



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

## 創新創業中心

### 孵化空間的使用細則

#### 細則之適用

1. 凡由創新創業中心管轄並用作孵化用途之空間，均視為「孵化空間」，適用本細則之規定。

#### 一般規定

2. 孵化空間可由以下人士使用：
  - a) 中心職員，
  - b) 入駐公司的股東、行政管理機關成員和其員工，
  - c) 試行孵化項目負責人，
  - d) 已完成入駐且公司的其中一名股東為澳大創科有限公司，及
  - e) 其他獲中心許可而短暫使用場地的人士。
3. 孵化空間的使用用途及使用期間均由中心主任決定，或應使用人之申請而決定。
4. 孵化空間的一般使用時間為每日 8:00am 至 8:00pm，但經書面申請並取得中心同意或經中心主任主動同意可在其他時段使用者除外。
5. 禁止攜同非許可人士(如:非入駐公司/項目成員)進入、短暫逗留或使用場地。
6. 應保持清潔，不得配置寢具、堆積雜物、棄置垃圾，或有礙環境衛生之物品。室內也不得使用或放置具危險性及易燃性之物品。
7. 場地內各項物品和設備，應善加愛惜使用。如因過錯而導致物品之遺失或毀損，需支付相應的賠償和費用。如室內設備須修繕，應向中心報告處理。
8. 嚴禁從事吸煙、賭博、酗酒及違反校規之事情。



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9. 離開孵化空間前，應先熄燈、關閉各項電源並關妥門窗方可離去。
10. 使用人負有對其財產之一切看管義務，尤其是貴重物品和重要文件。本中心對公司的一切財產損壞或遺失概不負責。
11. 本細則未盡事宜，依本校相關規定辦理。
12. 如有爭議，本中心將保留最終決定權。

### 孵化辦公室之使用

13. 入駐初創公司及試行孵化項目使用辦公室前，應先取得中心許可及位置註冊/登記，並與中心協調在安排的位置放置一個公司/項目簡介及場地許可使用人的彩色頭像，以便中心適時監督巡查時核對使用人的身份。
14. 使用位置經登記/分配後，未經中心許可，不得任意更換。
15. 辦公室之門和櫃等鑰匙和門卡，應由獲中心許可的使用人保管，不得交由他人使用。
16. 公司在終止使用場地前，使用人應：
  - a) 清理其一切個人物資及取回公司的信件(如有)，
  - b) 歸還一切屬於本校之物品，尤其門禁卡、鑰匙及先前在本校租用之物品。
  - c) 逾期仍未遷離者需於辦公時間內到本中心辦公室（N1-1001 室）聯絡中心職員以辦理清理手續。
  - d) 因個人延誤或過錯而未能在指定期間內完成遷出及清理，須負責及承擔一切由此所產生之風險及費用。遺留在本中心內的一切物品將會視作被丟棄來處理。



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# Rules of Incubation Space Usage at the Centre for Innovation and Entrepreneurship

## Application of the Terms

1. All spaces under the jurisdiction of the Centre for Innovation and Entrepreneurship in the building and used for incubation purposes are deemed to be “Incubation Spaces” and the provisions of these rules shall apply.

## General Rules

2. Venue can be used by the following user:

- a) Staff of the Centre,
- b) Shareholders of incubation company, members of administrative organ and staff,
- c) Trial incubation project leaders ,
- d) Those who have completed the incubation process and have one shareholder who is UMTec Limited, and
- e) Other persons who have been granted temporary permission by the center to use the venue.

3. The purpose and period of use of the Incubation Space are determined by the head of the Centre or upon application by the user.

4. The general usage hours of the venue are from 8:00am to 8:00pm daily. Use of the venue outside of these hours requires written application and approval from the head of Centre.

5. It is prohibited to bring non-permitted persons (such as non-incubation companies/project members) into the temporary stay or use the venue.



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6. Users must maintain cleanliness and orderliness. It is prohibited to install bedding, accumulate clutter, dispose of garbage, or have any items that would compromise the environmental hygiene. It is also prohibited to use or store hazardous and flammable items inside the venue.

7. All items and equipment in the venue should be used with care. If any items are lost or damaged due to fault, corresponding compensation and fees must be paid. If any equipment in the office needs to be repaired, it should be reported to the Centre for handling.

8. Smoking, gambling, drinking and any activities that violate university rules are strictly prohibited.

9. Before leaving the office, user should turn off the lights, shut down all electrical equipment, and properly close the doors and windows.

10. The users have the full obligation to safeguard their own property, especially valuable and important documents. The Centre shall not responsible for any damage or loss of any companies' property.

11. For any matters not covered in these rules shall be handled in accordance with the relevant regulations of the university.

12. If there is any controversy, the Centre reserves the right to make the final decision.

### **Usage of incubation office**

13. The incubation start-up and trial incubation project should first obtain permission from the Centre and register for the location before using the office. They should coordinate with the Centre to place a company profile and a color portrait of the authorized user in the assigned location, in order to facilitate the Centre's timely supervision and verification of the users' identity during inspection.



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14. After the office location is registered/assigned, it cannot be changed without permission from the Centre.
15. The keys and door access cards for office doors and cabinets should be kept by users authorized by the Centre and should not be given to others for use.
16. Before the company terminates the use of the venue, users should:
  - a) Clean up all their personal belongings and retrieve the company's mail (if any),
  - b) Return all items belonging to the university, especially access cards, keys and items previously rented from the university.
  - c) If users fail to vacate on time, they need to contact the Centre staff at the office (N1-1001) during office hours to complete the clearance procedures.
  - d) Users will be responsible for and bear all risks and costs arising from their personal delay or negligence in completing the move-out and clearance within the specified period. Any items left behind in the Centre will be considered abandoned and handled accordingly.