

 <b>KOÇ UNIVERSITY</b>	<b>TECHNOLOGY TRANSFER PROCEDURE</b> P03-APG-001	<b>Date: 22.11.2017</b> <b>Update No.: 2</b> <b>Unit in Charge: RPTTD</b> <b>Page: 1 / 3</b>
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## 1. OBJECTIVE

The objective of this procedure is to define and document the technology transfer process at Koç University.

## 2. SCOPE

It covers all persons at the University, including full- and part-time faculty, visiting faculty, full-and part-time agents and employees (staff), full- and part-time students (both undergraduate and graduate), and fellows (pre- and post-doctoral), whether or not they receive all or any part of their salary or other compensation from the University.

## 3. REFERENCES

Koç University Intellectual Property Rights and Technology Transfer Policies, 03.11.2017, Academic Council Decision

## 4. RESPONSIBILITIES

The Research Project Development and Technology Transfer Directorate (RPDTTD) is responsible for ensuring the preparation, enforcement and implementation of this procedure.

## 5. DEFINITIONS

### 5.1 Invention Disclosure Form (IDF)

This refers to the form used to disclose an invention that has commercial potential, as determined by the inventor.

### 5.2. Inventram

This refers to the company jointly incorporated by Koç University and Koç Holding which focuses on management, investment, and commercialization of intellectual property rights.

### 5.3. Intellectual Property Commission

Intellectual Property Commission consists of Vice President for Research and Development, RPDTTD Director, Technology Transfer Specialists and if necessary, Experts and inventors. The commission is responsible for strategic decisions such as patent application, renewal, country designation and commercialization.

## 6. BASIC PRINCIPLES

- 6.1. The Technology Transfer Process in Koç University is carried out by RPDTTD.
- 6.2. The process is designed in line with the policies issued by the Vice President for Research and Development and in conjunction therewith, and any changes to these policies are also reflected in the process.
- 6.3. Coordination with Inventram throughout implementation of the process is ensured by RPDTTD.

## 7. METHOD

- 7.1. Any persons covered by the procedure are expected to decide whether any of their inventions have any commercial potential.
  - 7.1.1. Any persons with any inventions having commercial potential as covered herein must disclose their invention to RPDTTD by completing the Invention Disclosure Form.
  - 7.1.2. RPDTTD sends the decision of Intellectual Property Commission regarding patent application to the inventors covered herein, RPDTTD sends the IDF to Inventram in order to obtain the assessment and recommendations about the commercial potential of inventions.

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- 7.1.3.** Upon assessment of the inventions, Inventram informs RPDTTD on their interest on pursuing the commercialization activities.
- 7.1.4.** If Inventram concludes at that time that the potential royalty returns from the invention or creation are sufficient to justify further efforts toward filing a patent application or securing other appropriate legal protection, a license agreement will be executed between Inventram and the University. In that case, all expenses pertaining to the maintenance and commercialization of the invention will be the sole responsibility of Inventram.
- 7.2.** If Inventram concludes at that time that it does not wish to pursue the commercialization then the University can pursue the protection and commercialization process of the invention.
- 7.3.** If The University decides to pursue the commercialization of any creation or discovery, the inventor may be asked to withhold publication of any material or not to make any presentation thereof only for a reasonable period of time from the time full disclosure is made to the University. This period of time shall be used by the University to assess the intellectual property and to allow for any applicable legal protection to be put into place.
- 7.4.** If the University decides not to pursue the commercialization process for the respective invention, the inventor can request assignment the ownership from the University. Necessary information and documents are provided by RPDTTD for such assignment.
- 7.5.** Distribution of royalties: In cases of the commercialization, following the deduction of legal and other expenses related to commercialization of each unique technology, all income from licensing activities will be distributed as follows:
- 7.5.1** 1/3 to the inventor
- 7.5.2** 1/3 to the inventor's faculty
- 7.5.3** 1/3 to the University for the Intellectual Property Pool as managed by the RTTPD
- 7.6** The royalty incomes from Institutional works are vested in University and distributed by President.

## 8. RECORDS

- The original of the Invention Disclosure Forms are retained by Koç University RPDTTD
- Any IDFs are retained by the RPDTTD as hard copies; in addition, they are scanned in pdf format and stored in the common space.

## 9. REVIEW

RPDTTD is responsible for reviewing and updating this procedure. This review is conducted in August of each year.

## 10. REVISION / DISTRIBUTION / APPROVAL SHEET

Page revised	Date	Revision	Revised by
	05.09.2011	First release	Research and Project Development Directorate
	22.11.2017	Revision	Research Project Development and Technology Transfer Directorate

Distribution (Relevant Departments)	
All Koç University Units and Students	
Approval for Compliance (Vice President for Research and Development):	Approval for Implementation (President):