

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Delegations Authority Policy</h2>
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Administering Entity	Board of Directors
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### 1 Purpose

This Policy confirms who has the delegated authority to make key corporate, academic and operational decisions.

### 2 Scope

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

### 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 members 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.

#### 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. Delegates must be aware of and refer to all relevant policies, procedures and guidelines as well as external legislative requirements when exercising delegations.
- c. Delegates must maintain records and any other form of documentation relevant to the exercise of their delegation.
- d. Delegates must report all pertinent matters to the body to which authority has been delegated from and documented in the meeting minutes.
- e. 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.
- f. 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.
- g. 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.
- h. The Delegation of Authority Schedules clearly indicates the delegations for which authorisations are permitted.

## 5 Delegation of Authority Schedule

Area of Delegation of Authority	From	Delegate to
1. Corporate Governance, including <ul style="list-style-type: none"> <li>a. Management and control of the affairs of S P Jain</li> <li>b. In particular, the Board of Directors shall:               <ul style="list-style-type: none"> <li>i. Appoint and monitor the performance of the President</li> <li>ii. Provide relevant courses and confer higher education awards on the advice of the Academic Council</li> <li>iii. Approve the mission, strategic direction, annual budget and business plan</li> <li>iv. Oversee the risk management and assessment plans</li> <li>v. Delegate such powers as are necessary for the efficient administration of S P Jain</li> <li>vi. Approve and monitor systems of control and accountability</li> <li>vii. Approve any significant commercial activities</li> <li>viii. Oversee the functioning of the Academic Board</li> <li>ix. Oversee and review its own effectiveness, including the induction and professional development of members and the evaluation of the performance of its committees</li> <li>x. Meet the requirements of the TEQSA standards of being a 'fit and proper person' and sign the declaration required by TESQA and other regulatory authorities</li> </ul> </li> </ul>	S P Jain Education Pty Ltd	Board of Directors
2. Corporate and financial operations and academic administration covering the functions of, but not limited to human resources, capital and non-capital expenditures, external relations and marketing	Board of Directors	President
3. Academic Governance, including <ul style="list-style-type: none"> <li>a. responsibility for the:               <ul style="list-style-type: none"> <li>i. The structure and requirements of each course</li> <li>ii. Standard of assessment of each course</li> <li>iii. Methods of course delivery</li> <li>iv. Awards consistent with the Australian Qualifications Framework</li> </ul> </li> <li>b. Formulate and review regulations on academic matters including admission, enrolment, credit, assessment, examination, exclusion and graduation</li> <li>c. Determine the list of graduands and specify the award each graduand is to receive</li> <li>d. Approve the regulation applying to any prizes</li> <li>e. Assure the quality of teaching, scholarship and research and the progress of the Learning and Teaching Enhancement Plan</li> <li>g. Initiate regular reviews of all academic activities</li> </ul>	Board of Directors	Academic Board