

REGULATIONS ON THE STRUCTURE AND OPERATIONS OF "PRINTING HOUSE – UNWE"

I. GENERAL PROVISIONS

Art. 1 (1) These Regulations govern the structure and operations of "Printing House – UNWE".
(2) "Printing House – UNWE" is an independent service unit of the University of National and World Economy within the meaning of Art. 25, para. 3 of the Higher Education Act.

Art. 2 UNWE provides "Printing House – UNWE" with premises, equipment and other property necessary for its core business activities for use free of charge.

II. SCOPE OF ACTIVITIES

Art. 3 (1) The scope of activities of the "Printing House – UNWE" unit includes the printing and distribution of educational, scientific and other literature, promotional materials and other publications, as well as the provision of copying services.

(2) The activities of "Printing House – UNWE" are directed towards supporting the educational and research process and the research activities of UNWE, as well as providing services to academic staff and all departments and directorates of UNWE, students, doctoral candidates, and external parties in accordance with the terms and conditions of these Regulations.

(3) "Printing House – UNWE" may carry out other activities not listed among its core activities but related thereto, based on calculations in accordance with a methodology approved by the Rector of UNWE. Such activities must not damage the reputation of UNWE and must comply with all ethical standards.

(4) "Printing House – UNWE" may distribute a portion of its printed publications on the basis of an explicit assignment contract concluded with their publisher.

III. FINANCIAL ORGANISATION

Art. 4 (1) The "Printing House – UNWE" unit is self-sustaining and is a third-level spending unit without a subsidy.

(2) The "Printing House – UNWE" unit organizes its financial reporting under the methodological guidance of the Finance Directorate of UNWE and in accordance with the approved accounting policy of UNWE. The financial statements of "Printing House – UNWE" form part of the consolidated financial statements of UNWE.

Art. 5 "Printing House – UNWE" holds an independent bank account in Bulgarian lev, a sub-account under the foreign currency account of UNWE, and has its own BULSTAT registration number.

Art. 6 The revenues of the "Printing House – UNWE" unit are generated from:

1. own revenues realized through the conduct of its core activities;
2. receipts from university orders financed by UNWE and assigned by "Academic Publishing House – UNWE";
3. revenues from university orders subsidized by UNWE pursuant to Art. 91, para. 1, item 3 of the Higher Education Act, assigned by "Academic Publishing House – UNWE";
4. revenues from university orders for promotional materials and other printed materials;
5. revenues from external orders;
6. revenues from copying services;
7. revenues from donations and sponsorships;
8. revenues from sales related to the scope of activities;
9. other receipts.

Art. 7 "Printing House – UNWE" incurs expenditures for:

1. remuneration of its employees and their social security contributions;
2. materials and consumables necessary for carrying out its core activities;
3. fixed tangible assets and other capital assets, as well as for improving the material and technical base in connection with the conduct of its core activities;
4. maintenance and repair of tangible assets;
5. external services related to its core activities;
6. royalties for the distribution of works by authors, paid through "Academic Publishing House – UNWE";
7. additional remuneration for its employees upon the realization of a positive change in net assets for the period;
8. tax settlements (VAT, Corporate Income Tax, etc.);
9. office supplies and other materials for the conduct of its commercial activities.

Art. 8 UNWE assumes the costs of maintaining and carrying out necessary repairs to the building in which the working premises of "Printing House – UNWE" are located.

Art. 9 The "Printing House – UNWE" unit may receive loans from UNWE, which are repaid within a specified period. Loans are granted by decision of the Rector following an opinion from the Finance Directorate of UNWE.

IV. MANAGEMENT BODIES OF "PRINTING HOUSE – UNWE"

Art. 10 The operational management body of "Printing House – UNWE" is the Director.

Art. 11 (1) The Director of "Printing House – UNWE":

1. plans the unit's activities;
2. approves the printing plan in execution of the contracts under the publishing plan assigned by UNWE through "Academic Publishing House – UNWE";
3. makes decisions on incentives for members of the unit in the event of a positive financial result;

4. proposes internal rules on the structure and staffing, as well as other internal administrative acts regulating the activities carried out by the "Printing House – UNWE" unit;
5. takes other decisions related to the current activities of the "Printing House – UNWE" unit that are required for the fulfilment of its core business purpose.

Art. 12 (1) The Director of "Printing House – UNWE" is appointed by the Rector of UNWE.

(2) The Director is subordinate to the Rector of UNWE and, following authorization, to the relevant Deputy Rector.

(3) The Director manages the activities of "Printing House – UNWE" and represents it before UNWE, before "Academic Publishing House – UNWE", and in relations with contractors and clients outside UNWE.

(4) The Director:

1. proposes to the Rector, following consultation with the relevant Deputy Rector, the appointment and dismissal of persons employed under employment contracts with "Printing House – UNWE";
2. proposes for approval by the Rector of UNWE, following consultation with the relevant Deputy Rector, the organizational structure and staffing schedule of "Printing House – UNWE";
3. implements decisions of the management bodies of UNWE related to the activities of "Printing House – UNWE";
4. manages the use of financial resources in accordance with the scope of activities of "Printing House – UNWE" and the annual budget of the unit approved by the Academic Council of UNWE;
5. when fulfilling external orders, conducts an independent pricing policy based on a methodology approved by the Rector of UNWE.

(5) The Rector of UNWE sets limits for additional monthly remuneration for employees of "Printing House – UNWE" upon the realization of a positive change in net assets for the period. Within these limits and upon realization of a positive change in net assets for the period, the Director determines the additional monthly remuneration, which is then approved by the Rector.

V. STAFFING AND REMUNERATION

Art. 13 "Printing House – UNWE" carries out its activities with a staff complement determined on the basis of a staffing schedule.

Art. 14 (1) The remuneration of the staff of "Printing House – UNWE" is determined by the Rector upon the proposal of the Director.

(2) Expenditures for salaries and social security contributions of the staff of "Printing House – UNWE" are borne entirely from its own revenues and budget. In the event of a shortfall in funds

for salaries and social security contributions, the "Printing House – UNWE" unit may take a loan from UNWE through the Finance Directorate of UNWE in accordance with the procedure set out in Art. 9.

VI. ORGANISATION OF THE PRINTING PROCESS

Art. 15 (1) The printing process is carried out in accordance with a printing plan.

(2) The printing plan includes:

1. printed materials financed from the funds of the "Printing House – UNWE" unit;
2. university printing orders, which include works whose printing is financed by UNWE, assigned by "Academic Publishing House – UNWE" in execution of the publishing plan of UNWE.

(3) The printing plan is drawn up on the basis of proposals and assignment contracts made by "Academic Publishing House – UNWE" in execution of the publishing plan of UNWE and other orders placed by UNWE or external parties, and is approved by the Director of "Printing House – UNWE".

Art. 16 "Printing House – UNWE" may print books wholly or partially sponsored by natural or legal persons not included in the printing plan, provided that a contract for copyright or related rights has been concluded with the respective publishing house that will hold such rights and that has a relationship with the author. The content of such books must not damage the reputation of UNWE.

Art. 17 (1) A contract for the execution of the publishing plan adopted by the Academic Council of UNWE shall be concluded between "Printing House – UNWE" and "Academic Publishing House – UNWE" following approval of a performance tender.

(2) A performance tender is submitted by "Printing House – UNWE" to "Academic Publishing House – UNWE" and contains a calculation of the proposed services in accordance with a methodology approved by the Rector of UNWE.

(3) In the case of external financing or assignment contracts, the relationship is governed by a contract between "Printing House – UNWE" and the contracting authority or the financing party. The Director of "Printing House – UNWE" adopts and approves a standard form of contract with an external contracting authority.

(4) The standard contract forms for the publications referred to in para. 1 are approved by the Rector of UNWE.

Art. 18 (1) The amount and method of payment of author's remuneration for titles financed by "Printing House – UNWE" are determined specifically in each contract, on the basis of a methodology approved by the Rector.

(2) The amount and method of payment of author's remuneration for titles financed pursuant to Art. 17, para. 1 are determined in accordance with a methodology approved by the Rector of UNWE and are made through "Academic Publishing House – UNWE".

VII. UNIVERSITY PRINTING ORDER

Art. 19 (1) A university printing order is placed in execution of the publishing plan and includes textbooks and academic works whose publication is financed by UNWE pursuant to Art. 91, para. 1, item 3 of the Higher Education Act and the Ordinance on the terms and procedure for the assessment, planning, allocation and expenditure of state budget funds for financing the scientific or artistic activities inherent to state higher education institutions, adopted by Council of Ministers Decree No. 233/2016, State Gazette No. 73/10.09.2016, or other regulatory acts.

(2) A university printing order is formed on the basis of the publishing plan adopted by the Academic Council of UNWE and is assigned by "Academic Publishing House – UNWE" through the signing of an assignment contract.

(3) The proposed titles for printing are provided by the Academic Publishing House of UNWE to the Director of "Printing House – UNWE". Contracts for printing and distribution are concluded between the two units as part of the assignment contract.

Art. 20 The author's remuneration for titles included in the university order is determined in accordance with a methodology approved by the Rector of UNWE as a sum equal to a specified percentage of the cover price of the product multiplied by the print run. The amount of author's remuneration is paid through "Academic Publishing House – UNWE" when the title forms part of the publishing plan of UNWE.

Art. 21 (1) The amount of expenditure for printing a university order is determined in accordance with a methodology approved by the Rector of UNWE, taking into account the cost price of each publication, excluding author's remuneration and reviewer fees and without factoring in a profit margin.

(2) For the purposes of para. 1, "Academic Publishing House – UNWE" may request a tender from "Printing House – UNWE", which is prepared in compliance with the methodology approved by the Rector of UNWE.

(3) The annual printing expenditures referred to in para. 1 are included in the annual budget of UNWE.

Art. 22 (1) The Academic Publishing House of UNWE may assign to "Printing House – UNWE" other university orders outside the publishing plan in execution of a decision of the management bodies of UNWE related to its scope of activities, including:

1. printing of academic works;
2. printing of materials and proceedings from academic events and research studies;

3. printing of translated and other educational literature related to the educational process and research activities;
4. other items.

(2) The manner of realization of the products of "Printing House – UNWE" assigned pursuant to para. 1 is determined by the contracting authority in the university order.

Art. 23 A university printing order may also be assigned to "Printing House – UNWE" by the Rector of UNWE and/or the relevant Deputy Rector for the printing of occasional and other materials, including copying services, at a price determined in accordance with the methodology approved by the Rector of UNWE.

Art. 24 (1) An assignment contract for printing shall be concluded in connection with a university printing order, regardless of whether it falls under Art. 19, Art. 22 or Art. 23.

(2) University orders under Art. 19 and Art. 22 are assigned to "Printing House – UNWE" exclusively by "Academic Publishing House – UNWE" in execution of the publishing plan or outside thereof.

(3) University orders financed by projects external to UNWE may also be assigned by the authorized Deputy Rector.

IX. DISTRIBUTION OF OUTPUT

Art. 25 (1) The "Printing House – UNWE" unit may, where necessary and with the explicit consent of the authors as reflected in the publishing contract, distribute a portion of the print run of the respective works in accordance with framework agreements with "Academic Publishing House – UNWE".

(2) The distribution of the output of the "Printing House – UNWE" unit is carried out through:

1. retail sales at the bookshop of the "Printing House – UNWE" unit;
2. wholesale sales to external distributors;
3. wholesale sales to external organizations.

(3) "Printing House – UNWE" may also use other methods of distributing its products at its own discretion and expense, subject to the principles of effectiveness and efficiency and in compliance with copyright and related rights.

(4) Where an order is financed entirely by an external contracting authority (or through sponsorship), an alternative method of distribution may be specified in the contract depending on the wishes of the contracting authority.

(5) "Printing House – UNWE" may distribute at the university bookshop literature, office supplies and other materials purchased from other publishers and companies through direct purchase or on consignment.

Art. 26 The cover prices of titles printed using the unit's own funds are determined and approved by the Director of "Printing House – UNWE" on the basis of a methodology approved by the Rector of UNWE and in accordance with the copyright and related rights transferred under the publishing contracts.

Art. 27 (1) The cover prices and discounts for printed titles assigned as university orders pursuant to Art. 19 may be determined in the assignment contract in accordance with a methodology approved by the Rector of UNWE, based on the provisions of the individual publishing contracts for each work.

(2) If the cover price of a title assigned as a university order is not fixed pursuant to para. 1, it shall be determined in accordance with the procedure set out in Art. 25.

Art. 28 "Printing House – UNWE" grants distributors of its printed products a discount of up to 30 percent, depending on the parameters of the product and the expected revenues from its sale, on the basis of a methodology approved by the Rector of UNWE and the provisions of the publishing contracts.

Art. 29 The "Printing House – UNWE" unit may provide the UNWE Library with a quantity of each product, proportionate to the print run, at cost price against payment.

X. TRANSITIONAL AND FINAL PROVISIONS

§1. These Regulations are adopted pursuant to Art. 21, item 2 of the Higher Education Act.

§2. These Regulations may be amended and supplemented by decision of the Academic Council of UNWE.

§3. These Regulations were adopted by Decision No. 1 of 2 April 2025 of the Academic Council of UNWE and enter into force on the date of their adoption.