



**Abertay  
University**

# **Scheme of Delegation**

**Revised December 2022, Approved February 2023**

## **A Authority reserved to Court**

- A1 Appoint the Principal & Vice-Chancellor
- A2 Appoint the Vice-Principal(s)
- A3 Appoint a person to hold the office of Secretary
- A4 Appoint a Chancellor to be the titular head of the University
- A5 Appoint lay members of Court
- A6 Appoint a Chair and Vice-Chair of Court
- A7 Approve changes to the governing Order (subject to Privy Council ratification)
- A8 Approve the Statement of Primary Responsibilities of Court
- A9 Approve the Standing Orders of Court
- A10 Approve Key Performance Indicators for the University
- A11 Approve mission and vision statements for the University
- A12 Approve the Strategic Plan for the University and operating plan
- A13 Approve key University-wide strategies including those relating to:
  - Estate strategy
  - Financial strategy
  - People strategy
  - Digital strategy
  - Research and Knowledge Exchange strategy (Court will be invited to endorse on recommendation of Senate)
  - Teaching and learning strategy (Court will be invited to endorse on recommendation of Senate)
- A14 Approve the annual report and financial statements for the University
- A15 Approve annual budget and financial forecasts
- A16 Approve the Outcome Agreement with the Scottish Funding Council
- A17 Approve the establishment of new companies or joint ventures

## **B Authority to approve delegated to Court committees**

When a Committee has acted under delegated authority it should submit a written report to the Court on the decision that it has taken on Court's behalf.

### **B1 Audit & Risk Committee**

B1.1 Approve the appointment of external auditors

B1.2 Approve the appointment of internal auditors

B1.3 Approve the annual audit plan

B1.4 Approve the annual audit and risk committee report

### **B2 Chair's Committee (and Chair of Court)**

B2.1 Approve the agenda for Court

B2.2 Appraisal and review of the Principal and the Secretary

B2.3 The Chair may delegate duties to other members of Court but must do so with the consent of Court and with due regard to the Chair's statutory responsibilities and the rules of Court. Any such delegation should be clearly recorded.

B2.4 Act in the name of Court between meetings. Action taken under delegated authority will normally consist of business that would not merit discussion at a Court meeting (such as signing of routine documents, and detailed implementation of matters already agreed by Court). Occasionally, matters may arise that are judged to be too urgent and important to await the next meeting. The Chair and/or Chair's Committee should then consider either calling a special meeting, consulting members of Court via correspondence or dealing with the matter via Chair's action – only when delaying a decision would disadvantage the University. Where such action is taken, a written report should be made at the next meeting of Court.

### **B3 Finance & Corporate Performance Committee**

B3.1 Approve the appointment of insurance brokers.

B3.2 Oversee the accounts of the Abertay Students' Association.

### **B4 Governance & Nominations Committee**

B4.1 Advertise for new members of Court and interview candidates (with a view to making recommendations to Court on the appointment of new members)

B5 People, Health & Equality Committee

None at present

B6 Remuneration Committee

B6.1 Approve the salary and conditions of service of the members of the Executive Group

**C Authority to approve delegated to the Principal**

C1 Lead and manage the University

C2 Authorise capital and revenue expenditure within the limits approved by the University Court when setting the University's annual budget.

C3 Authorise the virement of budgets within the financial framework approved by Court.

C4 Authorise the engagement of staff, determine their number and their terms and conditions of employment and vary any individual contract of employment.

C5 Authorise the University's engagement with legal and other agreements and affiliations with academic and other partners.

C6 Oversee the processes associated with the maintenance of good order in the University, including those associated with staff and student discipline.

*Important decisions - involving, for example, major staffing changes or the commitment of significant funds such as large capital projects or donations or potentially contentious partnerships– that are borderline in terms of the delegated authority of Court should nonetheless be discussed with Court to ensure transparency. This may mean that the items are novel, potentially contentious or repercussive but may be just within delegated limits or involve contractual commitments to significant spending in future years for which plans have not been set or which could be seen as setting a potentially expensive precedent.*

## **D Authority to approve delegated to Senate and its committees**

### D1 Senate

- D1.1 Approval of academic qualifications.
- D1.2 Approve academic undergraduate and postgraduate regulations<sup>1</sup> and academic policies of the University.
- D1.3 Approve the academic calendar.
- D1.4 Approval of the continuing academic standard of subjects through institution-led review.
- D1.5 Approve the nomination of a Senate representative to Court.
- D1.6 Establish *ad hoc* working groups.

### D2 Research & Knowledge Exchange Committee

- D2.1 Approve research policy, practice, procedures and codes (including the Code of Practice on Research and PGR Student and Supervisor Handbooks).
- D2.2 Approve research degree annual reports
- D2.3 Establish *ad hoc* working groups.

### D3 Teaching & Learning Committee

- D3.1 Establish *ad hoc* working groups.
- D3.2 Approve new programmes of study.
- D3.3 Approve major changes to existing programmes of study.
- D3.4 Approve policies and strategies around teaching and learning.
- D3.5 Approve academic quality and standards arrangements for new partnerships

### D4 Academic Quality & Standards Committee

- D4.1 Approve changes to existing modules
- D4.2 Approve new modules.
- D4.3 Approve minor changes to existing modules

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<sup>1</sup> Senate has delegated authority to the Vice-Principal (Academic) regarding waiving Academic Regulation 3 (Senate, 17 December 2017 refers)

D4.4 Approve external examiner appointments

D4.5 Approve School annual reports.

D5 School Academic Committees

D5.1 Approve Division annual reports

D5.2 Approve Programme annual reports

D5.3 Approve External Examiner annual reports

D5.4 Approve programme accreditations

D5.5 Approve assessment matrices.

D6 Academic Appeals Panel

D6.1 Authority to defer, uphold or not uphold academic appeals.

D7 Honorary Awards Board

D7.1 Approve honorary degree nominations.

D7.2 Approve honorary fellow nominations.

D8 Student Academic Disciplinary Panel

D8.1 Authority to deal with academic misconduct by students.

D8.2 Authority to impose sanctions on students found guilty of misconduct.

### **E Delegated authority with regard to financial transactions**

Area of Decision	Transaction Value	Delegated to	Current Financial Regulation reference
Management of budget and resources within approved Budget	As determined by approved Budget	Principal	
Establishment of a new company or joint venture	Any value	Court, on recommendation of Finance & Corporate Performance Committee	
Land and property purchase/ lease/disposal (out with approved Budget including associated capital expenditure programme)	Up to £500,000 Up to 10-year lease	Principal with agreement of Director of Finance, Infrastructure and Corporate Services	
	Over £500,000 Over 10-year lease	Court, on the recommendation of the Finance & Corporate Performance Committee	
Other estates and infrastructure capital projects (outwith approved University Budget including associated capital expenditure programme)	Up to £500,000	Principal with agreement of Director of Finance, Infrastructure and Corporate Services	
	Over £500,000	Court, on the recommendation of the Finance & Corporate Performance Committee	
Placing funds for investment	Any value	Director of Finance, Infrastructure and Corporate Services in accordance with Court-approved investment policies.	Fin Regs 15.3
Borrowing (this does not include rental/hire arrangements): application for loans and receipt of such borrowings	Any value	Any University financial borrowing (applications for, and receipt of) requires the approval of Court on the recommendation of the Finance & Corporate Performance Committee	
Raising of donations	Any value	Principal authorised to accept donations advised by Head of Fundraising and Director of Finance, Infrastructure and Corporate Services. For the use of donations (or the income from an endowment), regulations for general expenditure will apply	

