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President of EPU Prof. Giuseppe Saccone, Ph.D.

## **RULES**

### **ON PLANNING AND PUBLICATION OF TEACHING LITERATURE AND ELECTRONIC TEACHING MATERIALS IN THE EUROPEAN POLYTECHNICAL UNIVERSITY**

**2016**

[www.epu.bg](http://www.epu.bg)



**Article 1.** In compliance with article 96, paragraph 4 of the Rules on the structure and operation of EPU, these Rules set out the terms and conditions for planning, preparation and publication of teaching literature and electronic teaching materials in the European Polytechnical University, hereinafter referred to as “the University”.

**Article 2.** The annual targeted subsidy for publication of textbooks, teaching aid and electronic teaching materials is not less than 3% of the University’s budget and is defined at the beginning of the financial year by the Board of Trustees.

**Article 3.** (1) The overall publishing activity is managed by the Publishing Council and its chairman. The meetings of the Publishing Council are valid if not less than half of its members are present at the meeting. The resolutions are adopted by simple majority. Minutes are kept for each meeting, which are adopted at the next meeting.

(2) The chairman of the Publishing Council is nominated by the rector and approved by the president of the University.

(3) The members of the Publishing Council are elected by the Academic Council upon proposal of the rector and their term of office coincides with the term of office of the Academic Council.

(4) Representatives of all bachelor and master academic standards, the chairman of the Publishing Council, the head of Library and Publishing Activity Office and a technical associate – organiser, are members of the Publishing Council.

**Article 4.** The Publishing Council discusses and adopts resolutions on the following major issues:

1. adopts annual main and extended publishing plan and supervises its implementation and defines quotas, priorities and restrictions by academic standards, departments and types of publications in compliance with the defined budget;
2. approves common technical requirements to the teaching aid issued on paper and CD ROM and defines their volume and total print;
3. discusses the contracts for ordered publications;
4. approves draft contracts with the authors, reviewers and scientific/ style editors;
5. discusses and approves draft contracts with printing houses and companies;
6. proposes to the president draft tariffs for remuneration of authors, reviewers, scientific/ style editors;
7. at the end of each calendar (financial) year, approves a report for its work.

**Article 5.** The chairman of the Publishing Council has management and supervisory functions, such as:

1. manages the work of the Publishing Council and convenes the regular meetings of the Council not less than four times during the calendar year;
2. prepares the annual publishing plan and submits it for approval by the Publishing Council;



3. prepares draft contracts with legal entities and natural persons and submits them for approval by the Publishing Council;
4. establishes and maintains contacts with authors, reviewers and editors;
5. calculates, together with the chief accountant, and submits the expenses for purchase of intellectual property rights from the authors and the expenses for review, scientific and style editing of manuscripts to the Publishing Council for approval;
6. supervises the publication of textbooks and teaching aid;
7. coordinates contracts with legal entities and natural persons approved by the Publishing Council and submits them to the president for signature;
8. establishes contacts with companies, foundations, cultural institutes, higher education establishments, public organisations, book publishing and distribution houses for implementation of mutually beneficial cooperation;
9. twice a year submits to the Publishing Council a report for published teaching literature and the financial and economic results;
10. at the end of each calendar year, submits to the Academic Council a report for the work of the Publishing Council approved by the Publishing Council.

**Article 6.** Each lecturer in the University who has a scientific degree, and if not using published teaching literature, is obliged to propose an author or a co-author for publication of teaching literature in electronic format for the discipline/s of the curricula applicable in EPU in which they read lectures and conducts seminars in the department responsible for the study in the respective discipline.

**Article 7.** Upon proposal made by the department councils, the program councils plan the required titles and the content of books in similar disciplines within the academic standard and approve a reviewer of the publication who is a habilitated lecturer in the respective discipline. If needed, a scientific/ style editor is nominated.

**Article 8.** Program councils submit their proposals to the Publishing Council until the 31<sup>st</sup> of January. Not later than the 15<sup>th</sup> of February, the Publishing Council approves the annual publishing plan and upon approval of the rector, publishes it on the website of EPU.

**Article 9.** The author(s) submit the full text of the teaching material to the department in charge of the study in the respective discipline within the deadline fixed by the Publishing Council. Within two weeks the department council discusses the readiness of the text for publication and upon positive decision, it submits it to the reviewer approved in the publishing plan. The deadline for review is one month.

**Article 10.** The reviewer submits the finished review to the department council that hears it and in case it is positive, it proposes to the program council to adopt it. The review should meet the requirements as set out in the contract between the reviewer and the University.



**Article 11.** (1) Upon proposal of the department council, the program council adopts the review and adopts final resolution for the publication of submitted teaching material in printed or electronic format.

(2) All publications of EPU and the related documents in electronic format are saved in web-based digital depot DSpace with authorised access.

**Article 12.** Upon failure to submit a manuscript within the approved time period, the Publishing Council replaces it with the next title from the extended publishing plan.

**Article 13.** As a publisher, EPU enters into contracts with the author(s), the reviewer and the scientific/ style editor. With the contract the author(s) grant the publisher the right to reproduce and distribute the work only for one edition. The publisher is obliged to carry out these activities and to pay to the author(s) the due remunerations pursuant to the terms and conditions of the Copyright and Neighbouring Rights Act (CNRA). For every subsequent edition (re-edition, second printing) the publisher enters into a new publication contract with the author(s) in writing.

**Article 14.** In Library and Publishing Activity Office, each manuscript is registered in a special log with assigned number and certificate while waiting for the ISBN registration for copyrights.

**Article 15.** In case the ISBN registration for copyrights has been already given, author(s) are not allowed to grant the publishing rights to another publishing house until the expiration of the term of validity of the contract with EPU.

**Article 16.** Contracts are signed by the officials in the following order: chief accountant, chairman of the Publishing Council, president.

**Article 17.** The scientific/ style editor edits the text in scientific/ style aspect. The deadline for editing is one month.

**Article 18.** Within two weeks after the end of the editing of the teaching material, the author is obliged to insert the corrections requested by the editor in the text (or to motivate his refusal on specific items) and to submit the text of the teaching material in computer format on digital carrier, together with one hardcopy printout.

**Article 19.** The chairman of the Publishing Council and the head of the respective department define the level of technical readiness of the teaching material for printing and inform the author in writing about its final adoption.

**Article 20.** The University pays a fee to the author(s) in pursuance of the contract entered into with the author(s) after the final adoption of the manuscript.



(1) The amount of the fee is up to one gross monthly salary of the author (any of the authors), when the teaching material is used only from the website of the University;

(2) In case of doubled printed edition, instead of the fee under paragraph (1), the author(s) receive(s) a fee of 35% of the fixed unit price of every purchased copy of the edition after the sum of sold copies has covered the expenses spent by the University for the time being. The amounts are paid periodically, in proportion to the sold number of copies, until the final exhaustion of the total print.

**Article 21.** The University pays 100% of fixed fees to the reviewer and to the scientific/ style editor as a lump-sum only for the first edition of the title upon the final adoption of the manuscript for printing.

**Article 22.** The regulations on fees and deadlines are subject to annual update by the Publishing Council after the Board of Trustees defines the annual subsidy for publication of teaching literature and electronic teaching materials and are approved by the University President.

**Article 23.** The polygraph/technical work in relation to the teaching material is procured by EPU to a company under a contract.