

Contract Category	Threshold <small>Aligned with policy or financial procedure/regulation requirements</small>	Approval Requirement <small>Executive Role/SMT/Council</small>	Signing Officers <small>Aligned with approval requirement</small>	Contract Manager	Storage <small>Which office normally holds the contract and is responsible for ensuring it is kept up to date and accessible</small>	Related Policies/Procedures <small>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</small>	Notes
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	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 medium risk	Faculty Education Committee or equivalent (straightforward) or Collaborative Provision Sub-Committee (complex) (Activity Schedule) Programme Development & Approval Sub-Committee (Programme PAF)	Executive Dean of Faculty 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
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	ToR 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		Separate guidance in place for off campus research student placement activity produced by Quality Standards & Enhancement in liaison with the Careers Office
Internships & Global Placements	Low risk		Head, Careers & Employability / Head, Employer Engagement & Head of relevant academic dept				
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 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 Financial Officer Chief Accountant	Chief Accountant	Finance
Revolving Credit / Overdrafts	Finance Committee	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	
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 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	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				
Property Acquisitions	All	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
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 King's Venues Services	
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 King's Venues Services	
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 King's Venues Services	
Catering for events		Head of Event Operations Head of Sales & Marketing Director of King's Community Business Services	Director of King's Community Business King's Venues Services	
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				
Staff training provision					
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 ToFR 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-sensitive 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