

ISTINYE UNIVERSITY
SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NO
04/12/2017	09.00	20

ISTINYE UNIVERSITY
DIRECTIVE ON THE TECHNOLOGY TRANSFER OFFICE (TTO)

SECTION ONE
Purpose and Definitions

Purpose

Article 1 - (1) The purpose of this Directive is to regulate the principles in relation to the structure, organs, operating manner, duties, authorities and responsibilities, and objectives of the Technology Transfer Office of Istinye University which was established to commercialize the information and technology produced at Istinye University by putting them into practice; to create cooperation opportunities between the University and the industry; to produce the information and technology required by the industry at the university; to protect the intellectual property rights; to benefit from national and international support funds; and to contribute to the development of entrepreneurship.

Definitions Article 2 –

(1) In this Directive;

- a) Academic Units: refer to the University's Faculties, Schools, Vocational Schools, Institutes, Research and Application Centers and Departments under the Rectorate,
- b) TTO: refers to the Istinye University Technology Transfer Office
- c) Project: refers to any project defined in items e, f and g of this directive
- d) Projects Contracted by the Industry: refer to contracted research funded and supported by national and foreign industrial organizations.
- e) National Projects: refer to projects supported by The Scientific and Technological Research Council of Turkey (TUBITAK), State Planning Organization (DPT), Industry Theses (SAN-TEZ), the Turkish Employment Agency (ISKUR), Small and Medium Enterprises Development Organization of Turkey (KOSGEB), the Technology Development Foundation of Turkey (TTGV), the Program for the Support of Rural Development Investments (KKYDP), Development Agencies, Municipalities, Ministries, and other nationally funded projects such as Farabi, etc.,
- f) International Projects: refer to all the projects that are supported by the EU Funds, including lifelong learning and international projects funded by external sources such as the European Research Coordination Agency (EUREKA), the European Cooperation in Science and Technology (COST), the International Center for Genetic Engineering and Biotechnology (ICGEB), the National Science Foundation (NSF), the Organization for Economic Co-operation and Development (OECD), the Food and Agriculture Organization (FAO), the National Institutes of Health (NIH), the EUROSTAR and so on (all projects other than those funded by grants are included in this category),
- g) University Projects: refer to projects funded by the units of Istinye University and the projects at Istinye University, which are funded by the business world
- h) Incubator Center: refers to the Incubator Center of Istinye University
- i) University: refers to Istinye University,
- j) Board of Trustees: refers to the Board of Trustees of

Istinye University.

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Structure and Module Missions of the TTO Article 3 -

(1) The TTO refers to the structure that is established to provide services in relation to training, promotion and awareness, and services for benefiting from support programs, to the University, industrialists and entrepreneurs, services in relation to cooperation activities between the university and industry (project development and management), management and licensing of intellectual and industrial rights, and incorporation and entrepreneurship, and to coordinate the relevant units. It consists of five main modules.

- (a) Module 1: Includes the Awareness, Promotion, Information and Training Services.
The purpose of this service module is to inform the stakeholders within the university and the business world about conducting R&D projects, developing projects in collaboration with the university, technology, innovation and entrepreneurship.
- (b) Module 2: Includes the Services for Benefiting from Support Programs.
The purpose of this module is to carry out the procedures in relation to the provision of information, project design and administrative support for the university and the business world to benefit from the national and international grant support programs.
- (c) Module 3: Includes Project Development/Management Services (Activities for Cooperation between University and Industry). The main axis of this module is the use of the academic/administrative know-how of the university in the R&D projects of the private sector. Activities to be carried out by the TTO within the framework of this module are; the identification of the R&D projects of the companies by using various communication tools, the location of researchers to be assigned for the identified projects, the creation of the contracts for the cooperation, and the coordination services to be provided during the execution of the projects, if required.
- (d) Module 4: Includes the Management of the Intellectual Property Rights and the Licensing Services. Activities to be carried out by the TTO as part of this module are; the identification of the projects and studies that can be considered to be related to intellectual property at the university, taking decisions on issues such as confidentiality, know-how and registration in line with the intellectual property management, registration procedures, marketing and licensing of the intellectual property, and conducting the transactions related to the usage information to the user/customer.
- (e) Module 5: Includes Incorporation and Entrepreneurship Services.
The purpose of this module is to support the entrepreneurship activities to be carried out by academics, employees and university students for the introduction of new products and technologies to the economy. As part of the module, it will be ensured that services such as consulting and training on issues such as project design, law and administrative procedures are provided to academicians, employees and students who have business ideas.

Management Units of the TTO

Article 4 –

- (1) The management units of the TTO are as follows;
 - (a) TTO Manager: Vice Rector, Rector Advisor or a lecturer appointed by the Rector,
 - (b) Specialist / Assistant Specialist: An instructor appointed by the Rector or personnel who is recruited through outsourcing,
- (2) TTO Manager: Reports to the Rector or the Vice Rector responsible for R&D.
 - (a) Duties of the TTO Manager;
 - (I) Representing the TTO,
 - (II) Organizing the activities of the TTO,

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(III) Ensuring that the TTO and all the units, commissions, boards and project groups working for the projects carried out at the University function regularly and effectively

(IV) Ensuring coordination in the execution of the “Projects”,

(VI) Providing the coordination of the training and consultancy services on the notification of national and international research funds and calls, access to funds, finding partners, creating, developing, preparing, budgeting, application and execution of projects,

(VII) Corresponding as required and providing the coordination with the relevant units and institutions/organizations in the processes involving the acceptance, revision and re-submission of projects to the relevant program and the execution of projects,

(VIII) Providing trainings on industrial projects, technology licensing and intellectual property rights and coordination of the consultancy services,

(IX) S/he is responsible for ensuring that “Databases” are created for all applications of the academic staff/employees of the University, accepted projects, “Intellectual and Industrial Property Rights” received by academic staff/employees, etc.

(3) Specialist and Assistant Specialist: A faculty member appointed by the Rector or personnel to be provided based on the principles for the appointment of contracted personnel or personnel to be appointed by the Rector. They report to the TTO Manager.

(a) Duties of the Specialist and the Assistant Specialist involve the performance of the tasks that are defined as part of the module which they are responsible for.

Commissions and Project Groups

Article 5 - (1) Research and Application Commissions, Units and Project Groups may be established in the areas of activity of the office with the suggestion of the TTO Manager and the approval of the Rector to carry out the project management, patent, research, development and training activities in line with the principle of labor division.

University

Article 6 - (1) Administrative/financial processes related to the TTO activities shall be carried out by/under the coordination of the General Secretariat and its units.

(2) Legal processes related to the TTO activities shall be carried out by/under the coordination of the Office of the Legal Counsellor.

Effective Date

Article 6 - (1) The TTO Directive shall become effective as of the date of its acceptance by the Istinye University Senate.

Execution

Article 7 - (1) The TTO Directive shall be executed by the Rector of Istinye University.