**ATILIM UNIVERSITY**

**PRE-INCUBATION CENTER OPERATION PRINCIPLES AND PROCEDURES**

**Purpose**

**ARTICLE 1-** This document aims to regulate the procedures and principles regarding the office services, furniture and equipment support, professional consultancy services, and other similar services to be offered in the Pre-Incubation Centers at Atılım University, to our Academic Staff, Graduates, Students, and other entrepreneur candidates of Atılım University and other universities in the process of developing their project ideas and turning them into elements of commercial value.

# Scope

**ARTICLE 2-** These Procedures and Principles cover those regarding the services to be provided to the Academic Staff, Graduates, Students and other entrepreneur candidates of Atılım University and other universities as mentioned above, and the activities and practices to be executed at the Pre-Incubation Centers.

# Basis

**ARTICLE 3-** These Principles and Procedures are based on the following:

1. Law on Technology Development Zones no. 4691, published in the Official Gazette dated 06.07.2001, no. 24454,
2. Regulations on the Implementation of Technology Development Zones, published in the Official Gazette dated 12.03.2014, no. 28939,
3. All regulations, directives, procedures and principles, and resolutions of Atılım University.

# Definitions

**ARTICLE 4–**  The definitions for these Principles and Procedures are as follows:

1. University: Atılım University,
2. The Board of Trustees: The Board of Trustees of Atılım University,
3. University Research Board (ÜAK): The Research Board of Atılım University,
4. President: The President of Atılım University,
5. Provost: The Atılım University Vice President for Research,
6. ARGEDA-TTO: Atılım University Office for Research, Development, Implementation, Consultancy, and Technology Transfer,
7. Academic Staff: The full-time or part-time academic staff employed at Atılım University,
8. Student: Undergraduate, graduate, doctorate degree students, or graduates of any university,
9. Pre-Incubation Center: A unit established within the University to support the Academic Staff, the Students and/ or other entrepreneur candidates with various services in the process of developing their Projects and/ or adding commercial value to their Projects by incorporation,
10. Project: Preparation, business plan creation, and R&D or P&D studies to be performed within a set duration, and the planning to be made at Workspaces,
11. Entrepreneur: The Academic Staff, the Students, and/ or other entrepreneur candidates applying to the Pre-Incubation Center with projects,
12. Evaluation Board: The board evaluating Entrepreneur applications for a Workspace at the Pre-Incubation Center,
13. Workspace: Each of the office spaces consisting of a single table, chair and cabinet in the open offices prepared for the use of entrepreneurs within Atılım University,
14. Workspace Allocation Application Form: The application form completed by entrepreneurs,
15. Pre-Incubation Center Application Evaluation Form: The form in which the Evaluation Board evaluates Pre-Incubation Center Workspace Allocation Applications,
16. Project Progress Report: A report containing the current status and developments of the project, to be presented regularly every month throughout the project,
17. Project Result Report: The report to be submitted at least fifteen (15) days before the release date.

# Evaluation Board

**ARTICLE 5-** (1) The Evaluation Board consists of the Provost, at least one member representing the ARGEDA-TTO Executive Board, at least two faculty members who are experts in the relevant field as determined by the ARGEDA-TTO, and the ARGEDA-TTO Director.

1. The Provost chairs the Review Board.
2. The Board meets with at least three members upon the request of ARGEDA-TTO and takes decisions by majority vote.

# Primary Acceptance Criteria for Applications

**ARTICLE 6-** (1) Entrepreneurs to be supported in the Pre-Incubation Center are expected to comply with the following criteria, in addition to the main requirement that they hold the ability and capacity to perform R&D and/ or

P&D studies regarding applicable business ideas:

* + Being an Academic Staff member, Graduate, or Student of any university, primarily Atılım University.
	+ Presenting a project proposal for a business idea with commercialization potential.

# Durations of Use, and Services to be Offered to Entrepreneurs at Pre-Incubation Center Workspaces

**ARTICLE 7–** (1) Pre-Incubation Center Workspaces are allocated to Entrepreneurs for a minimum of three (3) months and a maximum of six (6) months.

1. This period can be extended for a maximum of one (1) month upon the request of the Entrepreneur and the approval of the Evaluation Board.
2. The services that the University offers to Entrepreneurs working at the Pre-Incubation Center, apart from Workspaces, are as follows:
	* Consultation services in R&D studies
	* Documentation, incentive and project support programs and consultation services in intellectual property rights
	* Free-of-charge training in entrepreneurship
	* Laboratories
	* Library
	* Meeting and conference room
	* Mentorship services
	* Necessary environment for clusters to form, ensuring cooperation among entrepreneurs working at the Pre-Incubation Center
	* Technical Infrastructure

# Application and Preliminary Evaluation Process

**ARTICLE 8-** (1) Entrepreneurs complete their Workspace Allocation Application Forms and submit it to the ARGEDA-TTO to initiate the relevant process.

1. Workspace Allocation Application Forms should include detailed information on the following subjects:
	* The Business Idea to be commercialized
	* The entrepreneur
	* The duration required for project completion
	* The phases and completion periods of the project (a summarized business plan)
	* Whether the Business Idea is an invention
2. The Workspace Allocation Application Form format is available on the ARGEDA-TTO website ([http://argeda.atilim.edu.tr/formlar](http://argeda.atilim.edu.tr/formlar%29)).
3. The evaluation process begins when an application form is received by the ARGEDA-TTO.
4. A preliminary evaluation is performed by the ARGEDA-TTO and if the application is deemed to meet the primary application acceptance criteria, the form is presented to the members of the Evaluation Board.
5. The entrepreneur is then invited to the Evaluation Board meeting to present the project in question.

# Evaluation Meeting and Board Decision

**ARTICLE 9-** (1) Evaluation Board members evaluate Workspace Allocation Application Forms individually before the meeting, and form an opinion about the application.

1. When the meeting begins, Board members make a preliminary evaluation among themselves, after which they invite the Entrepreneur.
2. The Entrepreneur presents the Business Idea in question, the project work and the objectives to be done and achieved at the Workspace, and answers the questions of the Board members.
3. After the presentation, the Board evaluates the Entrepreneur in terms of competence, and their Business Idea in terms of its feasibility, innovativeness, the size of the opportunity in the relevant market, competitiveness, and compliance with University policies.
4. As a result of the evaluation, if deemed appropriate to support the Entrepreneur and the Business Idea, the Board submits their opinions to the University Board of Trustees along with the Pre-Incubation Center Application Evaluation Form.
5. If the Board decides against the idea, the Entrepreneur is informed as soon as possible, from the date of the meeting.

# Decision by the Board of Trustees

**ARTICLE 10-** (1) The University Board of Trustees reviews the Application Evaluation Form submitted by the Evaluation Board.

1. If the Board of Trustees decision is to support the Entrepreneur and the Business Idea, and to provide them with the facilities of Atılım University Pre-Incubation Center, a Workspace Allocation Contract is signed, and a Workspace is granted to the Entrepreneur.
2. If the decision of the Board of Trustees is negative, the Entrepreneur is informed as soon as possible, once the relevant resolution reaches the ARGEDA-TTO.

# Workspace Allocation and Project Execution at the Pre-Incubation Center

**ARTICLE 11-** (1) Once the Entrepreneur signs a Workspace Allocation Contract, they are granted a Workspace at the Pre-Incubation Center.

1. As long as the entrepreneur continues their operations at the allocated Workspace, they are required to submit a monthly Project Progress Report.
2. The Project Progress Report format is available on the ARGEDA-TTO website ([http://argeda.atilim.edu.tr/formlar](http://argeda.atilim.edu.tr/formlar%29)).
3. The rights and obligations of the parties regarding the execution process are determined by the Workspace Allocation Contract.

# Pre-Incubation Center Service and Advisory Fees

**ARTICLE 12-** (1) No service and advisory fees shall be requested.

# Termination of Projects and Evacuation of Pre-Incubation Center Workspaces

**ARTICLE 13-** (1) Entrepreneurs submit a Project Result Report at least fifteen (15) days before the Pre-Incubation Center Workspace Evacuation Date specified in their Pre-Incubation Center Workspace Allocation Contract.

1. The Project Result Report format is available on the ARGEDA-TTO website (http://argeda.atilim.edu.tr/formlar).
2. The Entrepreneur is responsible for evacuating their Pre-Incubation Center Workspace in the same condition as they received it, at the end of the period specified in the Pre-Incubation Center Workspace Allocation Contract.
3. If it is foreseen that the Project may not be completed within the period specified in the Workspace Allocation Contract, the entrepreneur may request an additional period of maximum one (1) month, at least thirty (30) days before their Workspace evacuation date. The entrepreneur raises their demand for an extension to the Evaluation Board and if deemed appropriate, the contract is extended for the appropriate period.
4. The Entrepreneur whose Allocated Workspace Duration has expired, and who has requested no extensions may not re-apply to use the Pre-Incubation Center with the same project.

# Rights and Obligations

**ARTICLE 14-** The rights and obligations of the University and the Entrepreneur are included in the "Workspace Allocation Contract".

# Confidentiality

**ARTICLE 15 –** (1) The University protects the confidentiality of the information specified in the “Pre-Incubation Center Workspace Allocation Application Form”, and presented at the Evaluation Meeting.

(2) Entrepreneurs maintain the confidentiality of the information regarding the studies performed at the University during their stay at the Pre-Incubation Center.

# Cases not Included in These Principles and Procedures

**ARTICLE 16-** In the cases for which there are no provisions in these Procedures and Principles, the provisions set by the University apply.

# Effective Date and Execution

**ARTICLE 17-** (1) These Principles and Procedures enter into force upon their approval.

(2) These Principles and Procedures are executed by the President.