Contents
1. Introduction ........................................................................................................................................5
   1.1 Duration of validity ..................................................................................................................5
   1.2 Purpose ......................................................................................................................................5
   1.3 Coverage .....................................................................................................................................5
   1.4 Reporting arrangements ..........................................................................................................5
   1.5 Emergency powers ..................................................................................................................5
   1.6 Delegated powers ....................................................................................................................5
   1.7 Named deputies/alternates ......................................................................................................6
   1.8 Audit Committee .....................................................................................................................6
   1.9 Financial limits ..........................................................................................................................6
   1.10 Levels of authority under HR procedures ..........................................................................8
   1.11 Use of the common seal ........................................................................................................8
2. University Council .........................................................................................................................9
   2.1 Strategic and Financial ..........................................................................................................9
   2.2 Appointments ........................................................................................................................9
   2.3 Redundancy ............................................................................................................................9
   2.4 Other ........................................................................................................................................9
3. Senate ...............................................................................................................................................10
4. Senior Management Group .........................................................................................................10
5. Finance & Policy Committee ......................................................................................................11
6. Health & Safety Committee .......................................................................................................11
7. Remuneration Committee ..........................................................................................................11
8. Audit Committee ..........................................................................................................................11
Planning Committee .................................................................................................................. 12
Academic Promotions Committee ............................................................................................. 12
Teaching Committee .................................................................................................................. 12
Special Cases Committee .......................................................................................................... 12
Ethics Committee ...................................................................................................................... 12
Boards of Studies ....................................................................................................................... 12
Standing Committee on Assessment ......................................................................................... 13
Research Committee ................................................................................................................ 13
HYMS Joint Senate Committee ................................................................................................. 13
Hull York Medical School Joint Board ...................................................................................... 14
Operations Group ..................................................................................................................... 14
Chair of Council ......................................................................................................................... 15
Treasurer .................................................................................................................................. 15
Deputy Treasurer ...................................................................................................................... 15
Vice-Chancellor .......................................................................................................................... 16
Deputy Vice-Chancellor ............................................................................................................ 16
Pro Vice-Chancellor (Research) .................................................................................................. 16
Academic Co-ordinators ............................................................................................................ 17
Heads of Academic Departments ............................................................................................... 17
Registrar and Secretary ............................................................................................................. 17
Directors of Support Services ................................................................................................. 18
Academic Registrar ................................................................................................................. 18
Director of Estates & Campus Services ..................................................................................... 18
Director of Commercial Services .............................................................................................. 19
33 Director of Finance ................................................................. 19
34 Deputy Director of Finance .................................................... 19
35 Director of Human Resources .................................................. 20
36 Director of Information .......................................................... 20
37 Director of Research and Enterprise Services ............................ 20
38 Director of External Relations .................................................. 20
39 Intellectual Property Manager ............................................... 20
40 Research Grants and Contracts Manager ................................. 20
41 Heads of College (formerly Provosts) ....................................... 21
42 Supplies Manager .................................................................. 21
43 Commercial Finance Manager ................................................ 21
44 Support Services – Heads of Sections ....................................... 21
45 Management Accountants, Financial Accountant, Finance Accounts Manager and Corporate Reporting Manager .................. 21
46 Director of Registry Services .................................................... 21
47 Assistant Registrar: Student Progress ...................................... 21
1. Introduction

1.1 Duration of validity
With effect from 28 February 2014 and until such date as it may subsequently decide, the Council has reserved specific powers to itself and delegated others as set out in this Scheme.

1.2 Purpose
To define those decision-making powers that are reserved for specific levels of authority. The Scheme is not intended as a general description of roles, remits and responsibilities.

1.3 Coverage
Committees and individuals involved in the governance and management of the University.

1.4 Reporting arrangements
It should be assumed that all significant matters are reported to the Council unless otherwise explicitly stated.

1.5 Emergency powers
Where an emergency decision is required by Council then approval can be given by obtaining four signatures as follows:
1. the Vice-Chancellor, and
2. Chair of Council, and
3. two people from: Deputy Vice-Chancellor, Treasurer, Deputy Treasurer, Registrar & Secretary

1.6 Delegated powers
While the scheme identifies that certain powers are delegated to specific committees or individual office-holders, any committee or office-holder may decide that a particular issue requires to be ratified by a higher level of authority.
1.7 **Named deputies/alternates**
Where powers are reserved to individuals, it should be assumed that a nominated deputy or alternate may exercise the same power in the absence of the post-holder.

1.8 **Audit Committee**
The Audit Committee may investigate any matters within its terms of reference with full access to information and University staff. The Committee shall bring to the attention of the Chair of Council any matter of concern to the Committee.

1.9 **Financial limits**
Where decision-making powers have been delegated with financial limits, these limits are escalated from individuals to another individual/body etc.

When the financial approval mechanism through Council is not possible for any reason, authority is delegated to a group consisting of the Chair of Council, the Treasurer, the Vice-Chancellor and the Deputy Vice-Chancellor, advised by the Director of Finance (with the outcome reported to Council at the next available opportunity).

The financial limits are as follows:

**Capital expenditure**
- Research capital expenditure £0 -£250k: Head of Department
- Research capital expenditure £250k - £1m: Pro- Vice Chancellor (Research)
- Non Research capital expenditure £0- £1m: Registrar & Secretary, Director of Finance, Director of Estates and Campus services
- Capital expenditure £1m-4m: Senior Management Group
- Capital expenditure > £4m: University Council

**Leasing**
The approval limits for leases are one fifth of the capital approval limits. Director of Finance signs all leases.

The annual lease costs and their approvals are:
- Research capital expenditure £0 -£50k: Head of Department
Research capital expenditure £50k - £200k  Pro-Vice Chancellor (Research)
Non Research capital expenditure £0-£200k  Registrar & Secretary, Director of Finance, Director of Estates and Campus services
Capital expenditure £201k-£800k  Senior Management Group
Capital expenditure > £800k  University Council

Disposal of assets
£0-£10k  Heads of Academic Departments/Directors of Support Services
£10k - £100k  Registrar & Secretary
£100k - £1m  Senior Management Group
>£1m  Council
Limits refer to net book value or proceeds

Business developments for academic departments
£0-£100k  Deputy Vice-Chancellor
>£100k  Vice-Chancellor

Business developments for non-academic departments
£any  Registrar

Purchase orders and invoices
Each department has an authorisation hierarchy for purchase orders and purchase invoices which should comply with the following limits for procurement:
£0k-£5k  Use University, regional or national agreements
£5k-£20k  Obtain three quotes and value for money statement
£20k-EU threshold  Tender

Main Bank Account signatories
£0-£5k  Accountants
>£5k  One Accountant signature AND one signature from Vice-Chancellor / Registrar & Secretary / Director of Finance / Deputy Director of Finance / Commercial Finance Manager
Other Bank Accounts signatories (i.e. deposit accounts)
> £0 Any two signatures from Financial Accountant/ Registrar & Secretary / Director of Finance/ Deputy Director of Finance

Applications, Awards and Contracts for research projects
See table at Appendix 1
Applications, Awards and Contracts for non-research projects
See table at Appendix 1

Budget transfers (virement)
£0-£100k Budget holder
>£100k Relevant Academic Co-ordinator or Registrar & Secretary for non-academic departments

Guarantees
Capital expenditure
Research capital expenditure £0 -£250k Head of Department
Research capital expenditure £250k - £1m Pro- Vice Chancellor (Research)
Non Research capital expenditure £0- £1m Registrar & Secretary, Director of Finance, Director of Estates and Campus services
Capital expenditure £1m-4m Senior Management Group
Capital expenditure > £4m University Council
Non capital expenditure Director of Finance

Benefactions
£1k-£100k Director of External Relations / Registrar & Secretary
>£100k Vice-Chancellor

1.10 Levels of authority under HR procedures
For details of the above, refer to procedures and guidelines at: http://www.york.ac.uk/admin/hr/resources/policy

1.11 Use of the common seal
Vice-Chancellor / Deputy Vice-Chancellor / Treasurer / Registrar & Secretary / Director of Finance.
2 University Council

2.1 Strategic and Financial
2.1.1 Approve the University's mission, strategic vision, long term business plans, key performance indicators (KPIs) and annual budgets (prior to submission to HEFCE)
2.1.2 Approve financial strategy, including annual capital programme, annual budgets and borrowing strategy
2.1.3 Approve the University’s Consolidated Annual Report and Financial Statements
2.1.4 Approve priorities for capital expenditure in all areas of the University
2.1.5 Approve capital expenditure on projects with an anticipated cost of more than £4m

2.2 Appointments
2.2.1 Approve appointment of Vice Chancellor (in consultation with Senate)
2.2.2 Approve appointment of Registrar & Secretary (in consultation with Senate)
2.2.3 Approve appointment of Librarian (in consultation with Senate)
2.2.4 Approve appointment of internal and external auditors (in consultation with the Audit Committee – see 9.6 below)
2.2.5 Approve appointment of lay members of Council including the Chair
2.2.6 Approve lay membership of Council Committees

2.3 Redundancy
2.3.1 Approve proposals to make redundant 10 or more FTE employees within a department or 10% of the FTE of employees within a department
2.3.2 Approve arrangements for making academic and academic-related posts redundant and approve any subsequent redundancies

2.4 Other
2.4.1 Approve changes to Charter and Statutes and new Statutes (in consultation with Senate and subject to Privy Council ratification)
2.4.2 Approve changes to Ordinances and new Ordinances (in consultation with Senate if relating to “courses of study, the conditions of award of degrees, diplomas and certificates, examinations, the powers and duties of the Senate or the Boards of Studies, the affiliation or incorporation of other institutions and the recognition of teachers”, Charter 16.b)
2.4.3 Approve creation of new academic departments
2.4.4 Approve disposal of assets valued at more than £1m (net book value)
2.4.5 Approve arrangements for superannuation of employees
2.4.6 Approve standing orders for operation of Council
2.4.7 Award honorary degrees
2.4.8 Approve the University’s overall remuneration strategy
2.4.9 Approve research related applications over £4m as set out in Appendix 1

3 Senate
3.1 Approve the overarching academic strategies of the University
3.2 Approve new degree regulations and changes to degree regulations
3.3 Award degrees and other qualifications
3.4 Approve appointment of members of Senate committees and academic members of other committees
3.5 Elect Senatorial members of Council
3.6 Approve policy for the admission of students to the University
3.7 Approve appointment of heads of academic departments and other senior academic appointments
3.8 Approve academic promotions
3.9 Approve honorary academic appointments
3.10 Approve conferment of Emeritus titles on former members of staff

4 Senior Management Group
4.1 Approve long-term plans of departments
4.2 Approve departmental medium-term plans and budgets
4.3 Approve expenditure outside of agreed departmental budgets
4.4 Approve the formation and winding up of subsidiary, associated and spin-off companies
4.5 Approve loans and grants to subsidiary companies of more than £100k
4.6 Approve disposal of assets with a value of less than £100k (net book value)
4.7 Approve student fee rates (home and overseas)
4.8 Determine student accommodation fees (in consultation with Director of Finance)
5 Finance & Policy Committee
5.1 Approve changes to Financial Regulations
5.2 Approve changes to accounting policies
5.3 Be consulted on changes to employer's contributions to the University of York Superannuation Scheme
5.4 Recommend the Annual Accounts for approval by Council (jointly with Audit Committee)
5.5 Approve changes to Risk Management Strategy and Corporate risk registers
5.6 Approve changes to borrowing strategy, limits, and associated risk management
5.7 Approve annual budget and medium term financial forecast
5.8 Approve changes to investment policy and deposit arrangements
5.9 Approve short term borrowing/ overdraft arrangements
5.10 Approve banking arrangements

6 Health & Safety Committee
6.1 Approve policies and procedures affecting health and safety

7 Remuneration Committee
7.1 Determine salaries for the Vice-Chancellor
7.2 Determine salaries for the Senior Management pay group.

8 Audit Committee
8.1 Approve internal audit strategy and annual plans
8.2 Approve external audit strategy
8.3 Approve Committee’s own annual report for submission to Council and HEFCE
8.4 Monitor risk management strategy
8.5 Make recommendations to Council for appointment of internal and external auditors
8.6 Approve remuneration of internal and external auditors
9 Planning Committee
9.1 Approve plans for restructuring of academic departments
9.2 Approve creation of inter-disciplinary centres
9.3 Approve Tuition fee levels

10 Academic Promotions Committee
10.1 Approve confirmation of academic staff appointments following probation

11 Teaching Committee
11.1 Approve the introduction of new taught and research programmes of study
11.2 Approve modifications to existing taught programmes
11.3 Approve collaborative provision for taught or research programmes

12 Special Cases Committee
12.1 Take final decisions on all cases referred to it under Regulation 2 (Research Degree awards, supervision, assessment), Regulation 5 (University assessments, academic misconduct and the conferment of degrees), Regulation 6 (General academic regulations and procedures for undergraduate students) and Ordinance 8 (Exemption from part of the attendance requirements of the University)
12.2 Determine outcome of appeals by students against decisions of Boards of Studies affecting their academic progress

13 Ethics Committee
13.1 Approve projects where external approval or funding bodies require the approval of a University-level Ethics Committee
13.2 Determine and review the departmental-level mechanisms and procedures for identifying and considering ethical issues arising from academic activities

14 Boards of Studies
14.1 Approve subject-level regulations for the teaching, curricula and examination of subjects or groups of subjects in accordance with the University’s overarching academic framework
14.2 Recommend examiners for appointment by the Senate (via delegated authority to the Standing Committee on Assessment)

15 Standing Committee on Assessment
15.1 Approve the appointment of internal examiners at all levels
15.2 Approve the appointment of external examiners at all levels, including terms of appointment
15.3 Approve the results of University examinations at all levels
15.4 Approve recommendations for transfer of registration for graduate and postgraduate students
15.5 Approve the remuneration levels for external examiners

16 Research Committee
16.1 Approve disbursement of funds from the Research Priming Fund
16.2 Approve recommendations for extensions of submission deadline for postgraduate students
16.3 Determine outcome of appeals by postgraduate research students

17 HYMS Joint Senate Committee
17.1 Approve on behalf of the Senates of the Universities, Regulations and appropriate Codes of Practice relating to academic awards for programmes of study offered by HYMS
17.2 Approve the appointment of internal and external examiners, on the recommendation of the HYMS Board of Studies
17.3 Approve appointments to Honorary Clinical Academic status of teachers in HYMS programmes employed in the National Health Service or other institutions external to the Universities
17.4 Approve the academic management structures for progression and for awards on the recommendation of the HYMS Board of Studies
17.5 Ratify recommendations for the award of Certificates, Diplomas and Degrees
17.6 Hear appeals against decisions of the HYMS Board of Studies in respect of awards, progression, termination, suspension, and other disciplinary sanctions, as laid down in HYMS Code of Practice on Academic and Fitness to Practise Appeals
17.7 Create, as required, a sub-committee to hear appeals against decisions of the HYMS Board of Studies taken upon recommendations made by the Fitness to Practise Panel, as laid down in HYMS Code of Practice for Fitness to Practise Medicine
17.8 Instruct the Dean of HYMS to instigate any action which may be deemed necessary to maintain and/or enhance the academic quality of any programme of study offered by HYMS
18 Hull York Medical School Joint Board
18.1 Approve the management structure of HYMS

19 Operations Group
19.1 Approve revisions to car parking charges following consultation with campus trade unions
20 Chair of Council
20.1 Approve resolutions on behalf of Council in accordance with emergency powers

21 Treasurer
21.1 Approve expenses claims of Vice-Chancellor
21.2 Approve the use of the common seal (alternate to Vice-Chancellor, Deputy Vice-Chancellor, Director of Finance and Registrar & Secretary)
21.3 Approve resolutions on behalf of Council in accordance with emergency powers

22 Deputy Treasurer
22.1 Approve resolutions on behalf of Council in accordance with emergency powers
23 Vice-Chancellor
23.1 Approve appointments to externally advertised Chairs
23.2 Approve applications for research projects which have a value of over £4m or involve capital expenditure of more than £4m (see Appendix 1 for full details)
23.3 Approve appointment of University employees as directors of subsidiary, associated and spin-out companies
23.4 Approve appointments to second and third-tier senior management grade posts in the central support departments
23.5 Approve business plans for new academic initiatives with a projected annual value of more than £100,000
23.6 Exclude, suspend or refuse to admit a student in accordance with Statute 6
23.7 Approve returns to HEFCE and HESA
23.8 Approve University nominations to the boards of companies
23.9 Approve purchase orders and purchase invoices
23.10 Appoint a panel for an appeal by an employee against dismissal
23.11 Approve early retirement and voluntary severance cases
23.12 Approve the use of the common seal (alternate to Deputy Vice-Chancellor, Treasurer, Director of Finance and Registrar & Secretary)
23.13 Approve expenses claims of Deputy Vice-Chancellor, Registrar & Secretary and Director of Finance
23.14 Approve benefactions with a value of more than £100,000
23.15 Approve resolutions on behalf of Council in accordance with emergency powers

24 Deputy Vice-Chancellor
24.1 Act as bank signatory for transactions over £5,000
24.2 Approve non-standard applications for student registration
24.3 Approve expenses claims of PVCs and Academic Co-ordinators
24.4 Approve business plans for new academic initiatives with a projected annual value of up to £100,000
24.5 Approve use of the common seal (alternative to Vice-Chancellor, Treasurer, Director of Finance and Registrar & Secretary)
24.6 Approve purchase orders and invoices in their area
24.7 Approve expenses claims of members of staff in their area
24.8 Approve resolutions on behalf of Council in accordance with emergency powers

25 Pro Vice-Chancellor (Research)
25.1 Approve applications for research related activities (see Appendix 1 for full details)
26 Academic Co-ordinators
26.1 Approve expenses claims of heads of academic departments
26.2 Approve purchase orders and invoices for their area
26.3 Approve expenses claims of members of staff in their area

27 Heads of Academic Departments
27.1 Approve academic appointments of academics below the level of Chair (in consultation with chair of appointing panel)
27.2 Approve allocation of resources within the Department
27.3 Approve expenditure within agreed budgets and in accordance with the Financial Regulations
27.4 Approve extended leave of absence for academic staff within the Department
27.5 Approve disposal of assets with a value of less than £10,000 (net book value)
27.6 Take disciplinary action against a student in accordance with Regulation 7
27.7 Approve cash advances to members of staff (jointly with Director of Finance)
27.8 Approve purchase orders and invoices for their department
27.9 Approve research related applications in accordance with Appendix 1
27.10 Approve non-research-related applications in accordance with Appendix 1
27.11 Approve expenses claims of members of staff in their department
27.12 Approve payments to members of staff of earned consultancy income

28 Registrar and Secretary
28.1 Approve non-research-related contracts or amendments/cancellation of contracts with a value up to £0.5m (see Appendix 1 for full details)
28.2 Approve creation of new posts, filling of vacant posts and extension of existing posts in central support departments for posts in grades 6-8
28.3 Approve disposal of assets with a value of less than £100,000 (net book value)
28.4 Take disciplinary action against a student in accordance with Regulation 7
28.5 Act as bank signatory for transactions over £5,000
28.6 Approve purchase orders and invoices
28.7 Approve the use of the common seal (alternate to Vice-Chancellor, Deputy Vice-Chancellor, Treasurer and Director of Finance)
28.8 Approve expenses claims of direct reports
28.9 Approve expenses claims of Council members (other than the Vice-Chancellor)
28.10 Approve expenses claims of the Chancellor
28.11 Approve benefactions with a value of up to £100,000 (alternate to Director of External Relations)
28.12 Approve resolutions on behalf of Council in accordance with emergency powers

29 Directors of Support Services
Directors of Support Services are in charge of their support service. They have heads of support sections who report to them. Some of the Directors of Support Services have specific authorisations in addition to those listed in this section. These authorisations are listed later in this document.

29.1 Approve expenditure in accordance with agreed budgets and the Financial Regulations
29.2 Approve confirmation of appointments following probation for relevant support staff
29.3 Approve creation of new posts, filling of vacant posts and extension of existing posts in central support departments for posts in grades 6-8
29.4 Approve cash advances to members of staff (jointly with Director of Finance)
29.5 Approve disposal of assets with a value of less than £10,000 (net book value)
29.6 Approve purchase orders and invoices for their support service
29.7 Approve expenses claims of members of staff in their support service

30 Academic Registrar
30.1 Approve changes to Student Tuition fee status where there is a dispute (eg Home to Overseas)
30.2 Approve waiving of tuition fees/charging of repeat tuition fees based on recommendation from Special Cases Committee.
30.3 Impose disciplinary penalties in accordance with Regulation 7 in the Charter and Statutes.

31 Director of Estates & Campus Services
31.1 Approve, with the countersignature of the Director of Finance, property leases (either as lessor or lessee)
31.2 Approve appointment of contractors for building and maintenance works for contracts of a value up to £1m
31.3 Approve non-research-related contracts or amendments/cancellation of contracts with a value up to £0.5m
31.4 Approve purchase orders and invoices for the support service
31.5 Approve expenses claims of members of staff in the support service
32 Director of Commercial Services
32.1 Approve non-research-related contracts or amendments to contracts with a value of up to £500,000
32.2 Approve purchase orders and invoices for the support service
32.3 Approve expenses claims of members of staff in the support service

33 Director of Finance
33.1 Approve changes to Financial and Purchasing Procedures
33.2 Approve administrative and security arrangements relating to University investments and bank accounts
33.3 Approve research-related applications and contracts in accordance with Appendix 1
33.4 Approve non-research-related applications and contracts in accordance with Appendix 1
33.5 Countersign, with the Director of Estates and Campus Services, property leases (either as lessor or lessee)
33.6 Sign all non-property related leases
33.7 Approve cash advances to members of staff (jointly with heads of departments)
33.8 Approve investment of funds on University’s behalf in accordance with Treasury policy (with countersignature of Deputy Director of Finance or other bank signatory)
33.9 Act as bank signatory for transactions over £5,000
33.10 Approve purchase orders and invoices for the support service
33.11 Approve expenses claims of members of staff in the support service
33.12 Approve salary deductions and payments to collecting bodies such as HMRC, pension schemes (alternate to Deputy Director of Finance)
33.13 Approve the use of the common seal (alternate to Vice-Chancellor, Deputy Vice-Chancellor, Treasurer and Registrar & Secretary)

34 Deputy Director of Finance
34.1 Sign research-related contracts and applications in accordance with Appendix 1
34.2 Approve investment of funds on university’s behalf in accordance with Treasury policy (with countersignature of Director of Finance or other bank signatory)
34.3 Act as bank signatory for transactions over £5,000
34.4 Approve salary deductions and payments to collecting bodies such as HMRC, pension schemes (alternate to Director of Finance)
34.5 Approve purchase orders and invoices for the support service
34.6 Approve expenses claims of members of staff in the support service
35 Director of Human Resources
35.1 Appoint a manager to hear an appeal against formal disciplinary action under the grievance procedure
35.2 Approve purchase orders and invoices for the support service
35.3 Approve expenses claims of members of staff in the support service

36 Director of Information
36.1 Sign licence agreements and purchase orders for books, journals, equipment and software, where expenditure is within agreed budget.
36.2 Approve purchase orders and invoices for the support service
36.3 Approve expenses claims of members of staff in the support service

37 Director of Research and Enterprise Services
37.1 Sign research and related contracts in accordance with Appendix 1(alternate to Director and Deputy Director of Finance)

38 Director of External Relations
38.1 Approve benefactions with a value of up to £100,000 (alternate to Registrar & Secretary)
38.2 Approve purchase orders and invoices for the support service
38.3 Approve expenses claims of members of staff in the support service

39 Intellectual Property Manager
39.1 Sign confidentiality agreements and materials transfer agreements on behalf of the University
39.2 Sign sponsorship and insurance declarations relating to clinical trials
39.3 Sign research-related memoranda of understanding, heads of terms and non-financial IP licences
39.4 Approve research and non research related contracts and applications in accordance with Appendix 1

40 Research Grants and Contracts Manager
40.1 Sign research-related contracts with a value of less than £250k pa. (see Appendix 1 for full details)
41 Heads of College (formerly Provosts)
41.1 Take disciplinary action against a student in accordance with Regulation 7

42 Supplies Manager
42.1 Review all orders above £15,000 before they are placed

43 Commercial Finance Manager
43.1 Act as bank signatory for transactions over £5,000

44 Support Services – Heads of Sections
Heads of Sections of Support Services report to Directors of Support Services. Some Heads of Support Sections may attend Heads of Department Forum.
44.2 Approve purchase orders and invoices up to value defined in financial regulations

45 Management Accountants, Financial Accountant, Finance Accounts Manager and Corporate Reporting Manager
45.1 Act as bank signatory for transactions up to and including £5,000
45.2 Approve salary deductions and payments to collecting bodies such as HMRC, pension schemes, for amounts up to £5,000

46 Director of Registry Services
46.1 Approve studentship arrangements upto £250k

47 Assistant Registrar: Student Progress
47.1 Approve studentship arrangements upto £250k
## Appendix 1 – Scheme of delegation by project type

<table>
<thead>
<tr>
<th>Activity type</th>
<th>Research Related Activities</th>
<th>Non-Research Related Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total York Value</strong> (Note 1)</td>
<td><strong>R codes</strong></td>
<td><strong>A codes</strong></td>
</tr>
<tr>
<td><strong>Under £250k</strong></td>
<td>Under £250k</td>
<td>Under £250k</td>
</tr>
<tr>
<td><strong>£250k-£1m</strong></td>
<td>£250k-£1m</td>
<td>£250k-£1m</td>
</tr>
<tr>
<td><strong>Over £1m</strong></td>
<td>Over £1m</td>
<td>Over £1m</td>
</tr>
</tbody>
</table>

### Limits

- **Amount of Capital Expenditure included**
  - Under £250k
  - £250k-£1m
  - Over £1m

### Approval

- **Coating Approval**
  - RGC Grant Co-ordinator
  - Capital Accountant: Capital elements
  - RGC: Revenue elements
  - Management Accountant
  - HoD or nominee
  - HoD and Capital Accountant
  - HoD on nominee

- **Outline Case Approval**
  - HoD
  - PVC-R
  - PVC-R
  - DoF and PVC-R
  - DoF and PVC-R
  - HoD
  - PVC-R
  - HoD
  - DoF

- **Full Application Approval**
  - HoD
  - PVC-R
  - PVC-R
  - DoF
  - VC and Council
  - HoD
  - PVC-R
  - HoD, if relevant
  - PVC-R
  - HoD
  - DoF

- **Tender Terms and Conditions Review and Approval**
  - Contracts Officer/IP Manager
  - Contracts Officer/IP Manager
  - Contracts Officer/IP Manager

- **Contract Review**
  - Contracts Officer/IP Manager (or European Officer for EU FP7 collaborations only)
  - Contracts Officer/IP Manager

### Notes

1. Normally the contract risk and rewards associated with York will only derive from the York element of a collaborative project. Hence the threshold levels apply normally to the University of York value only. However, if the University of York carries the risk associated with other partners, the threshold should be applied to the total project value.

2. *Research Related Activities* includes any activities associated with Research, not only R codes – it includes studentships, use of research facilities etc.

**Abbreviations**

- DDoF = Deputy Director of Finance
- DoF = Director of Finance
- DoRE = Director of Research and Enterprise
- DRS = Director Registry Services
- AR-SP = Assistant Registrar (student progress)
- RSA = Research Student Administration

**Note**

- "Research Related Activities" includes any activities associated with Research, not only R codes – it includes studentships, use of research facilities etc.