



Delegated Authorisation Schedule

This Schedule lists those people or bodies to whom authority has been delegated by the University Court to commit the University to a contractual or quasi-contractual arrangement (i.e. normally with an external body or person, such as the award of a contract).

In certain cases, the Delegated Authority will be the same individual who is authorised to sign documents. If the Delegated Authority is a body comprising two or more people, the person authorised to sign documents giving effect to the arrangement is

In some cases, such as the appointment of staff or when making offers to potential students, the individual authorised to sign documents on behalf of the University may be acting on behalf of the Delegated Authority.

The University Court may continue to exercise all authorities available to it whether or not they have been delegated. Authorities not delegated under this Schedule remain with the University Court.

The Queen Margaret University, Edinburgh (Scotland) Order of Council 2007 sets nine matters which are reserved to the Court and a further four matters which the Court is prohibited from delegating. These are set out in Appendix A.

Notes applicable to this Schedule are set out in Appendix B. Where a Note is applicable to a particular arrangement, it is referred to

The Delegated Authority is responsible for sub-delegating authorities granted and for adding an additional signatory or otherwise changing the Signatory. This is done by means of a written scheme. Delegated Authorities may use the suggested template for a written scheme attached as Appendix C. The Delegated Authority may continue to exercise all authorities granted to it whether or not they have been sub-delegated.

Delegation of Powers to the Principal

In accordance with the provisions of section 12(3) of The Queen Margaret University (Scotland) Order of Council 2007, the Court has made arrangements to delegate the authority for the discharge of its functions relating to the strategic direction and operational management of the University, and to discipline, to the Principal. In order to facilitate the carrying out of these delegated functions, the Court has delegated to the Principal the authority to commit the University to transactions with a value of up to £500,000.

	Categories of contractual or quasi-contractual transactions	Delegated authority	Signatory	Notes
1	Properties transactions			
	<i>Properties transactions with a value of greater than £500k and lease transactions with a duration of more than ten years are reserved to the Court.</i>			
1.1	Acquisition and disposal of an ownership interest in land tar	Finance & Estates	Director of Campus and	

1.2

4.4	Determining action under the University discipline procedure.	University Secretary	Dean / University Secretary	
4.5	Determining action under the Student Complaints procedure.	University Secretary	Dean / University Secretary	
4.6	Determining action under the Academic Appeals procedure.	University Secretary	Dean / University Secretary	
4.7	Determining action under the Fitness to Practise procedure.	University Secretary	Convener of FTP panel + University Secretary	
5	University awards			
5.1	Award of Honorary degrees and Fellowships	Senate	Principal / University Secretary	
5.2	Award of taught undergraduate or postgraduate awards	Senate	Principal / University Secretary	

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Educational contracts

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11.1 Contracts for the provision by the University of consultancy Dean services.

14.1	Agreement to allow a third party to enjoy the use of University premises or facilities, including the use of office space and laboratories	Director of Campus and Commercial Services	Director of Campus and Commercial Services	
15	Donations			
	<i>Over £500k, authority remains with the Court.</i>			

15.1 Acceptance of donations to the Development Fund.

	Ensure data is processed in compliance with the data protection principles contained in the Data Protection Act 1998	University Secretary	University Secretary	
	Ensure compliance with the Counter-Terrorism & Security Act 2015 (Prevent Duty in Scotland).	University Secretary	University Secretary	
	equality duty contained in the Equality Act 2010	University Secretary	University Secretary	
18	Learning Resource Centre			

Appendix A
Extract

Appendix B

**THIS IS APPENDIX A OF THE DELEGATED AUTHORISATION SCHEDULE ADOPTED BY THE UNIVERSITY COURT OF
QUEEN MARGARET UNIVERSITY, EDINBURGH ON**

g. Staff expenses of Deans and Directors shall be authorised by the Deputy Principal or Principal. Staff expenses of the Deputy Principal shall be authorised by the Principal and staff expenses of the Principal shall be authorised by the Chair of the University Court and the Convener of the Audit Committee.

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