

Frequently Asked Questions (pot@hksyu)

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(I) Eligibility

1. Who is eligible to apply?

The principal applicant of pot@hksyu must be a current student or graduate of HKSJU aged between 20 to 35 and is a Hong Kong Permanent Identity Card holder.

2. Can I apply as a principal applicant or co-worker if I am a Mainland student or graduate?

For Mainland students, regrettably no. This is to avoid violation and/or misinterpretation of Hong Kong SAR immigration laws, regulations and policies relating to your student visa.

For Mainland graduates of HKSJU, you are permitted to apply on the condition that you can demonstrate at the time of application that you have already obtained the necessary visa approvals from the Hong Kong Immigration Department that you are permitted to establish and run a business in Hong Kong. For the avoidance of doubt, HKSJU will not assist Mainland graduates in obtaining the necessary visa approvals from the Hong Kong Immigration Department.

3. Can I apply if I previously studied at Shue Yan University but did not graduate?

Sorry, you are not a graduate and therefore not eligible to be a principal applicant. You can be a co-worker of a Startup team.

4. How many co-workers can be included in an application? Do they have to be HKSJU students or alumni?

Up to 3 co-worker(s) are permitted in one application. They may not necessarily have to be HKSJU students or alumni but must be aged 20 to 35 and should be Hong Kong Permanent Identity Cardholders. They must be included in the initial application and approved to be co-worker(s) of the Startup team.

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(II) **Application:**

5. When to apply?

The application period is 15 April 2019 to 27 May 2019. Please complete the Application Form (see separate Attachment). There is no application fee.

Completed applications should be sent to:

Office of Administrative Vice President
RLB602, 6/F, Low Block
Shue Yan University Research Complex
6 Wai Tsui Crescent, Braemar Hill
North Point
Hong Kong

or by email to pot@hksyu.edu by close of business on 27 May 2019.

For general enquiries, please contact on 2804 8404 during office hours, or leave a message on pot@hksyu.edu so that we can get back to you.

6. Should the application be written in English or Chinese?

HKSYU expects the application be written in English as we may have native English speaking academic staff on the selection panel. Application written in Chinese is not encouraged but may still be considered.

7. Do I submit the Business Registration at the time of application?

HKSYU would expect that you have obtained the Business Registration at the time of application. At the very least, you should be applying for the Business Registration and provide documentary evidence that you have lodged the application with the Inland Revenue Department (IRD). You are required to submit a valid Business Registration Certificate before you will be granted the usage license for pot@hksyu.

8. Can I use the address of pot@hksyu to obtain a Business Registration?

The registration address of the Startup cannot be the address of pot@hksyu due to the land grant conditions stipulated for HKSYU by the Hong Kong SAR Government.

9. How is the application assessed?

Each startup must submit a written business proposal/plan and make a face-to-face presentation when shortlisted for interview:

- Creativity and market niche (20%)
- Viability and sustainability (30%)
- Implementation plan and performance indicators (30%)
- Business skills and managerial experience (20%)

10. What is the format of interview?

The shortlisted Startup team (Principal applicant and all co-workers) must give a 20-minute presentation of their business proposal and plan in person, followed by 30 minutes of Q&As. The interview will be held at the Research Complex of HKSYU during the period of 3-15 June 2019. Only shortlisted applicants will be invited to the interview.

If you are not contacted by 1 August 2019, your application is considered as unsuccessful.

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(III) Pot@hksyu vs Startup Commons

11. What is “pot”?

Pot@hksyu is a co-working space established to support the next generation of entrepreneurs in running startups, and to help them realise their dreams.

“Pot” is the abbreviation of “pool of talent”. HKSYU considers that a new startup is like a seed, needing a secure and fertilized environment to grow. The co-working space (“共享工作間”) is the pot that ensures security and HKSYU’s supporting facilities are the fertilizers that cultivate the startup initiatives.

12. What is “Startup Commons”?

There is a Startup Commons (“創意空間”) located at RLG2/F of the Research Complex, and is an area open to all HKSYU students during term-time. Startup Commons is designated for hosting talks, workshops and group discussions. It is also the incubator where startup ideas are initiated and being developed.

“Startup Commons” is operated by the Department of Journalism and Communication.

13. So, why has HKSYU established two similar facilities? When do I use pot@hksyu and Startup Commons?

When you and/or your fellow students/friends have a business idea, Startup Commons will be the place where you sound out your creative thoughts, evaluate the feasibility and demand of your service/product, examine the different production and delivery options, discuss the financial viability, establish a sustainable business model, explore the funding sources and develop the business plan with clear goals and targets. Your startup business is still in its formative stage and no actual financial commitment has yet to be made. That is, everything is still “on paper” only.

Once your business plan is confirmed and you and/or your fellow students/friends are ready to commit financially, you have to register your business at the Inland Revenue Department or through certified accountants or recognized business service providers. Pot@hksyu will now suit the development stage of your business. A rent free work space together with the supporting services provided by HKSYU will help you develop your business further.

We cannot guarantee the success of your business. But we can give you the pot (a secure workplace) and fertilizer (supporting facilities and services) to grow your business when it is still an “infant”. Once your business grows into its next stage of

development, you will advance to a larger pot outside of HKSJU and give your space to another startup seed.

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(IV) Facilities

14. Where is “pot@hksyu”?

The co-working space is located at RHB106, 1/F, High Block of the Shue Yan University Research Complex, 6 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong.

15. What are the supporting facilities and services?

Standard *pot*:

- (i) Dedicated workstation with locker
- (ii) wifi and printing/scanning facility
- (iii) 24 / 7 access
- (iv) Free advice from designated mentor
- (v) Free consultation with university faculties (*subject to availability*)

Shared *pot* amenities

- (vi) Tables and chairs
- (vii) Dry pantry with fridge and microwave
- (viii) Balcony with outdoor table and chairs

University amenities (**subject to availability**)

- (ix) Meeting rooms
- (x) Conference rooms with skype facility
- (xi) Café and canteens
- (xii) Vending machines and ATM

Startup teams may use other university amenities at a discounted price, such as the lecture theatre, forum theatre, shooting studio and multi-media production facilities.

16. Will I be assigned more than one workstation?

Pot@hksyu has a floor area of around 560 sq. ft. which can accommodate 8 – 16 people working full-time there. It has 8 dedicated workstations and amenities such as printer, dry pantry, fridge, etc. Depending on the size of the startup, a maximum of 2 workstations can be assigned to one startup.

17. Can I use the teaching and learning facilities and other open areas of the University?

Yes, you can. However, please note that HKSJU staff and current undergraduate and postgraduate students will always have priority using the teaching and learning facilities, as well as open space and self-study areas of the University during term-time.

18. How long can I use pot@hksyu?

The usage license is granted to the startup on a six-monthly basis rent-free, renewable until the Startup grows to its next stage of development. You will be required to conduct a sharing session about the progress of your startup and communicate regularly with your assigned mentor. The decision to renew the usage license is subject to the sole discretion of HKSYU.

19. When will pot@hksyu be in operation?

Official Opening of pot@hksyu is scheduled on 1 August 2019

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(V) Accessibility:

20. Can I enter pot@hksyu after normal working hours?

The startup can have 24/7 access to pot@hksyu. However, they must register their after hour access (10pm – 8am Monday to Saturday, and all day Sunday, public holidays and university holidays) at the security counter located on G/F, Shue Yan University Research Complex.

For security and safety reasons, the HKSYU security officers can enter pot@hksyu at any time without prior notification.

21. Can I bring a visitor to pot@hksyu?

Yes, you can sign in up to 2 visitors. All visitors must be registered before access to pot@hksyu and must leave the university premises by 10pm in line with university policy for all visitors.

If you have more than 2 visitors, you may consider booking a meeting room or using other public areas of the University for meetings.

22. Can I bring additional electrical appliances, other than my personal computer and notebook to pot@hksyu?

No additional electrical or electronic appliance or household items can be brought to pot@hksyu without the prior approval of HKSYU. If approval is given, you will be responsible for the safe keeping of the item and HKSYU will not be responsible or liable for any lost or stolen items. You cannot use pot@hksyu as storage of personal belongings and household items.

23. Can I bring any pets to pot@hksyu occasionally?

Strictly no pets are allowed in pot@hksyu or anywhere within the HKSYU campus. Guide dogs for the visually impaired are exempt from this rule.

24. Can I smoke or drink in my assigned workstation?

HKSYU maintains a smoke-free and alcohol-free environment. No smoking and alcohol consumption inside the HKSYU campus is permitted.

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(VI) Usage License

25. Do I sign a tenancy agreement with HKSYU in order to use pot@hksyu?

There is no landlord and tenant relationship whatsoever. You will be granted a usage license to use pot@hksyu and associated supporting facilities and services. The usage license can be ceased by the HKSYU at any time at its own discretion.

26. Am I bound by any terms and conditions using pot@hksyu?

Yes, you are required to sign an undertaking and agree to be bound by the terms and conditions (see separate Attachment). Violation of the said terms and conditions may lead to the immediate cessation of the usage license without prior warning.

27. Can I physically run my startup business in pot@hksyu?

You cannot use pot@hksyu as a physical point-of-sale, retail/wholesale outlet or distribution center for your products.

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(VII) Sharing and Exchanges

28. Who is the mentor?

Each Startup will be assigned a mentor who is a full-time staff member of HKSYU. Like an Honours Project Supervisor, the mentor provides guidance and pastoral support to the Startup. She/he is also your liaison person with the HKSYU. You will meet regularly at pot@hksyu and share the progress of your business with her/him.

29. How often do I have to conduct sharing sessions?

You are required to conduct a one-hour sharing session for HKSYU students and alumni once every 6 months during your stay at the pot@hksyu. The sharing session is to provide students and alumni educational information and insight into the challenges and issues faced by the startup. University faculties and industry advisors may also attend the sharing session.

Hopefully, you will attract potential funder(s) to your sharing sessions, and successfully get funding for developing your startup business.

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(VIII) Deposit:

30. What are the costs?

There is no rental charge for the assigned workstation(s) and locker(s), nor electricity charges. Printing is user-pay, and Startup teams may use other university amenities at a discounted price, though enrolled students and staff will have priority using the teaching and learning facilities during term-time.

A cash deposit of \$5,000 is required upon signing of the Undertaking to use pot@hksyu. The startup shall keep the workplace in good repair and condition. The deposit will be refunded in full, subject to satisfactory return of the work space with no damage of any office furniture and equipment.

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(IX) Insurance:

31. Do I need insurance?

You are required to carry a renter insurance policy to cover your own equipment and third-party liabilities whilst using pot@hksyu. You will also have to indemnify HKSYU against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of any negligent action, errors and omissions, willful misconduct and fraud in connection with the startup's use of pot@hksyu.

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(X) Dispute Resolution

32. What if I have dispute with other startups in pot@hksyu?

You need to report the dispute and seek assistance from your mentor and/or security control located on G/F, High Block, Shue Yan University Research Complex. HKSYU will have the final decision in resolving any disputes with a startup or between startups with respect to their use of pot@hksyu and the services.

If the dispute is not resolved, either one or both of the Startups will be asked to vacate from pot@hksyu effective immediately.

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