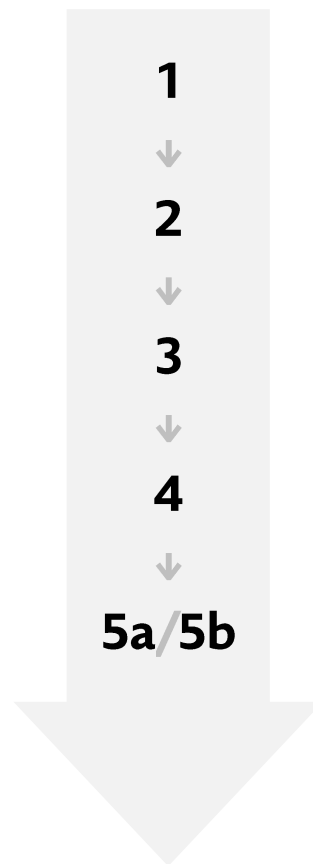
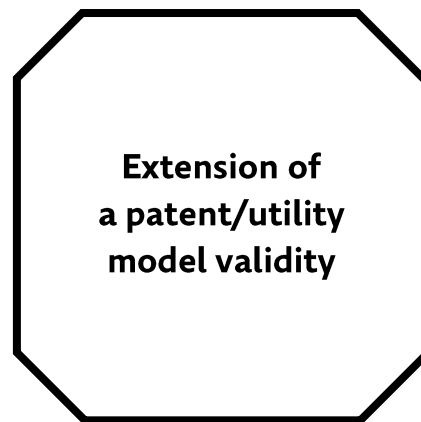


- 1.** The designated person checks the validity of the patents/utility models against the IPO database.
- 2.** If the patent/utility model is about to expire, the designated person prepares an extension form.
- 3.** The designated person sends the form to the originator and then to the Vice Dean for R&D of the relevant faculty so that they can express their opinion on the extension.
- 4.** After the opinion of the originator and the Vice-Dean for R&D is obtained, the designated person obtains the opinion of the TTO and the Vice-Rector for Science and Creative Activities.



5a. **Positive opinion**
The officer in charge of science of the relevant faculty creates an order and sends it to the designated person in the Rectorate. The latter then arranges for payment. If the opinion of the faculty is negative and that of the Rectorate is positive, the maintenance fee is paid upon the Rectorate's order created by the designated person from the Rectorate.

5b. **Negative opinion**
The designated person records a form signed by all parties at the SKTO. The patent/utility model automatically enters the post-acceptance period upon non-payment of the fee. It is still possible to make the payment during the post-acceptance period but at double the amount.