

Universiti Tunku Abdul Rahman			
Guideline Title : UTAR Unovate Centre			
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UTAR Unovate Centre is aimed to provide support for UTAR students to set up new and innovative business.

1. Objectives

- 1.1 The UTAR Unovate Centre has the following objectives:
- To foster an entrepreneurial culture in the campus.
 - To nurture and accelerate the successful development of young businesses or start-ups during their early years.

2. Services

- 2.1. UTAR will provide the following services to the incubatee:
- Shared physical space
 - High-speed Internet access
 - Business advice
 - Networking connections
 - Mentoring
 - Training
 - Assistance to set-up the company
 - Legal advice
- 2.2. Each incubatee will be provided with the following:
- Desk
 - Chair

3. Eligibility

- 3.1 All registered UTAR students can apply to lease a space in the Unovate Centre.
- 3.2 UTAR students must jointly own at least 51% of the for-profit commercial business during application time.

4. Terms of Leasing

- 4.1 Each incubatee can only lease up to a maximum of two years in the Unovate Centre.
- 4.2 UTAR students who have graduated can continue to lease the space in the Unovate Centre but is subjected to Clause 4.1.
- 4.3 Any employee of the incubatee shall use the Unovate Centre only for general office purpose or information technology purpose and for no other purpose whatsoever without the prior written consent of UTAR. UTAR reserves the sole and absolute discretion to give or withheld this consent.
- 4.4 Any employee of the incubatee shall have access to the Unovate Centre during normal working hours from 8.30am until 5.30pm, Monday to Friday (except on public holidays). Unovate centre keys can be obtained from DCC and should be returned to DCC before 5.30pm on the same day.

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- 4.4.1 For access to the Unovate Centre between 5.30pm to 12.00am during normal working days or from 8.30am to 12.00am during weekends/public holidays, prior approval is required. Kindly complete **form: FM-DCC-028**. The Department Safety and Security (DSS) personnel will open the Centre's door for such cases.

Note: there should be at least 3 persons working (under 4.4.1).

- 4.4.2 Keys are not to be duplicated or loaned or transferred to others for any reason. Unauthorised duplication, use or transfer of any key may result disciplinary action against the key holder.

- 4.5 Each incubatee must submit a quarterly progress report to UTAR.

- 4.6 UTAR has the right to terminate the lease under the following conditions:

- The incubatee failed to pay the rental of the lease.
- The incubatee failed to submit the quarterly progress report.
- The business progress is unsatisfactory and the incubatee failed to implement the suggested corrective measures.
- UTAR students do not own any stake in the incubatee.
- The incubatee failed to comply with any of the leasing terms.

- 4.7 The incubatee may terminate the lease by giving UTAR fifteen (15) advanced working days' written notice.

5. Rental

- 5.1 The rental rate per month for one desk will be as follows:

Incubation Period	Rental (RM)
0 – 6 months	0.00
7 – 12 months	50.00
13 – 24 months	200.00

6. Application Procedures

- 6.1 Enquiry and pre-application consultation can be made with the Department of Consultancy and Commercialisation (DCC) of UTAR (Email: dcc@utar.edu.my for appointment).

- 6.2 Fill up the Application for Admission to UTAR Unovate Centre application form and submit to DCC of UTAR together with a business plan, equity agreement and all other relevant supporting documents.

- 6.3 The business plan is expected to cover among others the following:

- Business idea & background,
- Competitive analysis & business niche, justifications,
- Business project plan and timeline,
- Marketing and sales – strategy, plan & projection,
- Team / company setup and roles,
- Team member profiles,
- Budget and revenue projection, and
- Financial sources

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6.4 Application is open all year round.

6.5 All applications will be evaluated by the UTAR Entrepreneurship Development Committee (UTAREDC) based on the following criteria:

- a) Uniqueness and viability of business idea (25%)
- b) Capability and competency of team members (25%)
- c) Competitiveness analysis, feasibility and practicality of business plan and strategy (25%)
- d) Feasibility and practicality of business budget and financial plan (25%)

6.6 Presentation and interview sessions may be conducted for the assessment.

6.7 Proposed business idea must not be against the local and international laws and not in the objectionable list which includes night clubs, lounges, bars, foot reflexology, massage parlours, gambling, prostitution, social escort services, geomancy etc.

6.8 DCC shall inform applicants of the final decisions not later than 14 days after application submission date.

7. Implementation Procedures

7.1 All successful applicants must follow the following procedure:

- a) Receive the Letter of Offer and UTAR Unovate Centre Tenancy Agreement. The terms and conditions in the documents are non-negotiable.
- b) Accept the offer within 15 days from the date of the Letter of Offer by signing acceptance slip and signing the UTAR Unovate Centre Tenancy Agreement.
- c) Commence the business in the Centre.
- d) Report and discuss monthly progress with DCC.
- e) Submit business progress report and be assessed by UTAREDC every 3 months.
- f) Provide information of the business from time to time as required by the University.
- g) Participate in activities including exhibitions, business matching, etc. as arranged by the University.

8. Disclaimer

8.1 The incubatee understands and acknowledges that UTAR intends to provide support facilities to the incubatee in good faith to pursue its objective to foster an entrepreneurial culture in the Campus and to nurture and accelerate the successful development of young business or start-ups during their early years. It is understood that by agreeing to provide various supports and facilities, UTAR does not undertake responsibility for:

- a) Ensuring success of the incubatee, its products/process/services or marketability.
- b) Ensuring quality of support provided by UTAR to the complete satisfaction of the incubatee.
- c) Ensuring quality of services of the consultants engaged by the incubatee through UTAR. Incubatee will have to apply their judgments before getting into a relationship with them.

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8.2 The incubatee agrees that UTAR or their employees shall not be held liable for any reason on account of the above.