



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

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Team Selection and Criteria for Incubation at the Centre for Innovation and Entrepreneurship

1. Background

- 1.1 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.
- 1.2 Under its vision and mission, UM provides assistance to staff and students in transforming their innovative ideas into reality. The University provides 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

- 2.1 The UM is recruiting innovative entrepreneurial teams for intensive incubation at the Centre for Innovation and Entrepreneurship. After committee assessment, the Centre will provide the incubation teams with appropriate advice from entrepreneurial guidance at the initial stage to regular expert consultations. The Centre may also offer incubation teams with temporary office spaces, meeting rooms, and office facilities. The UM will actively assist the teams through the Centre for seeking every possible internal and external entrepreneurship funding, investment and assistance, including from fund institutions, companies or investors, application for incubation and start-up funds from relevant incubation bases, recommendation and sponsorship in participating innovation and entrepreneurship competitions hosted by various regions. We expected their creative projects could be successfully converted into commercial products or services during the period of incubation.



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3. Target

3.1 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 apply¹. One team must also have at least one Macao permanent resident.

4. Incubation Team Selection Criteria

4.1 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 submission of business proposal and interview, the Committee will examine and select the appropriate teams to incubate.

4.2 Basic Selection Criteria:

4.2.1 Innovations that bring about positive impacts on Macau society and the University are advantageous

4.2.2 The feasibility of technicality and business model, that can be verified through improvements

4.2.3 The quality of submission, such as the problems and solutions identified, marketing strategies, clarity and brevity of the proposal

4.2.4 The creativity and originality of the business proposal

4.2.5 The soft power capabilities for establishing a business by the team, such as basic accounting and financial knowledge and team management

4.2.6 The characteristics of the team leader for business success, such as passion, concentration, responsibility, and dynamics

4.2.7 Cross-discipline and cross-faculty innovative ideas are advantageous

4.2.8 Other relevant factors

Note: Besides the selected incubation teams, the Centre for Innovation and Entrepreneurship welcomes every student who has creative ideas and entrepreneurial dreams to join and use other

¹ Those who are determined to violate the rules of the Centre for Innovation and Entrepreneurship are not eligible for incubation for two years.



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services or resources that provide by the Centre, including entrepreneurial courses and training, talks and basic consultation through web platform.

5. Selection Procedures and Management Method

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

5.2 Application (Deadline for the batch of 1st semester: 31 August; deadline for the batch of 2nd semester: 31 January)

5.2.1 Applicants on behalf a team should fill in the application form (available at the official webpage of the Centre for Innovation and Entrepreneurship). 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 (could be the same individual). Besides the application form, the team should also submit all supporting documents related to entrepreneurial project and a Business Proposal (5 to 10 pages of A4 paper in Chinese or English), which should contain the project concept, current progress, and required resources as referred to the Business Proposal Template.

5.2.2 Dean's Recommendation: No deadline, the faculty deans, college masters or institute directors may recommend teams or projects to the Centre for Innovation and Entrepreneurship (no more than two projects every year per person). 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 5.2.1).

5.2.3 Special circumstances: UM can invite applications from any teams for incubation at the Centre for Innovation and Entrepreneurship 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.

5.3 Innovation Camp / Related Course

During the selection period, 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.



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A team of 1 to 3 members should send at least 1 representative while another of 4 to 5 members at least 2 representatives.

5.4 Proposal Review

After the first review of submissions by teams, the appointed mentors (UM professors and experts) will give suggestions and comments on the Business Proposal and hope to improve the weaknesses and the future development 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.

5.5 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. The teams have to submit at least 15 pages Enriched Business Proposal in Chinese or English. It should include financial planning for entrepreneurial project and the teams need to make a 10 minutes presentation to introduce their project. The expert will make assessment and confirm the final selected project(s) for in-depth incubation and nurturing at the Centre.

6. Incubation Process and Management

6.1 Internal and external experts will coach the selected teams after the incubation in the Centre.

Teams have to submit quarterly progress reports and the center will announce the necessary content and the date of submission. Failing to make progress or achieving milestones may result in the termination of incubation status.

6.2 In order to provide enough support to the development of incubation teams, the Centre will invite experts and professors from various faculties, research centers and laboratories of the UM to provide guidance to them, also the Centre will regularly hold talks and courses under the selected topics.



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- 6.3 The Centre could offer incubation teams with temporary office spaces, meeting rooms, and office facilities such as tables and chairs, Internet, mail box, telephone, photocopying, printing, as well as multimedia production space, open workspace, leisure exchange area, etc.
- 6.4 Besides, the incubation teams can obtain rich knowledge resources from the guidance of experts and professors, also the teams can apply the support from the government and relevant entrepreneurship support fund through the UM under the recommendation of the Centre, and cooperate with fund company, institutions and investors.

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

7. Schedule (For reference only)

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

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.

