

**ALTINBAS UNIVERSITY
INCUBATION CENTRE DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the principles and procedures regarding the management and operation of Altınbaş University Incubation Centre.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding the purpose, activities, management bodies, duties of the management bodies and working principles and procedures of Altınbaş University Incubation Centre.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4 - (1) In this directive;

- a) Entrepreneur: Real and legal persons who establish or plan to establish a company with a business idea and to whom space is allocated in the Incubation Centre,
- b) Entrepreneurship Commission: The board (abbreviated as GK) that evaluates the applications made to the Incubation Centre and monitors the activities here,
- c) Economic Enterprise: Altınbaş University Economic Enterprise,
- d) Incubation Centre: Altınbaş University Incubation Centre,
- e) Consultant: Experienced real and legal persons who provide guidance and counselling to entrepreneurs,
- f) BAPDB: Altınbaş University Department of Scientific Research and Projects,
- g) University Altınbas University,
- h) Investor: Refers to real and legal persons who provide financial support to the projects of entrepreneurs.

Entrepreneurship Commission and Entrepreneur Approval Process

ARTICLE 5 - (1) The SC consists of the relevant Vice Rector and four faculty members. An administrative staff member from the Department of Scientific Research and Projects acts as the rapporteur of the committee.

(2) The SC is the board that evaluates and decides on the applications of the entrepreneurs, in line with the business packages according to the business plan, the development/result reports and the stages reached.

(3) The SC evaluates the applications for the allocation of the Incubation Centre to people with entrepreneurial ideas and submits the decision to the approval of the University Administrative Board.

(4) Persons or organisations approved for entrepreneurship by the University Board of Directors are directed to the Economic Enterprise and allocated space in return for a lease agreement to be signed. An activity contract is also signed regarding their activities in the incubation and pre-incubation processes. Lease and activity agreements are drawn up separately for each Entrepreneur and signed by the Entrepreneur and the University.

PART TWO

Incubation Centre Activity Areas and Application Principles

ARTICLE 6 - (1) In the Pre-Incubation activities, all university students and academicians, especially Altınbaş University students, whose project idea is not yet at the level of realisation as a business process, and Altınbaş University students who are preparing for the incorporation stage, are supported and the following services are provided:

- a) Free use of designated areas and physical infrastructure in the Incubation Centre,
- b) Training and information support on business processes,
- c) Support for meetings with academics and investors.
- d) Laboratory support.

(2) The following support is provided to entrepreneurs between the ages of 0-3 who have started their initiatives in incubation activities:

- a) Use of designated areas and physical infrastructure in the Incubation Centre free of charge or for a fee,
- b) Consultant and investor support,
- c) Training and information support on business processes,
- d) Support for meetings with academics and investors.
- e) Laboratory support.
- f) Support for the development and commercialisation of entrepreneurs' business plans,
- g) Support to receive scientific research project and funding contribution from Altınbaş University for initiatives that meet the conditions.

Venture Duration

ARTICLE 7 - (1) Entrepreneurs who are entitled to a place in Pre-incubation may be allocated a place for a minimum of three months and a maximum of twelve months; entrepreneurs who are entitled to a place in Incubation may be allocated a place for a minimum of six months and a maximum of eighteen months. This period can be extended for a maximum of six months in pre-incubation and twelve months in incubation upon the request of the entrepreneur, with the approval of the GA.

(2) Initiatives that decide not to carry out commercial activities at the end of the pre-incubation process, but are assessed to have scientific benefit in their work, may continue to be hosted in the pre-incubation process for twelve months with the approval of the SC. This period may be extended for another twelve months with the approval of the SC.

Evaluation

ARTICLE 8 - (1) The development of the entrepreneurs in the Incubation Centres is evaluated by BAPDB, and if there are deviations from the business idea process, necessary interventions are made to ensure that the process is carried out under control.

(2) Entrepreneurs are obliged to act within the business plan they submit to the university. In the event that it is determined that the entrepreneurs go beyond the stated programme, the GA may unilaterally terminate the incubation process. Entrepreneurs cannot go beyond the business plan specified in the activity contract and cannot carry out activities outside the framework determined by law.

(3) All legal responsibilities during the Pre-Incubation and Incubation processes belong to the Entrepreneurs. The legal obligations and responsibilities of the Entrepreneurs who have started their commercial activities belong to them.

Evacuation of the Incubation Centre

ARTICLE 9 - (1) The entrepreneur submits the activity report to the SC at least 15 days before the release date in accordance with the format determined by the SC.

(2) If the period specified in the activity contract is not extended, the entrepreneur is obliged to immediately vacate the space allocated to him/her in the incubation centre and deliver it to the BAPDB official as it has received it.

(3) Companies declaring the Incubation Centre as their official address are obliged to notify the relevant authorities of the change of address in accordance with their legal responsibilities during the evacuation process.

PART THREE **Miscellaneous and Final Provisions**

Service Charges

ARTICLE 10 - (1) Incubation Centre service fees are determined with the approval of the University Administrative Board. Incubation Centre service fees are collected monthly and in advance after the activity contract is signed.

(2) The service fees determined are for a single entrepreneur. If the entrepreneur will operate with more than one person, a separate service fee is charged for each person. Service fees do not include value added tax.

(3) The service fees to be applied shall be determined and announced every year in accordance with the provisions of the first paragraph of this Article.

Cases Not Provided

ARTICLE 11 - (1) In cases where there are no provisions in this directive; Higher Education Law No. 2547, Regulation on Foundation Higher Education Institutions, Regulation on Scientific Research Projects of Higher Education Institutions, Altınbaş University Main Regulation, Procurement and Tender Legislation and other relevant legislation provisions and decisions to be taken by the University Administrative Board shall apply.

Enforcement

ARTICLE 12 - (1) This directive enters into force after the decision of the University Senate and the approval of the Board of Trustees.

Execution

ARTICLE 13 - (1) The provisions of this directive are executed by the Rector of the University.

Legal Basis on which the Directive came into force		
Relevant Board	Decision Date	Number of Decision
Senate	29.03.2022	2022/05
Board of Trustees	17.05.2022	2022/04