the Executor), upon receiving the application, must investigate the issues stated in the application within the time frame specified by law and prepare an appropriate response (hereinafter referred to as the Document).
7. The proper preparation of the Document, clarity of its content and style, as well as timely and high-quality execution of the task, are the direct responsibilities of the Executor.
8. The executor must send the prepared document to the General Department via email for it to be published on the University's letterhead and submitted for signature.
9. In order to assess the relevance or validity of the document, every prepared document must go through an approval process.
10. Approval is carried out within the university. For this purpose, before documents are signed, they must be issued a visa by the relevant officials, (including the official from the structural unit handling the request and preparing the response, other relevant structural units, the accounting department, the legal department, and others).
11. After the document has been issued a visa, it must be formalized to grant it official status and legal force. Formalization is carried out through the signing, approval, and stamping of the document.
12. If the person who is responsible for signing the document is absent, it must be signed by their deputy or acting officer. In this case, the actual position, name, and surname of the person who signed the document must be indicated. It is prohibited to sign the document using the word "on behalf of" or by crossing out the original position title.
13. If the document is prepared on the University's letterhead, as a rule, it is not stamped.
14. If the document is not prepared on the University's letterhead, it must be stamped.
15. The stamp must not cover the job title or the personal signature.
16. Once the document has been duly processed (signed and stamped), it must be submitted again to the General Department and it must be sent in the appropriate form by the General Department (either electronically or by post).
17. Documents that have not followed the procedures outlined in these rules may not be directed outside the University or to internal executors, even if signed by the relevant

person, such documents may not be stamped or submitted for stamping by the General Department.

18. Documents that are signed, stamped, or sent in violation of the requirements stated in Article 17 of these rules shall have no legal validity, and the person(s) who executed such documents in violation of the procedures stated in these rules shall bear personal responsibility.