**ALTINBAŞ UNIVERSITY**

**INCUBATION CENTER DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and**

**Definitions**

**Purpose**

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

**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 Center.

**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, the following terms shall have the meanings indicated below:

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 Center,

b)  Entrepreneurship Commission: The board (abbreviated as EC) that evaluates the applications made to the Incubation Center and monitors the activities there,

c)  Economic Enterprise: Altınbaş University Economic Enterprise,

d)  Incubation Center: Altınbaş University Incubation Center,

e)  Consultant: Real and legal persons who provide guidance and consultancy to entrepreneurs and who are experienced in their field,

f)  SRPD: Altınbaş University Department of Scientific Research and Projects,

g)  University: Altınbaş University,

h)  Investor: Natural and legal persons who provide financial support to the projects of

entrepreneurs.

**Entrepreneurship Commission and Entrepreneur Approval Process  
ARTICLE 5 -** (1) The EC 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 EC is the board that evaluates and decides on the entrepreneurs' applications, work packages according to the business plan, progress/result reports and the stages reached.  
(3) The EC evaluates the applications for the allocation of the Incubation Center to people with entrepreneurial ideas and submits the decision to the University Executive Board for approval.

(4) Persons or organizations 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 agreement is also signed regarding their activities in the incubation and pre-incubation processes. Lease and activity agreements are prepared separately for each Entrepreneur and signed by the Entrepreneur and the University.

**PART TWO  
Incubation Center Activity Areas and**

**Application Principles**

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

a) Free use of designated areas and physical infrastructure in the Incubation Center,

b) Training and information support on business processes,  
c) Support for meetings with academics and investors.  
d) Laboratory support.

(2) In incubation events, entrepreneurs between the ages of 0-3 who have started their ventures are provided with the following support:

a)  Use of designated areas and physical infrastructure in the Incubation Center free of charge or for a fee,

b)  Advisor 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 commercialization of entrepreneurs' business plans,

g)  Support to receive scientific research projects and funding contributions from Altınbaş University for eligible startups.

**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 may 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 EC.  
(2) Initiatives that decide not to carry out commercial activities at the end of the pre-incubation process, but are considered 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 EC. This period may be extended for another twelve months with the approval of the EC.

**Evaluation  
ARTICLE 8 -** (1) The development of entrepreneurs in Incubation Centers is evaluated by SRPD, 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 program, the EC 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. Entrepreneurs who have started their commercial activities are responsible for their own legal obligations and responsibilities related to their activities.

**Evacuation of Incubation Center  
ARTICLE 9 -** (1) The entrepreneur submits the activity report to the EC at least 15 days before the release date in accordance with the format determined by the EC.

(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 center and deliver it to the SRPD official as in the same condition received.  
(3) Companies that have declared the Incubation Center as their official address are obliged to notify the relevant authorities about the change of address in accordance with the legal responsibilities during the evacuation process.

**PART THREE**

**Miscellaneous and Final Provisions**

**Service Fees**

**ARTICLE 10 -** (1) Incubation Center service fees are determined with the approval of the University Executive Board. Incubation Center service fees are collected monthly and in advance after the activity contract is signed.  
(2) The determined service fees 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 where there is no provision  
ARTICLE 11 -** (1) In cases where there is no provision in this directive; Higher Education Law No. 2547, the Regulation on Foundation Higher Education Institutions, the Regulation on Scientific Research Projects of Higher Education Institutions, Altınbaş University Main Regulation, the Procurement and Tender Legislation and other relevant legislation provisions and the decisions to be taken by the University Administrative Board are implemented.

**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.

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