Entrepreneurial Universities Annual Report Y1 20xx

Tertiary Education Organisation Administrative Information

## Entrepreneurial University Details

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| --- | --- |
| Name of university: | Click here to enter text. |
| Programme of entrepreneurial activity name | Click here to enter text. |
| Edumis number  | Click here to enter text. |
| Name of authorised contact: | Click here to enter text. |
| Position: | Click here to enter text. |
| Address (physical and postal if different): | Click here to enter text. |
| Phone number(s): | Click here to enter text. |
| Email: | Click here to enter text. |

## Approval of Annual Report of financial performance

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| I certify that the information contained in the Annual report of financial performance is, to the best of my knowledge, a true and correct representation of the intended spend of the programme of entrepreneurial activity for which I have responsibility, and the figures correspond to those which appear in the budget and, the budget approved by the TEC. |
| **Signature**: | **Date**: Click here to enter a date. |
| **Name**: Click here to enter text. |
| **Role: Chief Financial Officer / Delegated authority**: |
| **Phone number(s):** Click here to enter text. |
| **Email:** Click here to enter text. |

## Declaration and Authorisation by Vice Chancellor or delegated authority to submit Annual Performance Report

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| I declare that I am authorised to submit this Annual Report on behalf of university and that to the best of my knowledge the information given in this Annual Report is true and correct. |
| **Signature**: | **Date**: Click here to enter a date. |
| **Name**: Click here to enter text. |
| **Role: Vice Chancellor / delegated authority**: |

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| **Checklist**Please check you have:* Read the Outcome Assessment Framework document and Funding Agreement provided by TEC carefully.
* Completed and signed the declaration and authorisation section
* Completed all parts of the Annual Report (this document)
* Completed the associated budget/progress template (Excel workbook)
* Completed the risk register template (Excel workbook)
* All documents have been named with both the university name and programme of entrepreneurial activity name
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## Accountability

## Financial Management

*Please complete the separate “Budget/ Reporting template”.*

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| Financial Management*Please provide a narrative describing how the funding has been consumed against planned activities for the previous year* |
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## Risk Management

*Please update the separate “Risk Register template”.*

## Staff and Resourcing

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| Roles and Responsibilities*Please describe any changes to staffing during the last 12 months*  |
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## Continuous Improvement

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| Feedback and self-evaluation*Please describe the activities and processes implemented to encourage continuous improvement across the programme of entrepreneurial activity*  |
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## Performance

## Impact and Outcome Statements

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| Impact and Outcome Statements *Please provide a narrative describing how the programme of entrepreneurial activity is supporting the impact and outcome statements* |
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## Measuring Success

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| Measure description (as described in Annual Approach to activities) | Measure | Narrative |
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## Programme evolution

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| Variations to planned activities *Please provide a narrative describing any significant variations from planned activity. The narrative should include the reasons for the change and any new activity undertaken as a result of changes to the programme of entrepreneurial activity. Please describe how these changes will affect the impact and outcome statements.* |
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## Evaluation

## Key learnings

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| Lessons learned*Please provide a narrative indicating the lessons learned and any changes to the Programme Map/future Annual Approach to activities resulting from these learnings*  |
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