

National Taiwan Normal University Innovation & Incubation Center Establishment Guidelines

Amendments passed during the 2nd Advisory Committee meeting on December 4, 2003

Amendments passed during the 1st Advisory Committee meeting on November 5, 2009

- Article 1 The National Taiwan Normal University Innovation & Incubation Center Establishment Guidelines (hereinafter referred to as the “Guidelines”) were established in accordance with Article 3 of the Ministry of Economic Affairs Small and Medium Enterprise Administration Directions for Subsidizing (Donating) to the Establishment of Small and Medium Enterprise Innovation & Incubation Centers by Public and Private Institutions.
- Article 2 The Innovation & Incubation Center (hereinafter referred to as the “Center”) of National Taiwan Normal University (NTNU) aims to strengthen collaboration between NTNU and industries in the region, provide companies and individuals with the software/hardware resources needed for entrepreneurship and innovation, increase the chances of entrepreneurs for success, and cultivate innovative companies that can meet the needs of this era.
- Article 3 The Center integrates resources in NTNU and accepts the residency of small and medium enterprises (SMEs) with cultural creativity and education related products or services, including:
- I. Design and brand companies
 - II. Development of entertainment in creative lifestyle and digital recreation
 - III. Creative teaching and educational techniques and services
- Article 4 The Center shall be headed by an NTNU instructor graded associate professor or above. The candidate will be recommended by the vice president of the Office of Research and Development and approved by the NTNU president. The executive director of the Center shall be appointed to a term of one semester, and may be reappointed at the end of the term. The Center's executive director carries out the resolutions of the Advisory Committee, oversees the Center’s routine operations, and improves performance.
- Article 5 The Center's executive director shall appoint 1-2 project managers for a term of one academic year, and may extend their appointment at the end of a term. The project managers shall assist the director in handling the Center’s affairs, and may hire assistants or part-time workers to assist them when necessary.
- Article 6 The Center has an Advisory Committee to deliberate on the Center’s development goals and strategies, assist to counselling resident companies, and supervise the Center’s operations. The Committee shall have 7-9 members, with the vice president of the Office of Research and Development

to be the ex-officio member, and the remaining members shall be NTNU teachers familiar with innovation incubation and external experts, both appointed by the NTNU president. There shall be at least one external committee member. The president of NTNU is the convener and the Center's executive director is the executive secretary. Members shall each serve a term of two years and may be reappointed consecutively.

Article 7 The Advisory Committee has the following responsibilities:

- I. Advise the Center's fund raising, management, and use.
- II. Review and implement business plans.
- III. Establish, amend, and abolish internal regulations.
- IV. Review of the annual budget and accounts.
- V. The Center's business development plans.
- VI. Other important matters.

Article 8 Advisory Committee meetings are called and chaired by the NTNU president at least once every semester.

Extra meetings may be called when necessary.

Article 9 Advisory Committee meetings may only commence when two thirds of members are in attendance, and resolutions are effected with more than half of the members in attendance voting in favor.

Article 10 Resident companies shall be carefully selected. Applicants that pass the Center's preliminary review shall be submitted to the Review Committee for review. The organization of the Review Committee is as follows: The Review Committee shall be chaired by the Center's executive director. The Review Committee shall be formed by three or more (inclusive) scholars and experts appointed by the ice president of the Office of Research and Development at the proposal of the Center's executive director.

Article 11 The Center's funding, in principle, shall be self-sufficient. The Center provides space for use by resident companies and collects rent from the companies in accordance with the agreement. Except for the percentage of the Center's revenue that is to be paid to the NTNU Academic Fund, the remaining amount may be used by the Center.

Article 12 Any surplus of the Center must be paid to the NTNU Academic Fund and planned and utilized by the Center.

Article 13 The Center's regulations for operation counselling, lease agreements, and related clauses, donations, and subsidies shall be separately established.

Article 14 Matters not addressed in these Guidelines shall be governed by relevant laws and regulations.

Article 15 These Guidelines are implemented with the approval of the Center's

Advisory Committee. Any future amendments are subject to the same procedure.