



**REPUBLIC OF
TURKEY
YAŞAR UNIVERSITY
INFORMATION and TECHNOLOGY TRANSFER OFFICE and
PROJECT SUPPORT OFFICE DIRECTIVE**

**CHAPTER ONE
General Provisions**

Aim and Scope

ARTICLE 1 – (1) The aim of this directive is to regulate the procedures and principals concerning the objectives, areas of activity, and operating principles of Yaşar University Information and Technology Transfer Office and Project Support Office.

(2) This directive describes the provisions concerning the activities and works with regard to the improvement of University's research quality and capacity, supporting projects through national and international funds, creating a project culture, becoming a facilitator between industry/business and university, protecting and commercializing intellectual and industrial properties, dissipating the academic and student entrepreneurship culture by promoting corporatization and supporting university originated companies in creating economic value.

Descriptions

ARTICLE 2 – (1) The descriptions of the terms referred to in this directive:

- a) General Secretariat: General Secretariat of the University,
- b) Department of Financial Affairs: University's Department of Financial Affairs
- c) Board of Trustees: University's Board of Trustees
- ç) Project Assessment Committee: University's Project Assessment Committee
- d) Project Support Office: University's Project Support Office
- e) Rector: Rector of the University
- f) Rector's Office: University Rector's Office
- g) Vice Rector's Office: the University's Vice Rector's Office,
- ğ) University: Yaşar University
- h) University-Industry Cooperation: The collaborative works between the University and the public institutions, associations and private sector institutions.

CHAPTER TWO

Foundation, Purpose, and Areas of Activity of the Information and Technology Transfer Office

Foundation

ARTICLE 3 – (1) Information and Technology Transfer Office is an administrative unit managed by a director and subsidiary to the related Vice Rector's Office.

(2) Information and Technology Transfer Office Director is appointed by the Board of Trustees upon the recommendation of the Rector.

Purpose

ARTICLE 4 – (1) Below are the purposes of the Information and Technology Transfer Office:

- a) Information and Technology transfer of the University's employees, students, and alumni,

b) To increase the awareness and knowledge level concerning the Research and Development,

c) Consulting University employees, students, and alumni within the processes of Information and Technology Transfer, and Research and Development.

ç) To support creating an efficient research environment and project culture within the University by making use of national and international funds.

d) To enhance relations within the framework of regional and national development by means of shaping University-Industry Cooperation, as well as to make sure that the process of transferring applicable outputs to relevant public and private sector institutions is faster,

e) To support intellectual and industrial rights, as well as industrialization of these rights

f) To boost the entrepreneurial culture of university staff, students and alumni,

g) To support the process through which the researches conducted within the University are transformed into economic and social values.

Areas of Activity

ARTICLE 5 – (1) The Areas of Activity of Information and Technology Transfer Office are:

a) To organize national and international events such as seminars, symposiums, conventions and conferences on information and technology transfer and Research and Development

b) To provide counseling and information on Research and Development and innovation support programs, to direct University students, employees, and alumni to appropriate support programs and assist them in finding project partners.

c) To develop multi-player, large-scale projects with private sector involvement by reinforcing the interaction between the internal and external shareholders of the University.

ç) To encourage researchers to collaborate with the industry; to provide connections and coordination for the public – university-industry collaborative projects, to perform business development and project development activities.

d) To identify, to protect intellectual and industrial properties resulting from the joint projects with internal or external shareholders of the University; to search for patents with the intent of commercialization; to apply for patent, unity model, industrial design and trademarks; to evaluate patents; to analyze the market; to create and manage a patent portfolio and to perform licensing activities.

e) To provide support for the University employees, students alumni for developing commercial prototypes, creating teams, market and competition analyses, establishing and managing companies, business development, and marketing with the intent of creating value from their ideas, projects and researches.

CHAPTER THREE

Foundation of the Project Support Office, its purpose and areas of activity

FOUNDATION

ARTICLE 6 – (1) Project Support Office, is an administrative unit managed by a director. It is subsidiary to the related Vice Rector's Office and it employs full-time staff.

(2) The Director of Project Support Office is appointed by the Board of Trustees upon the recommendation of the Rector.

Purpose

ARTICLE 7 – (1) The following are the purposes of the Project Management Office:

a) To monitor all the projects made in the University, to manage contracts and related information and documents.

b) To monitor the exchange of documents between the Department of Financial Affairs, Information and Technology Transfer Office, General Secretariat, the other relevant units of the University and the Rector's Office concerning the information and technology transfer processes and Research and Development activities within the University.

c) To create reports regarding the University's information and technology transfer processes and Research and Development activities,

- c) To coordinate the Project Assessment Committee,
- d) To ensure the effective management of the Research Fund.

Areas of Activity

ARTICLE 8 – (1) The following are the Areas of Activity of the Project Support Office:

- a) To determine the agenda of the Project Assessment Committee; to assemble the Project Assessment Committee and report its decisions
- b) To direct project payment requests to relevant units and monitor them,
- c) To monitor the approval of the contracts before the related units,
- d) To monitor and conclude the financial processes of the projects and,
- e) To write the necessary reports concerning the projects

CHAPTER FOUR
Final Provisions

Effective Date

ARTICLE 9- (1) This directive is effective from the date it is approved by the Board of Trustees.

Execution

ARTICLE 10- (1) The articles in this directive are executed by the Rector.

*In cases of any discrepancy, Turkish version of this document shall apply.

This directive is approved by the decision no.3 of the Board of Trustees
on October 05, 2016.