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UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Released on: 25/06/2018

Team Selection and Criteria for Incubation at the Centre for Innovation

1. Background

The University of Macau (UM) aspires to be an outstanding, internationally-recognized institution of higher learning, firmly committed to learner-centred education, focused research with impact, and dedicated public service. It aims at nurturing self-reflective, caring, and socially responsible persons within a culturally diverse and intellectually challenging environment.

Under its vision and mission, UM provides assistance to staff and students in transforming their innovative ideas into reality. The University will provide a supportive platform for innovation and entrepreneurship so that members of UM can establish their businesses and collaborate with the local communities and government in order to bring progress and development to UM and the Macao society, which in turn will enable Macao to become an innovative society. Moreover, the University helps members of the UM community position themselves for the future, cultivating an enthusiastic atmosphere for research and innovation while stimulating industrial development and establishing a novel talent training mechanism.

2. Objective

The UM is recruiting innovatively entrepreneurial teams for intensive incubation at the Centre for Innovation. After committee assessment, the Centre will provide to incubation teams appropriate advice from entrepreneurial guidance at the initial stage to regular expert consultations. With expectation of visible progress in one year, the Centre may offer incubation teams with temporary office spaces, meeting rooms, and office facilities. The Centre may also provide startup funding for the selected teams after evaluation and recommendation by the Incubation Team Selection Committee. Moreover, the Centre will assist the teams in seeking external resources for their new businesses.

3. Target

At least one member of a team must have a connection with the University of Macau. All current students, alumni, and current staff are eligible to apply. One team must also have at least one Macao permanent resident.



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4. Incubation Team Selection Criteria

The selection of incubation teams will be conducted by the Incubation Team Selection Committee, which is composed of professionals outside and/or inside UM. Through the business proposal and interview, the Committee evaluates the submission with focuses on creativity, originality, and potential benefits to the society in terms of business and culture. Cross-discipline and cross-faculty innovative ideas are encouraged for applications.

Basic Selection Criteria:

- a) Innovations that bring about positive impacts on Macau society and the University are advantageous
- b) The feasibility of technicality and business model, that can be verified through improvements
- c) The quality of submission, such as the problems and solutions identified, marketing strategies, clarity and brevity of the proposal
- d) The creativity and originality of the business proposal
- e) The soft power capabilities for establishing a business by the team, such as basic accounting and financial knowledge and team management
- f) The characteristics of the team leader for business success, such as passion, concentration, responsibility, and dynamics
- g) Cross-discipline and cross-faculty innovative ideas are advantageous.
- h) Other relevant factors

Note: Besides the selected incubation teams, the Centre for Innovation welcomes others who have creative ideas and entrepreneurial dreams to use others services or resources of the Centre, including entrepreneurial courses and training, distinguished guest speaker talks and web platform.

5. Procedures and Management Method

After receiving the recommendation from the Incubation Team Selection Committee, the selected incubation teams could apply for startup funding for realizing the ideas. The amount of the funding will be recommended by the Committee and decided by UM, with reference to that requested in the business proposal. The maximum amount that a team can be granted is MOP500,000. In addition, the Centre for Innovation will provide incubation services and support to incubation teams, including



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consultations and advices from professionals and professors from different faculties, research centres and laboratories of UM, talks and training courses, etc.

The incubation teams will also obtain an abundance of knowledge and guidance from appointed experts and professors, so that their applications to or seeking external resources from the government, funding companies, institutions and angel investors will be proceeded effectively and efficiently.

The Centre for Innovation may offer incubation teams with short-term working spaces, meeting rooms, basic facilities such as furniture, internet, e-mail, telephone, photocopier, printer, multimedia centre, open working space, common area, exchange area etc.

Selection Procedures and Management Method

The recruitment of incubation teams is an ongoing exercise with regular schedule. In principle, it will be carried out once in each semester.

- Application (Deadline for the batch of 1st semester: 31 August; deadline for the batch of 2nd semester: 31 January)
 - i. Applicants on behalf a team should fill in the application form (available at the official webpage of the Centre for Innovation). The maximum number of team members is five for each team including at least one having a connection with UM and one Macao permanent resident. Besides the application form, the team should also submit a Business Proposal (maximum 2 pages of A4 paper in Chinese or English), which may contain the project concept, current progress, and required resources as referred to the Business Proposal Template.
 - ii. Dean's Recommendation: Regardless of the deadline, the faculty deans, college masters or institute directors may recommend teams or projects to the Centre for Innovation (no more than two projects every year). Besides their recommendation letter, the required documents include the contact information of the recommended projects, and if available a completed application form and business proposal (please refer to item i).
 - iii. Special circumstances: UM can invite applications from any teams for incubation at the Centre for Innovation at any time. For instance, the teams of related innovation and entrepreneurship competitions. UM can also consider to accept applications submitted out of the deadline.



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- Innovation Camp / Related Course

Applying teams are required to send representative(s) to participate in either the Innovation Camp or related course in order to strengthen the relevant knowledge and skills. A team of 1 to 3 members should send at least 1 representative while another of 4 to 5 members at least 2 representatives.

- Proposal Review

After the first review of submissions by teams, the appointed UM professors and experts may give suggestions and comments on the Business Proposal, such as weaknesses and the future direction. The Incubation Team Selection Committee will make assessment and recommend a short-list of team(s) for incubation at the Centre.

Note: During this review period, applying teams can apply for relevant courses or use the consulting services of the Centre, in order to improve the quality and competitiveness of their proposal.

- Proposal Enrichment

The short-listed incubation teams selected by the Incubation Team Selection Committee should take initiatives to communicate with the assigned mentors to define a set of milestones and enrich their proposals, in order to confirm their incubation status for in-depth incubation and nurturing and startup funding support.

- Incubation Process

Depending on individual progress, it is expected the selected teams could start the incubation in the end of a semester. The teams will be coached by internal and external experts. The incubation teams should report the progress quarterly/trimonthly to the Centre for Innovation. The Centre reserves the right to terminate the incubation if no progress by stage or no defined milestones have been achieved. The incubation teams will have access to the guidance, support and resources of the Centre.

- Startup Funding (on case-by-case basis)

Based on the assessment and recommendation made by the Incubation Team Selection Committee on the financial forecast of the enriched business proposal and the requested startup funding (i.e. Startup Funding Budget Framework), UM may offer to each team a startup funding up to



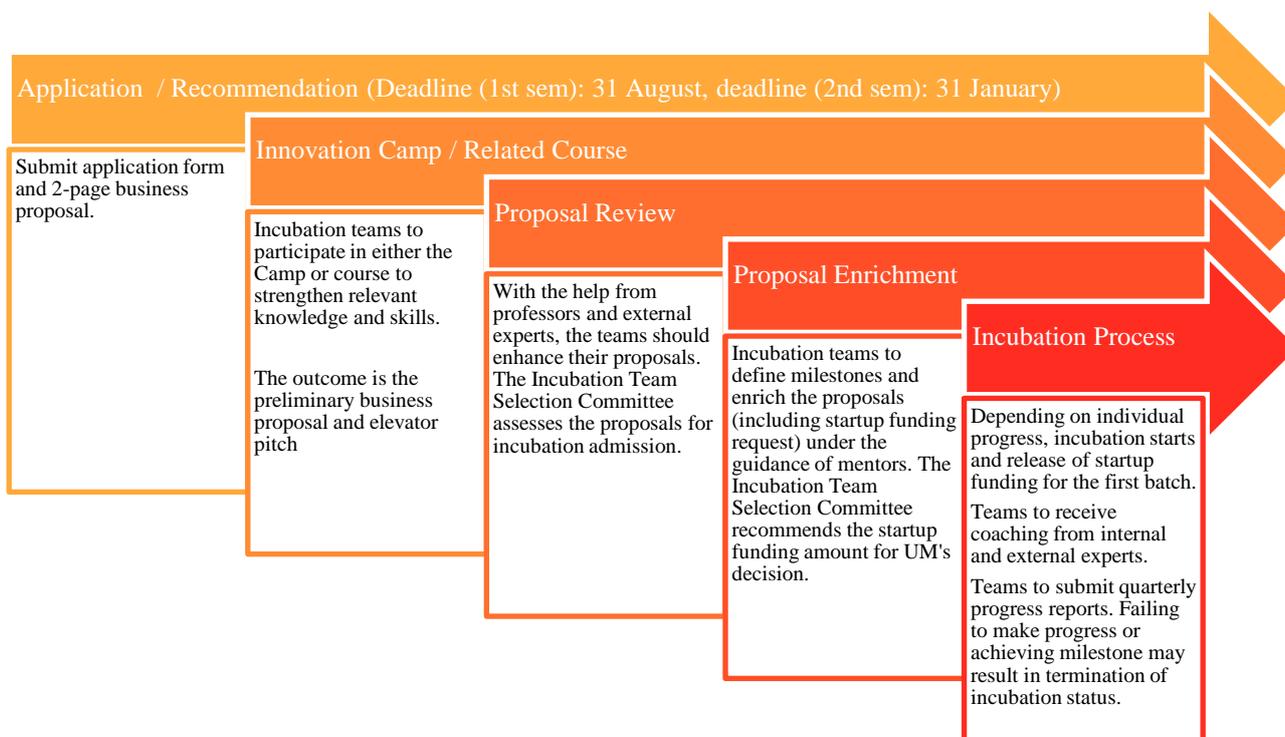
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MOP500,000 for a period up to 12 months, with designation of purposes, payment period, required milestones, terms and conditions etc. Please refer to the Rules of Startup Funding for details.

Moreover, incubation teams can apply for financial resources from other external venture capital and funds through UM.

Notes:

UM reserves the right of final interpretation and discretion of this and related documents.



Schedule (first version)

Date / Time Frame	Item
1 st semester: 31 August 2 nd semester: 31 January	Application Deadline (Except Dean's Recommendation and Special Circumstances)
Within a semester	Participation of Innovation Camp / Related Course
Within a semester	Review of Proposals and Release of Short-list
Within a semester	Proposal Enrichment and Confirmation of Incubation Teams
End of a semester	Depending on Individual Progress, Incubation Process Starts and Release of Startup Fund

Remarks: The recruitment of incubation teams is an ongoing exercise with regular schedule and will be carried out once in each semester normally. The University reserves the right to modify the schedule above and will announce accordingly.