**ATILIM UNIVERSITY**

**DIRECTIVE ON THE ORGANIZATION AND OPERATION OF RESEARCH, DEVELOPMENT, DESIGN, IMPLEMENTATION, CONSULTANCY, AND TECHNOLOGY TRANSFER OFFICE (ARGEDA-TTO)**

**Purpose**

**Article 1 – (1)** This Directive aims to define the organization and operation of the "Research, Development, Design, Implementation, Consultancy, and Technology Transfer Office (ARGEDA-TTO)" affiliated with the Presidency of Atılım University.

# Scope

**Article 2 - (1)** This Directive covers the following:

1. The organization, the method of operation, the purposes and the duties of the ARGEDA-TTO,
2. The manner in which authorized bodies are established and assigned,
3. The determination of the academic and administrative staff members to take positions within authorized bodies, as well as their training and notification; principles of operation, and procedures of appointment and evaluation.

# Basis

**Article 3 - (1)** This Directive is based on the principles in the provisions of Article 14 of Higher Education Law no. 2547 dated 04.11.1981; Article 5 of Law on Supporting Research and Development Projects no. 6676 dated 10.08.2016; Regulations on Foundation Higher Education Institutions and relevant legislation provisions, the resolutions of the Turkish Higher Education Council (YÖK), and the relevant regulations and directives by Atılım University.

# Definitions

**Article 4 - (1)** The definitions for this Directive are:

1. ARGEDA-TTO: Research, Development, Implementation, Counseling and Technology Transfer Office,
2. Dean: Deans of School of Atılım University,
3. Director: The Director of the ARGEDA-TTO,
4. Graduate School Director: Directors of Atılım University Graduate Schools,
5. IIPR: Intellectual and Industrial Property Rights,
6. Board of Trustees: The Board of Trustees of Atılım University,
7. President: The President of Atılım University,
8. Vice President: The Vice President responsible for the ARGEDA-TTO,
9. University: Atılım University,
10. School Director: Directors of Atılım University Schools

# Organs of the ARGEDA-TTO

**University Research Board**

**Article 5 - (1)** The University Research Board ensures the determination and development of the research environment and relevant studies at the University, the increase in efficiency of the university at national and international levels, as well as the coordination of relevant Academic Units, and cooperation of these units at university level.

1. The members of the University Research Board are the following individuals:
	1. President (chairing the Board)
	2. A member selected by the Chairperson of the board of Trustees
	3. Vice President
	4. School Deans
	5. School Directors
	6. Graduate School Directors
	7. Director

The University Research Board convenes at least once every academic year.

1. The duties of the University Research Board are as follows:
	1. Determining the strategy of the university on R&D, design and innovation, and information transfer activities; and appointing internal officials where needed;
	2. Determining the research and technology transfer strategies to be adopted within an academic year in line with the strategic plan of the university;
	3. Performing evaluations on all projects and studies at Atılım University with respect to quality, quantity, and finances; and reporting to the Chairperson of the Board of Trustees on the results of these evaluations;
	4. Considering the decisions on the relevant advice by the ARGEDA-TTO Executive Board regarding project proposals, and taking the final decision with the opinions of the Board of Trustees in consideration.
	5. Undertaking the other duties covered in this Directive.

# ARGEDA-TTO Executive Board

**Article 6 - (1)** The Executive Board of ARGEDA-TTO ensures that the strategic decisions taken by the University Research Board are executed, that processes are created in line with these strategic decisions and that internally-supported research projects are announced, evaluated, monitored, and coordinated.

1. ARGEDA-TTO Executive Board Members:
	1. Vice President (chairing the Board)
	2. Director
	3. Five members, three of whom are faculty members appointed by the President who are full-time employees at the University, and active in the fields of activity of the ARGEDA-TTO.
2. The duties of the ARGEDA-TTO Executive Board are:
	1. Determining the call schedule and supervising the implementation of the internal support programs of the University;
	2. Examining the project proposals within the scope of the internal research support programs supported by Atılım University, creating and monitoring the processes for their evaluation, obtaining opinions where necessary from experts from within or outside of the University regarding the efficiency of these projects and their suitability for the interests of the University, and presenting the projects to the University Research Board with their opinions;
	3. Deciding on the implementation and budget of the project proposals that are deemed appropriate to be initiated;
	4. Monitoring the progress of the projects with interim reports during the project process; warning and encouraging Project Managers when the project progress is deemed insufficient, and in cases where these measures are inconclusive, reporting the situation to the University Research Board to be presented to the Board of Trustees;
	5. Evaluating the result reports of completed projects;
	6. Undertaking all necessary monitoring, warning and incentive activities to ensure publication from ongoing or completed projects;
	7. Preparing and presenting reports to the University Research Board on studies related to ongoing and completed projects;
	8. In line with Article 5 of Law No. 6676, evaluating whether consultancy projects are within the scope of R&D, design and innovation, and submitting their decisions regarding the payment of consultancy service fees to the relevant researcher for the approval of the University Executive Board (ÜYK);
	9. Preparing internal support programs and the annual budget of the ARGEDA-TTO and submitting these to the Presidency for approval,
	10. Developing and recommending new programs in accordance with the strategy of the University.

# Director

**Article 7 - (1)** Appointed upon the suggestion of the President and the approval of the Board of Trustees; the Director is responsible for determining project proposal principles for, and supporting, preparing, developing, executing, examining, monitoring and reporting all research, development, design and innovation and consultancy projects specified within the scope of the strategic plan of Atılım University and this Directive, in accordance with the provisions of the Directive; as well as ensuring cooperation and coordination between relevant units and identifying technical, administrative, financial or scientific problems, determining solution suggestions for these problems, informing the relevant units and authorities, etc. and providing all kinds of support;

1. executing the directives and implementation principles of each of the projects the scope and basis of which are above, and to establishing cooperation and coordination within the University;
2. in addition to using the information produced for relevant academic units at Atılım University in public and private sector institutions and organizations, utilizing national and international financial project support programs; planning, executing and managing activities with experts affiliated with the TTO to disseminate the produced knowledge to the society and transform it into commercial products, protecting and managing intellectual and industrial property rights in favor of the university, and encouraging entrepreneurship.

# Specialists

**Article 8 – (1)** With the recommendation of the President and the approval of the Board of Trustees, specialists and/ or administrative and/ or academic personnel may be assigned, or full-time/ part-time employment may be outsourced to undertake the technical, administrative, financial and secretarial affairs of the ARGEDA-TTO Directorate.

**(2)** The **Technology Transfer Office Specialist** employed at the Technology Transfer Office undertakes one or more of the following duties, depending on their job description.

1. Increasing the recognition of ARGEDA-TTO and ensuring that announcements, events and project calls reach as many people as possible,
2. Ensuring that academic staff make use of support programs at a higher rate and increasing the number and value of research and projects executed at the university,
3. Examining and monitoring internal and externally supported projects within the university with respect to what is required, their types and the relevant legislation; and handling the necessary reports with the coordination support services to be provided during the execution of projects,
4. Defining, organizing and executing awareness, promotion, information and training services in line with the current research environment and mission objectives,
5. Providing the administrative coordination services required by the unit, for projects and by researchers within the university and organizing face-to-face meetings with researchers, industrialists, Atılım University graduates and students, ensuring that they are informed about the ARGEDA-TTO and its services, creating and updating the research management system database with the information obtained during the interviews, and taking the necessary initiatives to transform the research and projects undertaken at the university into commercial value through these databases,
6. Conducting a preliminary evaluation on IIPR, providing consultancy to academic staff, researchers and companies/ institutions on IIPR, monitoring all processes related to IIPR and performing them in line with the legislation,
7. Supporting entrepreneurial activities to be undertaken by academicians and university students to commercialize new products and technologies,
8. Undertaking other duties assigned by the Director, including but not limited to the above.

# Cases not included in the Directive

**Article 9 - (1)** In cases not included in this Directive, other relevant regulations and directives by the University, and other relevant legislation provisions are applied.

# Repealed Legislation

**Article 10 – (1)** Atılım University Directive on Research, Development, Implementation and Consultancy Projects and the Technology Transfer Office has been repealed.

# Effective Date

**Article 11 - (1)** This Directive shall take effect upon its approval by the Atılım University Senate, and the approval of the Chairperson of the Board of Trustees.

# Execution

**Article 12-(1)** This Directive is executed by the President of Atılım University.