NATIONAL TAIWAN CHUNG HSING UNIVERSITY  
Startup@NCHU Residency Regulations

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September 7, 2016— (Articles 3, 4, and 6 through 13) amended and approved by the 401st Administrative Meeting

March 22, 2017— (Articles 3 through 5, 7, and 10) amended and approved by the expanded 406th Administrative Meeting

June 14, 2017— (Title and all articles) amended and approved by the 408th Administrative Meeting

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Article 1 National Chung Hsing University (hereinafter, NCHU or “the University”) has formulated the *Startup@NCHU Residency Regulations* (“the Regulations”) pursuant to the Ministry of Education’s *Standards for the* *Review of Startup Incubation and Registration Applications by Higher Education Institutions* (“the Standards”) to cultivate outstanding entrepreneurial and industry talent, encourage faculty/staff members and students to actively take part in entrepreneurial endeavors and to apply their knowledge in the real world, and to attract ambitious startup teams to the Business Startup and Incubation Center and the Startup@NCHU Innovation Center (collectively, “the Centers”).

Article 2 The eligible users and units in charge of the management of venues at the Center are as follows:

1. Business Startup and Incubation Center at the Central Taiwan Science Park is managed by the Academia-Industry Collaboration Center (AICC). Startup teams composed of NCHU faculty/staff and students who graduated from the University in the most recent five-year period may apply for residency at the Center either individually or as a team.

2. Startup@NCHU Innovation Center:

1) Eligibility:

1. Current NCHU faculty members and students
2. Startup teams: At least one member of each startup team shall be an NCHU faculty member, student, or alumnus who graduated from the University in the most recent five-year period. Startup teams must possess an innovative product prototype or propose an innovative business model and must provide a preliminary startup proposal showcasing their entrepreneurial motivation and commercially viable R&D results, technology, or patents.

2) The Center is managed by the AICC.

Article 3 Venues at the Startup@NCHU Innovation Center include the Entrepreneurs Workshop, Innovation Space, multipurpose classrooms, and the Co-Working Space. In principle, these venues may be used for educational activities, workshops, keynote speeches, progress presentations, seminars, and startup team consulting.

In addition to resident startup teams, the venues listed in the preceding paragraph may also be leased by third parties. The standards for venue usage and rentals shall be formulated separately.

Article 4 The mechanism for the review of applications for residency at the Centers shall be as follows:

1. Applications for residency at the Business Startup and Incubation Center at the Central Taiwan Science Park shall be reviewed by a Startup Business Review Board (“the Board”) established by the Director of the Academia-Industry Collaboration Center with the approval of the NCHU President. The Board shall be composed of six to eight faculty members or scholars who are specialists in related fields.

Startup teams which pass the Board’s review may then submit the required application documents to the AICC to apply for startup residency and company registration.

2. Startup@NCHU Innovation Center:

1) Applications for residency at the Entrepreneurs Workshop shall be reviewed by the Startup Development and Promotion Committee (“the Committee”).

2) Applications for residency at the Co-Working Space shall be reviewed by the AICC Business Startup and Incubation Division (“the Division”) and then submitted to the Committee for reference upon approval.

Article 5 Startup teams that wish to apply for company registration and residency at the Business Startup and Incubation Center, Central Taiwan Science Park shall provide the following documents:

1. NCHU Business Startup and Incubation Center residency application

2. Articles of association and a business plan

3. Reasons for applying for company registration

4. Expected timeframe of company registration filings; scope of business, paid-in capital, and equity structure

5. Benefits of company registration and how they are connected to NCHU

6. NCHU service certificate or proof of enrollment

7. Other applicable documents

Upon receiving an application, the AICC will conduct an eligibility and document review. Applications with complete documents will be submitted to the competent authority for processing, while applications with missing documents or incomplete information will be returned to the applicant, who will be given five business days to correct the error, starting from the day of receipt of notification. Applications will not be processed if not corrected by the deadline.

Article 6 Those who wish to apply for a residency at Startup@NCHU shall provide the following information for review:

1. Residency at the Entrepreneurs Workshop:

1) Proof of the startup team’s product development capabilities and experience

2) Product concept

3) Target market

4) Industry/market trends and SWOT analysis

5) Business model

6) Financial plans

7) Direction of future development; expected benefits

2. Residency at the Co-Working Space:

1) Motivation for the startup

2) Innovative startup ideas

Article 7 The AICC may provide applicants who are approved by the competent authority for a residency at the Business Startup and Incubation Center, Central Taiwan Science Park with certain NCHU venues for use in collaborative teaching, research, training, or startup incubation.

Startup teams may file for company registration using the address of the Incubation Center in accordance with the applicable regulations.

Article 8 Residents at the Business Startup and Incubation Center, Central Taiwan Science Park shall be responsible the following charges and fees:

1. The cost of residency shall be NT$300 per *ping* (≈3.306 m2) per month, which includes the venue rental and management fee. The fee may be adjusted based on inflation and announced land values.

2. The University’s startup incubation venues are provided *as is*, and any network facility fees, electric bills, telephone bills, water bills, and operating costs incurred shall be borne by the resident companies.

3. The University may appoint a team of experts and scholars experienced in startup incubation as consultants to provide start up teams with professional advice and consultation as a means of passing down experience and improving their operational outcomes.

Article 9 Standards for venue maintenance fees payable by Startup@NCHU residents:

1. Startup teams made up of current NCHU students: Venue maintenance fees shall be waived for Entrepreneurs Workshop residents following approval by the Committee.

2. Startup teams made up of NCHU faculty members and/or alumni: A venue maintenance fee of NT$400 per *ping* (≈3.306 m2) shall be paid on a monthly basis.

3. All Entrepreneurs Workshop residents shall put down a security deposit of NT$3,000, which will be returned without interest upon the conclusion of their residency, provided that no damage is caused to the venue.

Article 10 Resident startup teams at the Business Startup and Incubation Center, Central Taiwan Science Park are required to submit semiannual company operational reports to the AICC for review and to the competent authority for reference. Failure to submit the reports on time, failure to pass the review, or failure to demonstrate satisfactory operational results may be grounds for revocation of company registration and other related qualifications.

Article 11 In principle, company registrations filed by resident startup teams at the Business Startup and Incubation Center, Central Taiwan Science Park shall be valid for up to three years, but an extension of up to two years may be granted. Resident startup teams must change their company addresses upon conclusion of their residency at the Center.

Startup incubation at Startup@NCHU is carried out on a semesterly basis. The Committee shall conduct a review of resident teams’ performance in their innovative or entrepreneurial endeavors following the conclusion of each semester.

Article 12 The following resources are available to startup teams during their residency at Startup@NCHU:

1. Software and hardware:

1) Wireless internet

2) Copy machines: Stored-value copy machine cards, available on request from the managing unit for a fee

3) Air conditioning: Stored-value AC cards, available on request from the managing unit for a fee

4) Water dispensers

2. Entrepreneurial resources:

1) Entrepreneurial training and education

2) Entrepreneurial counseling and business proposal tutoring

3) Government contract/project bidding/application consulting

4) Information on startup competitions

5) Promotion of products and R&D outcomes

6) Internal talent recruitment

7) Patent and intellectual property consulting

8) Business management consulting

9) Angel investor and venture capitalist matchmaking services

Article 13 Resident teams at the Business Startup and Incubation Center, Central Taiwan Science Park shall leave (or “graduate from”) the Center when they meet any of the following criteria:

1. Their residency agreement has concluded.

2. The size of their staff exceeds the limit for a small- to medium-sized business, as recognized by the Ministry of Economic Affairs.

3. The technology transfer is completed, or the target product has entered into mass production.

4. They are unable to make the necessary improvements to address policy changes despite negotiations.

Article 14 The AICC may, via a resolution of the Board, terminate the contract with a resident startup team at the Business Startup and Incubation Center, Central Taiwan Science Park, order the team to vacate the premises by a given deadline (within one month), and revoke its company registration at the University if the team commits any of the following offenses:

1. A team member is found to have committed a violation of the law.

2. The team’s scope of operations is inconsistent with their residency application.

3. The team commits a breach of contract.

4. The team files for bankruptcy or restructuring due to financial problems or is late with their payments for over three months.

5. Litigation threatens the collaboration between the team and the University.

6. The team fails to submit operational reports on time or at all.

7. Other major issues that warrant an early termination of the contract.

Article 15 Resident teams at Startup@NCHU are entitled to the following rights and are bound by the following obligations during their residency:

1. Teams must sign a residency contract with the University and complete the move-in process within two weeks of passing the review. Failure to do so by the deadline will result in the forfeiture of the application.

2. Teams must provide the University with progress updates and help the University promote startup incubation.

3. Teams must accept arrangements made by the University requiring them to participate in startup competitions, presentations, and similar events.

4. Teams must submit an operational report to the Center at the end of each residency term. The same requirement shall apply to teams that apply to leave the Center early.

5. Teams must help maintain the cleanliness of the environment and use shared facilities with care as they will be held liable for any intentional damage caused.

6. The Center may order a team that disregards contract terms and the applicable management regulations to vacate the premises immediately, to which the team may not object.

7. Barring a force majeure event, teams must clear all personal items from the Center within two weeks of the conclusion of their residency.

8. Residents at the Entrepreneurs Workshop must complete the company registration process within one year of moving into the Center. Teams that are unable to do so within one year shall be ordered to leave the Center.

9. Upon completion of company registration, teams may continue their residency at the Entrepreneurs Workshop for another year, after which they may be transferred to the University’s Business Startup and Incubation Center. Residency at the Co-Working Space may last up to two years, starting from the move-in date.

Article 16 Individual entrepreneurs and startup teams may give back to the Centers by donating cash, company shares, or other concessions to the Centers during or after their residency.

Resident startup teams shall submit a project conclusion report upon leaving or concluding their residency at the Centers.

Article 17 Matters unaddressed herein shall be subject to the regulations applicable to startups and R&D outcomes formulated by NCHU and the government.

Article 18 These Regulations and any amendments made hereto shall be implemented upon approval by the Administrative Meeting.