**(Senate Resolution Dated 12.06.2020 no. 10)**

# ATILIM UNIVERSITY

**DIRECTIVE ON ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) IMPLEMENTATION**

**Purpose**

**ARTICLE 1-** This Directive aims to determine the procedures and principles regarding the implementation of the Electronic Document Management System in correspondence and other affairs and transactions with internal and external institutions, real and legal persons, by transferring the correspondence and communication processes at Atılım University to the electronic medium.

## Scope

**ARTICLE 2-** This Directive covers internal and external correspondence and other affairs and transactions to be carried out electronically.

## Basis

**ARTICLE 3 -** This Directive is based on the provisions of

1. Regulations of the Principles and Procedures for Official Correspondences published in the Official Gazette dated June 10, 2020, no. 31151;
2. Prime Ministry Circular on Electronic Document Standards dated 15.07.2008, no. 2008/16,
3. Law on Electronic Signatures dated 5070.

## Definitions

**ARTICLE 4 - (1)** The definitions for this Directive are:

**Document:** All kinds of information and documents signed in ink, or secure electronic signatures, and logged in corporate document recording systems, received or produced to fulfill a transaction among units, or with other real or legal persons; preserving the chain of ownership by constituting evidence for the function or transaction to which it belongs, with its content, relationship and format,

**Unit:** The academic and administrative units of Atılım University,

**Unit Chief:** The managers of academic and administrative units,

**EDMS:** The Electronic Document Management System,

**Electronic signature:** Electronic data attached to or logically linked to other electronic data, used for authentication purposes,

**Registered Electronic Mail (REM):** The system that protects all kinds of commercial, legal correspondence and document sharing in the way it is sent, determines exactly who the recipient is, ensures that the content is not changed, and turns the content into legally valid, safe and definitive evidence,
**User:** The personnel authorized to use the EMDS, subject to their determined roles, **Presidency:** Atılım University Presidency,

**Official Correspondence:** The process executed by units in physical or electronic media using secure electronic signatures in order to communicate among themselves, or with other real or legal persons.

**Standard File Plan (SFP):** The classification scheme developed to ensure that corporate transactions and documents created or received as a result of these transactions are filed on the basis of subject or function, indicating their relationship with the production sites,

**University:** Atılım University.

# SECTION TWO

## Principles, Responsibilities

**ARTICLE 5- (1)** It is essential that all transactions are carried out through the EDMS, except for top secret/ classified documents that are deemed appropriate not to be included in the system, and correspondence that may not progress via the EDMS due to its nature.

1. Document drafts prepared in the EDMS are initialed by the officers in line, starting from the person who prepared them, until the approval/ signing stage. Electronic documents may be amended before their approval/ signature. Once documents are signed, no changes are possible.
2. In the EDMS, the signature processes of forms and approvals are defined in line with the hierarchy.
3. It is essential that documents prepared with secure electronic signatures are recorded, sent, filed and stored electronically. Unless necessary, these documents are not printed and signed, or stored in physical media.
4. It is essential that the authorities granted are exercised in a balanced, full, complete and correct manner with responsibility. For this purpose, managers with signature authority shall use their powers carefully and meticulously as required by their duties, services and responsibilities.
5. The Presidency monitors the implementation of this Directive and may provide explanatory and regulatory instructions on this matter.

# SECTION THREE

## Document Transactions

**Incoming Document Transactions**

**ARTICLE 6-** (1) The recording and tracking of documents received by the General Documentation Unit is done through the EDMS. Documents are transferred to the units by the Secretary General with the approval of the President. It is essential that the documents received by the institution are scanned with all their attachments. Documents with physical attachments, maps that may not be scanned, etc., and folders, files, CDs, DVDs, newspapers, books, magazines, brochures and similar printed periodicals or non-periodical publications sent with printed documents as attachments are logged into the system as physical attachments, and only their cover pages are scanned.

1. "CONFIDENTIAL", "TOP SECRET", "PERSONAL", "SERVICE SPECIFIC" documents delivered in sealed envelopes are received and logged by the General Documentation Unit. However, these envelopes are delivered to the Secretary General without breaking the seal, and action is taken upon their approval.
2. As per the relevant legislation, in cases where confidential documents are required to be scanned, the scanning process is performed only by the personnel authorized to view confidential documents, and these documents are logged in the system as confidential.
3. Letters to the units, other than confidential letters, are received by the relevant personnel, scanned and included in the system, and the necessary action is taken by the person authorized for transfer.
4. Letters sent to the units via e-mail are evaluated by the relevant personnel and, in cases where correspondence is required within the institution, they are scanned and included in the system.

## Outgoing document transactions

**ARTICLE 7- (1)** Documents are sent directly electronically via web services to institutions whose recipients are expecting electronic documents. Documents are sent to institutions using the REM service only via REM.

1. In cases where web services or REM are not available, documents that are approved electronically and destined to institutions and organizations outside the University are mailed by printing the document and its attachments by the personnel having prepared the document, after the approval stages are completed.
2. In addition to normal documents to be sent by envelope to institutions and organizations outside the university, the packaging and addressing tasks of physical documents that are to be sent in boxes/ packages are performed by the unit creating these documents.

## Document creation, signature, approval, distribution, notification transactions

**ARTICLE 8- (1)** All kinds of documents produced are prepared in line with the provisions of Regulations on the Procedures and Principles for Official Correspondence and a file code is assigned in accordance with the Standard File Plan.

1. Answered letters are prepared taking into account their respondents. Respondents, references, and attachments are mentioned in the letters using the EDMS menus respective to their links.
2. In the case of electronic correspondences, initials are received electronically until the last signatory. These initials hold the same legal consequences as initials by hand.
3. Information and documents to be added to the articles created in the system are added as files. The number and date fields on the documents are automatically assigned by the EDMS.
4. Internal correspondence is mainly done electronically.
5. Attachments that cannot be transferred to the EDMS and those that are special and/ or the content of which should not be visible (such as plans, projects, map submissions) are added to the physical printouts of the cover pages prepared on the system, and physically sent to the relevant parties. If there are physical attachments such as folders, parcels, CDs, etc. that may not be sent via the EDMS and require debit, these documents are sent by hand.
6. For documents produced in a foreign language to be sent abroad and in cases where secure electronic signatures are not valid, the initial and final signature stages of the documents produced are completed in ink.
7. The person creating the document selects the unit, institution, real or legal person to receive the document through the system. When creating documents, distribution locations are selected in accordance with hierarchical rules.
8. If the EDMS is not operational due to technical reasons, correspondence transactions via the EDMS shall be suspended. However, the answers to daily letters and the letters that are required in legal or financial terms are produced physically. The documents produced in this way are later transferred to the EDMS.
9. Documents that require a notification be made to personnel or other persons upon signature in accordance with the relevant legislation are delivered by hand or physically upon signature in accordance with Notification Law and the provisions of the relevant legislation.

# SECTION FOUR

## Miscellaneous Provisions, Effective Date, Execution

**ARTICLE 9- (1)** All University personnel using the EDMS is responsible for the implementation of this Directive and obliged to comply with the provisions specified in this regard.

1. Documents that are not issued in accordance with this Directive are returned to the addressee by the system administrator, stating the reason.
2. Within the framework of authorization, users are obliged to check the documents received from the EDMS on a daily basis and to perform the necessary transactions as soon as possible.
3. Each user is assigned a user name and a password on the EDMS, and users are responsible for all consequences that may occur if their password is shared with other people.
4. If electronic signature holders share the pin codes of their e-signature certificates with other people, the e-signature holders are held responsible for all consequences that may occur.
5. Owners of secure electronic signatures are required to immediately notify the electronic signature provider company in case their e-signature device malfunctions, is lost or stolen for any reason.
6. The corporate logo of the University is used in all correspondences. Unit logos are not used for this purpose.
7. Documents that are required to be kept in physical media are kept in accordance with the provisions of “Atılım University Directive on Archive Services”.
8. Signature and approval authorities for tasks and transactions not included in the Directive may be determined separately by the Presidency.

## Effective Date

**ARTICLE 10 - (1)** This Directive shall take effect after its approval by the Senate.

## Execution

**ARTICLE 11 - (1)** This Directive is executed by the President of Atılım University.