



RULES AND REGULATIONS OF THE TECHNOLOGY TRANSFER OFFICE OF THE UNIVERSITY OF GDANSK

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§ 1. General Provisions

1. The Technology Transfer Office of the University of Gdansk (TTO), hereinafter referred to as "the Office", is the general organisational unit of the University of Gdansk conducting service, consulting, information, training and promotional activity in the scope of technology transfer, commercialisation of the results of research and development works, as well as know-how related to such results, protection of intellectual property rights, entrepreneurship and innovation stimulation.
2. The Office acts on the grounds of Article 148 par. 4 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and these Rules and Regulations.
3. The Office has the right to use the logo of the University of Gdansk on documents, letters and training and promotional materials concerning its activity.

§ 2. The Scope of Operations

1. The tasks of the Office include, in particular:
 - 1) Cooperation in the scope of technology transfer and intellectual property management by:
 - a) identifying at the University of Gdansk projects of implementation potential;
 - b) developing a technological offer of the University of Gdansk in the scope of projects of implementation potential;
 - c) ensuring legal protection of the University of Gdansk's intellectual property in compliance with the rules and regulations of the University of Gdansk;
 - d) implementation of the commercialisation process of the University of Gdansk's projects of implementation potential in compliance with the internal rules and regulations of the University of Gdansk, including:
 - conducting preliminary assessment of the market potential and possibilities of acquiring patent protection for such projects;
 - managing the intellectual property protection process;
 - preparing technological offers,
 - promoting technological offer during fairs, business conferences and direct meetings with potential recipients of the technology;
 - building the network of contacts with the industry and establishing business relations in the scope of the technological offer of the University of Gdansk;
 - selecting the optimal manner of commercialisation, in cooperation with the creators and interested entrepreneurs;
 - negotiating, preparing and supervising performance of agreements related to commercialisation,
 - e) initiating in the academic environment of the University of Gdansk projects of implementation potential, especially in cooperation with entrepreneurs;
 - f) counselling targeted at academics in the scope of:
 - the possibility of developing projects of implementation nature,
 - commercialisation of innovative projects,

- the possibility of obtaining the intellectual property protection;
 - g) coordination of the cooperation with entrepreneurs in the scope of implementing new technologies and joint research and implementation projects, including negotiation of relevant agreements;
 - h) cooperation with external entities, including foreign partners, in the scope of innovativeness, as well as and creating and implementing pro-innovative measures;
 - i) popularising pro-innovative attitudes in the academic environment of the University of Gdansk;
- 2) in the scope of the cooperation with the economy:
 - a) cooperation during performance of studies and works commissioned to the University of Gdansk in compliance with the internal regulations of the University of Gdansk;
 - b) cooperation in creating the offer of commissioned studies and works;
 - c) assistance in the promotion of the offer of commissioned studies and works among potential recipients;
 - d) cooperation during negotiations of agreements regarding commissioned studies and works.
2. The Office performs other tasks commissioned by the authorities of the University of Gdansk.

§ 3. Organisational Structure

1. The activity of the Office is managed by the Director appointed and revoked by the Rector of the University of Gdansk, upon consultation of the Senate, from among the candidates presented by the Supervisory Board of the Office.
2. The Director of the Office reports directly to the Vice-Rector for Innovation and Liaison with Business and the Community, to whom he is liable for the implementation of tasks entrusted to the Office.
3. The Director is the direct superior for the employees of the Office.
4. The Director represents the Office outside and manages the overall activity thereof in compliance with his scope of obligations and rights.
5. Until the end of March each year the Director of the Office submits to the Senate a report on the activity of the Technology Transfer Office of the University of Gdansk for the previous year.
6. The tasks of the Director of the Office include, in compliance with the Rules and Regulations of managing copyrights and related rights, industrial property rights and the principles of commercialisation of the results of research, development works or know-how related to such results of the University of Gdansk, constituting the appendix to the resolution of the Senate, direct supervision of the commercialisation process, in particular:
 - 1) organisation of the work and supervision of the implementation of the Office's tasks;
 - 2) preparation of the action programme, strategy of development and financial plan of the Office for the next year;
 - 3) preparation of annual statements on the activity of the Office;
 - 4) soliciting external funds to finance the Office;
 - 5) initiating performance of new projects correlating to the tasks of the Office;

- 6) determining operation procedures of the Office;
 - 7) determining the rights and duties of the Office's employees;
 - 8) submitting applications in cases concerning the Office;
 - 9) coordination of the cooperation with other units of the University of Gdansk.
6. The Supervisory Board is established in the Office, the composition of which is the following: the Vice-Rector for Innovation and Liaison with Business and the Community, the Vice-Rector for Research, the Chancellor, Bursar.
 7. Competences of the Supervisory Board include:
 - 1) presenting candidates for the Director of the Office,
 - 2) supervision over the operations of the Office in all areas of its operations,
 - 3) proposing changes to provisions of the rules and regulations regarding the Office's operations and the principles and procedures of commercialisation.
 8. The Supervisory Board meets depending on the needs, upon the request of any member thereof. The Supervisory Board passes resolutions if at least half of the members thereof are present at the meeting and all members have been invited. Resolutions of the Supervisory Board are passed by an absolute majority of votes. Minutes are taken from the Supervisory Board's meetings.
 9. The Office cooperates with the University of Gdansk Patent Attorney.

§ 4. Project Teams

1. The Director of the Office can appoint, in agreement with the Vice-Rector for Innovation and Liaison with Business and the Community, project teams for performance of the Office's tasks.
2. Project teams' meetings are convened by the Director of the Office.
3. Each project implemented by the Office is headed by the project team manager appointed and revoked by the Director in agreement with the Vice-Rector for Innovation and Liaison with Business and the Community.
4. Project manager is appointed for the time of the project implementation.
5. The scope of tasks and responsibilities of the project manager is each time specified by the Director of the Office.
6. Project team manager informs the Director of the Office of the composition of the project team.

§ 5. Property and financial management of the Office

1. The Office's property is managed in compliance with the provisions universally binding at the University of Gdansk.
2. The office is funded with its own resources of the University of Gdansk.
3. The Office's activity can be funded with external resources.
4. External resources can originate from, especially:
 - 1) mark-up on sales of research results, services and development works initiated by the Office;
 - 2) public funds including non-repayable foreign funds;
 - 3) grants, donations and bequests.

5. The amount of the mark-up on indirect costs related to the Office's revenues is determined by the Rector.
6. The financial services for the Office are provided by the Office of the Financial Director of the University of Gdansk on the grounds of internal regulations.
7. The Office uses premises and assets of the University of Gdansk.
8. The Director of the Office is liable for proper management of finances and assets of the Office.

§ 6. Cooperation with other units

1. The Office cooperates with other organisational units of the University of Gdansk in the scope of its activity.
2. The Office cooperates with local government and government authorities, public and private scientific units, associations and foundations in the country and abroad in the fields related to popularisation and development of pro-innovative activities, technology transfer and academic entrepreneurship, as well as commercialisation of these tasks.
3. The Office establishes cooperation with business support institutions, local government authorities and entrepreneurs to the benefit of improving competitiveness of Pomerania in the area of entrepreneurship, technological research and development.

§ 7. Final Provisions

These Rules and Regulations enter into force on the day of approval by the Senate of the University of Gdansk.