

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Delegations Authority Policy and Schedule</h2>
Document Type	Policy and Schedule
Administering Entity	Board of Directors
Latest Approval/ Amendment Date	February 20, 2019
Last Approval/ Amendment Date	August 09 , 2018
Approval Authority	Board of Directors
Indicative time of Review	February 19, 2021

### 1. Purpose

This Policy outlines the delegated authority from the Board of Directors of S P Jain Global Management (S P Jain) to committees or persons to make key corporate, academic and operational decisions. It provides the principles of delegation, including the requirement for review and monitoring of delegations to ensure they remain appropriate.

### 2. Scope

The Policy applies to the Board of Directors, Academic Board and its sub-committees, the President, other senior members of staff and the entire higher education community.

### 3. Definition of Terms

**Delegate** means the committee or body of the School, staff member or officer to whom or to which a delegation of authority has been made under this policy.

**Delegation of Authority** is the partnership of authority and responsibility to another person to carry out specific activities and decision making. However, the person who has delegated the task remains accountable for the outcome of the delegated work.

**Board of Directors (BoD)** is made up of external and internal directors who are responsible for the overall governance of the School. The BoD is the governing body of the School.

**Academic Board (AB)** is made up of external and internal members and is authorised by the BoD to provide academic leadership to the School.

**Committee** refers to any committee established by the Board of Directors in accordance with the Constitution.

**Director** means a director of S P Jain Global Management Pty Ltd, who has been duly appointed.

**Person** means the person occupying a particular position within the School.

#### **4. Policy Principles**

- a. Delegations are made to a position in the organisational structure, not to an individual occupying a position. Individuals are however, responsible and accountable for decisions that they make in exercising their delegations.
- b. Delegations and delegates must maintain compliance with relevant legislation, regulations, the School's Constitution, and relevant policies.
- c. Delegates must be aware of and refer to all relevant policies, procedures and guidelines as well as external legislative requirements when exercising delegations.
- d. Delegates must maintain records and any other form of documentation relevant to the exercise of their delegation.
- e. Delegates must report all pertinent matters to the body to which authority has been delegated from and documented in the meeting minutes.
- f. A delegate may, in the exercise of a delegated function, exercise other functions that are incidental or necessary to complete the delegated function. This means that a delegate can sign documents or give approval considered necessary to properly exercise the delegation, if they have been delegated decision-making authority.
- g. A delegate may appoint another staff member, officer, committee or body to provide advice about the exercise of delegated authority including decision-making. However, the delegate always remains responsible and accountable for the decision or action.
- h. Some delegations include a specific requirement for the delegate to seek advice before exercising the delegation. The delegate must be able to provide evidence of this consultation.
- i. Financial delegations are to be exercised within the budget approved by the Board of Directors and adhere to any limits or restrictions documented in the Delegation of Authority Schedule at Appendix 1.
- j. The Delegation of Authority Schedule are the only valid delegations for which authorisations are permitted.
- k. Delegations should be reviewed at least annually to monitor their effectiveness and determine if they remain appropriate.

#### **5. Instruments of Delegation**

The Board of Directors of the School has developed terms of reference for the relevant sub-committees and position descriptions for persons (employees), which are the instruments of delegation, that have been approved by the Board of Directors.

## **6. Implementation**

The Board of Directors has delegated authority to sub-committees, consistent with the Constitution at Article 6.16, and established terms of reference for the delegated sub-committees. Delegations should only be authorised to committees or persons that appropriate expertise to carry out the function effectively. The Board of Directors may still exercise its powers even though they may have been delegated. The Constitution does not allow for sub-delegations and therefore all delegations must be from the Board of Directors.

The terms of reference for each sub-committee outlines the decision-making capacity and responsibilities for each sub-committee, and the Delegation of Authority Schedule outlines further details of the delegations and any restrictions imposed.

The approved Delegation of Authority Schedule contains the only authorised delegations. Each approved revision immediately supersedes any previous delegated authority. The Schedule should be updated after each review of delegations.

## **7. Conflicts of Interest**

If a delegate believes there is a real or perceived conflict of interest, the delegate must not exercise the delegated authority. In deciding whether there is a conflict of interest, delegates must ensure that there would be no direct or indirect benefit in exercising the delegation.

## **8. Breaches of Delegated Authority**

Breaches of delegated authority are considered as serious and may be dealt with under the relevant misconduct policy. Employees or committee members who believe that a delegation has been inappropriately exercised are obliged to report the matter to the Vice President – Academic, Vice President – Administration, President, or the Board of Directors.

## Appendix 1 - Delegation of Authority Schedule

This Delegation of Authority Schedule summarises the key powers and decisions that are contained in the relevant terms of reference/position description. Whilst there is no official delegation warranted for the terms of reference for the Board of Directors (because this is implied within the grant of power to the board to manage the company contained within the company's Constitution), key decisions are listed in this register for ease of identification of decision-making powers and regulatory purposes.

The delegations listed in the Schedule below are the only authorised delegations and supersede any previous delegated authority.

### Abbreviations:

BoD	Board of Directors
RMAC	Risk Management and Audit Committee
AB	Academic Board
ARCDCA	Academic Regulations and Course Development Committee
AC	<del>Admissions Committee</del>
LT&QAC	Learning, Teaching and Quality Assurance Committee
EC	Examinations Board
RKCC	Research and Knowledge Creation Committee
AQAC	<del>Academic and Quality Assurance Committee</del>
ToR	Terms of Reference
VPA	Vice President - Academic
VPAdmin	Vice President - Administration
HoC	Heads of Campuses

### Schedule

Delegation Authority Details	Delegation Source	Delegate To
Overall management and fiduciary duties	Constitution	BoD
Budget, financial viability and administration oversight	ToR BoD	BoD
Strategic direction and planning approval and monitoring	ToR BoD	BoD
Risk management oversight	ToR BoD	BoD
Overall quality assurance and regulation: approval of non-academic policies and procedures and regulatory submissions	ToR BoD	BoD
Conferral of higher education awards	ToR BoD	BoD
Risk management monitoring of risk assessment	ToR RMAC	RMAC
Quality assurance monitoring of audit outcomes	ToR RMAC	RMAC
Financial operational management and administration	Position Description	Director - Finance
Operational strategic and risk management	Position Description	President
Overall operational management and administration of day to day matters	Position Description	President
Academic governance oversight of sub-committees to ensure regulatory and quality standards are met	ToR AB	AB
Academic quality assurance and regulation: approval of academic policies and procedures and monitoring effectiveness of implementation	ToR AB	AB

Curriculum and overall academic oversight: approval of courses; monitoring of teaching and learning quality and outcomes and associated resources and support	ToR AB	AB
Academic staff resourcing monitoring	ToR AB	AB
Curriculum development and review: limited to development and advisory role, and making recommendations to AB	ToR ARCDC	ARCDC
Academic policy development, monitoring, review and advice	ToR ARCDC	ARCDC
Learning and teaching overall monitoring and advice: L&T Plans, course content and associated resourcing reviews; scholarship; health and wellbeing of students and staff	ToR LT&QAC	LT&QAC
Assessment moderation and consistency of outcomes, approval of final grades, and recommending graduand list for AB approval.	ToR EB	EB
Course and teaching management and administration	Position Description	VP (Academic)
Admissions decisions and monitoring, and reporting on statistic relating to admissions and student progress	Position Description	Vice President - Administration/Registrar
Student management and administration, including admissions	Position Description	Vice President - Administration/Registrar
Credit, articulation and RPL management and administration: academic content decisions made by Heads of Faculty; general decisions made by Registrar in consultation with Vice President - Administration	Position Description	Vice President - Administration/Registrar and Heads of Faculty
Research monitoring, mentoring and reporting	ToR RKCC	RC
Overall quality assurance monitoring and continuous improvement: review of policies and procedures; and quality audits	ToR LT&QAC	LT&QAC
Campus management and administration	Position Description	HoC