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	<b>Categories of contractual or quasi-contractual transactions</b>	<b>Delegated authority</b>	<b>Signatory</b>	<b>Notes</b>
<b>1</b>	<b>Properties transactions</b>			
	<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

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3.4



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8.6	Arrangements between the University and the undertakings defined in 5.5, e.g. memoranda of understanding, member or shareholder agreements.	Finance & Estates Committee	Director of Operations and Finance	
8.7	Write-off or write-down of moneys due to the University : (a) Up to £10,000 (b) £10,000 or above	(a) Director of Operations and Finance (b) Principal	(a) Director of Operations and Finance (b) Principal	
<b>9</b>	<b>Funding bids</b>			
9.1	Funding bids in response to initiatives from the Scottish Funding Council (SFC)	Principal	Principal	
<b>10</b>	<b>Research grants and contracts</b>			
10.1	Applications for research grants	Dean	Head of Research Grants and Contracts Unit	

10.2







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## Appendix A

(11) The following matters are reserved to the Court

- (a) the solvency of the University;
- (b) the determination of strategic direction or policy matters affecting the University;
- (c) the employment arrangements and monitoring of performance of the Principal;
- (d) the consideration of the amendment or revocation of this Order;
- (e) the approval of an annual business plan and annual budget;
- (f) the strategy for risk management;
- (g) the review and the monitoring of the management of the University and its performance;
- (h) the appointment and terms of engagement of a Secretary; and
- (i)

(12) The Court shall not delegate any matter it considers to be material relating to

- (a) safeguarding the property, assets or undertaking of the University;
- (b) approving any significant commercial activities involving the University;
- (c) establishing and monitoring systems of control and accountability within the University; or
- (d) strategy for establishing and monitoring of any entity with which the University is involved.

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Appendix B

**THIS IS APPENDIX A OF THE DELEGATED AUTHORISATION SCHEDULE ADOPTED BY THE UNIVERSITY COURT OF QUEEN MARGARET UNIVERSITY, EDINBURGH ON 17 OCTOBER 2012**

**NOTES**

**Applicability of Notes**

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 capital contracts or the offer of a place to an individual student).

**Notes**

a.

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- 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.
- h. All borrowing, lending and investment transactions are subject to the Treasury Management Policy approved by Finance Committee in June 2012. This Policy may be amended or replaced in the future. If so it is the amended or replacement policy which applies.
- i. The Director of Finance can authorise borrowing within existing facilities approved by the Court.
- j. The Deputy Principal will consult with the relevant Dean depending on which School is to receive a donation with particular regard to terms which a donor may wish to attach to a donation. Acceptance of any donation with restricted academic purposes must be approved by the relevant Dean. If the donation involves land and buildings, acceptance must be approved by the Director of Campus Services in addition to the Dean.

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Position and Name of Individual	Specimen Signature of Individual