

**Delegated authority to sign contractual documents
on behalf of the University**

<u>Department</u>	<u>Documents</u>	<u>Post</u>
All academic departments	Student Placement Agreements	VP (Student Experience) Head of Department, or as delegated by Head of Department
Biology & Biochemistry	Material Transfer Agreements in standard form	Head of Department
Pharmacy & Pharmacology	Material Transfer Agreements in standard form	Head of Department
Research & Innovation Services	Confidentiality/Non-disclosure agreements	Director of Research & Innovation Services/ Head of Research Grant Development (Industrial Strategy)/Head of Research Impact and Commercialisation and Enterprise/Head of Post-Award & Project Management/Head of Pre-Award/ Head of Contracts/Research Commercialisation Managers
	Patent prosecution documents	Director of Research & Innovation Services/Research Commercialisation Managers/Head of Contracts
	Externally Funded Postgraduate Research	Director of Research and Innovation Services/Head of Pre-Award/Head of Contracts
	Academic Consultancy Contracts in standard terms, up to £10,000 pa per individual	Director of Research and Innovation Services/Head of Research Commercialisation and Enterprise/Head of Contracts

	Academic Consultancy Contracts in standard terms, up to £50,000 pa per individual	Director of Research & Innovation Services
	Academic Continuous Professional Development Contracts in standard terms, up to £20,000	Director of Research & Innovation Services/Head of Pre-Award & Head of Contracts
	Contracts/service agreements with external consultants	Director of Research & Innovation Services/Head of Pre-Award & Head of Contracts
	Commercialisation Agreements up to £50,000	Director of Research and Innovation Services/Head of Research Commercialisation and Enterprise
	Commercialisation Agreements up to £250,000	Director of Research and Innovation Services
	KTP Agreements	Director of Research & Innovation Services/Head of Pre-Award and Head of Contracts ⁱ
	Research Contracts/Agreements	Director of Research & Innovation Services/Head of Pre-Award/Head of Contracts
	Material Transfer Agreements	Director of Research & Innovation Services/Head of Research Grant Development (Research Councils, EC and Charities/ Head of Pre-Award/Head of Contracts ⁱⁱ

	Research Services to encompass CCAF, CAMERA and other services up to £20,000	Director of Research & Innovation Services/Head of Pre-Award/ Head of Contracts
Digital, Data and Technology Group	Software Contracts	Chief Digital and Information Officer/ Deputy Director (Technology)
	Hardware procurement arrangements	Chief Digital and Information Officer/Deputy Director (Technology)
	Third Party Support contracts	Chief Digital and Information Officer
Estates	Capital projects and operational contracts	Director of Estates, Director of Estates Operations, or as delegated by them
Human Resources	Contracts of Employment	Director of HR/Deputy Directors/HR Business Partners/HR Advisors (for grades 1-5)
	Contracts with external training suppliers and for provision of conference and meeting facilities/external venues	Director of HR/Staff Development Manager/Head of Staff Development
	Secondment agreements	Director of HR/Deputy Directors/HR Business Partners
Undergraduate Admissions and Outreach	Contracts with overseas agents who recruit students	Director of Student Recruitment and Admissions
Postgraduate Recruitment & Admissions	Contracts with overseas agents who recruit students	Academic Director of PGT Recruitment and Admissions
International Relations Office	Memoranda of Understanding	Pro-VC (Doctoral and Internationalisation)

Library	<p>Licences with publishers, Contracts for Library and Information Systems and Agreements with agencies such as the Copyright Licensing Agency up to £150,000</p> <p>Licences with publishers, Contracts for Library and Information Systems and Agreements with agencies such as the Copyright Licensing Agency up to £50,000</p> <p>Licences with publishers, Contracts for Library and Information Systems and Agreements with agencies such as the Copyright Licensing Agency up to £25,000</p>	<p>University Librarian</p> <p>Head of Library Academic Services/Head of Library Operational Services/Head of Library Research Services</p> <p>E-Resources and Serials Librarian/Bibliographic Services Librarian/Systems Librarian</p>
Department of Policy, Planning and Compliance	<p>HEIDI Plus Agreement</p> <p>Degree apprenticeship contracts</p> <p>ESFA contracts</p>	<p>Director of Policy, Planning and Compliance, or as delegated by the Director of Policy, Planning and Compliance</p>
Vice-Chancellor's Office	<p>HESA contracts</p> <p>EngD Agreements</p> <p>Filming Agreements</p>	<p>Vice-Chancellor</p> <p>Senior Legal Adviser</p>
Procurement	<p>Purchasing Orders for over £10,000</p> <p>Contracts for purchase</p> <p>Consultancy Agreements</p>	<p>Head/Deputy Head of Procurement</p>
Sports Development and Recreation	<p>Equipment and Merchandising contracts up to £10,000 for less than 3 years. Standard contracts (approved by legal) for events, facilities hire, sponsorship and partnerships</p>	<p>Director of Sport</p>
Executive Education	<p>Contracts to deliver executive education (non credit-bearing provision only – see RIS entry for academic consultancy)</p>	<p>Director of Executive Education or Commercial Director</p>

ⁱ In the event that **all** of the above are away from the University (physically away because for example of annual leave):- Head of Research Grant Development/Head of Research Grant Development (Industrial Strategy)/Head of Research Commercialisation and Enterprise.

ⁱⁱ Ditto

Last reviewed by University Executive Board: 26 November 2019

[Document to be reviewed as necessary to maintain up-to-date record of delegated authority]