

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY TECHNOLOGY AND TRANSFER
APPLICATION AND RESEARCH CENTER REGULATION**

FIRST PART

Initial Provisions

Purpose

ARTICLE 1- (1) The purpose of this regulation is to regulate the procedures and principles regarding the objectives, fields of activity, management bodies, duties and working methods of Nevşehir Hacı Bektaş Veli University Technology and Transfer Application and Research Center.

Scope

ARTICLE 2- (1) This regulation covers the provisions regarding the aims, fields of activity, management bodies, duties of the management bodies and the way of working of Nevşehir Hacı Bektaş Veli University Technology and Transfer Application and Research Center.

Basis

ARTICLE 3- (1) This Regulation has been prepared based on the sub-clause (2) of the first paragraph of Article 7 and Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4- (1) In this Regulation following expressions are used:

- a) Center (NEVÜTTO): Nevşehir Hacı Bektaş Veli University Technology and Transfer Application and Research Center,
- b) Director: The Director of the Center,
- c) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- ç) University: Nevşehir Hacı Bektaş Veli University,
- d) Administrative Board: The Administrative Board of the Center,

SECOND PART

Objectives and Fields of Activity of the Center

Objectives

ARTICLE 5- (1) The aims of the Center are as follows:

- a) To plan and coordinate all technology transfer activities within the University.
- b) To fulfill the duties of the technology transfer office in order to ensure the commercialization of the technologies developed at the university.
- c) Collaborating with the business world to commercialize the knowledge at the university.
- ç) To ensure the realization of concrete projects obtained for implementation.
- d) To support all kinds of scientific, technical and business issues by establishing an incubation center for the realization of entrepreneurial and innovative projects, to prepare and carry out projects supported by national and international resources for this purpose.
- e) Coordinating these units in relation with research centers and research laboratories and contributing to their work in line with the University's research strategies and policies.

Areas of activity of the center

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

- a) Receiving, recording and responding to requests from institutions as the official contact point of institutions providing research project support.
- b) To organize training activities, certificate programs, workshops, seminars, conferences, competitions, exhibitions and courses, to develop research and consultancy projects, within the framework of the provisions of the relevant legislation, at the national and international level, in the fields of need for the public, private sector, international organizations and the society; to guide, to spread the awareness of entrepreneurship and innovation.
- c) To carry out all kinds of research and development, innovation, activities and activities in order to raise awareness, raise awareness and spread the awareness of R&D, entrepreneurship, innovation and technology transfer among university lecturers and students.
- ç) By following national and international developments and activities on R&D, entrepreneurship, innovation and technology transfer, to inform University staff and students and support their participation, to collect legislation, judicial decisions and other written and visual documents, to publish in Turkish and foreign languages on these issues. and to contribute to such studies.
- d) Creating synergies, establishing relations and cooperating with national and international institutions and organizations that are influential in the relevant fields, national or international research, application and training centers, institutes and similar institutions in foreign countries, making and executing agreements, promoting University opportunities .
- e) Establishing an incubation center and providing support to entrepreneurial and innovative individuals and organizations so that they can start the project they have developed.
- f) To monitor the progress of the supported projects and to contribute to their successful conclusion.
- g) To contribute in every way by fulfilling the technology transfer functions during the commercialization of the projects.
- ğ) To establish the necessary archives, libraries and other information and application facilities related to the study subjects, to monitor national and international publications related to the subject and to bring them to the Center.
- h) To establish committees and working groups when necessary to carry out research, examination and similar studies in the fields of R&D, entrepreneurship, innovation and technology transfer.
- ı) To provide legal consultancy and expertise services within the framework of the provisions of the relevant legislation.
- ı) Collaborating with industry, developing and executing joint projects.
- j) Obtaining the intellectual property rights of the information produced at the University and having commercial potential on behalf of the University and making the necessary payments, creating and managing an intellectual property portfolio.
- k) Carrying out studies to train the personnel needed by the Center at home and abroad, to work for the supply of students and qualified personnel required for research carried out within the University.

- l) To carry out the necessary secretariat processes on behalf of the University within the scope of the Industrial Property Law dated 22/12/2016 and numbered 6769.
- m) To carry out other activities related to the purpose of the Center.
- n) To carry out its activities by outsourcing when necessary.

THIRD PART

Governing Bodies and Duties of the Center

The governing bodies of the center

ARTICLE 7- (1) The governing bodies of the Center are as follows:

- a) Director.
- b) Board of Directors.
- c) Manager

ARTICLE 8- (1) Director; He is appointed by the Rector for two years from among the academic staff of the University, who are experts in their fields who will contribute to the work of the Center. The Director whose term has expired can be reassigned. In cases where the manager will not be on duty for more than six months, his duty ends. The Director is responsible to the Rector in his activities.

(2) A person is appointed by the Rector as the Deputy Director to assist the Director in his work when necessary. When the duty of the director ends, the duty of his assistant also ends.

(3) The Director deputizes the Deputy Director when he is not on duty.

Manager's duties

ARTICLE 9- (1) The duties of the director are as follows:

- a) To represent the Center and to preside over the Board of Directors in the absence of the **Chairman of the Board of Directors.**
- b) To ensure that the work of the Center is carried out, to supervise and inspect and to make corrective applications when necessary.
- c) To propose to the Rector the assignments required by the work of the Center.
- ç) To prepare and implement the annual activity plan, program and budget of the Center.
- d) To prepare the year-end activity report and present it to the Rector with the opinion of the **Board of Directors.**
- e) To implement the work program with the decisions of the Board of Directors.
- f) To ensure the regular operation of the center.
- g) To ensure the coordination of the units and boards within the Center.

Board of Directors and its duties

ARTICLE 10- (1) The Board of Directors consists of a total of five members, including a Vice-Chancellor and three members. The Chairman of the Board of Directors is the Vice-Rector appointed by the Rector. The chairman and members of the Board of Directors are appointed by the Rector from among the academic staff working at the University for a period of two years. Members whose term of office has expired may be reassigned in the same manner.

(2) The Board of Directors meets at least four times a year upon the invitation of the Chairman or the Manager with the absolute majority of the total number of members of the Board of Directors, and the decisions are taken by majority vote.

(3) The Board of Directors performs the following duties:

a) To take decisions regarding the activities and management of the Center in line with the principles and objectives set forth in this Regulation and submit them to the approval of the Rector.

b) To prepare the activity programs of the Center, to make decisions and to ensure their implementation.

c) To determine the principles regarding the preparation of the report to be prepared by the manager at the end of each activity period and to prepare the work program for the next period by evaluating the submitted report.

ç) To determine the principles regarding the participation certificate, certificate and similar documents to be given at the end of the training programs within the framework of the provisions of the relevant legislation.

d) To evaluate and decide on the training, cooperation, research, development, review, publication, event, consultancy and project application requests of the Center.

e) Establishing temporary working groups related to the activities of the Center when necessary and arranging their duties.

f) To determine the principles and procedures of the studies to be carried out jointly with public and private institutions at home and abroad.

g) To evaluate and decide on the issues brought by the Director regarding the Center.

ğ) To make agreements for the services to be provided by the Center or for the outsourcing of them when necessary.

working units

ARTICLE 11- (1) Working units deemed necessary can be established within the Center.

CHAPTER FOUR

Miscellaneous and Final Provisions

Personnel needs

ARTICLE 12- (1) The academic, technical and administrative personnel needs of the Center are met by the personnel assigned by the Rector in accordance with Article 13 of the Law No. 2547.

Force

ARTICLE 13- (1) This Regulation enters into force on the date of its publication.

Executive

ARTICLE 14- (1) The provisions of this regulation are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

The Official Gazette in which the Regulation was Published

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