

## **Guidelines on Stationing in NSYSU Container Start-up Site**

Approved by the Office of Industry-Academy Operation and Continuing Education Affairs Management Meeting on  
July 9, 2015

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- I. National Sun Yat-Sen University (hereinafter NSYSU) cultivates industry innovative and creative talents, encourages and guides NSYSU teachers and students to actively participate in innovation and entrepreneurship activities. In order to attract entrepreneurial teams who are interested in business start-up to apply for stationing in “NSYSU Container Start-up Site”, the “Guidelines on Stationing in NSYSU Container Start-up Site” (hereinafter the Guidelines) is hereby drawn up.
- II. Application Eligibility:
  - (I) Campus teachers and students: current NSYSU teachers or students with prototypes for innovative products or innovative business ideas and have already completed preliminary business plan. It can be an individual or a team, but at least one of the team members must be current NSYSU student or teaching staff.
  - (II) Entrepreneurs who have graduated: alumni who have already come up with startup concept and are planning to establish (or register) a company within the next 6 months. It can be an individual or a team, but at least one of the team members must be alumni graduated from NSYSU within the past 5 years.
- III. Stationing Application Method
  - (I) Application Method

The representative of the entrepreneurial team shall prepare one electronic copy of the application form, and submit the file to the person in charge at NSYSU, Innovation Intellectual Property Division , Office of Global Industry-Academe Collaboration and Advancement(hereinafter IIPD) , within the required time frame. Incomplete documents or documents not meeting requirements, or submission after the deadline will not be accepted and will be returned.
  - (II) Required Documents for Application
    1. Briefing on Entrepreneurial Plan

2. Stationing Application Form
3. Certification materials on the entrepreneurial team members
4. Other supplementary materials or certifications that will assist reviewers to understand the entrepreneurial plan

(III) Application Time

IIPD will announce to call for entrepreneurial teams to apply for stationing and will procedure their applications. A Stationing Appraisal Meeting by the Committee will be convened to conduct eligibility screening of the entrepreneurial teams.

IV. Review Mechanism

(I) Review Committee

IIPD will conduct the entrepreneurial team review for stationing in Container Start-up Site. The Director of IIPD will convene review meeting. The Review Committee is composed of 2 to 4 experts and scholars from related fields in industry, government, academia and research. These committee members are invited by IIPD. All committee members must sign a confidentiality agreement to protect the rights of the application team.

(II) Eligibility Review and Supplementary Documents

The eligibility review will be conducted by IIPD based on the submitted application materials and relevant documents for stationing. Notification will be sent out when supplementary documents are required. If the requested supplementary documents are not submitted within the deadline, the case shall be deemed to have given up.

(III) Briefing Review

The applying entrepreneurial team will be notified separately of the review meeting time. The review committee members will review and grade the team's entrepreneurial proposal plan and briefings

(IV) Review Categories

1. Innovation
2. Operation Model and Technology Feasibility
3. Execution Ability of the Management Team
4. Future Potential

(V) Review Announcements and Comments

The review outcome will be emailed to the applicants 10 working days after completion of the review process.

V. Service Items provided during Stationing Period

- (I) To provide the team admitted to the NSYSU Container Start-up Site with the following for

5 months (calculated from date of signed contract), space equipment which includes co-working space, social meeting space, multi-function rooms (via reservation), network equipment, photocopier equipment, air-conditioning, coffee machines, shower rooms, microwave ovens, refrigerators, etc. (limited to stationing team members only)

- (II) Participation in the entrepreneurial activities, courses and guidance organized by IIPD. A variety of entrepreneurial consultation, guidance and all kinds of exchange activities are provided to strengthen entrepreneurial knowledge and skills, as well as, understanding of what relevant resources are available. A variety of in-campus and off-campus activities is provided to connect with the start-up circles. Services such as entrepreneurial counseling, professional consultation, etc. are also available. (Relevant resources will be charged according to the circumstances).
- (III) For those who have become a container entrepreneurial team after passing the review and after coaching by IIPD, they will receive assistance and nomination by IIPD to participate in Entrepreneurial Grants from the affiliated units of the Executive Yuan, or competitions of innovative business or funding grants organized by other private sectors.

#### VI. Rights and Responsibilities during the Stationing Period

- (I) The selected stationing team should sign and settle the contract, as well as complete the stationing procedures, within the specified time. Those who have not completed the stationing procedures within the time limit are deemed to have given up. The duration of stay is 5 months per period (from contract signing date). After application and signing of contract, the period can be extended, with a maximum extension of one period. Teams with extended period of stay can use the space of NSYSU Container Start-up Site and participate in entrepreneurial activities and courses sponsored by IIPD. The cost of utilization of professional division resources, such as legal, accounting and other professional services, will be charged separately.
- (II) For the relevant activities or courses held by IIPD during the stationing period, the team attendance should be at least two-thirds of the time.
- (III) During the stationing period, the team shall abide by the management Guidelines set by NSYSU Container Start-up Site
- (IV) If team fails to abide by the contract and the related management Guidelines, IIPD can immediately request the team to depart, with no objection allowed by the team.
- (V) The stationing entrepreneurial team shall cooperate with the effectiveness review conducted by NSYSU, and provide team-related achievement results materials, as well as,

assist in publicity.

- (VI) If the team is dissolved in less than 3 months after stationing, except for events of force majeure, the team shall be asked to depart within two weeks and all personal belongings shall also be removed from the Container Start-up Site when departing.
- (VII) Any outstanding matters in these Guidelines shall be managed in accordance with relevant Guidelines.

#### VII. Completion Procedure

- (I) The team can be closed only after 5 months of stationing. After application, it can be extended for a maximum of one period, which then stationing must be completed
- (II) During the stationing period, team shall abide by the rights and responsibilities of the team. Those not in accordance with the rule and Guidelines will not be granted Certificate of Completion.
- (III) The team shall submit the Entrepreneurial Operation Plan to IIPD at the end of the first period for graduation qualification review. Those who fail to submit will not be granted Certificate of Completion.
- (IV) The effective date of team graduation is the completion date as stated in the team graduation agreement.
- (V) The team shall remove all personal belongings from the Container Start-up Site by the graduation date. After obtaining Certificate of Completion from IIPD shall the graduation process be considered complete.

VIII. The Guidelines were approved by the Office of Industry-Academy Operation and Continuing Education Affairs Management Meeting, and implemented after the President's approval. All amendments and revisions follow the same process.