

# **Regulations for Handling Documentation at I-Shou University**

Approved by the University Administration Council on November 25, 1993

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Amendments to Provisions II, III, V, VII, XI, XIII, XV, XVII, XIX, XXV, XXXI, XXXII, XXXVII-XXXIX, XLVI, XLVIII-XLIX, LIII, LX, and LXI adopted by the University Administration Council on March 26, 2025, and promulgated with the consent from the President dated April 08, 2025

## **Chapter 1 General Principles**

- Article 1 To improve the efficiency of handling the documentation at I-Shou University, the Regulations for Handling Documentation at I-Shou University are hereby made.
- Article 2 The term of documentation as used in the Regulations shall mean all of the documents relating to the public affairs of the University.
- Article 3 The term regarding to the handling of documentation as used in the Regulations shall mean the whole of the process of accepting the official documents, assigning a proper person to handle, issuing the official documents, and keeping the official documents on file.
- Article 4 The original and photocopied copies of the official documents shall be made by the official document papers and affixed with the official seals. If the official documents are sent by the electronic system, the documents are exempted from affixing with the official seals. The official document papers are not required for a transcript or translation. It is also not necessary to affix the seals on the documents, but the transcript or translation shall be stamped on the words of “Transcript” or “Translation”.
- Article 5 First-level directors or supervisors may handle the official documents before they report to their directors or supervisors for approval if the documents are for an

emergent case.

## Chapter 2 Process of Handling Documentation

Article 6 The official documents shall be handled immediately as soon as they are received. Handling the documents behind time is definitely banned.

Article 7 To cope with the electronic system of handling the official documents established by the government sectors, the file numbers of the official documents at the University shall be assigned by the electronic system automatically, and the official files shall be classified according to the File Number List set up the University.

Article 8 The official documents of the University shall be written from left to right in a horizontal manner.

Article 9 All of the official documents must be provided with the information, such as the year, month, date and time. If it is necessary to record a particular year on the official documents in Chinese presently made, please write down the number of years which the Republic of China has been established. However, the time in the documents shall be recorded in A.D. if the documents are made in English or other foreign languages.

Article 10 The persons who are responsible of handling the official documents shall affix their signatures or seals on the proper positions of the documents, and note on the date/ time to clarify the responsibilities. The signatures must be clear, and easy to be recognized.

Article 11 The persons who take charge of receiving or issuing the official documents shall turn on the computers when starting to work everyday. If it is impossible to receive or issue the official documents due to the malfunctions of Internet or other reasons, please notify the engineers of the Office of Library & Information Service to fix the problems as soon as possible.

Article 12 As to the flowchart of showing the process of handling the official documents, please refer to the attachments.

## Chapter 3 Handling of the Received Official Documents

Article 13 After the receivers of the Documentation Section open the envelopes of the official documents, they shall hand over the documents to the staff in charge to handle the documents if the documents in the envelopes are the confidential ones. If the

documents in the envelopes are the ordinary ones, the receivers shall check if the information, such as the content of the documents, name or amount of attachments, are correct or not. Receivers shall inquiry the units which issued the documents by phone or by e-mail if they find out the information listed as above is not correct. Receivers shall handle the documents according to the regulations of receiving official documents if the documents are correct. If the documents are sent to the wrong units or missed, the receivers shall inform the units which issued the documents to cope with the problems.

Article 14 In principle, the attachments shall be sent with the original copy of the official documents together. If the attachments are too many to bind with the original copy of the official documents together, the attachments shall be packed in a bag and sent with the official documents together. Meanwhile, it is also necessary to note on that they are the attachments of the files with the file no. of \_\_\_\_\_.

Article 15 If the documents are needed to be handled by two or more units, the unit which needs to undertake the most of the assignments or the unit which is assigned to handle the documents shall be the main unit to handle the documents. After the main unit receives the documents, it may negotiate with other units to accomplish the tasks. If the assignments are very important or complicate, all of the related units shall negotiate before receiving or starting to undertake the assignments to prevent the tasks can not be completed due to different opinions.

Article 16 The file shall be issued with the former file numbers and noted on the date when it was received if the processing unit losses it, but the former unit which issued the file has requested the processing unit to receive again after the related procedures are completed.

Article 17 The Documentation Section shall assign proper persons to deliver the ordinary official documents every morning except for the ones which are urgent to deliver immediately when they are arrived. As to the valuable or heavy packages, each unit shall send a person to receive at the Documentation Section. If the documents have to be transferred, issued or managed by two units (or above), the staff in charge shall deliver these documents by themselves.

Article 18 If the director of the processing unit finds out that the documents shall not be handled by them after the documents are received, the documents shall be returned to the Documentation Section to dispatch to the right units or other

proper units. If the unit which assigned by the Documentation Section to handle the documents has different opinions about the dispatched documents, it shall report to the unit at a higher level for further instruction. However, the unit shall not reject to handle the documents if the unit at a higher level has agreed it shall handle the documents.

Article 19 The ordinary documents which are managed by two units (or above) shall be regarded as the urgent documents; and the ones which are managed by two units (or above) shall be handled as the extremely urgent documents.

Article 20 If the documents are needed to be transferred or managed by two units (or above), please note on the sequence that the units shall receive the documents to prevent the documents are sent to the wrong units for promoting the effectiveness.

#### Chapter 4 Drawing up & Approving the Official Documents

Article 21 If it is necessary for the President or directors/ supervisors of units to record the tasks assigned, they can designate proper persons to write an official document by writing or oral instructions.

Article 22 The comments provided when drawing up the documents, if any, shall be simple and concrete. Ambiguous or confusing expressions must be avoided, especially the words of Submit for Approval or Request for Instruction.

Article 23 If the undertaker can not handle the documents because the task or mission is too important or complicated, he/ she shall state clearly and restart the process of handling the documents after requesting the directors/ supervisors to offer further instructions thru application or by face-to-face.

Article 24 If the content or written words of the official documents are too long to read, please make a summarizing note or use a color pen to mark on the documents for the documents can be realized more easily.

Article 25 The documents made according to the final decisions of the conferences may only be noted on the words that “It is made according to the decisions of the conferences/ meeting in \_\_ (mm/yyyy)”. It is not necessary to notify every associated unit.

Article 26 In principle, it is properly to state one thing in one document when drawing up.

All of the verbose words and sentences shall be avoided using in the official documents as well.

Article 27 The official documents must be noted on the information (i.e. year, month, date and location).

Article 28 The documents shall be written instead of clipping and pasting. The writing shall be clear and easy to be recognized. If it is necessary to amend the documents, please affix the seals to the words or sentences after correction.

Article 29 If the documents are made for more than one page, they shall be bound properly and stamped on the cross-page seal or official seal along the adhesive edges. Meanwhile, the documents shall be numbered consecutively on the bottom of each page.

Article 30 If it is necessary to amend the documents when they are reviewed, please just put on the comments beside the words or sentences, and do not write off the whole sentences or words.

Article 31 The official documents shall be put in the file folders when they are delivered to the units which shall be in charge of handling.

1. The urgent or extremely urgent documents shall be put in the red file folders.
2. The ordinary documents shall be put in the blue file folders.
3. As to the confidential documents, please put in the bags which are exclusively for the confidential documents.

## Chapter 5 Issuing the Official Documents

Article 32 In principle, the official documents shall be handled on the same day when they are sent to the Documentation Section for issuing. The official documents which are planned to issue shall be issued within two hours before off duty or as late as on the next day. Please do not hand over all of the documents to the Documentation Section within two hours before off duty.

Article 33 The official document papers shall be made in the uniform format when issuing to other organizations or institutions.

Article 34 Only one word in a raw/ line or one line/ row in a page is not permissible in the official documents. However, avoiding burdensome words in the official documents is also necessary.

Article 35 The confidential or important documents shall be typed or printed out by a designated person.

Article 36 The processing units shall complete the attachments by themselves, and send the attachments to the Documentation Section with the official documents together. The processing unit shall state the receiver's address clearly if it is necessary to mail the official documents.

Article 37 The Documentation Section shall affix a seal to the end of the documents after ratifying, and dispatch the documents after checking the attachments are complete.

Article 38 The person who supervises the seal-affix process shall affix a seal to the official documents if the documents are the ones as follows:

1. The orders, notices, reward/ punishment orders, appointment letters, certificates of awards, certificates, contracts, or other related documents which shall be affixed the seals by laws shall be affixed the university seal or the President's title & signature seal.
2. Letters: As to the letters present to the superiors, they shall be affixed a seal of rank, name and position of the President. As to the letters dispatched to the units at equivalent level, they shall be affixed a seal of signature (including the title) or position. As to the letters sent to the units at lower level, they shall be affixed a seal of position and signature.
3. The letters, meeting notices and the notices for general affairs shall be affixed with the official seals of the University or the stamps of processing units.

Article 39 If it is necessary to affix a seal of the University or superior on the documents, the applicants must fill out the Application Form for Official Stamping in advance for approval in advance.

Article 40 As to the regular reports or documents which shall be sent to the Documentation Section for affixing the seals without being approved by the President, each unit shall list the detailed information, and send to the Documentation Section after requesting the President's approval thru application.

Article 41 If the official documents are dispatched or received by the electronic system, please keep the documents on file after stamping the words of "It has been received/ dispatched by electronic system" on the original copy of the official

documents.

Article 42 Receivers shall make sure the official documents are received without any problems on the next day after they send if the documents are dispatched by the electronic system.

Article 43 The overall file numbers of documents shall be renewed annually. If the President is changed in the middle of an academic year, the file numbers shall be remained without being changed.

Article 44 The envelopes for the confidential documents, extremely urgent documents or meeting notice shall be stamped on an official seal.

#### Chapter 6 Process Management of Handling the Official Documents

Article 45 The superiors at each level shall take the responsibility to follow up the official documents. In this case, they shall cooperate with the Documentation Section intensely to hold a meeting for discussing or improving the process of managing the official documents irregularly depending on their practical requirements.

Article 46 The terms for handling the official documents shall be pursuant to the regulations listed as below unless there are other regulations approved by the President:

1. The extremely urgent documents shall be handled as soon as they are accepted.
2. The urgent documents shall be handled within four hours as soon as they are accepted.
3. The ordinary documents shall be handled within two days as soon as they are accepted.
4. If the term for handling the documents has to be extended for the documents are too complicated, the reasons for extending the term must be stated clearly, and recorded by the Documentation Section after being approved by the President.

Article 47 One hour shall be the basic unit when calculating the term for handling the official documents. Eight hours shall be counted for one day except for the weekends or national holidays.

Article 48 The Documentation Section shall integrate the total time of handling the official

documents in the last month before 10<sup>th</sup> day of each month, and deliver the integrated information to each unit after reporting to the Unit Supervisor as the reference basis for promoting the effectiveness of official document management system.

Article 49 Staff in charge shall respond and handle the official documents within two days as soon as they receive the reminders. If the staff in charge have not handled the documents without stating the reasons clearly before time, they shall be punished after reporting to the President.

#### Chapter 7 Keeping the Documentation on File

Article 50 Staff in charge shall send the confidential documents to the Documentation Section for keeping on file after the files are put into the exclusive envelopes and affixed the seals to the flaps of the sealed envelopes.

Article 51 If the cashes, valuable securities or other valuable goods are found in the documents on file, they shall be returned to the former processing unit for safekeeping.

Article 52 The files or documents of the University shall be classified and given numbers according to the File Number List. The documents shall be kept on file by the chronological order.

Article 53 All of the files shall be managed by the Documentation Section. If any processing units need to check out the files, please copy the files before returning to the Documentation Section.

Article 54 The files shall not be destroyed until the University sets up the relevant regulations.

#### Chapter 8 Checking out the Files

Article 55 The Check-Out Form is required when it is necessary to check out the files. In principle, one application form shall be only for checking out one file. After the applicants are approved by the first-level directors/ supervisors at the University, they can check out the files at the Documentation Section.

Article 56 If anyone needs to check out the confidential files, he/ she shall report to the President for approval in advance.

Article 57 Checking out or reading the files at the File Management Office without

permission is strictly prohibited.

Article 58 Anyone who wants to check out the files which are not relating to the superiors at the University shall notify the directors of the relevant units or report to the President for permission.

Article 59 One week shall be the maximum for checking out the files. If it is necessary to check out the files after the term is expired, please apply for extending the term by the Application Form for Extending the Term of Checking out a File. The University shall request the borrowers to return the files at any time if the University is in urgent need.

Article 60 The Office of Human Resources shall notify the units which manages the files when the family members or employees of the University retire or leave office.

Article 61 The Regulations adopted by the University Administration Council shall come into effect after they are approved or promulgated by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.*

## Procedures of Receiving the Documents

It is accordance with the Regulations for Handling Documentation at I-Shou University.

| Proceeding Units/ Staff in charge                                                                                                                                                                                                                                                                                                                    | Flow Chart                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tables |
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| Documentation Section<br><br>Documentation Section<br><br>Documentation Section<br><br>Documentation Section<br><br>Proceeding Unit Clerk<br><br>Registration Clerk<br><br>Proceeding Unit Staff in charge<br><br>Associated Unit<br><br>Judging Unit<br><br>Proceeding Unit<br><br><br><br><br><br><br>Proceeding Unit<br><br>Documentation Section | <pre> graph TD     Start([Procedures of receiving the documents handled by the Documentation Section.]) --&gt; OCR[Operation of the OCR Scanning &amp; Identification System]     OCR --&gt; IsElectronic{Is there any electronic official document?}     IsElectronic -- Yes --&gt; Attach[Attach the electronic attachments.]     Attach --&gt; DispatchClick[Click the processing units to dispatch the official documents.]     DispatchClick --&gt; Confirm{Clerks confirm the processing units.}     Confirm -- No --&gt; DispatchClick     Confirm -- Yes --&gt; DispatchStaff[Dispatch the documents to the staff in charge to handle the documents.]     IsElectronic -- No --&gt; IsNonConfidential{Is it a non-confidential official document?}     IsNonConfidential -- Yes --&gt; IsWritten{Is there any written attachment?}     IsWritten -- Yes --&gt; Deliver[Deliver the attachments in writing to the proceeding units.]     IsWritten -- No --&gt; Confidential[Provide the confidential documents in writing, attachments, triplicate form, and application form for approval to the staff in charge at the same time.]     Deliver --&gt; Confirm     Confidential --&gt; Confirm     DispatchStaff --&gt; Signs[Staff in charge signs and make comments.]     Signs --&gt; Assign[Assign which units shall be aware of or in charge of handling the documents.]     Assign --&gt; Judge{Judge if the documents are approved or not?}     Judge -- No --&gt; Adjust[Staff in charge adjusts the related procedures, and restarts the process for approval according to the instructions.]     Judge -- Yes --&gt; Complete[Staff in charge completes the following procedures according to the instructions.]     Complete --&gt; Check[The Documentation Section checks and receives the documents.]     Check --&gt; Keep[The Documentation Section keeps the documents on file.]     Keep --&gt; End([The Operation of Receiving Official Documents is finished.])     </pre> |        |

## Procedures of Dispatching the Documents

It is accordance with the Regulations for Handling Documentation at I-Shou University.

| Proceeding Units/<br>Staff in charge                                                                                                                                                                                                                                                                                                                            | Flow Chart                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Tables |
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| <p>Proceeding Unit</p> <p>Proceeding Unit</p> <p>Proceeding Unit</p> <p>Proceeding Unit</p> <p>Related Unit</p> <p>Judging Unit</p> <p>Proceeding Unit</p> <p>Proceeding Unit</p> <p>Documentation Section</p> <p>Documentation Section</p> <p>Documentation Section</p> <p>Documentation Section</p> <p>Documentation Section</p> <p>Documentation Section</p> | <pre> graph TD     Start([Staff in charge produces the official documents.]) --&gt; IsElectronic{Is it an official electronic document?}     IsElectronic -- No --&gt; PrintWritten[Print out the written documents and attachments.]     IsElectronic -- Yes --&gt; Attach[Attach the electronic attachments.]     Attach --&gt; Assign[Assign the processing unit for dispatching the official documents.]     Assign -- "No, not judging yet" --&gt; ShouldIssue{Should the documents should be issued.}     Assign -- "Yes" --&gt; Complete[Staff in charge completes the following procedures according to the instructions.]     Complete --&gt; SendDoc[Send to the Documentation Section for issuing.]     SendDoc --&gt; RecvDoc[The Documentation Section checks and receives the documents.]     RecvDoc --&gt; Register[Register the issuing of documents and transfer the documents into letters on the electronic system.]     Register --&gt; SendFiles{Send the electronic files to the Documentation Section for issuing.}     SendFiles -- No --&gt; PrintAndSend[Print out the written documents and attachments, and send them to the receivers.]     SendFiles -- Yes --&gt; Export[Export the electronic documents.]     Export --&gt; KeepFile[Keep the classified documents on file.]     PrintAndSend --&gt; KeepFile          %% Confidentiality branch     IsElectronic --&gt; IsConfidential{Is it a confidential document?}     IsConfidential -- Yes --&gt; Deliver[Deliver the documents and attachments in writing to the processing unit.]     Deliver --&gt; PutEnvelop[Put the confidential documents in the envelopes to the processing units.]     PutEnvelop --&gt; ShouldIssue          %% Approval loop     ShouldIssue -- No --&gt; Adjust[Staff in charge adjusts the related procedures, and restarts the process for approval according to the instructions.]     Adjust --&gt; Assign     ShouldIssue -- Yes --&gt; KeepRef[Keep the files for future reference.]     </pre> |        |