

國立中山大學中山貨櫃創業基地進駐要點

Guidelines on Stationing in NSYSU Startup Quarter

104 年 7 月 9 日全球產學營運及推廣處主管會議通過

104 年 8 月 10 日經校長核定通過

107 年 5 月 22 日全球產學營運及推廣處主管會議修正通過

107 年 6 月 13 日經校長核定通過

112 年 8 月 7 日全球產學營運及推廣處主管會議修正通過

113 年 1 月 29 日經校長核定通過

Approved by the President on January 29, 2024

一、國立中山大學(以下簡稱本校)為培育創新創意之產業優秀人才，鼓勵並輔導本校師生積極參與創新創業活動，吸引有志投入創業行列之團隊進駐「中山貨櫃創業基地」，特訂本要點。

I. These guidelines are formulated to cultivate outstanding innovation talent, encourage and support faculty and students to actively engage in innovative and entrepreneurial activities, and attract teams interested in starting up businesses to apply for stationing in the “NSYSU Startup Quarter.”

二、申請資格：

II. Application eligibility:

(一) 校內師生：本校教師或學生具創意產品雛型或創新經營構想，已初步完成創業計畫簡報之個人或團隊；團隊成員至少一人為本校之在學學生或校內教師。

(1) NSYSU faculty and students: Faculty or students, either individually or as a team, who have developed creative product prototypes or innovative business ideas and have preliminarily completed a business plan presentation may apply with at least one current student or faculty member of the University.

(二) 已畢業創業者：畢業五年內之校友，已具創業構想且預計在六個月內成立公司(或行號)之個人或團隊，團隊成員至少一人為本校畢業之校友。

(2) Graduated entrepreneurs: Alumni, either individually or as a team, who have come up with business ideas and plan to establish a company within six months may apply with at least one alumnus graduated from the

University within the last five years as a member.

三、進駐申請方式

III. Application for stationing

(一) 申請方式

(1) Application procedure

1. 由創業團隊代表人應備申請電子檔一份，於規定期間內寄送檔案予本校全球產學營運及推廣處智財新創組(以下簡稱本組)辦理申請作業。文件不全、不符規定或逾時繳交者，不予受理且資料不退還。
 - i. The representative of a startup team shall submit the electronic application form to the Innovation Intellectual Property Division (IIPD) of the Office of Global Industry-Academe Collaboration and Advancement (OGIACA) within the stipulated period. Applications with incomplete documents, failing to meet certain requirements, or late submission shall not be accepted, with the submitted documents not returning to the applicants.

(二) 申請應備文件

(2) Required documents for application

1. 創業計畫簡報
 - i. a presentation of business plan
2. 進駐申請表
 - ii. an application form
3. 創業團隊成員證明資料
 - iii. documentation verifying startup team members
4. 其他有助於審查委員瞭解創業計畫的補充資料或證明
 - iv. other supplementary materials or certifications that provide the review committee with further insights into the business plan

(三) 申請時間

(3) Application period

本組得公告徵求創業團隊進駐與辦理收件作業，並召開進駐審查委員會，進行創業團隊之資格篩選。

The IIPD shall announce a call for applications for using the Quarter, handle the application process, and convene a review committee to assess team eligibility.

四、 審查機制

IV. Review mechanism

(一) 審查委員

(1) Review committee

本組為辦理貨櫃團隊進駐之審查作業，得由本組組長召開審查委員會評審之。審查委員會之組成，由本組邀請相關領域之產、官、學、研專家學者二至四人擔任之，擔任審查之委員均須簽署保密條款以保障申請團隊權益。

The IIPD shall be responsible for handling the review process for startup teams applying for stationing, with the director of the IIPD acting as the convener. Two to four experts/scholars from related fields in industry, government, academia, and research may be invited by the IIPD to serve as members of the review committee. All members must sign a confidentiality agreement to protect the rights and interests of the applying teams.

(二) 資格審查及補件

(2) Qualification review and supplementary documents submission

由本組依據申請資料及相關證明文件進行進駐申請資格審查，如有需要將通知補件，若未於規定日期內補件者，視同放棄。

The IIPD shall conduct a qualification review based on the submitted application documents and relevant materials. Applicants may be notified if additional documents are required. Failure to submit within the stipulated period shall be considered a forfeiture from the application.

(三) 簡報審查

(3) Presentation review

審查會議時間將另行通知申請團隊，由審查委員針對團隊之創業計畫書及簡報，進行審查與評分。

Applying teams shall receive a separate notification regarding the review schedule, and the committee shall then review and evaluate their business plan and presentation.

(四) 審查項目

(4) Review categories

1. 創新創意。
 - i. innovation and creativity
2. 營運模式與技術可行性。
 - ii. operation model and technology feasibility
3. 經營團隊執行力。
 - iii. execution capability of the management team
4. 未來潛力。
 - iv. future potential

(五) 審查公布與意見回覆

(5) Announcement of review results and feedback

審查結束後十個工作天，以電子郵件回覆審查結果。

The review results will be sent via email within ten working days after completion of the review process.

五、進駐期間之服務項目

V. Services offered during the stationing period

(一) 提供錄取團隊進駐「中山貨櫃創業基地」五個月(從簽約日起算)，空間設備包含共同工作空間、交誼空間、多功能會議室(預約)、網路設備、空調設備等提供使用(限於進駐團隊成員)。

(1) A five-month stationing period (effective from the date of signing the contract) shall be provided at the NSYSU Startup Quarter with facilities

including a common workspace, social lounge, multipurpose meeting room (via reservation), internet access, and air-conditioning for approved team members only.

- (二) 參加由本組所主辦之創業活動、課程與輔導。另提供各項創業諮詢、輔導、各項交流活動，加強創業知能，並掌握各方相關資源；透過校內外各種不定期活動與創業圈接軌；提供創業輔導、業師諮詢等（相關資源將視情況酌收費用）。
- (2) Approved teams are eligible to participate in entrepreneurial activities, courses, and advisory sessions organized by the IIPD. Consultation and various exchange events are also provided to enhance their entrepreneurial knowledge and skills and gain access to additional resources. Teams will have opportunities to engage with the startup community through occasional events within and outside the University. Services such as entrepreneurship guidance and consultations with industry mentors are also available, with relevant resources charged based on specific circumstances.
- (三) 通過審查成為貨櫃創業團隊者，經本組輔導後，可由本組協助並推薦參與行政院所屬部會之創業補助計畫，或其他民間法人舉辦之創業競賽與補助計畫。
- (3) Approved teams may be supported and recommended for participation in the startup subsidy programs from the Executive Yuan or startup competitions and subsidy programs organized by private entities after consulting with the IIPD.

六、進駐期間之權利義務

VI. Rights and obligations during the stationing period

- (一) 獲選進駐之團隊應於規定日期內簽署進駐合約，並完成進駐手續，逾期未辦理進駐手續者視同放棄。進駐期間以五個月為一期（以簽約日期為起算時間），經申請與簽約後至多得展延一期為限。展延一期的團隊可以使用中山貨櫃創業基地的空間，及參加本組主辦之創業活動與課程，其他律師、會計師、業師等資源需另外收取使用費用。
- (1) Approved teams shall sign a stationing contract and complete all necessary procedures within the stipulated period. Failure to do so may be deemed as relinquishing their rights. The stationing period shall be five months per term (starting from the date of signing the contract),

with the possibility of an additional term through application and contract renewal. The teams with extended terms may continue using the NSYSU Startup Quarter and participate in entrepreneurial activities and courses organized by the IIPD. However, additional fees may be charged when using legal, accounting, and other professional services.

- (二) 進駐期間內，由本組辦理之相關活動或課程，各團隊出席時數應達三分之二以上。
- (2) Approved teams are required to attend at least two-thirds of the relevant activities or courses organized by the IIPD during their stationing period.
- (三) 進駐期間應遵守中山貨櫃創業基地之管理要點。
- (3) Approved teams shall adhere to the management guidelines of NSYSU Startup Quarter during their stationing period.
- (四) 如團隊未遵守合約及相關管理辦法者，本組得立即將團隊離駐，團隊不得提出異議。
- (4) Approved teams failing to abide by the contract and related management guidelines may have their stationing immediately terminated by the IIPD, and shall not raise any objections.
- (五) 進駐創業團隊須配合本校成效檢視，並提供團隊相關成果資料與協助宣傳。
- (5) Approved teams shall cooperate with the University's performance review, provide materials of their achievements, and assist with publicity.
- (六) 團隊除不可抗拒因素外，如進駐期間不滿三個月，即團隊解散，團隊應於二個星期內進行離駐，並將其於貨櫃創業基地之個人所屬物品帶離。
- (6) Except for any force majeure, teams dismissed within the first three months of stationing shall vacate the NSYSU Startup Quarter and remove all their personal belongings within two weeks.
- (七) 本要點如有未盡事宜，悉依相關規定辦理。
- (7) Matters not covered in these guidelines shall be handled in accordance with relevant regulations.

七、結業程序

VII. Completion procedure

- (一) 團隊於進駐五個月後方得結業，經申請後至多得展延一期為限，期滿得以結業。
- (1) Approved teams shall complete five months of stationing, and may apply for an extension of up to one additional term.
- (二) 團隊應於進駐期間遵守團隊權利義務，未符合規定者，將不給予結業證書。
- (2) Approved teams shall fulfill their rights and obligations during the stationing period; those failing to do so may not receive the certificate of completion.
- (三) 團隊應於第一期進駐期間之期末提出創業營運計劃書送交本組進行結業資格審查，未繳交者將不給予結業證書。
- (3) Approved teams shall submit their business operation plan to the IIPD at the end of the first stationing term for completion review; those failing to do so may not receive the certificate of completion.
- (四) 團隊結業之生效日為團隊結業同意書所載之團隊結業日期。
- (4) The effective date of completion shall be stated in their agreement.
- (五) 團隊應於團隊結業日將其於貨櫃創業基地之個人所屬物品帶離，並與本組索取結業證書，始算完成結業程序。
- (5) Teams shall remove all their personal belongings from the NSYSU Startup Quarter and collect the certificate of completion from the IIPD to complete the procedure.

八、本要點經全球產學營運及推廣處主管會議通過，陳請校長核定後實施，修正時亦同。

VIII. These guidelines are approved by the Management Meeting of the OGIACA and the President before implementation. Amendments to these guidelines shall follow the same procedure.