

INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY INNOVATION, RESEARCH AND PROJECT CENTER DIRECTIVE

FIRST SECTION

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) The Innovation, Research, and Project Center (IRPC) aims to promote excellence in scientific research, technological development, and project management. The Center aims to accelerate knowledge transfer and commercialize innovations in collaboration with the university's academic and industrial partners.

Scope

ARTICLE 2 - (1) This Directive govern the organizational structure, functioning, and duties and responsibilities of the Center. It also directs the Center's relationships and collaborations with university and external stakeholders.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the processes and procedures of the International Standards Organization ISO 21001 Educational Institutions Management System Certificate owned by the university.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) ISTU IRPC: Refers to the International Science and Technology University Innovation, Research, and Project Center,
- b) Director: Refers to the Director of the Innovation, Research and Project Center,
- c) Advisory Board: Refers to the Advisory Board of the Innovation, Research, and Project Center,
- d) Board of Directors: Refers to the Board of Directors of the Innovation, Research, and Project Center,
- e) Rector: Refers to the Rector of the International Science and Technology University,
- f) University: Refers to the International Science and Technology University.

SECOND SECTION

Objectives and Activity Areas of the Center

Objectives of the Center

ARTICLE 5 - (1) The objectives of ISTU IRPC are:

- a) To consolidate the university's knowledge in innovation, research, and project topics under a central structure, transform this knowledge into innovative, technological, and competitive products, create added value and transfer it to the industry.
- b) To develop university and industry collaborations in a sustainable way.
- c) To ensure that our students, scientists, and industrial institutions benefit from international research support programs and grant funds.

- d) To increase knowledge accumulation at individual, institutional, and international levels by ensuring technology transfer, and to enhance international competitiveness through the development of technology and innovative thinking,
- e) To provide services that support all processes, including the management of intellectual and industrial property rights and licensing services on this basis; application for patents/utility models/industrial designs, process tracking, registration, marketing and commercialization of property rights, and the formation of licensing agreements,
- f) To conduct network structuring activities with international technology transfer centers and contribute to raising the level of knowledge, awareness, and accumulation in this field,
- g) To provide entrepreneurship training to faculty members, students, stakeholder organizations, and the community.

Activity Areas of the Center

ARTICLE 6 - (1) The activity areas of the Center are as follows:

- a) To strengthen the university's R&D activities and develop university-industry collaboration,
- b) To secure international grants for the university,
- c) To provide consultancy services for innovation, research, and project activities,
- d) To offer training in entrepreneurship, project support, intellectual property rights, licensing; and to organize international events such as congresses, seminars, workshops, and courses for this purpose,
- e) To publish findings resulting from research in the form of reports, articles, books, journals,
- f) To develop the university's intellectual and industrial property portfolio and encourage academic entrepreneurship,
- g) To gather products and services related to commercialization of R&D results, licensing, company formation, business development, and entrepreneurship under one roof, thereby creating a sustainable structure,
- h) To conduct activities to create an innovation-based ecosystem at the regional level.

THIRD SECTION

Management Bodies and Duties of the Center

Management Bodies of the Center

ARTICLE 7 - (1) The Center consists of the following bodies:

- a) Director
- b) Board of Directors
- c) Advisory Board

Director

ARTICLE 8 - (1) The Director is appointed for a three-year term by the Rector from among the full-time staff of the University or the affiliated / partner organization with which it cooperates. The Director, whose term has ended, can be reappointed with the approval of the Rector. The Director can be dismissed before the end of the term in the same manner as appointed.

(2) If necessary, an assistant director can be appointed by the Rector upon the request of the Director to assist the Director, with the same procedure and principle. The term of the assistant director is three years. In the absence of the Director, one of the assistants acts as a deputy. If the

deputyship lasts more than six months, a new Director will be appointed. The duties of the assistants end when the term of the Director ends.

Duties of the Director

ARTICLE 9 - (1) The Director performs the following duties:

- a) To determine the short, medium, and long-term objectives of the Center, to prepare the strategic plan, and implement it after the approval of the Board of Directors.
- b) To manage, coordinate, supervise, and oversee the staff affiliated with the Center.
- c) To ensure collaboration and coordination between internal and external individuals and organizations of the University.
- d) To prepare the annual activity report for the past period and submit it for the approval of the Board of Directors.
- e) To develop the Center's annual goals and work program, and implement it after the approval of the Board of Directors.
- f) To conduct feasibility studies of existing or new training programs and present them to the Rector after the review and approval of the Board of Directors.
- g) To perform necessary work related to the personnel, budget, allocation, and other resource needs and usage of ISTU IRPC and submit it for the approval of the Board of Directors.
- h) To determine the agenda of the Board of Directors and conduct secretarial services.
- i) To perform duties given by the Rector and in accordance with relevant legislation.

Board of Directors

ARTICLE 10 - (1) The Board of Directors consists of up to five members, including the Director and the Assistant Director, appointed by the Rector upon the recommendation of the Director, with at least one being a full-time faculty member. The chairperson of the Board of Directors is the Director.

(2) The term of office of the Board of Directors members is three years. Members whose term has ended can be reappointed in the same manner. New members are appointed in the same manner to replace members who leave before their term ends.

(3) The Board of Directors meets at least twice each academic semester, preferably once a month, according to a predetermined agenda. It convenes upon the call of the Director when necessary to make decisions regarding the operations and management of the Center. The Board of Directors convenes with the absolute majority of its full members and decisions are made by a majority of votes. On the recommendation of the Director, people with relevant knowledge, skills, and experience from within and outside the University can participate in the Board meetings for consultation purposes, but they do not have voting rights.

Duties of the Board of Directors

ARTICLE 11 - (1) The duties of the Board of Directors are:

- a) To determine appropriate strategies and policies in line with the founding purpose of ISTU IRPC, submit them for the approval of the Rector; ensure and follow the implementation of the approved strategies and policies,
- b) To discuss, approve and submit the annual work plans and activity reports prepared at the end of the results to the Rector.
- c) To select and appoint personnel for scientific study groups and commissions to be established within the Center and submit these appointments for the approval of the Rector.

- d) To evaluate research course and similar education suggestions related to innovation, research, and project activities with the contributions of scientific study boards, and to determine the individuals, organizations, and University units to be assigned.
- e) To determine the fees for consultancy, project, and similar services to be conducted by university staff.
- f) To determine the principles of collaboration with external, international institutions and organizations, prepare collaboration drafts, and submit them for the approval of the Rector.

Advisory Board

ARTICLE 12 - (1) Advisory Board members are appointed by the Rector for a three-year term from among the teaching staff of the University or other universities, and expert individuals working in private or public institutions related to the Center. The Advisory Board consists of up to five members, including the Director and the Assistant Director. A member whose term has ended can be reappointed. The Director chairs the Advisory Board.

(2) The Advisory Board holds regular meetings at least twice in each academic semester. The Director can call the Advisory Board for extraordinary meetings when necessary. The Advisory Board convenes with an absolute majority and decisions are made by a majority of votes.

Duties of the Advisory Board

ARTICLE 13 - (1) The Advisory Board is the advisory body of ISTU IRPC, and its decisions are advisory in nature. The Advisory Board provides opinions on the tasks to be performed by ISTU IRPC or proposes new suggestions.

Personnel and Resource Needs

ARTICLE 14 - (1) The academic, technical, and administrative personnel and resource needs of ISTU IRPC are met by the Rector upon the Director's recommendation.

Spending Authority

ARTICLE 15 - (1) The spending authority of the center is the Rector.

Fixtures and equipment

ARTICLE 16 - (1) All kinds of equipment, fixtures and consumables acquired in research supported by the Center belong to the Center and are used in the realization of the Center's activities.

Provisions Not Stipulated

ARTICLE 17 – (1) In cases where there is no provision in this Directive, the decisions taken by the University Senate on the basis of the provisions of other relevant legislation are applied.

Enactment

ARTICLE 18 - (1) This Directive becomes operative after the approval of the University Senate.

Execution

ARTICLE 19 - (1) The provisions of this Directive are executed by the Rector of the International Science and Technology University.