

# National Sun Yat-Sen University Regulations for the Guidance, Management & Assessment of Enterprises in Incubation

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Article 1 The goals are to assist incubation enterprises in understanding their various rights and obligations, which will then allow them to request their needs in a timely manner, to break through bottlenecks in operations, and to build perpetual businesses. The Regulations for the Guidance, Management & Assessment of Enterprises in Incubation (hereinafter the Regulations) is hereby drawn up.

## Article 2 Guidance Work

### 1. List of Fundamental Guidance Services

Provide incubation enterprises the following list of fundamental guidance services. The fees for the following listed guidance services are already covered in the incubation service fees.

- 1.1. Industry-Academia Collaboration Matching
- 1.2. Business Events & Information Support
- 1.3. General Business Management Consultation
- 1.4. General Database System Inquiries
- 1.5. General Administrative Services

### 2. List of Value-added Guidance Services

In addition to the listed fundamental guidance services, the following value-added guidance services are also provided:

- 2.1. Assistance in Government Plan Application
- 2.2. Assistance in Government Awards Application
- 2.3. Assistance in Patent Application
- 2.4. Business Planning
- 2.5. Technology collaboration in development or improvements
- 2.6. The various professional training courses
- 2.7. Promotion Events for the Project Achievements, such as: Briefings, Exhibitions, Seminars, etc.

## Article 3 Guidance Approach and Application Procedures

### 1. Guidance Approach

For each incubation enterprise, OGIACA (hereinafter the Division) will appoint one personnel as the service contact window. Fundamental guidance

services and value-added guidance services will be executed via this service window, or will be transferred by this service window to other relevant areas of expertise to execute.

## 2. Application Procedures

The incubation enterprise submits a guidance service request, either orally or in written form, to the service contact window. The service window will process the requested services.

## Article 4 Repay Mechanism

1. Incubation enterprises receiving guidance or assistance shall provide specific repay plan.
2. The related repay plan shall be proposed at time of stationing. The repay plan provisions shall be agreed upon and signed by the Division and the Incubation Enterprise.
3. The actual execution of the repays by the incubation enterprise will be one of the criteria included in the assessment of the incubation enterprise.
4. Enterprises funded by the University Fund are required to pay a maximum of 50% of the net profit as repays to University Fund. The related payment terms (no. of years and amount) of the repays are agreed upon in the Agreement between the Management Task Force of the University and Incubation Enterprise.

## Article 5 Common Space & Equipment

1. Common facilities in the Regulations include the Division's conference room, guest room, discussion area, sitting area, and other common spaces of the Division.
2. For the common equipment listed in the Regulations, the Division reserves the rights to adjust the list of equipment for borrowing. Monthly adjustments will be made based on the actual conditions of equipment usage and equipment scrapping, and the adjustments will be made known to manufacturers.
3. The common space and equipment shall be well maintained when using. Should there be damages to the common space or equipment, the incubation enterprise is liable for compensation of the repairs and damages caused.

## Article 6 Common Space and Equipment Borrowing Method

1. Common Space

Common space borrowing adopts registration system. Incubation enterprise can make reservations at most 14 days prior to the scheduled date. Incubation enterprise have to register with the Division management personnel. The venue shall be returned to its original state and condition after using. In case of time overlaps, the order of registration time by incubation enterprises shall prevail. If necessary, management personnel will assist to co-ordinate.

## 2. Equipment Borrowing

The equipment of the Division can be reserved for use at most two days prior to the scheduled date. Incubation enterprises have to register with the management personnel. Incubation enterprises shall return the equipment to the Division after use. The borrowed equipment will be inspected by the management personnel upon returning. After inspection, the borrowing procedure is then considered complete.

## Article 7 Internal Management

### 1. Access Control System

Incubation enterprises shall notify the Division of the names of their stationed members. All stationed personnel shall abide by the various access control requirements set by the Division.

### 2. Incubation Space Management

- 2.1 When moving in, incubation enterprise and the management personnel shall inspect and confirm the incubation room facilities and office equipment in the handover. The incubation enterprise is responsible for the maintenance of the equipment during the stationing period. Upon graduation or relocation, in cases of damages or loss of items, the incubation enterprise is liable for the compensation by paying the actual market price of the items.
- 2.2 The equipment allocation in incubation room is dependent on the Division's actual inventory and in proportion to the number of stationed personnel. The Division reserves the rights to decide on the final allocation. The details of the process are in accordance with the relevant rules and regulations.
- 2.3. Only with the consent of the Division, shall any modifications of the interior decoration or the hydroelectric configuration be carried out. Upon graduation or relocation, the incubation enterprise shall be responsible to restore the room back to original state. Incubation enterprise shall be responsible for all cost incurred in the construction.

Article 8 Assessment Mechanism

At the end of each term of one year stationing, periodic assessment will be conducted in conjunction with Stationing Extension Assessment. The results of the assessment will be used as the basis for the execution of incubation guidance work.

Article 9 Assessment Procedure

1. Appraisal categories of the Assessment are in accordance with the relevant rules and regulations set by the Division.
2. After incubation enterprise passes periodic assessment, the results will be integrated into the Stationing Extension Assessment results. The incubation enterprise will be notified of the results.
3. The incubation enterprise can appeal, and only once, if it fails to pass the assessment. If enterprise has not passed after the appeal, the enterprise will be required to relocate in accordance with “NSYSU Regulations for Graduation and Departure Assessment of Incubation Enterprises”.

Article 10 The Regulations were passed by the University Administrative Meetings, and implemented after the President’s approval. All amendments and revisions follow the same process.