

Guidelines for the Review of SME Stationing Application

Approved by the 8th Administrative Meeting on December 9, 2015, fall semester of Academic Year 2015
Amended and approved by the 2nd Administrative Meeting on September 12, 2018, fall semester of Academic Year 2018
Amended and approved by the 3rd Administrative Meeting on October 5, 2022, fall semester of Academic Year 2022

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

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

 - (I) 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 Technical Review be commenced.
 2. For those with a registered company: applicants must meet Student and Teacher Startup criteria. The Student and Teacher here refer to the University teachers (inclusive of retired staffs or secondment teaching staffs) and current students of the University (inclusive of NSYSU alumni), respectively.
 - (II) Technical Review (inclusive of document review and presentation review).
 1. Review Committee conducts document review based on the Review Categories (see IV. of the Guidelines)

2. Review Committee will process and decide after reviewing the presentations provided by the enterprises. 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 principle. The Committee members shall include representatives, one from Office of General Affairs, and the other from Accounting Office, as well as experts from risk assessment and control, financial diagnosis, industrial technology, or other related fields.

(III) For those with startup related funding and required by this department to station in the University in accordance with government policies, only Eligibility Review method (and will be exempted from Technical Review) will be required to apply for Stationing and Incubation Space Usage.

IV. Review Categories

(I) Eligibility of Application

(II) Innovativeness and Feasibility of the Techniques, Service or Products.

(III) Future Market Benefits of the Techniques, Service or Products.

(IV) Thoroughness and Applicability of the Overall Operational Plan

(V) Capability Assessment of Research and Development.

(VI) Financial Plan for the next three years.

(VII) Stationing Requirements.

(VIII) Benefits to the Development of the University (the connectivity of the company operations and University resources).

(IX) Specific Plan for contributing to the University.

V. The enterprise applicants will be notified of the results after the review is completed.

VI. The duration of the full case review, except for submissions or revisions of the required materials, shall not exceed 45 working days since the official pickup date.

- VII. The enterprises who fail the review can re-submit within a month, limited to once only. The office will conduct the review. If failing the resubmission, the enterprises shall not submit similar types of applications within one year.
- VIII. The Guidelines were passed by the University Administrative Meetings, and implemented after the President's approval. All amendments and revisions follow the same process.