

**The Bylaws of Incubating Entrepreneurial Projects at the
German Jordanian University**
and shall come into force from the date of the Dean’s Council decision no.
(173/2022/2023) dated 17/5/2023

Article 1	<p>The following words and expressions shall have the meanings assigned to them unless the context indicates otherwise:</p> <p>The Kingdom: The Hashemite Kingdom of Jordan.</p> <p>The University: The German Jordanian University.</p> <p>The President: The President of the University.</p> <p>The Deanship: The Deanship of Innovation, Technology Transfer and Entrepreneurship at the German Jordanian University.</p> <p>The Dean: The Dean of Innovation, technology transfer and Entrepreneurship.</p> <p>The Bylaws: These bylaws which determine the work of the incubator, the incubation process, and any amendments to it.</p> <p>The Council: The Council of Innovation, Technology Transfer and Entrepreneurship.</p> <p>The Incubator: Entrepreneurship and innovation business incubator at the university, which aims to support the establishment and development of entrepreneurial and start-up projects, by providing a package of services and resources, such as workspaces, shared offices, business development services, consulting, guidance and training services. Providing services for research and networking with sources of funding and investment, and these services are provided within a specific period of time.</p> <p>The Innovation: Creating new value (at the global, and/or regional, and/or local level) in a new way that leads to a product or manufacturing method, or both, in any of the technical</p>
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		fields that results in (either cost reduction, and/or new products, and/or new services, and/or new revenues, and/or service improvement, and/or new operations, and/or societal impact).
	Leadership:	Establishing start-up businesses characterized by initiative and risk and utilizing the necessary resources to develop them.
	The Incubated Project:	The project that has been approved for incubation in the incubator.
	The Incubation Period:	The overall period of the incubation of the incubated project.
	The Principal Entrepreneur:	The applicant for incubation, who is responsible for coordinating with the Deanship in order to achieve the objectives of the incubated project.
	The Co-Entrepreneur:	The person who participates in the establishment of a project that has been approved to be incubated in the incubator.
	The Incubation Request:	The application submitted for approval of incubation in the incubator, according to the form approved by the Deanship.
	The Agreement:	The agreement between the university and the principal entrepreneur and the co-entrepreneurs upon completion of all requirements, and after the issuance of the approval for incubation, in accordance with the regulations, instructions and bylaws in force at the university.
	The industry:	Any organization that provides a product or service from the private or public sector.

	6. Contribute to supporting training activities and exploring creative ideas.
Article 4	<p>The incubation program through the incubator aims to provide the following (Not financially exchangeable):</p> <ul style="list-style-type: none"> A. Providing a suitable place for the work of the incubated project within the incubator. B. Providing the necessary basic equipment, based on the incubated project's needs and the incubator's capabilities. C. Facilitate the use of the incubator's facilities, laboratories and equipment and coordinate the use of other services at the university, such as engineering workshops, laboratories, and various facilities, according to the capabilities of the incubator. D. Providing technical, legal, financial and marketing consultations. E. Organizing training courses and workshops about innovation and entrepreneurship. F. Providing possible facilities for the registration of startups emanating from the incubator. G. Any other possible services that contribute to the capabilities and growth of the start up.
Article 5	The above services may be held on campus and/or through virtual platforms, as determined by the Deanship.
Article 6	<p>Conditions of the incubated project:</p> <ul style="list-style-type: none"> A. To be consistent with the objectives and mission of the incubator. B. It does not include activities that are illegal or contrary to the values of the University, including but not limited to businesses that harm others, put them at risk, or create unhealthy habits. C. To be innovative and meet the standards and requirements stipulated in these bylaws.
Article 7	<ul style="list-style-type: none"> A. The Deanship receives incubation requests in the following ways: <ul style="list-style-type: none"> 1. Direct requests through the Deanship. 2. Through a call for applications announced by the Deanship. 3. Through a special competition to attract entrepreneurial projects in general or specific fields. B. Projects funded from outside the university can be incubated partially or completely, based on an agreement for this purpose between the university and the party funding the project, upon the recommendation of the Council and the approval of the President.

Article 8	<p>The principal entrepreneur submits to the Deanship, according to the forms approved by the Council, an incubation request, including all the necessary information and attachments, which clarify:</p> <ul style="list-style-type: none"> A. The innovative idea of the project, based on a preliminary survey of published patents or similar products, highlighting points of difference and distinction. B. Study the market need, and the possibility of developing, manufacturing and marketing the product. C. A statement of the necessary procedures to guarantee the intellectual property rights of the founders of the company. D. Proposed incubation period. E. The required budget for financial and non-financial resources. F. Project team information. G. The expected date of registration of the startup. H. Proposal for the distribution of shares and profits.
Article 9	<ul style="list-style-type: none"> A. The incubated project team shall include at least one of the following categories: <ul style="list-style-type: none"> 1. University students or graduates. 2. Faculty members or full-time lecturers at the university. 3. Members of the administrative staff or teaching and research assistants at the university. B. The project team shall not include non-Jordanian non-residents in the Kingdom, or in Germany, except in exceptional cases approved by the President upon the recommendation of the Council. C. The Deanship has the right to request additional information about the incubated project, the startup, the project team, the current and future competitive elements of the proposed project, or any additional information that the Deanship deems necessary to evaluate the project.
Article 10	<p>The committee formed by the Council shall undertake the following tasks:</p> <ul style="list-style-type: none"> A. Studying the incubation requests and recommending the approved projects to the Council. B. Recommending the incubation period, the amount of financial allocations, and any other resources and requirements for each of the projects that are approved for incubation. C. Following up on the progress of work in the incubated projects and submitting periodic reports to the Council. D. Recommending to the Council to extend the incubation period and increase the financial allocations. E. Any other tasks determined by the Dean or the Council.

Article 11	<p>A. The members of the Council, the employees of the Deanship and the University, and any party related to the business incubator are obligated to sign an undertaking or confidentiality and non-disclosure agreement to protect the intellectual property rights of the owners of the proposed or incubated projects.</p> <p>B. If there is a need to consult specialists at the university or outside it in matters related to incubating innovative projects, the Deanship shall take the necessary measures to protect the intellectual property rights of their owners, in accordance with the directives of the Council.</p>
Article 12	<p>A. Incubation requests are subject to initial evaluation by the Committee according to the following criteria:</p> <ol style="list-style-type: none"> 1. Originality and distinction of the idea (30%) 2. Feasibility and marketability (20%) 3. Qualifications of the project team and their suitability (20%) 4. Product prototype availability (20%) 5. Quality of presentation of the project in front of the committee (10%) <p>B. The Committee recommends projects that are qualified for incubation to the Council for approval.</p> <p>C. If the project is supported by an external funding source, the project may be incubated based on the recommendation of the Council and the approval of the President without the need to evaluate it initially.</p>
Article 13	<p>A. The Council shall study the recommendations of the Committee and may seek the opinion of external experts with competence in the field of the proposed project, if needed.</p> <p>B. The Council shall recommend the incubation of projects that it deems appropriate to the President for approval.</p> <p>C. The Dean informs the project team of the outcome of the request and the date of the start of the incubation process if the project incubation is accepted.</p>
Article 14	<p>The University and the project team in the approved incubated project sign an agreement defining the rights and obligations of both parties, according to the incubation agreement form approved by the Council.</p>
Article 15	<p>A. Entrepreneurs undertake not to commit or attempt to commit any act, action or procedure that contradicts public regulation, work ethics, morals and social norms in force, or that constitute or may constitute a crime, violation and/or crime in the Kingdom.</p> <p>B. The project team shall not use any University facilities without the written consent of the Dean.</p> <p>C. The project team is responsible for handling the project waste, tools and any costs that the university may incur in settling this.</p>
Article 16	<p>A. The Council shall determine the incubation period for a single project with a period not exceeding 12 months.</p>

	<p>B. In special cases, the Council may, upon justifications approved by it, extend the incubation period for a period not exceeding 6 months.</p>
<p>Article 17</p>	<p>The incubation program consists of three phases, and the Council determines the appropriate stage for each project, as follows:</p> <p>A. <u>The first incubation phase includes:</u></p> <ol style="list-style-type: none"> 1. Training the project team in the first two months of incubation on developing the project idea to keep pace with market requirements, forming the appropriate project team, modern marketing methods, developing team skills to present the project idea, the basics of financial management, developing a project business plan, exploring financing methods, networking and linking with investors and entrepreneurs. 2. After the training, the project team submits an action plan aimed at reaching a marketable product, identifying the main stages of project completion, and presenting it to the committee for evaluation. 3. The Committee shall recommend the eligibility of any project for the second incubation phase to the Council. <p>B. <u>The second incubation phase includes:</u></p> <ol style="list-style-type: none"> 1. Appointing a mentor from the university staff or from outside, through the Council, to guide and follow up the incubated project team. 2. Providing a space in the incubator that includes the use of its facilities, and the university's facilities, including engineering workshops, laboratories, and consulting services with an estimated value not exceeding five thousand Jordanian dinars for each incubated project. 3. Providing financial support to the project team in a manner not exceeding twenty thousand Jordanian dinars, distributed in phases, according to the achievements achieved in accordance with the work plan, based on technical reports on the percentage of achievement of the project approved by the Council. 4. Disbursements from financial support allocations for the incubated project include: <ul style="list-style-type: none"> - Materials and consumables for the project. - Project-related devices that are not available or are not offered at the university. - Transportation and travel expenses to participate in competitions and pioneering exhibitions. - Allowance for the services of assistants and consultants. - Expenses for the design and manufacture of a product prototype. - Marketing expenses.

	<ul style="list-style-type: none"> - Startup registration expenses. - Expenses for registering a patent. - Other expenses approved by the Council. <p>5. Notwithstanding the provisions of paragraph (3) of this paragraph, the allocations of financial support for the incubated project for the purposes of patent registration may be increased if the allocations allocated for the project are insufficient, with the approval of the President, upon a recommendation from the Council.</p> <p>6. The committee evaluates the results of the second incubation phase, to recommend to the Council the qualification of suitable projects for the third incubation phase, and the Council submits its recommendation to the President in this regard.</p> <p>7. The Deanship, in coordination with the concerned parties at the university, may determine the costs of using the incubator, and the services it provides, including the use of the facilities of the university, and shall be approved by the Council and the President.</p> <p><u>C. The third incubation phase includes:</u></p> <ol style="list-style-type: none"> 1. The Deanship coordinates with its business accelerators, investors, industrialists and venture capitalists to discuss the possibility of supporting and investing in incubated projects. 2. The Deanship coordinates with the incubated project team to provide additional investment support in the project or startup by incubating the project within a special agreement prepared for that.
Article 18	The Deanship shall provide financial allocations as agreed upon, according to the incubation agreement, as indicated in Article (18) from these bylaws, provided that the financial allocations for this purpose are available within the budget of the university.
Article 19	Each incubated project is subject to a quarterly periodic review for evaluation by the Deanship and the Council, to consider whether the incubated project remains in the incubator, or requests specific changes, or exits the incubation program due to lack of progress.
Article 20	<p>A. The Council may cancel the incubation of the incubated project for any of the following reasons:</p> <ol style="list-style-type: none"> 1. Poor performance and achievement in the incubated project. 2. Violating any of the terms of the agreement, university policies, plans, legislation, or these bylaws. 3. Change in the incubated project team without prior approval from the Deanship.

	<p>4. Change in the ownership of the startup without prior approval from the Deanship.</p> <p>5. A change in the profile of the incubated project/startup, its promoters, managers, shareholders, products, or business plan, without prior approval from the Deanship.</p> <p>6. Any other reason that the Council may find justified the leave of the incubated project/startup.</p> <p>B. The Council's decision to exit and cancel the incubated project/startup shall be final, and no party may appeal against it.</p>
Article 21	<p>A. No entrepreneur may participate in more than one incubated project at the same time.</p> <p>B. The principal entrepreneur is obligated to submit periodic technical and financial reports to the Deanship, supported by the necessary documents to explain the progress of work in the incubated project.</p>
Article 22	<p>A. The Council may approve that the project budget includes transportation allowance for members of the incubated project team who are not university students or employees, not exceeding (80) eighty dinars per month per member, with a maximum of (240) dinars per month for the project team.</p> <p>B. Mentors of incubated projects teams or those who participate in it do not receive any remuneration from the incubator.</p>
Article 23	The Council recommends to the President the approval to proceed with the necessary legal and regulatory procedures for registering startups from incubated projects.
Article 24	<p>The share of the university in startups emanating from the incubator shall be as follows:</p> <p>A. If the incubation period is exclusively supported by the incubator, the share of the university shall be from 4% to 7% of the equity in the company and the ratio is determined by a recommendation from the Council and the approval of the president.</p> <p>B. If the incubated project receives external support during the incubation period under a formal agreement with the University, the share of the University from any startup emanating from the project shall be specified in that agreement.</p>
Article 25	<p>A. The principal entrepreneur shall disclose any registered property rights, or under registration, to the incubated project team or startup company, when submitting the incubation application.</p> <p>B. If the incubated project team or the startup company emanating from the incubator wishes to benefit from one of the patents registered under the name of the university in part or in whole, the university can grant it a license to use it, based on an agreement between the university and the project team or startup company.</p>
Article 26	After the end of the incubation period, the startup company emanating from the incubator may, with the approval of the President and the recommendation of the

	Council, lease space in the incubator or the university, under a lease contract whose terms are determined at its time, in accordance with the regulations and instructions.
Article 27	<p>A. The University does not guarantee the success or feasibility of the technology, services and facilities provided to incubated projects or startups.</p> <p>B. The university does not guarantee the success of the incubated project or startup.</p> <p>C. The University and any person it represents shall not be liable for any acts, errors or liabilities of a third party, as a result of the incubation of the project or startup. In the event of any such event, the incubating project team shall do whatever is required to keep the University or any person representing the University and/or authorized by the University protected from any loss or legal claims, including any claims for any damage arising, or any penalty resulting from any act or mistake of the project, the startup and/or the main entrepreneur or any of the project team.</p> <p>D. The name, logo, or reference to the University, its property or its employees shall not be used for commercial benefits without the prior written consent of the University.</p> <p>E. The incubated project or startup team is solely responsible for making all decisions and actions related to their business, and they shall comply with all applicable laws and regulations.</p>
Article 28	Starting the incubation process means that the project team accepts these bylaws and any amendments that may occur to them.
Article 29	The President shall decide on cases not provided for on these bylaws.
Article 30	These bylaws cancel any previous decisions that contradict their provisions.
Article 31	The President and the Dean are responsible for implementing the provisions of these bylaws.
Article 32	For any inquiries that may arise regarding the interpretation of these bylaws or for any legal disputes arising therefrom, the parties submit to the jurisdiction of the Hashemite Kingdom of Jordan.