

**İSTİNYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
15.05.2024	13:30	13

**İSTİNYE UNIVERSITY  
ENTREPRENEURSHIP AND INCUBATION CENTER DIRECTIVE**

**Chapter 1  
General Provisions**

**Purpose**

**ARTICLE 1 –** (1) The purpose of this Directive is to regulate the purpose, establishment and operational principles of the IstinYE University Entrepreneurship and Incubation Center.

**Scope**

**ARTICLE 2 –** (1) This Directive covers the provisions regarding the purpose, establishment, operational principles, activity areas, organs and duties of the IstinYE University Entrepreneurship and Incubation Center.

**Basis**

**ARTICLE 3 –** (1) This Directive was prepared based on Article 14 of the Higher Education Law No. 2547, dated 04 November 1981.

**Definitions**

**ARTICLE 4 –** (1) The definitions used in this Directive are as follows:

- a) Advisory Board: Central Advisory Board,
- b) Center: IstinYE University Entrepreneurship and Incubation Center,
- c) Director: Center Director,
- d) Rector: Rector of IstinYE University,
- e) University: IstinYE University,
- f) Board of Directors: Central Board of Directors.

**Chapter 2**

**Purpose and Fields of Activity of the Center**

**Purpose of the Center**

**ARTICLE 5 – (1)** To raise awareness in the field of technology development and innovation, our goals are as follows: conducting scientific research, establishing national and international collaborations, actively participating in these collaborations, and developing sustainable policies.

### **Areas of Activity of the Center**

**ARTICLE 6 – (1)** The following activities are carried out in line with the purposes of the Center:

- a) To develop, plan, and implement research programs in the field of technology development and innovation, we leverage the knowledge and infrastructure of various scientific fields at the university.
- b) To closely monitor technology development and innovation studies conducted in Türkiye and around the world, and to keep the Center updated on relevant work in this field,
- c) To support all academic and administrative units within the university in matters related to technology development and innovation.
- d) To organize lessons, seminars, courses, and training programs, as well as events on topics such as strategic plan design, innovation, project preparation and management, intellectual and industrial property rights, and business plan preparation for entrepreneurs. Additionally, to provide services such as venue, infrastructure, and support to entrepreneurs and entrepreneur candidates, with or without a fee, within our capabilities.
- e) To assist entrepreneurs in developing and commercializing their business plans.
- f) To facilitate collaboration between investors and entrepreneurs, activities will be organized within the Incubation Center.
- g) To create a mentor pool to help entrepreneurs develop their ideas and guide them,
- h) To conduct national and international studies on technology development and innovation, develop projects, and organize educational activities and events on this subject within the university, with the aim of contributing to society.
- i) To enhance communication and collaboration with other universities, similar centers, civil society organizations, private sector entities, and public institutions in Turkey and abroad.
- j) To engage in a wide range of activities related to the purpose of the Incubation Center.

## **Chapter 3**

### **Management Bodies, Duties, and Personnel Needs of the Center**

**ARTICLE 7 -** The Center consists of the following management bodies:

- a) Director

b) Board of Directors

c) Advisory Board, established with the approval of the Rectorate, if proposed by the Board of Directors

#### **ARTICLE 8 - Director and Deputy Director**

(1) The Director is appointed by the Rector from among the University personnel who have knowledge and experience in the activities carried out at the Center. This appointment is for a three-year period.

(2) The Director submits one person from the Board of Directors to the Rector for approval, to be appointed as the deputy director. This deputy director will assist the Director. If the Director is temporarily absent, the deputy director will act on his behalf. If the deputy director serves for more than six months, a new Director will be appointed.

#### **ARTICLE 9 - Duties of the Director**

(1) The Director's main responsibility is to the Rector for ensuring the smooth execution of work in line with the center's objectives. This includes overseeing and controlling all center activities, as well as taking any necessary measures in these matters.

(2) The duties of the Director are as follows:

- a) To execute all activities of the Center in alignment with the University's mission and vision, and to represent the Center and chair the Board of Directors.
- b) To determine the work program and submit the Center's short-term, medium-term, and long-term goals to the Rector for approval, after obtaining the Board of Directors' approval.
- c) To prepare the activity report and work program for the following year at the end of each year. After receiving the opinion of the Board of Directors, submit it to the Rector for approval.
- d) To effectively manage the units and personnel under his/her supervision in accordance with the goals of the Center.
- e) To collaborate and coordinate with academic units within the University, as well as public and private institutions, to develop education and research activities focused on interdisciplinary studies.
- f) To plan and organize both national and international meetings related to the activities of the center.
- g) To foster collaboration with national and international institutions and organizations and actively engage in membership activities.
- h) To determine the Center's budget and personnel requirements and submit them for approval by the Board of Directors.
- i) To fulfill the duties assigned by the Rector in accordance with the applicable legislation.

**ARTICLE 10 - Board of Directors**

(1) The Board of Directors is composed of five members, which includes the director, deputy director, and three members selected from academics and experts working in the Center's field of activity. These members are proposed by the Director and appointed by the Rector. The term of office for Board members is three years. A member whose term has expired may be reassigned. If a member resigns for any reason, a new member is appointed in the same way to complete the remaining term of office. The Director serves as the presiding officer of the Board of Directors.

(2) The Board of Directors typically meets at least twice a year. However, it can convene exceptionally upon the Director's call, with an absolute majority. Decisions of the Board of Directors are made by a majority vote. If there is a tie, the Director's vote is considered to have achieved a majority.

(3) Membership of a member who fails to attend three consecutive meetings or a total of five meetings without an excuse will automatically be terminated.

**ARTICLE 11** - The duties of the Board of Directors are as follows:

- a) To make decisions on issues related to the activities and management of the Center.
- b) To prepare guidelines that determine the working principles of the Center.
- c) To evaluate and make recommendations on projects regarding research, implementation and publication.
- d) To review and make decisions regarding the annual activity report prepared by the Center at the end of each year.
- e) To discuss and make decisions on issues proposed by the Director regarding the Center.
- f) To coordinate, evaluate, make recommendations, and make decisions on the annual plan, program, operations, personnel, budget, and other activities of the Center.

**Chapter 4****Miscellaneous and Final Provisions****ARTICLE 12 - Entry into Force**

This Directive will enter into force on the date when it is approved by the Senate of Istinye University.

**ARTICLE 13 - Execution**

The provisions of this Directive shall be executed by the Rector of Istinye University.