

Contract Category	Threshold	Approval Requirement	Signing Officers	Contract Manager	Storage	Related Policies/Procedures	Notes
	<i>Aligned with policy or financial procedure/regulation requirements</i>	<i>Executive Role/SMT/Council</i>	<i>Aligned with approval requirement</i>		<i>Which office normally holds the contract and is responsible for ensuring it is kept up to date and accessible</i>	<i>If the signing authority derives from a policy or procedure or if there is a policy or procedure that would impact on the content/wording of a contract</i>	
1. Appointment of staff							
Staff contracts (permanent and fixed term)		Council / Finance Committee delegated to: President & Principal Chief Financial Officer	Director of HR HR Recruitment Team Payroll Administration Team	HR People Services	HR	Financial Regulations	
Staff contracts (temporary staff, including staff on long-term consultancy contracts)	≤£50k per annum (or pro-rated) £50k-£100k per annum (or pro-rated) >£100k per annum (or pro-rated)		Hiring manager Relevant Vice-Principal, Executive Dean or Head of Professional Service Relevant Senior Vice-Principal	Hiring manager	Relevant departmental office		
2. Agreements relating to student education or training							
New Partners:							
International Partner Agreements (MoA)	All Risk Levels	College International Committee	Vice-Principal (International)	Global Engagement Office Manager	Global Engagement	ToFR CIC	
UK Partner Agreements (MoA)	Low risk Medium Risk High Risk	Collaborative Provision Sub-Committee	Vice-Principal (Education)	Faculty Quality Assurance Manager (local level and low to medium risk) Quality, Standards & Enhancement (College level and high risk)	Faculty	ToFR CPSC	Copies of agreements are also lodged with QSE
Articulation	Low risk	Faculty Education Committee (or equivalent)	Executive Dean of Faculty	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision	Copies of agreements are also lodged with QSE
Co-operative partnership (taught)	Low risk	Faculty Education Committee or equivalent (straightforward) or Collaborative Provision Sub-Committee (complex) (Activity Schedule)	Executive Dean of Faculty	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision/ Procedures for programme and module approval/ Procedures for programme and module monitoring & review	Copies of agreements are also lodged with QSE
	medium risk	Programme Development & Approval Sub-Committee (Programme PAF)	Vice-Principal (Education)				
Doctoral Training Centre Partnerships	Low risk	PRSS	Vice-Principal (Research)	Head of Doctoral Partnerships			
Double or multiple award (taught)	Medium to high risk	Faculty Education Committee or equivalent (straightforward) or Collaborative Provision Sub-Committee (complex) (Activity Schedule) / Programme Development & Approval Sub-Committee (Programme PAF)	Vice-Principal (Education)	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision/ Procedures for programme and module approval/ Procedures for programme and module monitoring & review	Copies of agreements are also lodged with QSE
Dual award (taught)	Medium risk	Faculty Education Committee or equivalent (straightforward) or Collaborative Provision Sub-Committee (complex) (Activity Schedule) / Programme Development & Approval Sub-Committee (Programme PAF)	Vice-Principal (Education)	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision/ Procedures for programme and module approval/ Procedures for programme and module monitoring & review	Copies of agreements are also lodged with QSE
Flying Faculty	Low to medium risk	College International Committee	Executive Director of King's Education (KPED)	KPED			
Joint award (taught)	High risk	Faculty Education Committee or equivalent (straightforward) or Collaborative Provision Sub-Committee (complex) (Activity Schedule) / Programme Development & Approval Sub-Committee (Programme PAF)	Vice-Principal (Education)	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision/ Procedures for programme and module approval/ Procedures for programme and module monitoring & review	Copies of agreements are also lodged with QSE
Joint award (research)	High risk	PRSS	Vice-Principal (Research)	Joint Degree Provision & Quality Assurance Manager	Centre for Doctoral Studies	Procedures for postgraduate research degree approval & monitoring	Copies of agreements are also lodged with QSE

Off-campus study (taught)	Low	Faculty Education Committee (or equivalent) / Programme Development & Approval Sub-Committee	Executive Dean of Faculty	Faculty Quality Assurance Manager	Faculty	Procedures for the approval and monitoring of collaborative provision/ Procedures for programme and module approval/ Procedures for programme and module monitoring & review	Copies of agreements are also lodged with QSE
Off-campus study (research)	Low	PGR Supervisor	Head of Department	PGR departmental administrator	Department		Separate guidance in place for off campus research activity produced by the Centre for Doctoral Studies
Progression	Low	Faculty Education Committee (or equivalent)	Executive Dean of Faculty	Faculty Quality Assurance Manager	Faculty		
Split-site PhD	Low to medium risk	College International Committee / PRSS	Vice-Principal (International) / Vice-Principal (Research)	Joint Degree Provision & Quality Assurance Manager	Centre for Doctoral Studies	Procedures for postgraduate research degree approval & monitoring	
Study Abroad/Student Exchange	Low to medium risk	College International Committee	Vice-Principal (International)	Associate Director Global Mobility	Global Mobility	ToFR CIC	
Validated Provision	High risk	Collaborative Provision Sub-Committee (Activity Schedule) / Programme Development & Approval Sub-Committee (Programme PAF) / Academic Board	Vice-Principal (Education)	Head of Collaborative Provision	Quality, Standards & Enhancement	Procedures for validation and accreditation	
Placement provision	Low	Faculty Education Committee (or equivalent) / Programme Development & Approval Sub-Committee	Executive Dean of Faculty	Faculty Quality Assurance Manager	Faculty		
Internships & Global Placements	Low risk		Head, Careers & Employability / Head, Employer Engagement & Head of relevant academic dept				Separate guidance in place for off campus research student placement activity produced by Quality Standards & Enhancement in liaison with the Careers Office
Confidentiality / Non-Disclosure Agreements relating to international partnerships	N/A		VP (International) VP (Education) VP (Research) Deputy VP (Global Business Development)	Deputy VP (Global Business Development)	Global Business Development	Contracts Policy & Procedure	
Variations with low impact to existing contracts relating to international contracts	Low		VP (International) VP (Education) VP (Research) Deputy VP (Global Business Development)	Deputy VP (Global Business Development)	Global Business Development	Contracts Policy & Procedure	
3. Research related grants, contracts, agreements							
Research awards on non-standard/complex terms	All All <£1m		Director, RGC Head of Contracts Senior Contracts Associate (designate)	Relevant PI		Research Grants & Contracts	
Standard NIHR Awards	All All All		Director, RGC Head of Contracts Head of Pre-Award	Relevant PI		Research Grants & Contracts	
Sub-awards, Subcontracts, external consultancies & collaboration agreements	All All All All		Director, RGC Head of Contracts (designate) Head of Pre Award Senior contracts Associate (designate)	Relevant PI		Research Grants & Contracts	
Atypical agreements, e.g., secondments, inter-institutional agreements, Framework	All All <£1m ≥£1m		Director, RGC Head of Contracts Senior Contracts Associate (designate) Head of Pre-Award	Relevant PI		Research Grants & Contracts	
European Commission grants, consortium agreements	All All All		Director, RGC Head of Contracts (designate) Head of Pre-Award	Relevant PI		Research Grants & Contracts	

European confidentiality agreements on customary terms	All All All All		Director, RGC Head of Contracts (designate) Head of Pre-Award IP&L Team	Relevant PI	Research Grants & Contracts
Non-standard/complex collaboration agreements, sub-awards, subcontracts, external consultancies	All All <£1m		Director, RGC Head of Contracts Senior Contracts Associate	Relevant PI	Research Grants & Contracts
Confidentiality agreements on customary terms or with a valid precedent	All All All All		Director, RGC Head of Contracts Senior Contracts Associate Head of Pre-Award IP&L Team	Relevant PI	Research Grants & Contracts
Confidentiality Agreements related to KHP CTO			Director, RGC Head of Contracts Senior Contracts Associate Head of Pre-Award	Relevant PI	Research Grants & Contracts
Material transfer agreements (including DTAs, TTAs) on customary terms or with a valid precedent	All All All All All		Director, RGC Head of Contracts Senior Contracts Associate (Designate) Head of Pre-Award (Designate) IP&L Team	Relevant PI	Research Grants & Contracts
Confidentiality agreements and Material Transfer Agreements on non-customary terms or terms without a valid precedent	All All All All		Director, RGC Head of Contracts Senior Contracts Associate (Designate) IP&L Team	Relevant PI	Research Grants & Contracts
Atypical agreements, e.g., secondments, interinstitutional agreements, Framework	All All <£1m <£1m		Director, RGC Head of Contracts Senior Contracts Associate (Designate) IP&L Team	Relevant PI	Research Grants & Contracts

4. Service contracts

i.e., where the university or a unit provides a professional, admin, technical or educational service, program or product to an external entity	≤£50k £50k-£250k >£250k		Relevant Head of Department Relevant Executive Dean / Head of Professional Service Relevant Senior Vice-President	Relevant Department Manager	Relevant Department
Professional and Continuing Education	<£250k £100k-£250k >£250k		Director of Professional Education Executive Director, School of Professional & Continuing Education Senior Vice-President (Operations)	KPED Associates	KPED Office

5. Banking

Main Bank Account	<£10k any one person £10k-£25k - one from Group A >£25k - two from Group A		Group A President & Principal Senior Vice-Presidents College Secretary Chief Financial Officer Group B Chief Accountant	Chief Accountant Chief Financial Officer	Finance
Subsidiary Company Bank Accounts	<£10k - one person >£10k - two people		Directors of the relevant subsidiary Secretary of relevant subsidiary	Chief Accountant	Finance

6. Loans to staff

Hardship loan - advance against salary	£5k- £25k ≤£5k ≤£5k	Finance Committee	President & Principal (with Chief Financial Officer) Chief Financial Officer Chief Accountant	Chief Accountant	Finance
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7. Borrowing

Capital borrowing		College Council	President & Principal Chief Financial Officer	Chief Accountant	Finance
Revolving Credit / Overdrafts		Finance Committee	Chief Financial Officer Chief Accountant	Chief Accountant	Finance

8. Investment transactions

Endowments & Trusts		Council / Finance Committee / Investments Sub-Committee	Chief Financial Officer Chief Accountant Treasury Accountant	Chief Accountant	Finance
General funds		Council / Finance Committee / Investments Sub-Committee	Chief Financial Officer Chief Accountant Treasury Accountant	Chief Accountant	Finance

Money Market Deposits		Finance Committee	Chief Financial Officer Chief Accountant Treasury Accountant	Chief Accountant	Finance
Short term investments (up to one year)		Finance Committee	Chief Financial Officer	Chief Accountant	Finance
Investment in spin-out companies		Finance Committee	Chief Financial Officer	Chief Accountant	Finance
9. Equipment Leases					
Leases for non-IT equipment		Finance Committee	Principal Senior Vice-Principals Chief Financial Officer	Relevant Departmental Manager	Relevant Department
Renewal of non-IT leases			Principal Senior Vice-Principals Chief Financial Officer Chief Procurement Officer	Relevant Departmental Manager	Relevant Department
IT Leases	≤£2m - Any from Group A >£2m - One from Group A plus one from Group B		Group A CIO Director, Office of CIO (designate) Director, IT Services (designate) Group B President & Principal Senior Vice-Presidents Chief Financial Officer Chief Accountant (designate)	Office of the CIO	Office of the CIO
10. Disposal & Destruction of College Assets					
Including sale of College Assets	≤£20k >£20k	Finance Committee	Relevant Head of Department Chief Financial Officer	Chief Accountant Chief Procurement Officer	Finance
11. General Procurement					
Purchases not covered elsewhere on this schedule	≤£5k ≤£25k ≤£100k ≤£250k ≤£250k All All	Finance Committee	Designate for relevant Head of Department Relevant Head of Department Relevant Executive Dean or Head of Professional Service Relevant Senior Vice-President Chief Procurement Officer President & Principal Chief Financial Officer	Relevant Departmental Manager	Relevant Department
12. Construction and maintenance agreements					
Including architect and design consultants as well as construction and maintenance firms					
Construction	All All All ≤£5m ≤£1m ≤£5m ≤£250k ≤£250k		President & Principal Senior Vice-Presidents Chief Financial Officer Director, Estates & Facilities Chief Surveyor Director, Real Estate Development Chief Procurement Officer Chief Accountant	Chief Surveyor Director (Real Estate Development)	Estates
Hard & Soft Services and Utilities	All All All ≤£5m ≤£1m ≤£5m ≤£5m ≤£250k ≤£250k		President & Principal Senior Vice-Presidents Chief Financial Officer Director, Estates & Facilities Chief Surveyor Director, Real Estate Development Director, Facilities Chief Procurement Officer Chief Accountant	Chief Surveyor Director (Real Estate Development)	Estates
Consultants, Construction & FM Management	All All All ≤5m ≤1m ≤5m ≤5m ≤250k ≤250k		President & Principal Senior Vice-Presidents Chief Financial Officer Director, Estates & Facilities Chief Surveyor Director, Real Estate Development Director, Facilities Chief Procurement Officer Chief Accountant	Chief Surveyor Director (Real Estate Development)	Estates

Contracts for Goods & Services	All All All ≤£5m ≤£1m ≤£5m ≤£5m ≤£250k ≤£250k		President & Principal Senior Vice-Presidents Chief Financial Officer Director, Estates & Facilities Chief Surveyor Director, Real Estate Development Director, Facilities Chief Procurement Officer Chief Accountant	Chief Surveyor Director (Real Estate Development)	Estates	
13. Real estate acquisition and disposal						
Property Leases (including Land)	All		President & Principal Senior Vice-Presidents Chief Financial Officer Director, E&F (short-term - 12 months or less)	Chief Financial Officer	Finance	Financial Regulations ToFR ESC ToFR FC
Property Disposals	All	President together with the Chief Financial Officer may approve up to £5m. Acquisition/disposal over £5m - approval of Council on recommendation of Finance Committee and Estates Strategy Committee	Leases w/annual liability greater than £500k - Council on recommendation of Estates Strategy Committee & Finance Committee.	President & Principal Senior Vice-Presidents Chief Financial Officer	Chief Financial Officer	Finance
Property Acquisitions	All		President & Principal Senior Vice-Presidents Chief Financial Officer	Chief Financial Officer	Finance	
13. Lease of university facilities						
Freehold property let by the university to third parties			President & Principal Senior Vice-Presidents Chief Financial Officer Director, E&F (short-term - 12 months or less)	Chief Financial Officer	Finance	
Sub-lets of leases where the university is landlord			President & Principal Senior Vice-Presidents Chief Financial Officer Director, E&F (short-term - 12 months or less)	Chief Financial Officer	Finance	
Sub-lets of leases where the university is tenant			President & Principal Senior Vice-Presidents Chief Financial Officer Director, E&F (short-term - 12 months or less)	Chief Financial Officer	Finance	
14. Hospitality/King's Venues						
Venue hire contracts			Head of Event Operations Head of Sales & Marketing Director of King's Community Business Services	Director of King's Community Business Services	King's Venues	King's Venues
Summer Schools Venues & Residential			Head of Event Operations Head of Sales & Marketing Director of King's Community Business Services	Director of King's Community Business Services	King's Venues	King's Venues
Summer vacations - agreements with booking agencies			Head of Event Operations Head of Sales & Marketing Director of King's Community Business Services	Director of King's Community Business Services	King's Venues	King's Venues
Catering for events			Head of Event Operations Head of Sales & Marketing Director of King's Community Business Services	Director of King's Community Business Services	King's Venues	King's Venues
15. Use of university name and marks						
Permission to use the university brand, name or mark	All <£50k <£50k <£25k	Council	Senior Vice-Principal (Operations) Deputy Vice-Principal (Operations) Director of Brand & Marketing Head of Brand	Head of Brand	Brand & Marketing	
16. Advertising, sponsorships, commercial activities						
Marketing agencies - outsourced work			Director of Brand & Marketing Deputy Director of Brand & Marketing (various portfolios)	Director of Brand & Marketing	Brand & Marketing	
International Student Recruitment Agents			Director of Brand & Marketing	Director of Brand & Marketing	Brand & Marketing	

Market Research agencies		Director of Brand & Marketing Deputy Director of Brand & Marketing (various portfolios)	Director of Brand & Marketing	Brand & Marketing	
Brand Strategy agencies		Director of Brand & Marketing Deputy Director of Brand & Marketing (various portfolios)	Director of Brand & Marketing	Brand & Marketing	
Third party in-market operations facilitators		Director of Brand & Marketing	Director of Brand & Marketing	Brand & Marketing	
17. Donor and Gift Agreements					
Gifts relating to King's College London & KHP		Director of Development for KCL/KHP	Associate Director of Supporter Services	Fundraising & Supporter Development	
Gifts that have been escalated to FERG		Executive Director of Fundraising & Supporter Development	Associate Director of Supporter Services	Fundraising & Supporter Development	
18. Consultants and service providers					
eg. Investment managers, consultants, external auditors engagement, legal counsel engagement, staff training provision	TBC				
Investment Managers	Investment sub-committee	Chief Financial Officer Chief Accountant	Chief Accountant	Finance	
External Auditors		Chief Financial Officer Chief Accountant	Chief Accountant	Finance	
Legal Counsel Engagement (Panel firm)		General Counsel President & Principal Senior Vice-Principal (Operations) College Secretary	General Counsel	College Secretariat	
Legal Counsel Engagement (non-Panel firm)		General Counsel College Secretary	General Counsel	College Secretariat	
Management Consultants		Director of Strategy, Planning & Analytics Principal's Chief of Staff Director of Strategy	Relevant departmental manager	Relevant departmental office	
19. Legal Settlements					
		President & Principal Senior Vice-Principal, Operations	Principal's Chief of Staff	Principal's Office	
20. Collective agreements					
		President & Principal	Principal's Chief of Staff	Principal's Office	
21. Joint ventures					
	Council on recommendation of Finance Committee	President & Principal Senior Vice-Presidents Chief Financial Officer	Chief Financial Officer	Finance	Financial Regulations ToR FC
22. IT agreements					
Software and hardware/services & associated professional services	≤£2m - Any from Group A >£2m - One from Group A plus one from Group B	Group A CIO Director, Office of CIO (designate) Director, IT Services (designate) Director, Digital Solutions (designate) Group B President & Principal Senior Vice-Presidents Chief Financial Officer Chief Accountant (designate)	Office of the CIO	Officer of the CIO	
23. Standalone Data Protection Contracts					
Sensitive or "Special Category" data		Relevant Executive Dean Relevant Vice-Dean (Research) Relevant Head of Professional Service	Relevant Departmental Manager	Relevant Departmental Office Relevant Research Group	Data Protection Policy
Non-special category personal data (including pseudonymised data)		Relevant Head of Academic Department Head of Professional Service or Designate	Relevant Departmental Manager	Relevant Departmental Office Relevant Research Group	Data Protection Policy

Anonymised data only

Principal Investigator
Head of Professional Service or Designate

Relevant Departmental Manager

Relevant Departmental Office
Relevant Research Group

Data Protection Policy

Fundraising data

Associate Director of Supporter Operations

Associate Director of Supporter
Operations

Fundraising & Supporter
Development

Data Protection Policy

24. Other
