



12/2019

RECTOR'S DECISION

on protection and commercialization of industrial property at Mendel University in Brno

Applicable for:	all sections		Ref No.:	6734/2019-980	dated:	27. 3. 2019
Regulation administrator:	Records management methodologist					
Prepared by:	Support for Research, Development and Innovation Office					
Approved by:	prof. Ing. Danuše Nerudová, Ph.D. rector				date:	27. 3. 2019
Number of pages:	11	Number of annexes:	2	Valid from:		29. 3. 2019
				Effective from:		1. 4. 2019
				Invalidated from:		

Record of revisions

Date of revision	Conclusion of revision	Revised by	Date of next revision

Record of changes

Number	Article	Description of change	Approved by, date

List of related regulations

Title of regulation	Place of reference	Referenced parts
Act No. 111/1998 Coll., on higher education	Section 10(1)	the rector is the head of the university; the rector acts and makes decisions in relation to university matters, unless the law determines otherwise.
Statutes of Mendel University in Brno	Article 28(2)(b)	the Rector's Decision regulates execution of selected activities, usually restricted with regard to location, possibly with regard to time;

Preamble

This decision is another regulation regarding the method of disposing of the results of research and development and other forms of industrial property with commercial potential, originating at Mendel University in Brno.

Part one Introductory provisions

Article 1 Subject of this Decision

- (1) The subject of this Rector's Decision is determination of the method of protection and use of industrial property created at Mendel University in Brno (hereinafter the "university") and determines the rights and duties related to origin, notification, registration, protection, use and commercial application of rights to subjects of industrial property.
- (2) The industrial property to which this Decision applies, includes so-called industrial property originating during an employment or similar relationship to the university and also school works of the nature of industrial property.

Article 2 Definitions

The following terms are used for the purpose of this Decision:

Biotechnological invention

An invention applying to biological material, which is isolated from its natural environment or made by technical procedure, even though it does exist in nature, or in plants or animals, if the technical feasibility of the invention is not limited to a specific variety of plant or breed of animal, or a microbiological or other technical procedure and product, other than a plant variety or animal breed, acquired in this manner.

Technology Transfer (TT)

The Technology Transfer department (hereinafter the "TT") is a workplace that assures protection of the university's intellectual property, and analysis and development of the commercial potential of the university's intellectual property. TT workers assure most of the activities in the commercialization process. This particularly concerns the following activities:

- identification, evaluation and protection of intellectual property;
- provision of consultancy regarding commercial matters and protection of intellectual property;
- preparation and realization of strategies for commercialization of R&D;
- promotion and marketing of the results of R&D;
- assurance of contractual relationships concerning use of R&D results and transfer of

knowledge. The head of the TT is the Director of the Support for Research, Development and Innovation Office (hereinafter the head of TT)

Protected plant cultivar

A new plant cultivar that has been allocated protection of rights:

- In the Czech Republic in accordance with Act No. 308/2000 Coll., on protection of rights to plant cultivars, as amended and on amendment of Act No. 92/1996 Coll., on cultivars, seeds and seedlings of grown plants, as amended (Act on Protection of Rights to Cultivars).
- In EU member states under the terms set out by the Community Plant Variety Office's cultivar right system;
- in other countries under the terms set out by the relevant national office.

Protected breed

A new breed for which a new stud book has been established in accordance with Section 9 of Act No. 154/2000 Coll., on the breeding and registration of farm animals, and on amendments to some related acts (Animal Breeding Act), as amended.

Know-how

A set of findings, skills, experience and proficiency of the nature of production, technology, operation, business, science, research or other, which is not general knowledge or generally available, is significant, describable, exists in an objectively recognizable form and is commercially applicable.

Commercialization

Conversion of the university's intellectual property into money, e.g. by means of sale of licences, the university's interest in a spin-off, and also in the form of services utilizing the university's intellectual property.

Trademark

Any identification capable of representation, particularly words, including personal names, colours, drawings, letters, numbers, the shapes of products or their packaging, if this identification is capable of differentiating a product or service belonging to one person from the products or services of another person.

Patent

A form of protection of an invention. The owner of a patent has the exclusive right to use the protected invention, provide consent to its use by other subjects, e.g. by means of a licence, or to transfer this right to another subject.

Industrial property

The results of creative activities, which are new and can be used industrially (commercially). This particularly concerns technical solutions (i.e. inventions, utility models, industrial models, topography of semi-conductor products), the right to identification (trademark, identification of origin, geographic identification, business name and domain) and related rights (plant cultivars, animal breeds, discoveries, business secrets, know-how and good-will).

(For more information see: <http://www.enterprise-europe-network.cz/transfer/ochrana-prumysloveho-vlastnictvi/co-je-prumyslove-vlastnictvi/>)

Industrial model

The appearance of a product or its part consisting particularly of the features of the lines, outlines, colours, shape, structure or material of the product itself or its embellishment.

Author

Any natural person in an employment or other similar labour relationship with the university, who was involved in creating a subject of intellectual property. If an individual subject of industrial property has multiple authors, then these are co-authors.

Spin-off

A trading company the origin of which is directly related to application and commercialization of the university's intellectual property. This intellectual property may be provided to the spin-off, e.g. on the basis of a licence contract or by sale, during which time the university may acquire an interest in the trading company. The authors of the relevant intellectual property are usually also involved in the activities of the spin-off.

Technological scout

A TT worker who fulfills the role of contact person for the entrusted university department or multiple university departments. This person ensures the flow of information about the intellectual property and commercialization between the authors and the TT.

Utility model

A form of protection for technical solutions, which are new, exceed the framework of a simple professional skill and are industrially applicable. The utility model represents a lower level of protection than a patent.

Author's notification

A form used for official notification of the TT of a newly originating result of creative activities, which could become the university's industrial property. The current version of the form is available on the website of the TT and on the intranet www.mendelu.cz in the "Forms and Documents" section. The

author is required to submit the completed form, signed by all the authors, to TT workers immediately after origin of the result.

Transfer project

Transfer projects are projects the goal of which is commercialization of a subject of industrial property created at the university. Possible forms of commercialization are for example an offer of and sale of licences, establishment and development of a spin-off company, etc.

Second part Rules and procedures when disposing of industrial property

Article 3 The rights and obligations of the authors

- (1) The author's rights particularly include the right to:
- a) a reward for creating and submitting notification of a result of creative activities, which is subsequently commercialized under the administration of the university (according to a special supplementary regulation on distribution of income from commercialization of industrial property);
 - b) publicly publish information about the notified result of creative activities - after the obligation to submit the Author's notification form to the TT workers has been fulfilled and to defer publishing information until the time there is no threat to the possibility of protection of industrial property in relation to this result (i.e. until after the application for protection is submitted);
 - c) receive assistance in completing the Author's notification form from the TT and receive regular information about the state of progress of protection of the notified subject of industrial property;
 - d) be informed by the TT about the university's decisions regarding interest in ownership of the notified industrial property, within 3 months from the date the Author's Notification form is submitted to TT workers;
 - e) receive regular information from the TT about the state of commercialization of the transfer project originating on the basis of a subject of industrial property this person provided notification of;
 - f) access to information, individual consultations and education provided by the TT in the field of transfer of technologies;
 - g) complex assistance from the TT in the form of assurance of preparation of applications for protection of industrial property, creation of contracts related to commercialization, negotiation with potential interested parties from the industrial sphere, preparation of the plan for commercialization and actual activities leading to commercialization of the subject of industrial property;
 - h) commercialize at his own expenses and to his own benefit the notified subject of industrial property, if the university does not issue a statement regarding its interest in ownership of this subject within 3 months from submission of the Author's notification form, or issued a negative statement.
- (2) The author's rights particularly include the right to:
- a) notify of each newly originated result of creative activities, which could become industrial property, immediately after this originates, to the TT workers, by means of the Author's notification form. If there are multiple authors and none of these is the main author, all the co-authors are liable for the above-mentioned obligations jointly and severally.
 - b) Defer publishing information about the notified result of creative activities until the time there is no threat to the possibility of protection of industrial property in relation to this result (i.e. after submission of the application for protection).

- c) Cooperate in the process of assessment of the commercial potential and actual commercialization of the notified subject of industrial property, particularly by providing additional information necessary to execute a plan of commercialization, execute the content of business contracts, seek out and contact potential industrial customers or negotiate with specific customers.
- d) Protection of such information about industrial property, disclosure or leakage of which to third parties could result in the impossibility of acquisition of patent or similar protection or loss of a competitive advantage during commercialization.
- e) Inform the TT office of potential parties interested in purchasing the results of actual scientific activities, with whom he was in contact with, or who it is assumed would be interested.

Article 4
Responsibilities of and activities by the head TT worker and other technology transfer workers

- (1) The head TT worker is the manager of the Support for Research, Development and Innovation Office.
- (2) The head TT worker is responsible for all activities of the Technology Transfer department, particularly for:
 - a) management of the activities of the TT and management of the team of TT workers;
 - b) initiation of the process for protection of subjects of industrial property, in relation to which the university expresses interest in ownership of the notified subject of industrial property;
 - c) assessment and evaluation of the commercial potential of notified subjects of industrial property;
 - d) implementation of transfer project 1;
 - e) representation of the university and the TT in the direction of industrial partners and commercial subjects;
 - f) information of the rector about the main results of commercialization processes.
- (3) The head TT worker's other obligations include:
 - a) concluding a non-disclosure and protection of confidential information agreement with the university, which requires him to refrain from disclosing information related to the university's subjects of industrial property.
 - b) conclude a no-competition clause with the university, which precludes his business activities or other independent gainful activities and membership in a statutory body of a legal person conducting business.
- (4) The TT worker's authority particularly includes:
 - a) submission of a statement regarding the newly notified subject of industrial property, particularly regarding:
 - i. the university's interest in ownership of the subject of industrial property;
 - ii. determination of a suitable type of protection of industrial property during the first phase of protection;
 - iii. the suitable time of publication of the results of creative activities so that the value of the transfer project is not damaged, nor is the university's investment thwarted.
 - b) Assignment of individual projects originating on the basis of notification of the subject of industrial property for processing to individual TT workers.

- c) Receive all relevant information regarding the notified subject of industrial property from the relevant university workers, on request.

1 Transfer projects - projects the goal of which is commercialization of a subject of industrial property created at the university. Potential forms of commercialization are for example an offer and sale of licences, establishment and development of a spin-off company

- d) Submit proposals for the dates and contents of meetings by the Commercialization Board.

(5) The Technology Transfer Manager (TT Manager) is particularly responsible for:

- a) Complex assurance of processes related to the notified subjects of industrial property, the project management of which was assigned to him by the head TT worker.
- b) Assurance of the commercialization process for approved transfer projects, the project management of which was assigned to him by the head TT worker.
- c) Cooperation with the authors during fulfillment of their obligations related to industrial property.
- d) Provision of individual consultations regarding transfer of technologies to interested parties from among university employees.
- e) Education and information about the principles and processes related to transfer of technologies at the entrusted faculty.
- f) Provision of information about the state of progress of the process of protection of intellectual property and commercialization to the authorized authors.

(6) The technological scout is particularly responsible for:

- a) Actively seeking out information about potential projects suitable for commercialization and newly originating subjects of industrial property at the entrusted faculty, providing current information to the head TT worker.
- b) Mapping scientific capacities and other sources potentially suitable for commercialization at the entrusted faculty, regular provision of this information to the head TT worker.
- c) Assurance of information necessary for evaluation of the commercial potential of notified subjects of industrial property and preparation and implementation of commercial projects.
- d) Cooperation with other TT workers authorized to assure projects originating at the faculty entrusted to him.

(7) A non-disclosure and protection of confidential information agreement will be concluded with all technology transfer workers.

Article 5

Rules rules for disposal of industrial property

- (1) The basic procedure for disposal of industrial property created at the university is given in *Appendix No. 2 - Procedure for disposal of industrial property*.
- (2) If the subject of industrial property is created by the author within the terms of an employment relationship or other labour relationship with the university, the rights to this industrial property belong to the university, unless arranged otherwise. The right to authorship is hereby unaffected. If the university is legally required to apply the right to industrial property and fails to do so within the legally stipulated time limit of three months, the right passes back to the author.
- (3) The result of creative activities is industrial property if it has commercial potential and can be protected using legal forms of protection, such as: patent, utility model, industrial model, trademark, protected plant cultivar, protected breed of animal, biotechnological invention, semi-conductor product topography.
- (4) The author of the industrial property created during an employment relationship with the university

is required to notify the TT contact point of this result immediately after origin of the specific subject of industrial property, using the relevant form - *Appendix No. 1 - Author's notification*. If there are multiple authors and none of these is the main author, all the co-authors are liable for the above-mentioned obligations jointly and severally.

- (5) The workers who have a role in relation to origin or other administration of the notified subject of industrial property, are specifically named on each author's notification. These are particularly the author and co-authors, the head of the relevant institute, the relevant technological scout and the relevant TT manager.
- (6) The author uses the currently valid form for completion of the Author's notification, in which he fills in all the fields personally or in cooperation with the TT worker. The TT worker confirms receipt of the *Author's notification* by appending his signature to the copy of the notification. This TT worker is subsequently required to assure further immediate processing and distribution of the notification, in compliance with the *Procedure for disposal of industrial property* (see Appendix No. 2).
- (7) Before the decision regarding protection and commercialization is made, the TT workers will supplement additional necessary information in cooperation with the author, particularly a more detailed description of the subject of industrial property, its estimated commercial potential, the proposed type of protection and method of commercialization.
- (8) The rector decides on the university's interest in ownership of the notified subject of intellectual property on the basis of a proposal by the head TT worker and announces the results of his decision to the author or co-authors, the dean or the head of the school-wide office and the heads of the institutes at which the authors conduct work, by means of the TT. These recipients of information about the decision have the option to issue a statement regarding the decision within 1 week of receiving it, with the option of challenging the decision.
The rector provides the recipients the following information about his decision by means of the TT:
 - a) The university's interest in ownership of the subject of industrial property,
 - b) Determination of a suitable type of protection of industrial property during the first phase of protection,
 - c) An opinion regarding the suitable time of publication of the results of creative activities so that the value of the commercial project is not damaged and the investment is not thwarted.
- (9) If the rector of the university decides that the university is interested in ownership of the notified subject of industrial property and this decision is challenged, within 1 week of it being delivered to the recipients, by the relevant dean or head of a school-wide office, then this matter is discussed once again with the option of revoking the original decision.
- (10) If the rector of the university decides that the university is not interested in ownership of the notified subject of industrial property, the dean of a faculty or the head of a school-wide office may challenge this decision and ensure protection of intellectual property using the funds of the faculty or school-wide office.
- (11) In the event of creation of industrial property with commercial potential, which is protected by the commercial code, during an employment relationship, this becomes know-how and the same procedures as for industrial property apply to it.

Article 6

Establishment of the Commercialization Board and its activities

- (1) The rector may appoint a Commercialization Board, as an advisory body to the rector intended for making decisions about key items of the procedure for disposal of subjects of industrial property created at the university.
- (2) The Commercialization Board assesses the commercial potential of the results of creative activities and recommends steps for further protection and commercialization on the basis of this assessment. Recommendations for protection and commercialization include:
 - a) The university's interest in commercialization.
 - b) Determination of suitable forms of additional protection of industrial property.

- c) Determination of a suitable type of commercialization.
 - d) Proposal of the financial budget for investment up to the next phase of assurance of protection (e.g. international patents).
 - e) Proposal of the financial budget for investment into commercialization.
- (3) A so-called transfer project originates in relation to subjects of intellectual property, in relation to which the rector (taking into consideration the recommendations of the Commercialization Board) issues a positive Decision to protect and commercialize. The TT assures implementation of the transfer project.
- (4) The Commercialization Board may supplement and expand its recommendations in relation to transfer projects in progress, particularly by supplementing additional suitable forms of protection or increasing the budget.

Article 7 Other disposal of industrial property

- (1) If the rector of the university states in the decision on protection and commercialization that the university is not interested in protecting and commercializing the results of creative activities, or does not issue a positive decision within the statutory time limit of three months from the date of submission of the Author's notification, the ownership of the industrial property created during an employment relationship passes to the author. In such cases the author is entitled to dispose of this subject of industrial property at his deliberation, including steps leading to protection and commercialization.
- (2) The subject of industrial property, which the rector of the university decides shall be owned by the university and shall be protected to the university's account, or which the rector decides to commercialize and protect on the basis of a recommendation by the Commercialization Board, becomes an intangible asset, which must be valued and entered to the accounts and its financing must be demonstrated.
- (3) The head TT worker informs the rector, the vice-rector for science and research, all the deans and vice-deans for science and research of the results of transfer projects and the following procedure, at least once a year. The results of protection of industrial property and transfer projects will also be included in reports on the university's scientific-research activities.

Article 8 External collaboration on research, development and commercialization

- (1) If research and development, including commercialization of the results of R&D, are implemented in collaboration with an external subject, the relationship to the results of these activities must be previously contractually arranged, particularly determination of specific rights and responsibilities, and also division of financial costs and income.
- (2) During collaboration with an external subject it is necessary to previously determine which of the contracting parties will have proprietary rights to the potentially created subject of industrial property, possibly at what ratio the right to this property will be divided between the individual partners.
- (3) A written contract is necessary in the event of a contract to utilize the results and on division of financial costs and income, or co-ownership with determination of co-ownership shares. If necessary the TT will provide the researchers with professional consultation or assistance during preparation of this contract. The head of the relevant office is required to immediately submit a copy of the resulting agreement in writing to the TT, which assures it is placed in the records.

Article 9 Involvement of technological scouts, their obligations and authority

- (1) At least one technological scout may be appointed for each department (within the terms of each

faculty or school-wide department with the potential to create industrial property). An employee whose employment relationship with the university is linked to the faculty or school-wide department at which he will be active as a technological scout, may be appointed to this position. The heads of individual university departments are required to inform employees of the relevant department

of the identity and purpose of the technological scout and provide the technological scout with complete access to employees of the department and information about originating intellectual property with commercial potential, including sensitive information.

- (2) The head TT worker proposes a worker for the position of technological scout at each department in cooperation with the relevant dean or head of the school-wide department.
- (3) The technological scout is required to follow the instructions of the head TT worker for activities in relation to TT and take part in the required training of TT workers. He must also communicate his activities sufficiently and coordinate them with other TT workers if this is relevant to the specific case, particularly with the technology transfer manager assigned to the specific project.
- (4) The technological scout is required to refrain from disclosing confidential and non-public information, which he acquires within the terms of his activities for the TT. If he is not authorized in writing to dispose of sensitive information by the author of the relevant subject of industrial property or the head TT worker, he is only authorized to provide this information to the head TT worker, the relevant technology transfer manager, the dean of the specific faculty, the head of the specific office, the Commercialization Board, the author or co-authors and other technological scouts - only in cases when they are involved in the specific project. The duty of non-disclosure particularly applies to the following sensitive information:
 - a) The technical basis and details of the technical description of the university's subject of industrial property.
 - b) The current status and plans in relation to protection of the given subject of industrial property, unless this is public information.
 - c) Strategies for subsequent disposal of subjects of industrial property.
 - d) Names and other information enabling identification of potential customers.
 - e) Details of business or partnership contracts in the process of negotiation or concluded contracts.
 - f) The details of the results of patent, technical, technological and commercial research.
 - g) Other information according to Article 12(1).

Part three

Remuneration and disposal of the income from commercialization

Article 10

The method of dividing income from commercialization of industrial property

A special supplementary regulation deals with the method of dividing the income from commercialization of industrial property.

Article 11

Funds for protection of industrial property and commercialization

A special supplementary regulation deals with the method of creation and use of special-purpose funds for protection of industrial property and its commercialization.

Part four

Special provisions

**Article 12
Protection of sensitive
information**

- (1) The subject of protection of sensitive information is particularly such information about the university's intellectual property, disclosure to and acquisition of by third parties could cause the impossibility of acquiring patent protection or another type of protection of the industrial property by the university; also such information, the disclosure to and acquisition of which by third parties could cause loss of the university's competitive advantage for potential commercialization of the relevant subject of industrial property.
- (2) The authors of industrial property with commercial potential, created during an employment relationship, and other university employees, are forbidden from publishing, exhibiting or otherwise making public and available to third parties sensitive information until the time the authors receive permission to publish such information from the TT, or until ownership of the specific subject of industrial property is legally transferred to the author.
- (3) All university employees who come into contact with sensitive information about industrial property with commercial potential are required to actively protect this information and refrain from disclosing it to persons who are not university employees and who were not authorized to share sensitive information by the head TT worker, technological scout, other authorized TT worker or the author.
- (4) The heads of department at which employees come into contact with information about industrial property, which is the subject of protection, are required to execute rules for disposing of sensitive information that are effective enough to assure its security and inform employees of the relevant department of these rules.
- (5) The head TT worker, authorized TT worker or other university worker authorized by the head TT worker may inform third parties outside the university about the subject of industrial property to a reasonable extent if this is expedient for establishing a partnership in relation to the relevant subject of industrial property, its promotion or commercialization. However, this worker is also required to prevent disclosure of such sensitive information, disclosure of which could cause the impossibility of acquisition of patent or similar protection or loss of a competitive advantage during commercialization.

**Article 13
Sanctions**

- (1) Breach of duties arising from this regulation shall be considered breach of duties according to the Labour Code.
- (2) Breach of duties (including the duty of non-disclosure in the case of sensitive information about intellectual property) by the head TT worker, TT workers and technological scouts, which results in damages, will be penalized up to the value stipulated by the Labour Code in the case of damages caused by negligence. In the case of damages caused intentionally the head TT worker, TT workers and technological scouts may be required to compensate damages and lost profits.

**Part five
Temporary provisions**

**Article 14
sources of financing
RTT**

The activities of the Technology Transfer will be financed using university sources.

**Article 15
The role of the Support for Research, Development and Innovation Office**

In compliance with its activities and responsibilities the Support for Research, Development and Innovation Office creates support for TT activities and cooperates on matters to which TT

responsibilities apply.

Part six
Closing provisions

- (1) This Rector's Decision invalidates Directive No. 3/2012 on protection and commercialization of industrial property at Mendel university in Brno.
- (2) This Rector's Decision comes into effect on 1 April 2019.
- (3) This Decision includes the following appendices:
 - a) Appendix No. 1 - Form - Author's notification.
 - b) Appendix No. 2 - Diagram - Procedure when disposing of industrial property

prof. Ing. Danuše Nerudová, Ph.D.
rector

AUTHOR'S NOTIFICATION	
<i>Filled in by the author, or main author</i>	
1. Name of the subject of intellectual property (hereinafter the solution)	
2. Brief description of the solution:	
3. Specification of novelty: (how is this solution innovative compared to the existing state of technology)	
4. Author / Main author of the solution:	
Name, surname, titles:	
Name of position:	
Faculty/department:	
Share of involvement in the solution (%):	
E-mail:	
Telephone:	
5. Department head of the author/main author of the solution:	
Name, surname, titles:	
E-mail:	
6. Co-author of the solution - MENDELU employees:	
<i>If necessary copy the rows or use the other side:</i>	
Name, surname, titles:	
Name of position:	
Faculty/department:	
Share of involvement in the solution (%):	
E-mail:	
Name, surname, titles:	
Name of position:	
Faculty/department:	
Share of involvement in the solution (%):	
E-mail:	
7. Potential other co-authors of the solution - external collaborators	
Name, surname, titles:	
Name of position:	
Organization:	

Share of
involvement in the
solution (%): E-
mail:

Name, surname, titles:

--

Other regulations of Mendel University in

Name of position:		
Organization:		
Share of involvement in the solution (%):		
E-mail:		
8. On behalf of the TT:	Name, surname, titles:	Date of receipt:

AUTHOR'S NOTIFICATION

Filled in by the TT worker - technological scout (in cooperation with the author)

9. Detailed description of the solution: *(more details can be provided in the form of appendices)*

10. Industrial applicability:

Method of commercial use, potential customers and the field of market application

Current - existing state of technology; existing competitive technology

The advantages of the solution compared to existing - competitive technology

11. Description of the history of origin of the solution:

--

12. Used grants or other forms of financing origin of the solution:	
13. Filled in on behalf of the TT:	Name, surname, titles:

AUTHOR'S NOTIFICATION	
<i>filled in by the TT worker - project manager</i>	
14. Statement by the author's department head	
15. Analysis of industrial applicability:	
16. Proposed form of commercialization:	
17. Prerequisites for successful commercialization:	
18. Proposed protection of intellectual property:	
Protection of the technical solution	Protection of design
Utility model?	Trademark?
Czech patent?	Industrial model?
19. Proposed financial budget for investment in CZK (1st year):	
Protection of the technical solution:	
Protection of design:	
Marketing costs:	
Other costs:	
TOTAL COSTS:	
20. Other proposals by TT:	
Ownership:	
Publishing:	
	Name, surname, titles:
21. Filled in on behalf of the TT:	

DATE:		Signature of the head TT worker:	
--------------	--	---	--

**CONFIRMATION OF RECEIPT OF THE AUTHOR'
NOTIFICATION**

Confirmed by the TT worker - the competent technological scout; other TT worker

I hereby confirm receipt of the Author's notification and establishment of responsibility for further distribution of the document.

I took receipt from the author/co-author:

(Name, surname, title)

Name of solution:

Taken receipt of on:

TT worker's name:

Signature:

Procedure for disposal of industrial property

Appendix to Rector's Decision No. 12/2019

The specified deadlines for transfer between individual steps of the process are approximate. The total period between submission of the Author's notification and handing over a Decision on protection and commercialization must not exceed 11 weeks.

