

## **The Statute of the Publishing House of LEPL- Ivane Javakhishvili Tbilisi State University**

### **Article 1. General Provisions**

1. The Publishing House (hereafter - “The Publishing House”) of LEPL- Ivane Javakhishvili Tbilisi State University (hereafter - “The University”) is a subsidiary, structural unit of the University.
2. The Publishing House operates within Georgian legislation, the University’s statutes, the University’s judicial acts and their regulation.
3. The Publishing House, within the limits of its competence, executes the duties entrusted by the Rector of the University and the Head of Administration based on the legislation and is accountable to them.

### **Article 2. The Scope, Aims and Functions of the Publishing House**

- 1) The field, functions and aims of the Publishing House are:
  - a) The main aim of the Publishing House is to encourage and enhance the high quality of education and scientific research based on modern standards of education and to popularize and protect Georgian, as well as mankind’s cultural values.
  - b) The aims of the Publishing House are: to supervise, coordinate, control, print, circulate and the sell of published works.
  - c) The Publishing House carries out editing and printing work.
  - d) The Publishing House authorizes, within its competence, the fulfillment of the legislative act projects.
  - e) The Publishing House examines, within its competence, the applications by physical or legal entities, or to participate in the process of their discussion.
2. The types of products of the Publishing House are:
  - a) The main types are academic or scientific books, such as classics of scientific literature, translated scientific literature, dictionaries, reference books, field literature etc.;
  - b) Periodical publications, such as student’s literature journals, field scientific journals, conference materials, abstracts, etc;
  - c) Electronic field literature, such as all types of electronic publications - periodical, field, entertainment, educational, etc;

d) Commercial publications, such as children's books, albums, guides, modern literature, textbooks, Georgian classic texts, translated fiction, etc;

### **Article 3. The Structure and Management of the Publishing House**

- 1) The Publishing House is the organizational - structural unit of the University directed by the Head of the Publishing House.
- 2) The Head of the Publishing House is appointed and removed by the Head of the Administration.
- 3) The Head of the Publishing House has a Deputy Head of the Publishing House.
- 4) The Deputy Head of the Publishing House and personnel are appointed and removed by the Head of the Administration together with the recommendation of the Head of the Publishing House.
- 5) In the case of a temporary absence of the Head of the Publishing House (pay leave, business trip, illness, temporary absence of 2 or more days), or in the case of instruction by the Head of the Publishing House, his or her duties are performed by the Chief Editor of the Publishing House.
- 6) The Head of the Publishing House:
  - a) leads and manages the Publishing House's activities;
  - b) represents the Publishing House while fulfilling its rights and duties and is responsible for the proper fulfillment of the Publishing House's functions and goals;
  - c) distributes responsibilities between the Publishing House's staff and gives them directives and instructions;
  - d) supervises the proper fulfillment of the duties by the personnel of the Publishing House and controls their correct practice of University's regulations;
  - e) signs the documents prepared by the Publishing House and, within their limits of competence, authorizes the fulfillment of the legislative act projects worked out by the University's structural units;
  - f) presents the annual report about the activities of the Publishing House to the Rector and the Head of the Administration no later than the first quarter of the following year, as well as at any time on demand of the Rector and/or the Head of the Administration;
  - g) organizes the proper fulfillment of the functions entrusted to the Publishing House by this statute, for which the Head of the Publishing House presents proposals to the Rector of the University and the Head of the University's Administration regarding the organizing and solving certain issues;

- h) presents the proposals about the Publishing House's inner structures, distribution of permanent employees, organization of work, encouragement of the Publishing House's staff or imposing disciplinary liability to the Head of the University's administration;
  - i) mediates regarding the assignment of funding, equipment and inventory necessary for the fulfillment of the goals and objectives of the Publishing House;
  - j) within their competence, issues decisions on behalf of the Publishing House;
  - k) periodically becomes familiar with the performance reports from the staff;
  - l) mediates for the University regarding the issues of raising qualifications of the personnel and executes, according to this statute, other entitlements determined by the University's judicial acts and by the Georgian legislature.
- 7) The Publishing House personnel positions determined by the University's personnel arrangements are: the Head of the Publishing House, the Deputy Head of the Publishing House, the Chief Editor, the Manager of Scientific Publications, the Senior Editor, the Coordinator and the Office Manager.

#### **Article 4. The Deputy Head of the Publishing House**

The Deputy Head of the Publishing House, within their competence:

- a) assists the Head of the Publishing House to fulfill, plan, coordinate and organize their entrusted duties;
- b) participates in the distribution of the materials received by the Publishing House;
- c) executes entitlements connected to the Publishing House entrusted by the Head of the Administration, the Rector and the Head of the Publishing House;
- d) executes other liabilities entrusted by the Head of the Administration, the Rector and the Head of the Publishing House.

#### **Article 5. The Reorganization and Liquidation of the Publishing House**

The reorganization or liquidation of the Publishing House is performed according to the rule under the Georgian Legislation.

#### **Article 6. The Rule of Amendments and Additions**

Any amendments and additions to the regulations of the Publishing House is made according to the established rule under the Georgian Legislation.

