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Business incubators that are hosted by universities provide researchers and students from first cycle (undergraduate), second cycle (master), and third cycle (PhD) with ample opportunities for self-realization. However, these incubators primarily offer support in advising and developing new projects, such as creating competencies in research and applying new technologies, but they do not fully provide the entrepreneurial culture and leadership skills necessary for young entrepreneurs to turn ideas into reality. In this regard, it is very important to elaborate and create the structure of internal and external processes of the incubator right from the beginning. It is necessary to substantiate in detail the allocation of each element and determine the stakeholders and the type of activity, that form the model for structure and functionality of a business incubator hosted by a university. The purpose of the article is to reveal the methodological aspects oriented towards the formation of the structure and functioning of business incubators located in the academic environment which would allow the organization of internal and external processes for researchers and students of different cycles. It was found that the business incubator located within the University environment is a link within a complex system whose success depends on external factors, such as the macroeconomic situation, legal system in which the incubator carries out its activity and entrepreneurial culture, but also on internal factors, such as: technical-scientific, the abilities of the academic (university) staff, team activity, access to financial sources and programs, etc. The methodology of structuring university business incubators and their internal processes is an important factor in their development, as it provides an opportunity to evaluate and monitor the activities of these incubators.