

# **Regulations Governing Review of SME Applying to Station in National Sun Yat-sen University**

Approved at the 8th Administrative Meeting of the 1st semester of Academic Year 2015-2016 on December 9, 2015

Approved at the 2nd Administrative Meeting of the 1st semester of Academic Year 2018-2019 on September 12, 2018

Article 1 In order to integrate the rich technology capability of National Sun Yat-sen University (hereinafter the University) and to actively cultivate innovative entrepreneurship, the “Regulations Governing Review of SME Applying to Station in National Sun Yat-sen University” (hereinafter the Regulations) has been drawn to publicly select SMEs with industrial development potential for stationing.

Article 2 The chief or appointed vice chief of OGIACA (hereinafter refer to as “our office”) will hold a Review Committee meeting for SME Stationing evaluation. Our Review Committee is composed of two to five experts from related field, and these committee members are invited by the chief or vice chief of our office. All committee members must sign a confidentiality agreement to protect the rights of the enterprise.

## Article 3 Review Methods and Procedures

The review method is divided into two phases, the Eligibility Review and Technology Review

### 1. Eligibility Review

(1) For those who have not yet registered a company: the office will review the required materials and the eligibility of the stationing application. Only when passing the review will then the Technology Review be commenced.

(2) For those with a registered company: applicant must meet the of Student & Teacher Startup criteria. The Student and Teacher here are referred to the University teacher (inclusive of retired staff or secondment teaching staff) and current students of the University (inclusive of NSYSU alumni), respectively.

### 2. Technology Review (inclusive of written reviews and summary reviews).

(1) Review Committee conducts written reviews based on the Review Categories (see Article 4 of the Regulations)

- (2) Review Committee will process and decide after reviewing the summary provided by the enterprise. Stationing shall be approved by a resolution to be adopted by a majority (over half) vote of the committee members at the meeting.
  - (3) The Review Committee for company registered under the University would be composed of five members in principal. The Committee members include a representative from Office of General Affairs, one from Accounting Office, as well as, experts from risk assessment & control, from financial diagnosis, from industry technical fields, or from other related fields.
3. For those with startup related funding, and has been determined by this department to have the need to be stationed in the University in accordance to governmental policy requirements, only Eligibility Review method (and will be exempted from Technology Review) will be applied when applying for Stationing and for Incubation Space Usage.

#### Article 4 Review Categories

1. Eligibility of Application
2. Innovation and Feasibility of the Technology, Service or Product
3. Future Market Benefits of the Technology, Service or Product
4. Thoroughness and Applicability of the Overall Operation Plan
5. Team R&D Capability Assessment
6. Financial Plan for the next three years
7. Stationing Needs
8. Benefits to the Development of the University (the connectivity of the company operations and University resources)
9. Specific Rebates Plan for the University

Article 5 The enterprise applicant will be notified of the results after completion of the review.

Article 6 The duration of the full case review, except for submissions or revisions of the required materials, shall not exceed 45 working days, from the official date of application submission date.

Article 7 If the enterprise fails to pass the review, the applicant can re-submit, but limit to only once, and must file within a month, in which the office will conduct the review. If the enterprise still fails to pass in the resubmission, the enterprise shall not be allowed to submit similar types of

applications within one year.

Article 8 The Regulations is passed by the executive conference and will be enforced as the President has approved of it and this shall apply to any amendment.