**GTIIT Incubator Management Regulations (Trial)**

**I. General**

In order to encourage the innovative and practical spirit of “Dream it, Do it!” among faculty and students of GTIIT, and improve the capability of innovation and entrepreneurship; GTIIT set up an innovation and entrepreneurship incubator (hereinafter referred to as incubator). The core goal of the incubator is to support GTIIT’s faculty, students and staff in commercializing their innovative ideas and starting their own businesses. The incubator is service-oriented and professional. It provides entrepreneurs with theoretical, policy and infrastructure support for entrepreneurship. It showcases talented members of our university to the public, featuring technological-oriented, business-oriented, product-oriented and service-oriented entrepreneurships. This regulation is formulated for ensuring the normal and orderly operation of the incubator.

**II. Organizational Structure and Responsibilities**

The daily business work of the incubator is managed by Guangdong-Technion Technology and Entrepreneurship Center (GTEC), which serves as the focal point for incubating companies. Daily operations and use are supported by the GTIIT Department of Operations and Logistics. Major decisions are approved and determined by the relevant divisional leaders in the university.

The main responsibilities of the incubator are:

1. Provide an environment and ecosystem that encourages innovation and entrepreneurship and supports it effectively.
2. Safe use of the incubator.
3. Archive of the reporting materials of the incubating companies.
4. Communication and implementation of relevant supports within the university.
5. Provide consulting and other services for the incubating companies, such as management, marketing, technology, law, finance, business administration, taxation, credit, venture capital, etc.

**III. Operation Management of the** **Incubating Company**

The incubating company must abide by the following management regulations:

1. Comply with the relevant laws and regulations of the state, abide by the school rules and regulations, and operate legally with integrity;
2. Operate independently and be responsible for its own profits, losses and liabilities;
3. Not transform the established layouts and decorations of the incubator without authorization. Any decoration project must be approved in advance by GTEC;
4. Operate in the area designated by the agreement, and not occupy the public area without permission. It is not allowed to transfer or sublease the site to others for use;
5. Establish awareness of intellectual property rights and confidentiality, and protect the intellectual property rights of the incubating company and the university. Do not infringe on the intellectual property rights of other companies and individuals;

**IV. Safety Management of the Incubation Team**

The integrated management, sanitation, water and electricity facilities, and safety management of the incubator are strictly implemented in accordance with the relevant management system of the university. The incubating company is required to abide by the following safety regulations:

1. Comply with the working schedule in relevant regulations established by the university and the incubator.
2. When leaving the incubator, please lock the door and close the window, turn off the power, and [eliminate](https://context.reverso.net/%E7%BF%BB%E8%AF%91/%E8%8B%B1%E8%AF%AD-%E4%B8%AD%E6%96%87/eliminate) all sources of ignition.
3. Activities involving participation of off-campus personnel must be applied for approval in advance.
4. Regardless of any safety hazards found, it is obliged to report to the Security Department or the Department of Operations and Logistics in a timely manner.
5. If safety accidents occur due to the poor management by the incubation team, the loss and legal responsibility shall be borne by the incubation team;

**V. Move-in and Exit of Incubating Team**

All teams that move in the incubator need to submit an application to GTEC via email (gtec@gtiit.edu.cn). After approval, the incubation team shall sign the “Incubator Commitment Letter”, and GTEC applies to the Operations Department for office access.

Basic requirements of move-in application:

1. The person in charge of the start-up company must be a full-time student or faculty member of GTIIT;
2. The entrepreneurial projects of start-up companies are innovative and with good market potential;
3. Student start-up companies should have certain start-up capital and risk-taking capability. Undergraduate students under 18 years old must obtain approval by parents.
4. Signing of the commitment letter attached below.

Circumstances of exiting the incubator:

1. Incubation teams that cannot perform the original entrepreneurial project for some reason;
2. Due to the rapid development and expansion of scale, the university incubator can no longer meet the development needs;
3. The incubation team violates the incubator management rules and regulations or relevant national laws and regulations.
4. Maximum incubation term duration has been reached and no extension has been approved,

**VI. Incubator Charges**

The incubator may charge the incubation team including but not limited to property fees, network fees, management fees, utility fees and other related fees in accordance with the relevant regulations of the university. In order to support the innovation and entrepreneurship of students on campus, GTIIT may provide free space for the incubation team within one year from the date of signing the commitment letter. After the one-year period, if you need to continue to use the space, the project leader must submit a written renewal application to GTEC, reporting on the achievements since the incubation and future development plans.

**VII. Supplementary Provisions**

The incubation team must abide by the above management regulations. For the incubation team that does not obey or violate the management regulations, the university has the right to suspend the incubation agreement, evacuate from the site, and investigate the responsibility for breach of regulations if necessary. Any information required on the regulations and related matters shall be requested from Guangdong-Technion Technology and Entrepreneurship Center (GTEC) of Guangdong Technion-Israel Institute of Technology (GTIIT).

**GTIIT孵化器入驻承诺函**

GTIIT Incubator Settlement Commitment Letter

我承诺遵守《GTIIT孵化器管理规定》的所有规定。如有违反，自愿接受规定和学校规章制度的处理，自愿承担相应的法律责任。

I commit to comply with all regulations of the GTIIT Incubator Regulations. I voluntarily accept GTIIT rules and regulations, and voluntarily assume the corresponding legal responsibility, if there is any violation.

承诺人(Company)：XXX公司（盖章/Stamp）

项目负责人Project Leader（签字/Sign）：

团队成员/Team members（签字/sign）：

日 期(Date)：