

Approved by the Decision #04 of 29 June 2017 of the BSU Representative Council
Regulation of the Publishing House of the LEPL Batumi Shota Rustaveli State University

Article 1. General Provisions

1. This regulation defines functions and activities of the Publishing House (hereinafter - Publishing House) of the legal entity of public law - the Batumi Shota Rustaveli State University (hereinafter - the University).
2. Activities of the Publishing House shall be carried out according to legislative acts of Georgia, the Charter of the University, with the present regulation and other acts.
3. Within the scope of its competence, the Publishing House is accountable to the Rector of the University and the Head of the Administration.

Article 2. Tasks and Functions of the Publishing House

1. Publishing House is an auxiliary structural unit of the University administration, composed of a sub-structural unit – printing-house.
2. Functions of the Publishing House
 - A) Conduct and coordination of the university publishing activities;
 - B) Facilitate the conduct of quality teaching and research in the University;
 - C) Carry out the necessary measures to grant international numbers and publishing mark to products of the Publishing House (paper, book and other);
 - D) Printing the literature and other materials prepared at the University Publishing House;
 - E) Other functions defined by the legislation of Georgia and other University acts.
3. The publishing house is authorized to publish the literature related to educational and scientific research activities of the University, in particular:
 - A) Academic and scientific books: scientific literature (including translated), dictionaries, reference, field literature;
 - B) Periodicals: Student and sector scientific journals, conference materials and theses;
 - C) Electronic segmental magazines: all kinds of electronic editions - periodic, sext, entertainment, cognitive;
 - D) On the basis of agreements signed under the Georgian legislation - commercial editions: modern literature, children's books, albums and guidebooks, monographs, textbooks, Georgian classical texts, translated fiction and others.

Article 3. Personnel of publishing house

1. The staff of the publishing house is: director, editor, technical editor, head of the publishing house and specialists.
2. Personnel of the publishing house is appointed and dismissed by the Head of the Administration, including the Director of the publishing house at the agreement with the Rector.

Director of the publishing house:

 - A) Leads the publishing house according to the Georgian legislation, functions of the University and this Regulation;
 - B) Is responsible for undertaking publishing activities correctly, to rationally distribute the work to be performed in accordance with the order of the head of the administration and University's legal acts and control the quality of the work performed;

- C) Prepares proposals within the competence of the publishing house and submits them to the head of the administration and the rector;
 - D) Acts on behalf of the publishing house and represents it in relation to third parties within the limits determined by the authority;
 - E) Within the competence authorizes or agrees with legal acts and draft correspondence prepared by the publishing house or university structural units;
 - F) Solicits the allocation of funds, equipment and inventory necessary for the performance of functions and tasks of the publishing house;
 - G) Periodically hears the report of the publishing house (printing house) on their work;
 - H) Submits proposals to the Head of the Administration on the structure of the publishing house, staff lists, functions, promotion of the staff or in case of the disciplinary misconduct about the disciplinary liability measures;
 - I) Submits the activity report following the task of the rector and the head of the administration;
 - J) Performs the function of the secretary of the university publishing board and coordinates its case file.
 - K) Carries out other functions and tasks defined by the Georgian legislation, legal acts of the University and this regulation within the scope of the publishing authority.
3. Description of the staff of the publishing house (defined by the University Staff Schedule) is defined by the order of the Head of Administration and in accordance with functions defined by this Regulation.
 4. The change of the titles and number of the staff positions will not result in the amendment to this regulation.

Article 4. Rule of amendments and additions to the regulation

The amendments and additions to this regulation are made by the decision of the Representative Council.