CityU Incubation Programme
Application Guidelines

1. Purpose

1.1 To offer further support to our start-ups and student entrepreneurship teams, CityU Incubation Programme provides a new functional co-working space and support for creative works and entrepreneurship development, as appropriate. The co-working space is located at FY-305, Run Run Shaw Library of CityU and administered by Knowledge Transfer Office (KTO).

2. Eligibility

2.1 The principal applicant should be a CityU current full-time student or alumnus who graduated within five years and is working full-time for his/her start-up.
2.2 The principal applicant must be the key owner and operator of the entrepreneurial project/start-up which has been established for less than five years at the time of application.
2.3 Priority will be given to CityU supported startups/entrepreneurship teams.

3. Support and Services for Successful Applicants

3.1 Successful applicants and team member(s) can enjoy the following services and support for a period up to one year\(^1\).
- Security access\(^2\) to the co-working space
- Well-equipped workspace
- Wifi internet connection on campus
- Mentoring support
- Priority in reserving seats for KTO’s entrepreneurial and networking activities with seasoned entrepreneurs, industry professionals, and potential investors
- Access to the open area and facilities at Innovation Commons including hot desks, computer workstation, scanner, printers and paper shredder

4. Selection Criteria

4.1 The application will be assessed primarily based on the following criteria:
- Stage of business
- Alternative workspaces
- Market viability
- Innovation and creativity, including potential intellectual property
- Business sustainability and team capabilities
- University/social/community impact
- Contribution to CityU entrepreneurship community
- Any other criteria that CityU sees fit

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\(^1\) The incubation period of CityU Incubation Programme 2017/18 will last until the end of June 2018.

\(^2\) Access rights to the co-working space will be granted to successful principal applicant and team member(s) with valid CityU Identity Cards, Alumni Library Tickets, etc. which permit their admission to the Run Run Shaw Library of CityU. Team members not from CityU may explore JULAC Library Cards or Friends of the Library for information.
5. Application Process

5.1 The principal applicant shall complete the CityU Incubation Programme Application Form available on KTO website (www.cityu.edu.hk/kto), and submit it together with the necessary documents by email to cityuic@cityu.edu.hk.

5.2 For the application deadline, please refer to the KTO website.

5.3 The application will be assessed by KTO and the principal applicant and/or team member(s) may be invited for interview.

5.4 Email notification of result shall be sent to the principal applicant normally within six weeks after the acknowledgement of receiving a complete set of application.

6. Acceptance of Offer for Admission

6.1 Successful principal applicant shall sign and return the Letter of Acceptance to confirm the acceptance of the offer for admission to CityU Incubation Programme within two weeks after the written notification of result.

6.2 If KTO does not receive the signed Letter of Acceptance from the successful applicant within the time frame stated in 6.1, KTO shall assume that the applicant has withdrawn his/her application. The subject application will be dismissed without further notice.

6.3 Successful principal applicant and team member(s) will be granted the access right to FY-305 with their valid CityU Identity Cards, Alumni Library Tickets, etc. on the same day when they return the signed Letter of Acceptance.

7. Enquiries

For further information, please contact Dr Sian Chan of Knowledge Transfer Office (Tel: 34426707; Email: cityuic@cityu.edu.hk).