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ISTANBUL MEDIPOL UNIVERSITY

INSTRUCTION ON UNIVERSITY-INDUSTRY COOPERATION

**FIRST SECTION**

**Aim, Scope, Base and Definitions**

**Aim**

**ARTICLE 1 – (1)** The aim of this instruction; is to regulate the principles regarding the activities that Istanbul Medipol University will carry out within the framework of industrial institutions and organizations and University-Industry cooperation.

## Scope

**ARTICLE 2 – (1)** This instruction covers all activities carried out by Istanbul Medipol University within the framework of University-Industry cooperation.

## Base

**ARTICLE 3 – (1)** This instruction has been prepared based on the Higher Education Institution Law No. 2547, the Foundation Higher Education Institutions Regulation and other national legal regulations.

## Definitions

**ARTICLE 4 – (1)** The definitions in this instruction refer to;

1. **Rector:** Istanbul Medipol University Rector,
2. **Senate:** Istanbul Medipol University Senate,
3. **University (IMU):** Istanbul Medipol University,
4. **Advisory Board (USIDK)*:*** University-Industry cooperation advisory board consisting of Medipol Technology Transfer Office, sector representatives and university members,
5. **Technology Transfer Office (TTO):** The office within the university, which is responsible for the coordination of research projects, technology transfer, management of intellectual property, coordinating the cooperation between the university and the public and industry, and incorporation activities,
6. **University-Industry Cooperation Office (ÜSİBO):** The unit within the body of the TTO, which is responsible for following the processes of the studies carried out within the framework of University-Industry Cooperation activities and carrying out training and awareness studies on these issues,
7. **Industry Consulting Service Agreement (HS)**: The scope of the service, the place and form of the service, the duration of the service and its budget, etc. The contract signed between the relevant company/person and the university, containing information about the
8. **Academician:** Teaching staff defined in subparagraph (l) of the first paragraph of ARTICLE 3 of the Law No. 2547,
9. **External stakeholders:** National and international private/public sector small-medium-large enterprises and institutions, professional representations, other higher education institutions,
10. **University Staff:** The academic staff working within the university and who will provide consultancy services to the outside (teachers defined in subparagraph (l) of the first paragraph of ARTICLE 3 of the Law No. 2547 and lecturers in ARTICLE 31), technical, administrative personnel and experts,
11. **Types of Projects Supported by Public Institutions and Organizations:** R&D and innovation projects prepared by real or legal persons and public institutions or organizations, supported by International funds, the Scientific and Technological Research Council of Turkey (TÜBİTAK) and the Small and Medium Enterprises Development and Support Administration,
12. **Other Institutions and Organization Supported Project Types:** It refers to R&D and innovation projects supported by real or legal entities other than the EU, TÜBİTAK and KOSGEB.

## SECOND SECTION

## University-Industry Cooperaiton

**ARTICLE 5 – (1)**

**University-Industry Cooperation Activities**

1. To carry out studies in line with the development of University-Industry cooperation projects that will transform the knowledge in the university into production Developing joint projects for the development of new products/services in areas needed by the business world and for improving the quality of existing products/services.
2. To create environments that will allow university staff to cooperate with the authorities of the public and business world. To be a solution partner to the problems of industrial organizations, to provide scientific support in technology renewal and development processes. To provide a cooperation environment to meet the needs of public and industrial organizations for master's and doctoral thesis studies and research carried out under the supervision of university personnel.
3. To encourage and increase the cooperation between the university and the industry, increase the synergy between the stakeholders by developing new strategies, and improve cooperation in the national innovation ecosystem. For this purpose; To take part in sectoral clusters that will be formed with a culture of cooperation or to take a role in forming such groups.
4. To organize courses, seminars, panels, conferences and project markets in cooperation with the relevant units of the University in line with the demands of the business world and the public.
5. To support the project studies aimed at benefiting from the public, European Union and other project funds to produce services that will meet the expectations of the public and industry.

## THIRD SECTION Basic Principles

Monitoring University-Industry Cooperation Processes

**ARTICLE 6 – (1)** The principles and processes in this instruction and all functions related to University-industry cooperation are supervised and executed by the TTO.

If deemed necessary in university-industry cooperation processes, TTO may receive expert support from external sources.

## Priorities

**ARTICLE 7 –** (1) The priorities of teaching staff, students and interns and administrative staff are, in any case, education, research and scientific work. The activities in the university-industry cooperation process to be developed should not devalue these priorities.

## FOURTH SECTION

METHOD

University – Industry Cooperation Advisory Board (ÜSİDK)

ARTICLE 8 – (1)

Purpose of the Board

To evaluate the university's educational curriculum, scientific and technological research projects, innovation and entrepreneurship activities, intellectual property pool, and make suggestions to increase the cooperation between the university and the industry on these issues.

## Fields of activity of the Board

* 1. Evaluating the course curricula of the university in terms of meeting the needs of the industry and presenting suggestions for the university's associate, undergraduate and graduate education curriculum,
  2. Evaluation of completed and ongoing scientific and technological research projects and presenting suggestions in line with the objectives of the industry related to the projects planned to be carried out and negotiating possible cooperation opportunities,
  3. Evaluating the innovation and entrepreneurship activities of the university and presenting suggestions,
  4. Examining the intellectual property pool of the university, presenting suggestions for their transfer to the industry and evaluating possible collaborations on new intellectual property studies,
  5. Negotiating the studies that can be done with university-industry cooperation in line with the national policy and strategy documents of our country.

## Organization of the Board

1. ÜSİDK consists of at least 12 (twelve) permanent / permanent members and 5 (five) alternate members. The Rector and TTO manager are permanent members. It is appointed for two years with the recommendation of the TTO and the approval of the Rector. Instead of the member who leaves before the end of his term of office, a new substitute member is appointed to complete the remaining term.
2. The Board convenes at least once (1) a year. Transportation and accommodation expenses of the attendees are covered by the University.
3. The Rectorate may invite external company-industry representatives and experts to the meeting as guests, depending on the need and the subject to be discussed.

## University-Industry Cooperation Office (ÜSİBO)

ARTICLE 9 - (1) Purpose of ÜSİBO

* 1. ÜSİBO manages the relationship in directing the projects at the idea stage or existing R&D studies to the industry in an accurate and fast manner, transferring the needs of the industry to the expert university personnel and projecting them.
  2. To provide services in the fields of contract management, project consultancy, follow-up of financial issues, management of administrative processes, meeting of sectoral organizations, academics and industrialists at the stage of university-industry cooperation, and university and industry needs analysis for the most efficient use of university resources.
  3. The main purpose of ÜSİBO is to contribute to the transformation of the scientific potential of the university into economic value by transferring it to the industry, and to provide sustainable cooperation between the university staff and the industrialists by directing the companies in the region to R&D and innovation studies.
  4. ÜSİBO is to provide coordination between the units of the University operating in cooperation with industry.

1. **USIBO Services:** Within the scope of university-industry cooperation activities;
   1. **Establishing a University Expert Staff pool:** Identifying current skills and areas of expertise at the university,
   2. **Establishing a pool of industrial establishments:**  Gathering R&D capacities and contact information of industrial establishments,
   3. **University Staff-industry pairings:** In case industrial organizations or university personnel are considering making projects for the industry, determining the university personnel or industrial organizations according to the profile they need for cooperation and providing support for the establishment of cooperation,
   4. In case the university provides a consultancy service to the industry, all relevant processes will be carried out within the scope of the University's Consultancy Services Instruction,
   5. Coordinating the meetings of the ÜSİDK, providing the transportation and accommodation coordination of the members, preparing the meeting agenda and making the meeting secretariat,
   6. Providing or coordinating training and consultancy services to industrial organizations, local governments and public institutions on project writing, application and management processes.
   7. All kinds of preliminary meetings, field visits, clustering activities, etc. that will ensure university-industry cooperation, carry out the work.

**FIFTH SECTION**

**Fnal Provisions**

**Enforcement**

**ARTICLE 10** – (1) This instruction enters into force from the date it is accepted by the Istanbul Medipol University Senate.

## Execution

**ARTICLE 11** – (1) The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\* Accepted with the decision of the University Senate dated 05/12/2017 and numbered 2017/35-04.