

# **RULES FOR THE STRUCTURE AND ACTIVITIES OF THE PUBLISHING COUNCIL AT THE UNIVERSITY OF NATIONAL AND WORLD ECONOMY**

## **SECTION I**

### **GENERAL PROVISIONS**

**Art. 1.** These rules regulate the structure and activities of the Publishing Council at the University of National and World Economy (UNWE), as well as the main principles for managing and implementing publishing activities at UNWE.

**Art. 2.** The publishing activity at UNWE is carried out by the Publishing Complex – UNWE (PC – UNWE). The regulation of the structure and activities of the PC – UNWE is subject to a separate regulation.

**Art. 3.** The Publishing Council is an operational body of UNWE, which exercises direct management and control over the university's publishing activities. The Academic Council of UNWE exercises oversight over the Publishing Council's activities.

**Art. 4.** The activities of the Publishing Council are carried out in accordance with the principles of transparency of procedures, democratic governance, and pluralism, as well as in compliance with accepted criteria and ethical norms of the academic community.

## **SECTION II**

### **COMPOSITION AND LEADERSHIP OF THE PUBLISHING COUNCIL**

**Art. 5.**

(1) The organizational structure of the Publishing Council includes a Chair and ten members.

(2) The Chair of the Publishing Council has a four-year term and is elected by the Academic Council of UNWE upon nomination by the Rector of UNWE.

(3) The members of the Publishing Council by right are:

1. Vice-Rector for Research Activities and International Cooperation;
2. Vice-Rector for Educational Activities;
3. Vice-Rector for Institutional and Business Cooperation and Student Policies;
4. Chief Secretary for Educational Processes and Documentation;
5. Chair of the Editorial Board of *UNWE Yearbook* and *Scientific Papers of UNWE*;
6. Chair of the University Editorial Board of the journal *Economic Alternatives*;
7. Chair of the Editorial Board of the journal *Economic and Social Alternatives*;
8. Editor-in-Chief of the journal *Business and Law*;
9. Executive Director of the Publishing Complex;
10. Director of the "University Library" Directorate.

(4) The activities of the Publishing Council are supported by a technical assistant.

(5) The composition of the Publishing Council may be amended and supplemented by decision of the Academic Council of UNWE.

**Art. 6. The Chairperson of the Publishing Council:**

1. agrees the activity of the council with the Rector of the UNWE;
2. represents the Publishing Council in its relations with other structural units of the UNWE;
3. organizes and chairs the meetings of the Publishing Council.

**SECTION III**

**FUNCTIONS AND ORGANIZATION OF THE ACTIVITY  
OF THE PUBLISHING COUNCIL**

**Art. 7. The Publishing Council of the UNWE:**

1. determines the priorities of the publishing activity of the UNWE and coordinates the overall publishing activity of the **IC - UNWE** (including publishing textbooks, study aids, collections, monographs, methodological guidelines, internal normative documents, student reference books, and informational publications);
2. develops and adopts projects for rules for the publishing activity of the UNWE (including rules for the acceptance of manuscripts, reviewing, printing, and preservation of published titles, copyright, submitting copies to the National Library "St. St. Cyril and Methodius" and submitting information to the National Center for Information and Documentation (NACID), rules for publishing in the Online Library for Central and Eastern Europe (CEEOL), etc.), which are submitted for final approval by the Academic Council of the UNWE;
3. approves the Publishing Plan and any changes to it, submitting it for approval to the Academic Council of the UNWE for each academic year and monitors its implementation;
4. develops and adopts criteria and rules for evaluating and ranking applications on the competitive principle for scientific works published by the UNWE with funds from the targeted subsidy for scientific research activity.

**Art. 8.**

(1) The meetings of the Publishing Council are convened and chaired by its Chairperson. Meetings of the Publishing Council may also be convened upon the proposal of 1/3 of the members of the council. Each meeting is announced one week before its scheduled date.

(2) The meeting is regular if more than half of the full membership of the Publishing Council is present.

(3) At each meeting, minutes are taken by a technical staff member of the Publishing Council.

(4) The agenda is adopted at the beginning of each meeting.

(5) The Publishing Council annually presents a report on its overall activities to the Academic Council of the UNWE and provides information on specific issues upon request by the UNWE management.

**Art. 9.**

(1) The Publishing Council may make decisions if the meeting is regular according to Art. 8, para. 2.

(2) The Publishing Council makes decisions by open voting and ordinary majority. Upon the decision of the Publishing Council, secret voting may also be conducted.

(3) The Publishing Council may invite external experts to its meetings when necessary. They may participate in the meeting in consultative capacity.

**CONCLUDING PROVISIONS**

§ 1. These rules are developed pursuant to Art. 21, para. 1, item 2 and Art. 0, para. 1, item 14 of the Higher Education Act, as well as Art. 6, para. 3, item 16 and Art. 24, para. 1, item 19 of the Rules of Procedure of UNWE.

§ 2. Amendments and additions to these rules shall be made following the procedure for their adoption.

§ 3. These rules were adopted by a decision of the Academic Council of UNWE at its meeting held on April 21, 2021, and shall enter into force on the date of their adoption.