



REGULATION

on the organization and operation of the Technology and Business Incubator of Transilvania University of Braşov

CHAPTER I – General provisions

Art.1 The Technology and Business Incubator (ITA UNITBV) is a structure without legal personality of Transilvania University of Brasov, which operates according to the regulations on the establishment, operation, evaluation, and accreditation of entities in the innovation and technology transfer infrastructure, the provisions of the University Charter and this Regulation.

Art.2 ITA UNITBV aims to facilitate the initiation and development of innovative enterprises, based on advanced technologies, in the fields of research of Transilvania University of Brasov.

Art.3 ITA UNITBV operates on the principles of economic management and financial autonomy.

Art.4 ITA UNITBV is part of the structure of the Vice-rectorate for Scientific Research and Informatization and has its headquarters in Brasov, 10 Institute Street.

CHAPTER II – Object of activity

Art.5 ITA UNITBV's object of activity is comprised of:

- 1) technology incubation activities for inventions and businesses;
- 2) technology transfer and entrepreneurship training activities;
- 3) business consultancy: assistance for business plan development, management system development and implementation, analysis, bidding, partnership assurance, promotion, etc.;
- 4) specialist assistance: product-level investigations, making taking-in time more efficient;
- 5) activities aimed at developing entrepreneurship (stimulating private initiative) among specialists, researchers, designers, teachers, students, etc.;
- 6) promoting innovation and supporting deep-tech talent;
- 7) organizing events aimed at strengthening and expanding the university's collaboration with the economic environment, in order to increase economic competitiveness;
- 8) promoting the principles of open science and the contribution of citizens to the generation of knowledge.

Art.6 ITA UNITBV is affiliated to:

- a) ARoTT - Romanian Association for Technology Transfer and Innovation;
- b) RENITT - National Network for Innovation and Technology Transfer.

Art.7 Within the scope of its activity, ITA UNITBV may diversify its services in order to exploit its own resources and to increase its financial resources, with the prior approval of the Executive Board of the University.



Art.8 In order to achieve its specific objectives, ITA UNITBV may propose to the Executive Board the participation of the University in technological transfer and innovation consortia with other national and foreign entities.

Art.9 ITA UNITBV may participate in regional, national, and international structures of technological transfer and innovation, by concluding specific agreements, with the approval of the Executive Board.

CHAPTER III – Services offered

Art.10 The technology incubating services offered by ITA UNITBV aim to increase the chances of success of start-ups by providing specialized business development assistance and modular shared service spaces.

Art.11 Services offered by ITA UNITBV-incubated start-up businesses include:

A. General services:

- a) utilities: cold water, sewerage, electricity, heating, sanitation;
- b) access to the telephone and internet network;
- c) access to the meeting and seminar room;
- d) security against forced entry;
- e) P.S.I. services;
- f) maintenance of premises.

B. Access to laboratories, micro-production workshop.

C. Support services:

- a) secretarial services;
- b) document multiplication services;
- c) reception service;
- d) financial advice;
- e) legal advice.

Art.12 The prices for incubation services are set by the Executive Board on the proposal of the Incubator's Board of Directors, approved by the Senate, and stipulated in the Incubation Services Contract.

Art.13 The selection of companies for incubation shall be carried out through the following steps:

1) Applicant companies, usually newly established, submit the following documents to the ITA UNITBV office:

- i. Application signed by the legal representative of the economic operator;
- ii. the completed application form based on the form provided by ITA UNITBV;
- iii. the company's memorandum of association and additional documents, if any (simple copies);
- iv. the articles of association of the company and additional documents, if any (simple copies);
- v. registration certificate and confirmation of company details (simple copies), issued by the Trade Registry

Office;

- vi. business plan (for 3 years);
- vii. balance sheet or latest economic and financial report (if applicable);
- viii. a sworn statement that the company is not in one of the following situations:

- a) are declared, by law, to be in default;
- b) their payments/accounts are frozen based on a court decision;
- c) they are guilty of making false statements in bad faith with regard to the information requested by the administrator, for admission to the Incubator;
- d) have seriously violated, in bad faith, the provisions of another commercial contract previously entered into with the university.



- 2) The Board of Directors shall examine the documentation with particular reference to the following criteria:
- i. the innovative nature of the business;
 - ii. the compatibility with the Incubator's main areas of interest;
 - iii. the chances of success of the business and its sustainability;
 - iv. the potential socio-economic impact of the business;
 - v. the number of jobs created.
- 3) The economic agent is informed in writing about their admission or non-admission to the Technology and Business Incubator.

Art.14 The natural person wishing to benefit from the incubation services shall submit, in the first stage, a business plan which will be submitted to the Board of Directors for examination. Subsequently, if the Board of Directors admits the individual to the Incubator, he/she will submit to the ITA UNITBV office, within a maximum of 2 months, the documentation proving the establishment of a company.

Art.15 The obligations of ITA UNITBV (as a lessor) and of the incubated company (as a lessee) are set out in the Incubation Services Contract.

CHAPTER IV - Coordination, organizational and functional structure

Art.16 The work of ITA UNITBV is coordinated by the Board of Directors, composed of 5-7 members. The Director of ITA UNITBV is a member of the Incubator's Board of Directors.

Art.17 The Board of Directors has the following main responsibilities:

- a) providing the framework and tools necessary to carry out specific activities;
- b) formulating the Incubator's development strategy and establishing the annual plan of activities;
- c) formulating the strategy for the valorization of resources and results through knowledge and product transfer;
- d) internal evaluation (half-early) of the activities carried out and validation of the Annual Activity Reports;
- e) ensuring the annual inventory of assets.

Art.18 The members of the Board of Directors are appointed by the Executive Board of the University, at the proposal of the Scientific Research Board of Transilvania University of Brasov.

Art.19 (1) The Board of Directors shall meet as a rule once three times per year or whenever necessary, at the convocation of the Director of the Incubator, the Vice-Rector for Scientific Research and Informatization or at the request of at least half of the members. The meeting is statutory if 2/3 of the members of the Board of Directors are present.

(2) Decisions of the Board of Directors shall be taken by a simple majority of the votes of the members present.

Art.20 (1) The Director of ITA UNITBV is appointed by the Executive Board, on the proposal of the Vice-Rector for Scientific Research and Informatization.

(2) The appointment of the Director of ITA UNITBV is made for a maximum period of 4 years, by order of the Rector of Transilvania University of Braşov.

Art.21 The Director of ITA UNITBV has the following main duties and responsibilities:

- a) identification of funding sources for the Incubator's activity;
- b) to make annual reports on the activity of the Incubator to the national authorities and the Executive Board, according to the regulations and legislation in force;



- c) ensuring the efficient management of material and human resources within the Incubator;
- d) monitoring and ensuring the proper implementation of the Incubation Service Contracts;
- e) attracting companies, and beneficiaries of the Incubator's services;
- f) promoting the services of the Incubator;
- g) representing the Incubator in relations with national innovation authorities, with representatives of incubated companies, and with representatives of the socio-economic environment;
- h) organizing events to promote innovation and technology transfer.

Art.22 The organizational structure of ITA UNITBV may include, depending on the needs, scientific advisors and persons with activities in the legal, marketing, financial-accounting, public relations and media fields.

CHAPTER V – Final provisions

Art.23 Internal disputes of the Incubator not resolved amicably shall be submitted for resolution according to the internal regulations of the Transilvania University of Brasov.

Art.24 Amendments and additions to these Regulations may be made at the proposal of the Executive Board of the University or the Board of Directors of the Incubator, in compliance with legal regulations and with the approval of the Senate of Transilvania University of Brasov.

This Regulation was discussed and approved at the meeting of the Senate of Transilvania University of Braşov on May 22, 2023.

Prof. Dr. Eng. Mircea Horia ȚIEREAN,
President of the Senate of Transilvania University of Braşov

