Esteemed Colleagues and Students,

At the University of Ljubljana we recognize the transfer of knowledge into the economy as our strategic mission. The innovations and motivation of our staff and students are key in this process, which is why we try to encourage you and offer you the necessary support and knowledge through our Knowledge transfer office (KTO).

Within the context of research, you create various products that can be of practical value on the market (invention, appearance of a product, sign). The KTO helps you recognize and protect your creations with intellectual property rights (patent, industrial design, trademark). These rights protect the owner from unauthorized commercial exploitation of their work by third parties. In addition, with these rights the University of Ljubljana can ensure its competitive advantage on the market, which enables it to further develop and market industrial property.

In regards to marketing the KTO plays an important part in finding partners and negotiating sales and licensing contracts; it can also help you set up new companies (e.g. spin-outs) in collaboration with the Ljubljana University Incubator. New companies are a direct result of the University’s role in generating new jobs and creating economic prosperity.

This leaflet offers basic information on intellectual property management at the University of Ljubljana and focuses on procedures of taking over, protecting and marketing company inventions.

We wish you great innovative success!

Dr. Marijan Leban, Head of the Department for Protection of Intellectual Property
Urša Jerše, Head of KTO

Knowledge Transfer Office services:

- Identification of potential innovations
- Achieving patentability
- Conducting procedures for taking over service inventions
- Achieving status of legal protection of intellectual property
- Managing procedures for acquiring a patent or other industrial property right
- Marketing and identification of industrial partners
- Managing negotiations of the conclusion of licence or assignment contracts
- Promoting creation of spin-out companies
- Providing legal assistance in drafting R&D contracts
- Conducting training in the fields of legal protections and commercialization of intellectual property
- Raising awareness about the significance of intellectual property within the University of Ljubljana.

We add value to your knowledge

from IDEA to PRODUCT

A brief overview of industrial property rights management at the University of Ljubljana

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More information
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**THE PROCESS OF TAKING OVER A SERVICE INVENTION**

In accordance with the Regulation on managing industrial property rights at the University of Ljubljana, every invention that was created in cooperation with someone who is employed at the University of Ljubljana or is in a different contractual relationship with the University (visiting researcher, collaborator) or a student, it is a result of a work during a study course at the University of Ljubljana or if University of Ljubljana funds were used, must be reported to the KTO using the Invention disclosure form. In this case the inventor may not patent or market the invention or patent their inventions by himself/herself in the beginning of the project. It is recommended that this contract be examined by the KTO. In case of a joint invention, the partners include a joint invention contract before the protection is implemented, in which they precisely regulate reciprocal rights and obligations concerning the joint invention.

**THE PROCESS OF PROTECTING THE INVENTION**

In research projects with several partners, issues concerning industrial property must be settled in a contract regarding the researcher whose right is granted as of the day of filing of the patent application. Usually the patent application is first filed at the national patent office (Slovenian Intellectual Property Office). Within 12 months a decision on the extension of patent protection must be adopted. In most cases an international application (PCT – Patent Cooperation Treaty) is submitted, and after that a decision on protection in individual countries must be taken within 18 months after the submission of the PCT application. PCT application does not lead to a patent: it is only an international application and an enquiry that makes it easier to assess whether a patent will be granted in individual countries. In the event we are ready and wish to gain an opinion regarding the patentability in the first year, we first submit a PCT, an EPO (European Patent Office) application or an application to another foreign office where they conduct a substantive examination of the application.

**COMMERCIALISATION OF SERVICE INVENTIONS**

Commercialisation of the invention or know-how is a complex process, in which good collaboration between the inventor and the KTO is of key importance. In the marketing process the KTO primarily helps with the following activities:

- Preparing promotional material and a presentation for investors
- Identifying potential partners/investors
- Protecting confidential data (NDA – Non-disclosure Agreement, MTA – Material Transfer Agreement)
- Promoting the invention to companies and investors
- Coordinating meetings and negotiations with potential partners
- Preparing licensing/assignment agreements
- Monitoring and oversight over the implementation of licensing contracts
- Helping with setting up spin-offs

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