

Guidelines for Enterprises' Guidance, Management and Assessment

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I. The goals are to assist the Enterprises in understanding their rights and obligations, which will then allow them to raise requests in time, to break through bottlenecks in operations, and to build perpetual businesses. Guidelines for Enterprises' Guidance, Management and Assessment (hereinafter the Guidelines) is hereby drawn up.

II. Guidance

(I) List of Fundamental Guidance

Provide the Enterprises the following list of fundamental guidance. The fees of the following listed guidance are already included in the service fees.

1. Industry-Academia Collaboration Matching
2. Business Events and Information Support
3. General Consultation for Business Management
4. General Inquiries for Database System
5. General Administrative Services

(II) List of Value-added Guidance

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

1. Assistance in Government Plan Application
2. Assistance in Government Awards Application
3. Assistance in Patent Application
4. Business Planning
5. Development or improvement for technological collaboration
6. Professional training courses
7. Promotional Events, such as Presentation of Results, Exhibitions, and Seminars.

III. Guidance Approach and Application Procedures

(I) Guidance Approach

For each Enterprise, OGIACA (hereinafter the Division) will appoint one contact person, through which fundamental and value-added guidance services are executed. Otherwise, the services will be transferred to the experts in related fields.

(II) Application Procedures

The Enterprises shall submit a guidance request, either orally or in written form, to appointed contact person who offers the services.

IV. Repayment Mechanism

(I) Receiving guidance or assistance, the Enterprises shall provide specific repayment.

(II) The Enterprises shall propose repayment planning at the time of stationing. The Division and the Enterprise shall sign a repayment term once both parties reach an agreement.

(III) The execution of the Enterprises' repayment will be included one of the criteria in the assessment.

(IV) The Enterprises funded by the University Fund are required to pay a maximum of 50% of the net profit as repayment. The related repayment terms (age limit and amount) are negotiated by the competent authority of the University and the Enterprises.

V. Public Space and Communal Facilities

(I) Communal facilities in the Guidelines include the Division's conference room, guest room, discussion area, sitting area, and other public spaces of the Division.

(II) For the communal facilities listed in the Guidelines, the Division has the rights of adjusting the borrowing list. The Division can monthly adjust the list based on the actual usage and scrapping conditions of the facilities. Any adjustment will be announced to the Enterprises.

(III) The Enterprises shall cherish the public space and communal facilities when using. If causing any damage, such Enterprise is liable for compensation and repair.

VI. Borrowing Methods of Public Space and Communal Facilities

(I) Public Space Borrowing

Public space borrowing adopts registration method. The Enterprises can make reservations 14 days prior to the scheduled date at most. The Enterprises are required to register with the administrator of the Division and return the venue to its original condition after using. If the time of registration overlaps, the priority shall be based on the sequence of registration. Administrator of the Division shall assist to coordinate if necessary.

(II) Facilities Borrowing

Facilities of the Division can be reserved two days prior to the scheduled date at most. The Enterprises shall register with the administrator and return the facilities to the Division after using. The facilities will be inspected by the administrator. After inspection, the returning procedure is then considered complete.

VII. Internal Management

(I) Access Control System

The Enterprises shall notify the Division of the names of their stationed members and abide by the access control requirements set by the Division.

(II) Incubation Space Management

1. When stationing in, the Enterprises and the administrator of the Division shall inspect and confirm the facilities of incubation room and office in the handover. The Enterprises are responsible for facility maintenance during the stationing period. Upon graduation or relocation, if causing damages or loss of items, such Enterprise is liable for the compensation by paying the actual market price of the items.
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.
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, such Enterprise shall be responsible to restore the room back to original state. All cost incurred in the construction shall be afforded by such Enterprise.

VIII. 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 guidance execution.

IX. Assessment Procedure

(I) Appraisal categories of the Assessment are in accordance with the relevant rules and regulations set by the Division.

(II) After the Enterprises pass periodic assessment, the results will be integrated into the Stationing Extension Assessment results, of which the Enterprises will be notified.

(III) If failing the assessment, such Enterprise can appeal once. If failing the appeal, such Enterprise will be required to relocate in accordance with “Guidelines for the Review of Graduation and Departure”.

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