

高雄醫學大學創新育成企業培育暨管理辦法

Regulation for the Incubation and Management of Innovation Incubation Enterprises

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第 1 條 本校(含附屬機構及相關事業)為增進培育成效，有效運用培育空間及提昇管理輔導績效，特訂定
Article 1 本辦法。

Kaohsiung Medical University (hereinafter "KMU"), including affiliated institutions and related businesses, hereby establishes the Regulation for the Incubation and Management of Innovation Incubation Enterprises (hereinafter "the Regulation") to enhance incubation effectiveness, effectively utilize incubation spaces, and improve management guidance performance.

第 2 條 本辦法所稱育成對象係指

Article 2 The term "Incubation Subject" as used in the Regulation refers to:

- 一、一般企業：於中華民國登記之公司組織並符合中小企業認定標準之企業。
 1. General enterprise: A company registered in the Republic of China that meets the criteria for recognition as a small and medium-sized enterprise.
- 二、校園創業團隊：由本校在職教職員工、在學學生或畢業 5 年內之畢業生所組成尚未登記為公司之團隊，但本校人數不得低於該團隊之 3 分之 1。
 2. Campus startup team: A team composed of KMU's current faculty, staff, students, or graduates within 5 years of graduation that has not yet registered as a company. However, members from KMU must constitute no less than one-third of the team.
- 三、衍生新創事業：本校教職員工生，或與校外機構合作，運用本校研發成果以技術作價所設立之事業，經本校研發成果管理委員會審查通過者。
 3. Spin-off startups: Businesses established by KMU's faculty and staff, or in collaboration with external institutions, utilizing KMU's research and development results as a technology valuation, and reviewed and approved by KMU's Research and Development Results Management Committee.

第 3 條 由產學營運處創新育成中心（以下簡稱育成中心）負責統籌進駐及培育之相關業務。

Article 3 The Innovation Incubation Center of the Office for Operation of Industry and University

Cooperation (hereinafter referred to as the Incubation Center) is responsible for coordinating residency and incubation-related affairs at KMU.

為執行進駐及培育之相關業務，特設置產學營運處「創新育成審查小組」(以下簡稱審查小組)。To implement residency and incubation-related affairs, the Office for Operation of Industry and University Cooperation hereby establishes the "Innovation Incubation Review Group" (hereinafter referred to as the Review Group) at KMU.

一、審查小組組織：

1. Review Group Organization:

(一) 置審查小組成員 9 至 11 名，由產學營運處產學長擔任召集人，創新育成中心主任為當然小組成員。

(1) The Review Group shall consist of 9 to 11 members. The Vice President for Industry-Academic Collaboration of the Office for Operation of Industry and University Cooperation shall serve as the convener, while the director of the Innovation Incubation Center shall be an ex-officio member of the group.

(二) 其他成員由產學長推薦校內外學術界、產業界、研究機構及政府機關等專家為審查小組成員，經校長核定後聘任之。

(2) Other members are recommended by the Vice President for Industry-Academic Collaboration from experts within and outside KMU in the academic, industrial, research, and governmental sectors to serve on the Review Group. Upon approval by the President, they are duly appointed.

(三) 審查小組成員任期為 1 年，得連任之。

(3) The term of office for members of the Review Group is one year, with eligibility for reappointment.

(四) 審查小組之決議，應有全體成員半數以上之出席，並經出席成員過半數之同意為通過。成員對有利害關係之案件應迴避表決，應迴避之成員不計入表決數。

(4) Decisions of the Review Group require the attendance of over half of all members, with resolutions passing upon agreement by a majority of those present. Members with a vested interest in the matter at hand shall recuse themselves from voting, and such recused members shall not be counted towards the vote tally.

二、審查小組任務：

2. Duties of the Review Group.

針對育成對象進駐、進駐考核、展延進駐、遷離之審查，及違反合約或相關規定之處置審議。

Review of the incubation subjects' residency, assessment during residency, extension of residency, relocation, as well as deliberation on violations of the contract or relevant regulations.

第 4 條
Article 4
一、育成對象應以公司名義提出進駐申請，通過進駐審查並與本校簽訂「高雄醫學大學育成培育合約書」後，始得進駐。惟校園創業團隊及衍生新創事業得以籌備處名義提出申請，但須於進駐合約簽訂後一年內完成公司登記，完成登記後另訂進駐合約，進駐期間重新起算。

1. Incubation subjects shall apply for residency under the company names. Upon passing the

residency review and signing the "Kaohsiung Medical University Incubation Agreement" with KMU, they are permitted to reside. However, campus startup teams and spin-off startups may apply in the name of the preparatory office. They are required to complete the company registration within one year after the residency contract is signed. Once registered, a separate residency contract will be executed, and the residency period will be recalculated.

二、育成對象得依其需求採培育室進駐或育成培育服務模式進駐育成中心。

2. Incubation subjects may choose to reside in the incubation room based on their needs or adopt the Incubation service model to reside in the Incubation Center.

三、育成對象之進駐以一年為原則，期滿得申請展延進駐；展延期限依不同進駐模式辦理：

3. The residency of the incubation subjects is based on a one-year principle. Upon completion, they may apply for an extension of residency; the extension period is handled according to different residency models.

(一) 培育室進駐：以衍生新創事業為優先，展延以三年為限(總進駐期間不得超過四年)。

(1) For Incubation Room residency: Spin-off startups are prioritized, with an extension limit of three years (the total residency period shall not exceed four years).

(二) 育成培育服務：廠商進駐展延無年限。

(2) For Incubation Services: There is no limit on the extension period for vendor residency.

四、因合約屆期或其他事由結束進駐育成中心者統稱退駐，包括畢業及遷離兩類：

4. Exiting from the Incubation Center due to contract expiration or other reasons is collectively termed as "departure." This includes two categories: graduation and relocation.

(一) 畢業係指進駐合約屆期或已順利完成進駐目標提前終止合約者。

(1) "Graduation" refers to the termination of the incubation contract upon the expiration of the incubation contract or the early termination due to the successful completion of the incubation goals.

(二) 遷離係指育成對象違反合約或相關規定之情事，或可歸責於育成對象之相關事由，提前終止合約者。

(2) "Relocation" refers to the early termination of the contract by the incubation subject due to a violation of the contract or relevant regulations, or for reasons attributable to the incubation subject.

第 5 條 育成對象進駐之基本收費依下列標準收取：

Article 5 The basic fees for the incubation subjects' residency are charged according to the following standards:

一、培育室進駐：

1. Residency of the Incubation Room.

(一) 場地維護費前二年以每坪每月新台幣 1,080 元計價，自第 3 年後以每坪每月新台幣 1,440 元計價；不足 1 個月者以 1 個月計算。

(1) For the maintenance of the venue, the fee for the first two years is priced at NTD 1,080 per Ping per month. Starting from the third year, it is priced at NTD 1,440 per Ping per month; periods less than one month are billed as a full month.

(二) 用電維護費依實際使用狀況另行收取。

(2) Electricity maintenance fees will be charged separately based on actual usage.

(三) 於簽訂合約後，依本款第一目所訂第一年每月場地維護費之 2 倍作為保證金。保證金於企業完成退駐手續並經本中心清點確認後，扣除積欠約定款項後無息退還。

(3) Upon signing the contract, a security deposit equivalent to twice the monthly venue maintenance fee for the first year as stipulated in the first item of this paragraph shall be required. The security deposit shall be returned without interest after the incubation subject completes the withdrawal process and the center confirms the inventory, minus any outstanding agreed-upon amounts.

二、育成培育服務：

2. Incubation Services:

(一) 行政管理費以每月新台幣 4,000 元計價。

(1) The administrative management fee is priced at NTD 4,000 per month.

(二) 不另收取用電維護費，但仍須繳交保證金新台幣 10,000 元，保證金於企業完成退駐手續，扣除積欠約定款項後無息退還。

(2) No electricity maintenance fee will be charged separately; however, a security deposit of NTD 10,000 is required. Upon the company's completion of the withdrawal procedures and after deducting any outstanding agreed-upon amounts, the security deposit will be returned without interest.

除前項基本收費項目外之其他免付費或應付費之項目應於合約書中另訂之，或依本校相關規定辦理。

Items other than the basic charges mentioned in the preceding paragraph, whether fee-exempt or payable, should be separately stipulated in the contract or processed in accordance with KMU's relevant regulations.

第 6 條 校園創業團隊及衍生新創事業得享有進駐優惠之權利：

Article 6 Campus startup teams and spin-off startups are entitled to the following rights of residency preferential benefits:

一、以籌備處名義進駐培育室空間，免收場地維護費。

1. When residing in the incubation room under the name of the preparatory office, no facility maintenance fee shall be charged.

二、完成公司登記正式進駐本中心之第 1 年免收場地維護費或行政管理費。

2. Upon completing the company registration and formally entering this center, the first year's facility maintenance fee or administrative management fee will be waived.

三、若於進駐申請前 2 年或申請後 1 年內，獲得本校審查小組認定之校際創業競賽前 3 名、國家獎項或取得政府創業補助相關計畫者，於正式進駐本中心之第 2 年，仍得以免收場地維護費。

3. Within 2 years before the residency application or within 1 year after, if the incubation subject secures a top three position in an inter-university startup competition recognized by the KMU Review Group, receives a national award, or obtains a government entrepreneurial subsidy-related project, they will still be exempted from the facility maintenance fee for the second year of their official residency in this center.

校園創業團隊及衍生新創事業雖享有前項進駐優惠，但仍須繳交保證金及依實際使用狀況收取用電維護費。

Although campus startup teams and spin-off startups are entitled to the aforementioned

residency preferential benefits, they must still pay a security deposit and be charged for electricity maintenance based on actual usage.

第 7 條
Article 7

育成中心應於「高雄醫學大學育成培育合約書」上明定下列進駐管理事項，並彙整成「進駐服務手冊」提供給育成對象。

The Incubation Center shall specify the following residency management matters in the "Kaohsiung Medical University Incubation Agreement" and compile them into a "Residency Service Manual" provided to the incubation subjects.

一、育成對象應遵守本校大樓門禁之各項規定。

1. Incubation subjects shall comply with all regulations pertaining to KMU building access control.

二、育成對象進駐場所之硬體及配置變更相關規範。

2. Regulations related to changes in hardware and configurations within the incubation subjects' residency location.

三、育成中心提供育成對象之免費、付費相關輔導項目。

3. Free and paid guidance services are offered to incubation subjects by the Incubation Center.

四、育成對象使用培育室應遵守本校實驗室之相關法規。

4. Incubation subjects using the incubation rooms shall adhere to the regulations of KMU laboratories.

五、育成對象使用本校校名及商標時，應依本校校名暨商標授權使用辦法規定辦理。

5. When using KMU's name and trademark, incubation subjects should proceed according to the Regulation for the Use of the Name and Trademark of Kaohsiung Medical University.

六、育成對象租賃本校空間場所之相關優惠。

6. Preferential benefits for incubation subjects leasing KMU's space.

七、育成對象應配合育成中心考核相關事項。

7. Incubation subjects should cooperate with assessments conducted by the Incubation Center.

八、育成對象違反合約或手冊規定之處理方式。

8. Methods of dealing with breaches of contract or manual provisions by incubation subjects.

九、育成對象退駐條件及相關規定事項。

9. Terms and conditions related to the withdrawal of incubation subjects.

十、其他育成企業相關進駐管理守則。

10. Other residency management rules pertaining to incubation enterprises.

育成中心應每半年要求育成對象提供下列之營運進度資料以為考核，惟育成中心應善盡資料之保密責任。

The Incubation Center shall require incubation subjects to provide operational progress information every six months for assessment purposes. However, the Incubation Center should uphold its duty to keep this information confidential.

一、勞工投保證明單。

1. Proof of Labor Insurance Enrollment.

二、營業人銷售額與稅額申報書(401)。

2. Business Tax Return (401).

三、取得認證、獎狀或其他證明文件。

3. Acquired certifications, awards, or other documentary evidence.

四、取得政府相關計畫之證明文件。

4. Documentation verifying participation in relevant government projects.

五、取得資金及融資貸款之證明文件。

5. Documentation confirming capital acquisition and proof of financing loans.

育成中心依育成對象進駐概況進行每半年之評估，召開審查小組會議進行考核。

The Incubation Center evaluates the incubation subject's residency status semi-annually and convenes meetings of the Review Group for assessment.

第 8 條
Article 8

育成中心應於育成對象進駐合約屆期前 2 個月，通知育成對象辦理畢業相關事宜。若育成對象未提出展延申請或提出申請未獲審查小組通過，育成中心應要求育成對象依畢業程序辦理退駐事宜。

The Incubation Center shall notify the incubation subject to handle the graduation-related matters 2 months prior to the expiration of its residency contract. If the incubation subject does not apply for an extension, or if its application is not approved by the Review Group, the Incubation Center shall require the incubation subject to follow graduation procedures to process its withdrawal.

育成對象若已達下列各款情形者於進駐期滿前，得向育成中心提出畢業申請，依畢業程序辦理退駐事宜。

If an incubation subject has met any of the following conditions prior to the end of its residency period, it may submit a graduation application to the Incubation Center and proceed with the withdrawal process in accordance with graduation guidelines.

一、依輔導計畫達成既定之輔導目標。

1. Achievement of the established objectives as per the guidance plan.

二、產學合作結束、技術移轉完竣或產品已正式量產等進駐目的之達成者。

2. Completion of Industry-Academia Cooperation, successful technology transfer, or the formal mass production of products.

三、育成對象已發展成熟者，或育成中心所提供資源已無法支援者。

3. When the incubation subject has matured, or the resources provided by the Incubation Center are no longer sufficient to support.

育成對象完成畢業程序後，育成中心應彙整相關資料至審查小組備查。

Upon the completion of the graduation procedures by the incubation subject, the Incubation Center should compile the relevant data for the Review Group's reference.

第 9 條 育成對象於合約屆滿前接獲育成中心通知後，若符合下列條件其中之一者，得提出展延進駐之申請：

Article 9

Upon receiving notification from the Incubation Center prior to the expiration of the contract, the incubation subject may submit an application for extension of residency if it meets any of the following conditions:

一、技術開發尚未完成者。

1. Technical development has not yet been completed.

二、技術移轉或產學合作案尚未完成者。

2. Technology transfer or Industry-Academia Cooperation cases are still ongoing.

三、進駐期間營運尚須被持續輔導者。

3. Operational guidance is still required during the residency period.

四、其他特殊需求者，需個案審查者。

4. Those with other special requirements that necessitate a case-by-case review.

育成中心於接獲育成對象展延進駐申請後，應彙整下列資料，並依育成對象進駐概況進行評估，召開審查小組會議進行展延進駐審查。

Upon receipt of the extension application from the incubation subject, the Incubation Center shall compile the following documents and assess the status of the incubation subject's residency. A meeting of the Review Group will be convened to review the extension of residency:

一、展延進駐申請書。

1. Residency Extension Application Form

二、營運計畫書。

2. Operational plan.

三、考核表。

3. Assessment form.

四、其他可供審查之資料。

4. Other relevant documents for review.

育成對象通過展延進駐審查後，應再與本校簽訂「高雄醫學大學育成培育合約書」方得展延進駐。

Upon passing the review for extension of residency, the incubation subject shall enter into the "Kaohsiung Medical University Incubation Agreement" with KMU to be eligible for the extension of residency.

第 10 條 育成對象若有下述情事，育成中心得匯集相關資料，召開審查小組進行遷離審議：

Article 10

If the incubation subject exhibits any of the following circumstances, the Incubation Center may compile the relevant data and convene the Review Group for relocation deliberation:

一、應繳款項逾期未結清，並經育成中心催告後，仍逾期 30 天未完成支付者。

1. Failure to settle due payments beyond the deadline, and even after reminders from the Incubation Center, still failing to complete the payment within 30 days.

二、育成對象或其員工涉及違法情事者。

2. Involvement of the incubation subject or its employees in illegal activities.

三、育成對象或其員工侵害本校及其成員之名譽或權益者。

3. Actions of the incubation subject or its employees that harm the reputation or rights of

KMU and its members.

四、營業項目與申請進駐項目明顯不符者。

4. Business operations significantly deviating from the initially applied residency project.

五、違反本辦法、合約約定或進駐管理規範者。

5. Violations of the Regulation, contractual agreements, or residency management standards.

六、其他可歸責於育成對象之理由者。

6. Other reasons attributable to the incubation subject.

育成對象經審查小組決議應遷離者，育成中心應提前終止合約並要求育成對象限期 15 天內依退駐程序完成遷離。

If an incubation subject is determined by the Review Group to be subject to relocation, the Incubation Center shall terminate the contract early and require the incubation subject to complete the relocation according to the withdrawal process within 15 days.

第 11 條
Article 11

育成中心應每學期就育成對象收費標準、進駐狀況及效益提報「建築物及空間分配委員會」備查。

The Incubation Center shall report the fee standards, residency status, and benefits of the incubation subject to the "Building and Space Allocation Committee" for review each semester.

第 12 條
Article 12

本辦法經行政會議、董事會議審議通過後，自公布日起實施，修正時亦同。

After being reviewed and approved by the Administrative Meeting and the Board of Directors Meeting, the Regulation shall be implemented from the date of announcement, and the same applies to amendments.