

Entrepreneurial Policy

Document data:

Document type:	Policy
Administering Entity:	Entrepreneurial Committee
Records management system number:	VCD05/697
Date approved:	10 April 2007
Approved by:	Vice-Chancellor
Indicative time for review:	One year from date of approval
Responsibility for review:	Vice-Chancellor
Related policies or other documents:	University of New England Act 1993; Guidelines for Commercial Activities; Register of Commercial Activities; Manual for Administering the Register of Commercial Activities; Terms of Reference of the Entrepreneurial Committee; and Integrated Project Management documentation. For easy reference these documents are hyperlinked from www.une.edu.au/dvcdi/Framework.htm

Rationale and Scope

- This policy sets out the overarching rules for the development, approval, monitoring and review of all entrepreneurial and commercial activities carried out by the University or in the name of the University.
- The policy ensures fulfilment of University responsibilities set out in the Guidelines for Commercial Activities and in relation to the Register of Commercial Activities (Act, Section 21C).
- The policy applies in addition to the policies and requirements of Academic Board.
- The policy applies to all UNE staff members, schools, faculties, groups, research centres, and divisions.
- Support for entrepreneurial activities is provided by the Entrepreneurial Office and through its website www.une.edu.au/UNEonly/pvcieo.

Definitions

- The University of New England Act s.6 defines *commercial functions* as comprising the commercial exploitation or development, for the University's benefit, of any facility, resource or property of the University or in which the University has a right or interest (including, for example, study, research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others.
- These functions, and any other activity comprising the promotion of, establishment of or participation in any partnership, trust, company or other incorporated body, or joint venture, by or on behalf of the University, that is for the time being declared by the Guidelines to be a University commercial activity (Act, Section 21A), constitute *commercial activities*. Commercial activities are subject to the Guidelines for

Commercial Activities submitted by Council and approved by the Minister (Act, Section 21B).

- *Entrepreneurial activities* are those commercial activities, engaged in by a UNE staff member, school, faculty, research group, research centre, institutes, or division, that involve education and educational resources. Entrepreneurial activities are bound by the requirements for all commercial activities, but are subject to additional internal processes.

Policy

- All commercial activities will comply with the Guidelines for Commercial Activities.
- This policy will be administered by the Entrepreneurial Committee who will make recommendations on all proposed and existing commercial and entrepreneurial activities to the Vice-Chancellor.
- No commercial activity can be undertaken without:
 - the approval of the Vice-Chancellor and, where appropriate, Council;
 - a well-developed formal proposal and business plan having been appropriately vetted and assessed by the Entrepreneurial Committee; and
 - provisions for the on-going monitoring and review of the activity.
- The Entrepreneurial Committee may determine that particular entrepreneurial activities are to comply with the requirements of the Integrated Project Management (IPM) procedures set out at www.une.edu.au/dvcdi/Projects/IPM.htm, under the oversight of the Deputy Vice-Chancellor (Development and International).
- UNE will comply with National Governance Protocol 11.

Procedures

- The Entrepreneurial Committee will establish methods and procedures that ensure that the Guidelines for Commercial Activities are met.
- For those projects required to comply with the IPM procedures, the Committee will provide oversight of such projects in accordance with its terms of reference, including but not limited to advising the Deputy Vice-Chancellor (Development and International) on IPM and receiving reports arising from IPM.
- All submissions to the Entrepreneurial Committee should normally be made by a Pro Vice-Chancellor and Dean, by the Chair of an appropriate Faculty Committee, or the Director of a Centre.
- The Entrepreneurial Committee will identify one full time member of the University who is responsible for reporting to the Entrepreneurial Committee by 1st August each year, in respect of NGP 11. The designated staff member's name shall be recorded in the Commercial Activities Register.

RMO Trim No: VCD05/697 - 'Entrepreneurial Policy and Entrepreneurial Committee Terms of Reference and Membership'

Signed and approved by the Vice-Chancellor - 10 April 2007

Entrepreneurial Committee

Terms of Reference and Membership

1. Advise the Vice-Chancellor on the implementation of the Guidelines for Commercial Activities;
2. Advise the Vice-Chancellor on the manner in which commercial activities are conducted, including the stages of project proposal, management and review.
3. Provide oversight of the Register of Commercial Activities.
4. Monitor the application of the Entrepreneurial Policy and make recommendations for updating the policy; and
5. Where appropriate, in accordance with the Integrated Project Management procedures,
 - Receive reports and provide feedback to Project Teams on new and existing projects;
 - Analyse business plans and operations associated with new and existing entrepreneurial activities and provide recommendations to the relevant head of unit.

Reports to:

Vice-Chancellor

Membership:

Deputy Vice-Chancellor (Development and International)
Deputy Vice-Chancellor (Academic)
Chief Operating Officer
A Pro Vice-Chancellor nominated by the Vice-Chancellor

Co-option:

The Committee can co-opt members having specialist knowledge required by the Committee.

Support:

A nominee of the Chair will provide support.