

International Balkan University

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Based on Article 86 of the Law on Higher Education (Official Gazette of the Republic of North Macedonia No. 82/2018 and No. 178/21) and Article 88 of the Statute of the International Balkan University Skopje, the Senate of the University, at the session held on 14.05. 2024, brought the following

GUIDLINES ON THE INNOVATION CENTER

Article 1

This Rulebook regulates the aim, organizational structure, and the activities of the Innovation Center (hereinafter: the IC) of the International Balkan University Skopje.

Article 2

The aim of the IC is to serve as a hub for fostering creativity, collaboration, and the development of new ideas, technologies, and solutions.

Article 3

The work of the Innovation Center includes the following activities:

- **Idea Generation Workshops:** Hosting workshops and brainstorming sessions to generate new ideas and concepts. These workshops often involve cross-functional teams and encourage participants to think outside the box.
- **Prototyping and Testing:** Providing resources and facilities for prototyping and testing new products, services, or processes. This might include 3D printers, fabrication labs, and testing equipment.
- **Hackathons and Competitions:** Organizing hackathons, innovation challenges, or competitions to spur creativity and innovation. These events

often bring together participants from diverse backgrounds to solve specific problems or address industry challenges.

- **Incubation and Acceleration Programs:** Offering support programs for startups and entrepreneurs, providing mentorship, resources, and access to networks to help them grow and scale their ventures.
- **Technology Showcases and Demos:** Hosting events to showcase cutting-edge technologies, innovations, and research projects. These events may feature keynote speakers, panel discussions, and hands-on demonstrations.
- **Collaborative Spaces:** Creating collaborative workspaces where individuals and teams can come together to collaborate, share ideas, and work on projects. These spaces are often designed to be flexible and conducive to creativity and innovation.
- **Partnerships and Collaborations:** Forming partnerships with industry, academia, government, and other organizations to foster collaboration, share resources, and leverage expertise.
- **Training and Workshops:** Offering training sessions, seminars, and workshops on topics such as design thinking, innovation management, entrepreneurship, and emerging technologies.
- **Networking Events:** Hosting networking events, meetups, and conferences to connect innovators, entrepreneurs, investors, and industry experts.
- **Research and Development:** Conducting research and development activities to explore new technologies, trends, and market opportunities.
- **Community Engagement:** Engaging with the local community through outreach programs, educational initiatives, and initiatives aimed at addressing societal challenges.
- **Continuous Improvement:** Implementing processes and systems for continuous improvement, feedback collection, and evaluation to ensure that the innovation center remains responsive to changing needs and trends.

Article 4

The Innovation Center is managed by the Coordinator of the Innovation Center. The Coordinator of the Innovation Center is appointed and can be dismissed

by the Rector of the International Balkan University.

The appointment of the Coordinator of the Innovation Center is for a one-year term, with the possibility of re-election.

The Coordinator of the Innovation Center provides monthly reports to the University Rector and responds to any specific requests from the Rector regarding updates or information pertaining to the Innovation Center.

The coordinator of the Innovation Center may, upon prior approval by the Rector of the University, adopt the Rules of Procedure of the Innovation Center.

Article 5

The coordinator of the Innovation Center carries the following competences:

- **Strategic Planning:** Developing and implementing strategic plans for the innovation center, including setting goals, defining key performance indicators (KPIs), and establishing strategies to achieve them.
- **Stakeholder Engagement:** Building and maintaining relationships with key stakeholders, including industry partners, government agencies, investors, academia, and the local community, to foster collaboration and support for the center's initiatives.
- **Program Development:** Designing and implementing programs and initiatives to support innovation, entrepreneurship, and economic development, such as incubation and acceleration programs, workshops, training sessions, and networking events.
- **Resource Management:** Managing the center's resources, including budget, personnel, facilities, and equipment, to ensure they are allocated effectively and used efficiently to support the center's activities.
- **Project Management:** Overseeing the planning, execution, and evaluation of projects and initiatives within the innovation center, ensuring they are completed on time, within budget, and aligned with the center's goals.
- **Partnership Development:** Identifying and cultivating partnerships with external organizations and stakeholders to enhance the center's capabilities, access resources, and expand its impact.

- **Marketing and Outreach:** Developing and implementing marketing and outreach strategies to raise awareness of the innovation center, attract participants and stakeholders, and promote its programs and activities.
- **Evaluation and Impact Assessment:** Monitoring and evaluating the effectiveness of the center's programs and initiatives, collecting feedback from participants and stakeholders, and using data to measure the impact and outcomes of the center's activities.
- **Innovation Ecosystem Development:** Contributing to the development of the broader innovation ecosystem by connecting with other innovation hubs, organizations, and initiatives, and participating in regional and national networks and initiatives.
- **Policy Advocacy:** Advocating for policies and initiatives that support innovation, entrepreneurship, and economic development at the local, regional, and national levels, and engaging with policymakers and government agencies to influence policy decisions.
- **Community Building:** Fostering a sense of community among participants and stakeholders of the innovation center, creating opportunities for networking, collaboration, and knowledge sharing.
- **Continuous Improvement:** Continuously reviewing and refining the operations and activities of the innovation center based on feedback, lessons learned, and changing needs and priorities.
- **Program Development and Implementation:** The Coordinator is responsible for developing and implementing educational programs, courses, and workshops that align with the center's mission and objectives.

Article 6

The Coordinator of the Innovation Center responsible for the organization, coordination and control of the activities provided by the Center's work plan.

The coordinator of an innovation center plays a crucial role in overseeing its operations, managing its resources, and driving its strategic direction.

Article 7

The funds for the work of the Innovation Center are provided from the own funds of the International Balkan University Skopje, from the Center's activities, donations, sponsorships, and other sources of funds received and distributed by the University.

CONCLUDING ARTICLES

Article 8

This Guidelines enters into force on the day of its adoption.

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Skopje, 15.05.2024

**President of the
University Senate**

Prof. Dr. Kire Sharlamanov