

DELEGATION BY COUNCIL OF DECISION MAKING AUTHORITY

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1. PURPOSE AND STATUS OF DOCUMENT

The purpose of this document is to provide for the delegation of powers and assignment of duties or functions by Council in respect of matters provided for directly in the Higher Education Act, No 101 of 1997, as amended and matters pertaining to the governance and overall management of the university in order to ensure that a common understanding and proper execution of such delegated or assigned functions for the effective functioning of the university is in place.

In this regard this policy seeks to draw a clear distinction between the governance duties and responsibilities of Council and the management duties and responsibilities of the Principal and Vice Chancellor.

In particular this policy on the delegation of decision-making authority seeks to make it clear that Council approves all UNISA governance policies while the Principal and Vice Chancellor approves management policies, usually after consultation with the Management Committee.

Delegations of the Principal and Vice Chancellor arising from his/her role as Chief Executive and Accounting Officer to other UNISA functionaries are contained in a separate document. This includes some delegations for the School of Business Leadership (SBL) not covered here in order to give effect to a new governance model for the SBL.

This document forms an integral part of the UNISA Institutional Statute (IS) and any rules/policies formulated in terms of the Institutional Statute. Any amendment to this document is subject to the approval of the Council. Where provision is made for a delegation of authority in any policy which is inconsistent with the provisions of this document, such provision shall be of no effect and shall be superseded by the provisions of this document, provided that where this document makes no provision for the matter covered in such policy, the delegation or delegations provided for in such policy may only be implemented with the prior approval of Council.

2. STATUTORY FRAMEWORK

The Higher Education Act, No 101 of 1997 in section 68 stipulates that regarding the delegation of functions by the Council, it may on such conditions as it may determine, delegate any of its powers under this Act or delegated to it in terms of subsection (1) of the mentioned section of the Act, except the following:

- a) power to make an institutional statute;
- (b) the right to enter into an agreement regarding a loan or an overdraft for the institution;
- (c) embarking on any immovable infrastructural development including purchasing or leasing such property.

The Act further specifies that the Council may 'assign any of its duties in terms of this Act or assigned to it in terms of section 68(1) of the Act to the other internal structures, principal or any other employee of the public higher education institution concerned'

The Act specifically stipulates in section 27(1) in respect of the duties of a Council of a public higher education institution, that 'the council of a public higher education must govern the public higher education institution subject to this Act and the institutional statute'.

Other duties specifically stipulated in the Act concern:

- A language policy for the institution: Section 27(2);
- A structure to advise on student support services: Section 27(3);
- A code of conduct: Section 27(7E);
- Rules and procedures for the declaration of conflicts of interest of its members: Section 27 (7E) ;
- Appointing employees of the university: Section 34(1);
- Conditions of employment, disciplinary provisions and privileges and functions of employees: Section 34(3);
- Admission of students for purposes of study at the university: Section 37; and
- Keeping of records of the university: Section 41

The Act furthermore, in section 68(3) stipulates that the 'principal of a public higher education institution may, on such conditions as he or she may determine, delegate any of his or her powers under this Act and assign any of his or her duties in terms of the Act to any other employee of the public higher education institution concerned'.

The duties and responsibilities of a principal of a public higher education institution are outlined in section 30 of the Act as 'the principal of a public higher education institution is responsible for the management and administration of the public higher education institution'.

The Institutional Statute does not expressly provide for Council to delegate functions to any of its Committees or to the Principal and Vice Chancellor.

The principle of '*delegatus non potest delegare*' means that the Council cannot delegate functions to the Principal and Vice Chancellor on the understanding that he/she may then delegate these further. This would also apply to the delegations document developed by the Principal and Vice Chancellor in terms of his/her management and operational duties.

However, in terms of the Act the Council may 'assign any of its duties in terms of this Act or assigned to it in terms of section 68(1) of the Act to the other internal structures, principal or any other employee of the public higher education institution concerned'

While so-called 'blanket delegations' that can be delegated further are thus clearly not permissible, this is taken to mean that the Council, where deemed necessary may, in respect of a particular function, delegate some of that function's aspects to the Principal and Vice Chancellor, and some other aspects expressly to other listed functionaries of the institution.

While the Council has no direct responsibility for any operational and administrative matters falling in the domain of the Principal and Vice Chancellor, it should from time to time make sure that the Principal and Vice Chancellor is executing his/her duties in terms of a delegations framework approved by him/her on recommendation of the university's management committee.

3. PROVISIONS IN RESPECT OF DELEGATIONS

In the delegations outlined in this document reference is made to a number of positions or institutional structures by means of the following designations and acronyms:

Official designation	Acronym
Council	Council
Executive Committee of Council	EXCO
Academic and Student Affairs Committee of Council	ASACoC
Audit and Enterprise Risk Management Committee of Council	AERMCoC
Branding and Communication Committee of Council	BCCoC
Finance, Investment and Estates Committee of Council	FIECoC
Human Resources Committee of Council	HRCoC
Information Communication and Technology Committee of Council	ICTCoC
Nominations and Governance Committee of Council	NGCoC
Remuneration Committee of Council	REMCoC
Social and Ethics Committee of Council	SECoC
Senate	Senate
Executive Committee of Senate	SENEX
Student Representative Council	SRC
National Student Representative Council	NSRC
Regional Student Representative Council	RSRC
Institutional Forum	IF
Principal and Vice Chancellor	VCP
Vice Principal: Strategy, Risk and Advisory Services	VP:SRAS
Vice Principal: Operations and Facilities	VP:OF
Vice Principal : Research, Post Graduate Studies, Innovation and	VP:RPGSIC

Commercialisation	
Vice Principal: Information and Communication Technology/Chief Information Officer	VP:ICT/CIO
Vice Principal: Institutional Development	VP:ID
Vice Principal: Teaching, Learning, Community Engagement and Student Support	VP:TLCESS
Vice Principal: Finance and UNISA Business Enterprise/Chief Financial Officer	VP:FBE/CFO
Registrar	Registrar
Executive Deans	EDeans
Executive Director: Institutional Advancement	ED: IA
Executive Director: University Estates	ED:UE
Executive Director: Human Resources	ED:HR
Executive Director: Finance	ED:F
Executive Director: ICT	ED:ICT
Executive Director: Strategy Planning, Institutional Research and Information Analysis	ED:SPIRIA
Executive Director: Legal Services	ED:LS
Chief Audit Executive	CAE
Head: Student Financial Aid	H:SFA
Terms of reference	TORs

4. DEFINITIONS

In this document, unless the context otherwise indicates:

Academic employee means any person appointed to a teaching or research post at the University and any other employee designated as such by the Council;

Act	means the Higher Education Act, 1997, No. 101 of 1997 as amended;
Academic year	means that portion of a calendar year devoted to the academic activities of the University;
Administrative and support employees	mean any person appointed by the University to perform an administrative or support function, excluding academic employees;
After consultation with	means that consultation has taken place, however, the relevant body or person is not bound by opinions or proposals arising from such consultation;
Approval	means the power to make a final decision on a matter in terms of statutory powers or delegated authority, however this does not exclude the right of ratification of such decision by the body or person who delegated the power of approval, subject to any rights that may have become vested as a consequence of the decision;
Approver	means the body or person with the power to make a final decision on a matter in terms of statutory powers or delegated authority, as contemplated within the definition of 'approval';
Charter	means a set of approved rules describing the composition, mandate and functioning of Council;
Convocation	means the body composed in accordance with paragraph 54 and 55 of the Institutional Statute;
Council	means the body composed in accordance with section 27(4) of the Higher Education Act (HEA) and paragraph 8 of the Institutional Statute;
Department	means the national department responsible for higher education;
Donor	means a person, body or entity who has made a donation to the University of the required minimum value determined by the Council from time to time;
Employee	means an academic or an administrative or a support employee of the University;
Executive dean and/or executive director	means University functionaries appointed to these positions by the Council;
Expulsion	means the permanent expulsion of a student from the University;
Functions	include powers and duties;
In consultation with	means that both parties must agree on the course of action or decision to be taken before the responsible party may proceed;

Institutional Forum	means the body composed in accordance with section 31(2) of the HEA and paragraph 36 of the Institutional Statute;
Governance policy	means a statement of principles and/or values approved by the Council that mandate or constrain the performance of activities in achieving institutional goals and aims to ensure compliance with applicable laws, regulations and delegation of authority and seeks to ensure sustainability and the achievement of strategic goals;
Management Committee (MANCOM)	means a committee comprising the Senior Management as constituted by the Vice Chancellor to assist him/her in the execution of duties in terms of paragraph 50(2) of the Institutional Statute;
Management policy	means an instruction approved by the Chief Executive and Accounting Officer of the University that relates to its day to day management and administration or to indicate how to perform an action or reach an institutional goal;
Minister	means the Minister responsible for higher education;
Office bearer	means a functionary provided for in the Higher Education Act, including the Principal and Vice Chancellor, the Vice Principals, the Registrar, Executive Deans and Executive Directors;
On recommendation of	means that a body or person can deal with a specific matter only after the input from the relevant body or person, however, it is not bound by recommendations arising from such input;
Principal and Vice Chancellor	means the Principal of the University as contemplated in section 30 of the Act appointed in accordance with the Institutional Statute and the Rules of the University;
Ratify/ratification	means to enhance or confirm a decision which has been made in terms of a delegated authority, but does not divest the body who delegated the authority of its right to overturn a decision taken in terms of such delegation subject to any rights that may have become vested as a consequence of the decision;
Recognised union	means an employee organisation recognised by the University and registered in accordance with the Labour Relations Act, 1995 (Act 66 of 1995), as amended;
Registrar	means the person appointed by Council in accordance with the Institutional Statute and the Rules for the appointment of senior management members;

Rules	means the institutional rules/policies of the University approved by the Council in terms of section 32(1)(b) of the Higher Education Act;
Semester	means one half of the academic year of the University;
Senate	means the body composed in accordance with section 28(2) of the HEA and paragraph 22 of the Institutional Statute;
Senior Management	means the senior management of the University, consisting of the Principal and Vice Chancellor, the Vice Principals, the Registrar and other positions at these levels;
Statute	means the Institutional Statute of the University drafted as contemplated in section 32(1)(a) of the Act;
Student	means a person officially registered for a formal qualification as a student at the University;
Students' Representative Council (SRC)	means the body composed in accordance with paragraph 53 of the Institutional Statute and includes the NSRC and the RSRC;
Suspension	means the temporary expulsion of a student from the University and where applicable, from a residence of the University;
Terms of reference	mean a set of approved rules describing the composition, mandate and functioning of a committee of the Council, Senate or Management Committee;
University	means the University of South Africa;
Urgent matter	means a matter, which, if not addressed before the next ordinary or special meeting of the Council, a committee of Council, the Senate or MANCOM, could cause irreversible harm or prejudice to the University, its employees or students;
UNISA	means the University of South Africa;
Vice Principal	means a person appointed as such in accordance with the Institutional Statute and the Rules of the University;
Virement	is the process of moving money from one financial account or part of a budget to a different one ¹ ;

¹ <https://en.oxforddictionaries.com/definition/virement> (accessed on 5 October 2018)

With concurrence of

means that the relevant bodies (by means of quorate decisions) or persons have to reach agreement on a matter.

In some cases where a certain measure of ambiguity may exist on whether a certain function falls into the governance domain or into the management domain this is indicated by means of an asterisk. Similarly other remarks that pertain to a particular functional area are also indicated in this manner.

5. INSTITUTIONAL, GOVERNANCE AND MANAGEMENT OFFICES AND STRUCTURES

5.1 Council and Council Committees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Powers and functions	Council	<ul style="list-style-type: none"> • Sec 27(1) of Act, • Par 7 of IS 	Registrar
Composition of Council	Council	<ul style="list-style-type: none"> • Sec 27(4) of Act, • Par 8 of IS 	Registrar
Appointment of members:			
- Ministerial nominees	Appointed by the Minister of Higher Education and Training	<ul style="list-style-type: none"> • Sec 27(4)(c) of Act, • Par 8(1)(c) of IS 	Registrar
- Principal and Vice Chancellor	Council	<ul style="list-style-type: none"> • Sec 27(4)(a) of Act, • Par 8 (1)(a) of IS 	Registrar
- A Vice Principal	Council based on nomination by MANCOM	<ul style="list-style-type: none"> • Par 8 (1) (b) of IS 	Registrar
- Representatives of Senate	Elected by Senate	<ul style="list-style-type: none"> • Par 8(1)(d) of IS 	Registrar
- Representatives of students	Elected by SRC	<ul style="list-style-type: none"> • Par 8(1)(f) of IS 	Registrar
- Representative of Convocation	Elected by Convocation	<ul style="list-style-type: none"> • Par 8(1) of IS 	Registrar
- Representatives of local government sector	Nominated by Council	<ul style="list-style-type: none"> • Par 8(1)(j) of IS 	Registrar
- Non-Senate academic employee	Elected by non-Senate academic employees	<ul style="list-style-type: none"> • Par 8(1)(e) of IS 	Registrar
- Non-Senate administrative and support employee	Elected by non-Senate administrative and support employees	<ul style="list-style-type: none"> • Par 8(1)(g) of IS 	Registrar
- Unisa Foundation	Nominated by Board of Trustees of Unisa Foundation	<ul style="list-style-type: none"> • Par 8 (1)(k) of IS 	Registrar
- 'Expert members'	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Par 8(1)(l) of IS 	Registrar
- Observers at meetings	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Par 8(3) of IS 	Registrar

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Filling of vacancies in Council membership	Council on recommendation of NGCoC, except for members appointed, nominated or elected by the specific category of membership	<ul style="list-style-type: none"> Par 9(3) of IS 	Registrar
Elections and appointment of chairperson and deputy chairperson	Council	<ul style="list-style-type: none"> Par 10 of IS 	Registrar
Establishment of committees of Council (including composition and functions)	Council	<ul style="list-style-type: none"> Par 19 and 20, Par 7(2)(c) of IS Sec 29 of Act 	Registrar
Joint committees: Council and Senate			
- Establishment of joint committees and appointment of members	Council in consultation with Senate	<ul style="list-style-type: none"> Par 20(2) Par 7(2)(e) of IS Sec29(3) of Act 	VCP and/or Registrar
- Dissolution of joint committees	Council in consultation with Senate	<ul style="list-style-type: none"> Sec 29(4) of Act 	VCP and/or Registrar
Dissolution of committees of Council	Council on recommendation of NGCoC	<ul style="list-style-type: none"> Sec 29(4) of Act 	VCP and/or Registrar
Induction of members of Council	Council on recommendation of NGCoC	<ul style="list-style-type: none"> Par 4.3(v)(c) and Par 4.1(iii)(h) of Charter of Council 	Registrar
Institutional Rules of Council (governance policies)	Council	<ul style="list-style-type: none"> Sec 32 of Act Par 7(2)(b) of IS 	Registrar
Assessment of performance of Council	Council	<ul style="list-style-type: none"> Par 4.1(iii)(c) and (d) of Charter of Council 	Registrar
Application of Code of Conduct for Council	Council and NGCoC		Registrar

* The composition of Council makes provision for a number of structures and organisations to nominate persons for appointment to Council. This process of nomination does not however divest Council from its duty to appoint (or not to appoint) such nominated persons, where the exercise of such duty is required by law.

5.2 Chancellor

Nature of functions/activity	Approver	Regulatory reference	Initiator of action (s)
Election and appointment procedure	Council after consultation with the IF and Senate	<ul style="list-style-type: none"> Par 5 of IS Sec 26(1) of Act 	Registrar
Functions	Council on recommendation of NGCoC	<ul style="list-style-type: none"> Sec 26(1) of Act, Par 4 of IS 	Registrar

5.3 Management Committee (MANCOM)

Nature of function/activity	Approver	Regulatory reference	Initiator
Powers and functions	As determined by the IS	• Par 50 of IS	VCP and Registrar
Composition	As determined by the IS	• Par 50 of IS	VCP
Determination of critical performance areas of members of MANCOM:			
- VCP	Council on recommendation of EXCO	• Par 3.1.3(g) of Charter of Council	Chairperson of Council
- Other members of MANCOM	EXCO on recommendation of VCP	• Par 49(1) of IS	VCP
Appointment of Acting VC and Acting Chairperson of MANCOM			
- Acting period exceeding 30 days	Chairperson of Council on recommendation of EXCO		VCP
- Acting period less than 30 days	VCP	• Par 48(1) of IS	VCP

* The VCP after consultation with MANCOM determines the functions of the Extended Management Committee as per par 52 of the Institutional Statute

5.4 Senate

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Powers and functions	As determined by the Act and IS	• Par 21 of IS, • Part 1 par 4 of Senate Rules	Registrar
Resolution of Senate on:			
- Academic structure of institution	Council after consultation with Senate	• Par 7(2)(i) of IS	VP:TLCESS and VP:RPGSIC
- Academic functions of the institution (incl. research)	Council with concurrence of Senate	• Par 21 of IS	VP:TLCESS, VP:RPGSIC and Registrar
Composition of Senate	As determined by Act and IS	• Sec 28(2) of Act, • Par 22 of IS	Registrar
Appointment of members:			
Representatives of Council, elected by Council	Council	• Par 22(1)(p) of IS	Registrar
Appointment of Deputy Chairperson	VCP	• Par 25(1) & (2) of IS	Registrar
Joint committees: Council and Senate:			
- Establishment of committees and appointment of members	Council in consultation with Senate	• Par 20(2) of IS • Sec29(3) of Act	VCP and Registrar

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Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
- Dissolution of committees	Council in consultation with Senate	• Sec 29(4) of Act	VCP and Registrar

* Council is not involved in the establishment, composition and functions of committees of Senate including its SENEX which are the responsibility of Senate itself.

5.5 Institutional Forum

Nature of functions/activity	Approver	Regulatory reference	Initiator of action (s)
Powers and functions	Council	<ul style="list-style-type: none"> • Sec 31(1) of Act, • Par 35 of IS 	Registrar
Composition	Council	<ul style="list-style-type: none"> • Sec 31(2) of Act, • Par 36 of IS 	Registrar
Representative of Council on IF, elected by Council	Council	<ul style="list-style-type: none"> • Par 36(1)(d) of IS 	Registrar
External members of IF	Council on recommendation of VCP as Chairperson of MANCOM	<ul style="list-style-type: none"> • Par 36(1)(j) of IS 	Registrar

5.6 Student Representative Council

Nature of function/activity		Approver	Regulatory reference	Initiator of action(s)
Powers and Functions		Council on recommendation of ASACoC	<ul style="list-style-type: none"> • Par 53(1) of IS 	Registrar and/or Dean of Students
Election of NSRC and RSRC members		Council on recommendation of ASACoC	<ul style="list-style-type: none"> • Par 5.1.1 of the SRC Constitution 	Registrar and/or Dean of Students
Privileges/benefits of NSRC and RSRC members		VCP after consultation with NSRC and on recommendation of MANCOM	<ul style="list-style-type: none"> • Sec 35 of the Act • Par 1, 2, 4 of the Guidelines on SRC Support 	Registrar and /or Dean of Students
Budget of SRC (part of main budget)		Council on recommendation of FIECoC	<ul style="list-style-type: none"> • Par 6 of the Guidelines on SRC Support 	VP:FBE/CFO
Dissolution of SRC		Council on recommendation of ASACoC	<ul style="list-style-type: none"> • Par 13 of SRC Constitution 	Registrar and/or Dean of Students

5.7 Convocation

Nature of functions/activity	Approver	Regulatory reference	Initiator of action (s)
Powers and functions	Council	<ul style="list-style-type: none"> Par 55 of IS 	Registrar
Composition	Council	<ul style="list-style-type: none"> Par 56 of IS 	Registrar

6. INSTITUTIONAL STATUTE AND INSTITUTIONAL RULES AND OTHER GOVERNANCE INSTRUMENTS

6.1 Institutional Statute and Governance Policies

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Making/amending of Institutional Statute and Institutional Rules (governance policies)	Council on recommendation of EXCO	<ul style="list-style-type: none"> Sec 32(1) of Act , Par 7(2)(b) of IS, Par 6.2(c) & 6.2(b) of the Charter of Council 	Registrar
Making/amending of Institutional Statute or Institutional Rules (governance policies) relating to:			
- Academic functions (studies; examinations; research etc.)	Council with concurrence of Senate	<ul style="list-style-type: none"> Sec 32 (2)(b) of Act, Par 4.2(j) of the Charter of Council, Par 4.1 of Senate Rules, Par 21(1) of IS 	Registrar
- Composition of SRC	Council after consultation with SRC	<ul style="list-style-type: none"> Sec 32(2)(c) of Act 	Registrar and/or Dean of Students
Process for drafting/updating of Institutional Statute and Institutional Rules (governance policies)	VCP on recommendation of MANCOM		Registrar

6.2 Council Code of Conduct

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of Council Code of Conduct	Council on recommendation of NGCoC and after consultation with IF	<ul style="list-style-type: none"> Sec 27 (7E)(a) of Act 	Registrar
Amending of Council Code of Conduct	Council on recommendation of NGCoC and after consultation with IF	<ul style="list-style-type: none"> Sec 27 (7E)(a) of Act Par 6.6 of terms of reference of NGCoC 	Registrar
Process for drafting/updating of Council Code of Conduct	VCP on recommendation of MANCOM		Registrar

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6.3 Declaration of financial interests and fiduciary roles by members of Council and Council committees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of rules and procedures for declaration of interest	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Sec 27(7E)(b) of Act • Par 2.2.2.5 of Code of Conduct of members of Council • Par 6.7 of terms of reference of NGCoC 	Registrar
Amending of declaration of interest rules and procedures for declaration	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Sec 27(7E)(b) of Act • Par 6.6 of terms of reference of NGCoC 	Registrar
Process for drafting/updating of declaration of interest rules and procedures	VCP on recommendation of MANCOM		Registrar

6.4 Assessing Council's performance

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of instrument and process for assessing Council's performance	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Par 6.6 of terms of reference of NGCoC 	VP:SRAS
Amending of instrument and process for assessing Council's performance	Council on recommendation of NGCoC	<ul style="list-style-type: none"> • Par 6.6 of terms of reference of NGCoC 	VP:SRAS

6.5 Strategic Plan, Annual Institutional Performance Plan and Risk Management Framework

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of Strategic Plan	Council on recommendation of EXCO and after consultation with Senate	<ul style="list-style-type: none"> • Reporting Regulations in terms of HE Act 	ED:SPIRIA
Monitoring of Strategic Plan	EXCO on recommendation of VCP		ED:SPIRIA
Approval of Annual Institutional Performance Plan	Council on recommendation of EXCO and after consultation with Senate		ED:SPIRIA
Process for drafting of Annual Institutional Performance Plan	VCP on recommendation of MANCOM		ED:SPIRIA
Approval of institutional risk management framework	Council on recommendation of AERMCoC	<ul style="list-style-type: none"> • Terms of reference of AERMCoC, par 6.6.22(a) 	VP:SRAS
Approval of annual institutional risk register	Council on recommendation of AERMCoC		VP:SRAS

Approval and monitoring of risk mitigating strategies and plans	VCP on recommendation of MANCOM		VP:SRAS
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6.6 Transformation framework and other policies on institutional culture and ethos

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of institutional transformation plan	Council after consultation with Senate and IF and on recommendation of SECoC		VP:ID
Monitoring of Transformation Plan	EXCO on recommendation of VCP		VP:ID
Approval of employment equity policies	Council after consultation with Senate and IF and on recommendation of SECoC and HRCoC	<ul style="list-style-type: none"> • Sec 31(1)(a)(ii) of Act 	VP:ID and ED:HR
Approval of institutional harassment policy	Council after consultation with Senate and IF and on recommendation of SECoC and HRCoC		VP:ID and ED:HR
Approval of institutional Code of Ethics	Council after consultation with IF and on recommendation of SECoC and HRCoC		VP:ID

7. ACADEMIC MATTERS

7.1 Academic year

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Academic Calendar	VCP on recommendation of Senate		Registrar's Office and VP: TLCESS

7.2 Academic ceremonies

7.2.1 Academic dress

Nature of function/activities	Approver	Regulatory reference	Initiator of action(s)
Policy on academic dress including design and colours	Council on recommendation of Senate and BCCoC	<ul style="list-style-type: none"> • Policy on Graduation Ceremonies 	Registrar
Policy: Occasions requiring academic dress	VCP on recommendation of Senate		Registrar
Policy: Purchase/rental of academic dress	VCP on recommendation of MANCOM	<ul style="list-style-type: none"> • Policy on Graduation Ceremonies 	Registrar and VP:FBE/CFO

7.2.2 Official welcoming ceremony (or official opening of academic year)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of time, venue etc.	VCP on recommendation of MANCOM		Registrar
Organisational arrangements	VCP on recommendation of Registrar		ED: IA and Registrar

7.2.3 Graduation ceremonies, determination number of graduation ceremonies and places

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of time, venue etc.	VCP after consultation with MANCOM	<ul style="list-style-type: none"> Policy on Graduation Ceremonies 	Registrar
Designation of guest speaker(s); and honorary guests	VCP after consultation with MANCOM		ED:IA and/or Registrar
Determination of policies and procedures applicable to ceremony	VCP on recommendation of Senate		Registrar and ED: IA
Invitations: Honorary guests	VCP		ED: IA
Media statements on graduation ceremonies	VCP		ED: IA

7.3 Annual student enrolment plan

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of Annual Enrolment Plan	Council after consultation with Senate and on recommendation of ASACoC	<ul style="list-style-type: none"> Reporting Regulations in terms of HE Act 	ED:SPIRIA
Monitoring of enrolments in terms of Enrolment Plan	VCP after consultation with MANCOM		ED:SPIRIA

7.4 Academic admission and re-admission of students

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy with regard to admission of students	Council after consultation with Senate	<ul style="list-style-type: none"> Sec 37 of Act 	VP:TLCESS and Registrar
Policy with regard to re-admission of students	Council in concurrence with Senate	<ul style="list-style-type: none"> Sec 37(4)(c) & (d) of Act 	VP:TLCESS and Registrar

7.5 Academic and administrative registration of students

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of dates, venues and modes of registration etc. (incorporated in academic calendar)	VCP on recommendation of Senate		Registrar's Office

7.6 Recognition/exemption of courses/status recognition/RPL

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy: Recognition/exemption of courses/status recognition/RPL	Council after consultation with Senate	<ul style="list-style-type: none"> • Sec 37 of Act • Admission Policy • Recognition of Prior Learning Policy 	VP:TLCESS and Registrar

7.7 Admission: Masters & Doctoral Students

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on admission to masters and doctoral study	Council on recommendation of Senate	<ul style="list-style-type: none"> • Sec 37 of Act • Admission Policy, Chapter 4 	VP:RPGSIC

7.8 Academic programmes and qualifications

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Introduction and termination of academic programmes and qualifications	Council on recommendation of Senate and of ASACoC		VP:TLCESS and VP:RPGSIC
Content of and amendments to curricula and syllabi	VCP in concurrence with Senate	<ul style="list-style-type: none"> • Senate Rules, part 1 par 4.2.1 	EDeans of Colleges and EDean: SBL

7.9 Flexible learning systems (mode of delivery)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on modes of educational delivery	Council on recommendation of Senate and ASACoC	<ul style="list-style-type: none"> • Open Distance Learning Policy • Policy: Experiential Learning 	VP:TLCESS and VP:RPGSIC
Approval of specific modes of delivery for specific programmes	EDeans and EDean: SBL after consultation with Senate		Chairpersons of academic departments

7.10 Examinations

7.10.1 Examination and promotion

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy: Approval of regulations on examination and promotion	Council after consultation with Senate and on recommendation of ASACoC	<ul style="list-style-type: none"> Assessment Policy 	Registrar
Deviation from policy	VCP on recommendation of VP:TLCESS and/or VP:RPGSIC and Registrar		EDeans

7.10.2 Examinations time-tables

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of examination time-tables	VCP in concurrence with Senate		Registrar's Office

7.10.3 Examiners/moderators/promoters

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on appointment and compensation of examiners, moderators and promoters	Council on recommendation of Senate and of ASACoC	<ul style="list-style-type: none"> Assessment Procedures Manual 	Registrar
Deviation from policy (appointment)	VCP after consultation with SENEX		Registrar's Office
Deviation from policy (compensation)	VCP after consultation with MANCOM		Registrar's Office

7.10.4 Invigilation of examinations

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on invigilation (including appointment and compensation of invigilators)	Council on recommendation of Senate and of ASACoC	<ul style="list-style-type: none"> Assessment Procedures Manual 	Registrar
Deviation from policy on invigilation	VCP after consultation with MANCOM		Registrar

7.11 Certification: Formal qualifications and other awards

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on certification and awards	Council on recommendation of Senate	<ul style="list-style-type: none"> Sec 65B(1) of Act 	Registrar
Approval of awarding of certificates	EDeans and EDean: SBL		Registrar's Office
Approval of awards	VCP in concurrence with Senate		Registrar's Office
Signing of certificates	VCP, Registrar and EDeans	<ul style="list-style-type: none"> Policy: Issuing of Certificates for Formal Qualifications and Short Learning Programmes (par 3.2.3) 	Registrar's Office

7.12 Short learning programmes

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on short learning programmes	Council on recommendation of Senate and ASACoC	<ul style="list-style-type: none"> Policy: Short Learning Programmes (Non-formal Tuition) 	VP:TLCESS
Introduction/termination			
- Credit-bearing short learning programmes	VCP in concurrence with Senex	<ul style="list-style-type: none"> Policy: Short Learning Programmes (Non-formal Tuition) (par 6.1.9, 6.3.5) 	EDeans
- Non-credit bearing short learning programmes (Non SBL)	Senex	<ul style="list-style-type: none"> Policy: Short Learning Programmes (Non-formal Tuition) (par 6.1.9, 6.3.5) 	EDeans
- Non-credit bearing short learning programmes (SBL)	Senex	<ul style="list-style-type: none"> Policy: Short Learning Programmes (Non-formal Tuition) (par 6.1.9, 6.3.5) 	Chairperson of Department

7.13 Research, Technology and Innovation

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on RTI including building research capacity	Council on recommendation of Senate	<ul style="list-style-type: none"> Research and Innovation Policy 	VP:RPGSIC
Approval of research and innovation projects outside policy	VCP on recommendation of MANCOM		VP:RPGSIC
Policy on research incentives for	Council on recommendation	<ul style="list-style-type: none"> Policy: Chancellor's 	VP:RPGSIC

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employees	of Senate	and Principal's Prizes for Excellence in Research <ul style="list-style-type: none"> • Policy: Chairperson of Council's Award for Excellence 	
Approval of incentives and rewards outside policy	VCP on recommendation of MANCOM		VP:RPGSIC

7.14 Community engagement/services

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on community engagement/services	Council after consultation with IF and on recommendation of Senate	<ul style="list-style-type: none"> • Sec 31(1)(a)(v) and 32(2)(b) of Act • Community Engagement and Outreach Policy 	VP:TLCESS
Approval of projects outside of policy	VCP on recommendation of VP:TLCESS		VP:TLCESS

7.15 Structuring of academic colleges, schools, departments and academic support units

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Establishment and restructuring including change in designations and discontinuance of:			
- Academic departments, schools and colleges	Council on recommendation of Senate and ASACoC	<ul style="list-style-type: none"> • Par 7(2)(h) of IS • Par 6.2(j) of the Charter of Council 	VP:TLCESS and VP:RPGSIC
- Academic support units	VCP on recommendation of SENEX		VP:TLCESS and VP:RPGSIC

7.16 Research institutes

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on academic units/institutes/centres	Council after consultation with Senate and on recommendation of ASACoC	Policy on Research Institutes and Bureaux	VP:RPGSIC
Establishment/dissolution of institutes	Council on recommendation of Senate	<ul style="list-style-type: none"> • Policy on Research Institutes and Bureaux – par 4.3.3 	VP:RPGSIC
Deviations from policy	VCP on recommendation of MANCOM and SENEX		VP:RPGSIC

7.17 Learning centres

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on establishment of off-campus learning centres	Council on recommendation of Senate and of ASACoC		VP:TLCESS, VP:OF and Registrar
Functions and powers	VCP on recommendation of MANCOM		VP:TLCESS, VP:OF and Registrar
Approval of establishment of new learning centres	Council on recommendation of FIECoC		VP:TLCESS, VP:OF and VP:FBE/CFO

7.18 Teaching and learning awards: Employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on teaching and learning awards to employees	VCP on recommendation of Senate	<ul style="list-style-type: none"> Policy on Awards for Excellence in Teaching and Learning 	VP:TLCESS
Deviations from policy	VCP on recommendation of MANCOM		VP:TLCESS on recommendation of MANCOM

7.19 Research Awards: Employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on research awards	VCP on recommendation of Senate	<ul style="list-style-type: none"> Policy: Chancellor's and Principal's Prizes for Excellence in Research Policy: Chairperson of Council's Award for Excellence 	VP:RPGSIC
Deviations from policy	VCP on recommendation of MANCOM		VP:RPGSIC

7.20 Community Engagement Awards: Employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on engagement awards	VCP on recommendation of Senate		VP:TLCESS
Deviations from policy	VCP on recommendation of MANCOM		VP:TLCESS

7.21 Student academic awards

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on academic awards for students	VCP on recommendation of Senate	Policy: Graduate Excellence Awards	VP:TLCESS on recommendation of Senate
Deviations from policy	VCP on recommendation from MANCOM		VP:TLCESS on recommendation of MANCOM

7.22 Honorary doctorates and other awards

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on honorary doctoral awards	Council in concurrence with Senate	Policy: Honorary Degrees and Awards for Meritorious Service	Registrar
Decisions on candidates to be awarded honorary doctorates	Council on recommendation of Senate		Registrar
Policy on other prestigious UNISA awards to members of society	Council on recommendation of EXCO	<ul style="list-style-type: none"> Policy: Honorary Degrees and Awards for Meritorious Service 	VCP
Decisions on candidates to be honoured	Council on recommendation of EXCO		VCP

8. STUDENT MATTERS

8.1 Disciplinary code, procedures, and outcomes of hearings: Students

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy and procedures	Council after consultation with Senate and NSRC	<ul style="list-style-type: none"> Sec 32(2)(d) of Act Par 53(3) of IS Student Disciplinary Code 	Dean of Students
Appeals on outcomes of individual disciplinary cases	Student Disciplinary Appeals Committee	Student Disciplinary Code	Dean of Students

8.2 Allocation of bursaries and loans to students

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on all forms of student financial aid including NSFAS and post graduate study	Council on recommendation of FIECoC	<ul style="list-style-type: none"> Policy on Financial Assistance to Students Directive for 	VP:FBECFO

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		Awarding of Merit Bursaries to Undergraduate Students	
Awarding of loans and bursaries within policy	Head: Student Financial Aid in consultation with Student Funding Committee		Student Financial Aid Office
Awarding of loans and bursaries outside of prescribed policy	VP:FBE/CFO on recommendation of H:SFA		Student Financial Aid Office

9. FINANCIAL MATTERS

Note: Concerning financial expenditure the following distinct steps have to be distinguished from one another:

- i) Budget approval for all expenditure, either as part of the original institutional budget or as part of an amended budget is a **prerequisite** for any institutional expenditure;
- ii) Once budget approval has been given, **authorisation** or **approval** of the actual expenditure, normally in the form of a requisition has to be given. Such authorisation is subject to:
 - a) Funds being available for the expenditure being envisaged; and
 - b) Where applicable the concluding of a formal contract between the institution and the service provider, or formal Tender Committee approval where applicable;
- iii) Finally a **procedural action** is undertaken on the basis of such authorisation for transmitting the authorised payment – this latter action is typically undertaken within the VP:FBE/CFO's division in terms of procedures governing financial control such as the making of electronic transfer payments etc.

9.1 SBL financial delegations

SBL financial delegations from Council are indicated where applicable. Other SBL financial delegations are covered in separate operational delegations from the VCP.

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of SBL specific financial systems and policies	FIECoC on recommendation of VCP as Chairperson of MANCOM	SBL Charter	VP:FBE/CFO and ED:SBL

9.2 Institutional budget

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Budget policy and priorities including policies on virement	Council on recommendation of FIECoC	<ul style="list-style-type: none"> • Sec 41 of Act • Financial Resource Allocation and Budget Policy 	VP:FBE/CFO
Approval of annual institutional budget	Council on recommendation of FIECoC	<ul style="list-style-type: none"> • Sec 41 of Act, • Par 7(2)(l) of IS, • Par 6.2(n) of the 	VP:FBE/CFO

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		<ul style="list-style-type: none"> Charter of Council Terms of reference: Finance, Investment and Estates Committee, par 6.1.1(c) 	
Amendments to approved institutional budget where no virement is allowed or is insufficient			
- Amendments amounting to a change of up to R5 million	Management, through the authority of the VCP		VP: FBE/CFO
- Amendments amounting to a change of above R5 million and less than R20 million	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:FBE/CFO
- Amendments amounting to change of more than R20 million	Council on recommendation of FIECoC		VP:FBE/CFO
External loans including overdrafts	Council on recommendation of FIECoC	<ul style="list-style-type: none"> Sec 40 (2) (b) Act, Par 7(2)(m) of IS 	VP:FBE/CFO

9.3 Auditing

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Appointment of external auditors	Council on recommendation of AERMCoC	Terms of reference of AERMCoC, par 6.1.1	VP:FBE/CFO
Approval of annual audited financial statements	Council on recommendation of AERMCoC	Terms of reference of Finance, Investment and Estates Committee, par 6.1.3(b)	VP:FBE/CFO
Approval of the annual report/integrated report	Council on recommendation of AERMCoC		VP:FBE/CFO
Evaluation of audit report/management letter	Council on recommendation of AERMCoC	Terms of reference of AERMCoC, par 6.1.6 & 6.1.10	VP:FBE/CFO
Approval of external audit charter and external audit plan	AERMCoC	Terms of reference of AERMCoC, par 6.1.3(b)	VP:FBE/CFO
Approval of internal audit charter and internal audit plan	AERMCoC	Terms of reference of AERMCoC, par 6.5.4 & 6.5.5	CAE
Evaluation of internal audit and external audit services	AERMCoC	Terms of reference of AERMCoC, par 6.1.3(c) & 6.5.6	CAE and VP:FBE/CFO
Evaluation of external and/or internal audit reports	AERMCoC		CAE and VP:FBE/CFO

9.4 Risk framework

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Enterprise Risk Management Framework	Council on recommendation of AERMCoC	Terms of reference of AERMCoC, par 6.6.22	VP: SRAS
Compliance Risk Management (to comply with applicable legislation, regulations, internal policies, etc.)	Council on recommendation of AERMCoC		VP: SRAS

9.5 Procurement including Tender Committee(s)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
General policy on procurement	Council on recommendation of FIECoC	<ul style="list-style-type: none"> Policy on Supply Chain Management Terms of reference of Finance, Investment and Estates Committee, par 6.1.1(a) 	VP:FBE/CFO

9.6 Approval of operational expenditures (excluding buildings and capital works)

Note: Where approval is in the form of a legally binding contract between the institution and the service provider, the delegations regarding the signing of contracts must be taken into account. In addition all provisions of the institution's Supply Chain Management Policy including Tender Committee approval where applicable must be adhered to.

Nature of function/activity	Approver		Regulatory reference	Initiator of action(s)
Approval of expenditure within budget and funds being available including the transfer of budgeted funds where virement is allowed			Policy on Official Signing Powers	
Up to R100 000	Individual RC manager			Budget holder's unit
From R100 001 to R 500 000	EDean or EDirector on recommendation of ED:F			Individual RC manager
From R500 001 to R 1 000 000	Relevant MANCOM line function manager or EDean: SBL on recommendation of VP:FBE/CFO			VP:FBE/CFO
From R1 000 001 to R5 000 000	VCP on recommendation of MANCOM and/or VP:FBE/ CFO			VP:FBE/CFO
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From R5 000 001 to R20 000 000	FIECoC on recommendation of VCP as Chairperson of MANCOM			VP:FBE/CFO
From R20 000 001 upwards	Council on recommendation of FIECoC			

9.7 Write-offs

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Write-off policies (Policy on bad debt, Policy on Asset Write-off, Policy on Inventory Write-off)	Council on recommendation of FIECoC	Policy on Student and Sundry Debtors	VP:FBECFO
Writing off of bad debt			
- Individual amounts below R50 001	MANCOM line function member or EDean on recommendation of VP:FBE/CFO		ED:F
- Individual amounts of R50 001 to R200 000	VCP on recommendation of VP:FBE/CFO		ED:F
- Individual amounts of R200 001 or more	FIECoC on recommendation of VCP as Chairperson of MANCOM		ED:F

9.8 Insurance

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Appointment of brokers	VCP in concurrence with Tender Committee		VP:FBE/CFO
Short and long-term insurance contracts	VCP in concurrence with Tender Committee		VP:FBE/CFO

9.9 Subsistence and travelling allowances

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of S&T policy	Council on recommendation of FIECoC	Policy on Travel, Accommodation and Related Expenses	VP:FBE/CFO
Approval of S&T claims within policy	RC managers		Individual employees
Deviations from policy	EDeans and EDirectors on recommendation of ED:F		ED:F

9.10 Tuition and other student fees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on tuition and other student fees	Council on recommendation of FIECoC after consultation with NSRC	Tuition Fee Policy	CFO and VP:TLCESS
Determination of annual fees	Council on recommendation of FIECoC after consultation with NSRC		VP:FBE/CFO and VP:TLCESS

9.11 Research funds

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on research study and research travel grants	Council after consultation with Senate and on recommendation VCP as Chairperson of MANCOM	Policy on Grants from Research Funds	VP:RPGSIC
Approvals within budget			
Amounts up to R100 000	Relevant EDean and EDean: SBL on recommendation of VP:FBE/CFO		Director of school or chair department
Amounts between R100 001 and R250 000	VP:RPGSIC or VP:TLCESS on recommendation of VP:FBE/ CFO		Relevant EDean
Amounts between R250 001 and R1 000 000	VCP on recommendation of VP:RPGSIC or VP:TLCESS and VP:FBE/CFO		VP:RPGSIC and relevant EDean
Amounts larger than R1 000 000	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:RPGSIC
Approval of research grants, research or study travel outside policy	VCP on recommendation of VP:RPGSIC		VP:RPGSIC

9.12 Building and capital projects

NOTE: The institution's Supply Chain Management Policy regulates these approvals. For example, where this policy requires Tender Committee approval to be obtained first, the authorisation can only occur after such Tender Committee approval has been granted.

9.12.1 New major building and capital works exceeding R 5 000 000

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of priorities/approval of projects and associated cost estimates	Council on recommendation of FIECoC	Sec 40(3) of Act,	VCP and VP:OF
Method of financing	VCP on recommendation of MANCOM	Sec 40 (3) of Act	VP:FBE/CFO

Appointment of panel of professional service providers	VCP on recommendation of MANCOM		VP:OF
Appointment of professional team from panel of service providers	VCP on recommendation of MANCOM		VP:OF
Acceptance of tenders	FIECoC on recommendation of VCP acting in concurrence with Tender Committee		VP:OF
Amendments to approved new capital project budgets			
- Amendment 5% or less of approved project budget	VCP on recommendation of MANCOM		VP:OF and VP:FBE/CFO
- Amendment of more than 5% of approved project budget	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:OF and VP:FBE/CFO
Approval of expenditure on the erection of new buildings			
- Between R 5 000 001 and R10 000 000	VCP on recommendation of MANCOM		VP:FBE/CFO
- Between R10 000 001 and R20 000 000	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:FBE/CFO
- Above R20 000 000	Council on recommendation of FIECoC		VP:FBE/CFO

9.12.2 Alterations to existing buildings and capital works exceeding R5 000 000

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of priorities/approval of projects and associated cost estimates	Council on recommendation of FIECoC	Sec 40(3) of Act,	VP:OF
Method of financing	VCP on recommendation of MANCOM		VP:FBE/CFO
Appointment of panel of professional service providers	VCP on recommendation of MANCOM		VP:OF
Appointment of professional team from panel	VCP on recommendation of MANCOM		VP:OF
Acceptance of tenders	FIECoC on recommendation of VCP acting in concurrence with the Tender Committee		VP:OF
Amendments to approved capital project budgets for alterations to buildings			
- Amendment 5% or less of approved project budget	VCP on recommendation of MANCOM		VP:OF and VP:FBE/CFO
- Amendments of more than 5% of approved budget	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:OF and VP:FBE/CFO

Approval of expenditure			
- Between R5 000 001 and R10 000 000	VCP on recommendation of MANCOM		VP:OF and VP:FBE/CFO
- Between R10 000 001 and R20 000 000	FIECoC on recommendation of VCP as Chairperson of MANCOM		VP:OF and VP:FBE/CFO
- Above R20 000 000	Council on recommendation of FIECoC		VP:OF and VP:FBE/CFO

9.12.3 Building maintenance programme

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of programme	VP:OF on recommendation of VP:FBE/CFO		ED: University Estates

9.12.4 Minor capital works of less than R5 000 000 including renovations and alterations

NOTE: The institution's Supply Chain Management Policy regulates these expenditure approvals. For example, where this policy requires Tender Committee approval to be obtained first, the authorisation can only occur after such Tender Committee approval has been granted.

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of priorities	VP:OF on recommendation of VP:FBE/CFO		ED: University Estates
Approval of expenditure			
Less than R1 000 000	VP:OF on recommendation of VP:FBE/CFO		ED: University Estates
Between R1 000 001 and R5 000 000	VCP on recommendation of MANCOM		ED: University Estates

9.12.5 Renaming of buildings

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on naming and renaming of buildings	Council on recommendation of BCCoC	Policy: Naming and Renaming of UNISA Buildings and Other Properties	VP:ID
Approval of names of buildings	VCP on recommendation of MANCOM		VP:ID

9.13 Immovable property: Alienation, leasing and acquisition

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Alienation of property	Council on recommendation of FIECoC	<ul style="list-style-type: none"> • Sec 40(3) of Act • Sec 20(5) of Act 	ED: University Estates
Long term lease of property (more than 3 years)	Council on recommendation of FIECoC	Sec 40(3) of Act	ED: University Estates
Short term lease of property (between 1 and 3 years)	VCP on recommendation of MANCOM		ED: University Estates
Less than 1 year	VP:OF on recommendation of VP:FBE/CFO		ED: University Estates
Acquisition of property	Council on recommendation of FIECoC	Sec 40(3) of Act	ED: University Estates

9.14 Write off of movable assets

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Repair: Being non-economical	VP:OF on recommendation of VP:FBE/CFO	Policy on the Management of Movable Assets	VP:FBE/CFO Office
Outdated equipment: Disposing of items	VP:OF on recommendation of VP:FBE/CFO		VP:FBE/CFO Office
Stock losses	VP:OF on recommendation of VP:FBE/CFO		VP:FBE/CFO Office

9.15 Investments

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Investment policy	Council on recommendation of FIECoC	Investment Policy	VP:FBE/CFO
Appointment of investment brokers and advisors	FIECoC on recommendation of Operational Investment Committee		VP:FBE/CFO
Changes/amendments of investment mandate	<ul style="list-style-type: none"> - FIECoC on recommendation of Operational Investment Committee (if outside the approved Strategic Asset Allocation) - Operational Investment Committee and MANCOM (if within the approved Strategic Asset Allocation) 		VP:FBE/CFO
Approval of terms of reference of Operational Investment Committee	FIECoC on recommendation of VCP		VP:FBE/CFO

10. EMPLOYEE MATTERS

10.1 SBL human resource matters

The Council delegations to the EDean: SBL are covered in the various subsections following next. VCP delegations to the EDean: SBL are covered separately in a set of VCP delegations.

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of SBL specific HR systems and policies	Council on recommendation of HRCoC	SBL Charter	EDean: SBL

10.2 Organisational structure of institution

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of senior management organisational structure for post levels 1-2	Council on recommendation of HRCoC		VCP
Approval of organisational structure for post levels 3-4	VCP on recommendation of MANCOM and Senate where applicable		ED:HR
Approval of organisational structure for post level 5 and lower:			ED:HR
With no additional financial implications	VP:ID on recommendation of Senex (academic positions) or on recommendation of ED:HR (professional and support positions)		ED:HR
With additional financial implications	VCP on recommendation of Senex (academic positions) or on recommendation of MANCOM (professional and support positions)		ED:HR

10.3 Re-organisation of posts within an approved institutional structure

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of new posts or scrapping of existing posts			

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
- Post levels 1- 2	Council on recommendation of HRCoC		VCP and ED:HR
- Post levels 3-4	VCP on recommendation of Senate where applicable and MANCOM		ED:HR
- Post levels 5 and lower	Relevant MANCOM line function member and EDean: SBL where applicable on recommendation of ED:HR		ED:HR
Non-academic posts			
Academic posts	VCP on recommendation of SENEX or EDean:SBL		EDeans and EDean:SBL
Approval: Freezing/unfreezing of posts			
- Post levels 1-2	EXCO on recommendation of HRCoC		VCP and ED:HR
- Post levels 3-4	VCP on recommendation of MANCOM		ED:HR
Post levels 5 and lower			
- Academic posts	EDean or EDean: SBL where applicable on recommendation of ED:HR		ED:HR
- Non-academic posts	Relevant MANCOM line function member and EDean: SBL where applicable on recommendation of ED:HR		ED:HR

10.4 Process for appointments (application to fill vacancy/application to appoint contractor)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of procedure			
Post level 1 - 2	Council after consultation with Senate and IF	Sec 34 of Act; Par 47 & 49(3) of IS	ED:HR
Post levels 3-4	Relevant MANCOM line function manager	Procedure for the Appointment of Employees on P3 and P4 level	ED:HR

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Post levels 4-6 Academic posts	Relevant EDean on recommendation of line function manager	Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18	ED:HR
Non-academic posts	Relevant EDirector on recommendation of line function member		ED:HR
Post levels 7-10	Relevant EDean/E Director on recommendation of Line function manager		Department: HR
Post level 11 and below	Relevant EDean/EDirector on recommendation of line function manager		Department: HR

10.5 Advertisements: Vacant posts

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of content of advertisement and its placing			
Post levels 1-2	HRCoC on recommendation of Selection Committee	Par 47(7) of IS	ED:HR
Post levels 3-4	P3 - VCP P4 – MANCOM line function member on recommendation of selection committee		ED:HR
Post levels 5-6 Academic posts	VP:TLCESS or VP:RPGSIC on recommendation of selection committee		Department: HR
Non-academic posts	Relevant MANCOM line function member on recommendation of selection committee		Department: HR
Post levels 7-10	Relevant EDean and EDirector on recommendation of selection committee		Department: HR
Post level 11 and below	ED:HR or EDean on recommendation of selection committee		Department: HR

10.6 Approval of permanent appointments/contract appointments exceeding twelve months

For the signing of contracts/appointment letters etc see Section 11

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on recruitment and appointment (including policy on composition of Selection Committees and shortlisting of candidates)	Council on recommendation of HRCoC	<ul style="list-style-type: none"> • Par 47 of IS • Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18 	ED:HR

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Appointment of Selection Committees			
Post levels 1-2	Council on recommendation of HRCoC	Par 47 of IS	ED:HR
Post levels 3-4	P3 - VCP P4 - Relevant MANCOM function manager		ED:HR
Post levels 5 -6			
Academic posts	VP:TLCESS or VP:RPGSIC or EDean: SBL on recommendation of EDean	Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18	Department: HR
Non-academic posts	Relevant MANCOM line function manager including EDean: SBL on recommendation of EDirector		Department: HR
Post levels 7 -10	Relevant EDean or EDirector on recommendation of relevant line function manager		Department: HR
Post level 11 and lower	Relevant EDean/EDirector on recommendation of line function manager		Department: HR
Shortlisting of candidates			
Post levels 1-2	Selection Committee	Par 47 of IS	ED:HR
Post levels 3-4	Selection Committee		ED:HR
Post levels 5-6	Selection Committee		Department: HR
Academic posts	Relevant MANCO line function manager or EDean: SBL on recommendation of ED:HR	Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18	Department: HR
Non-academic posts Post levels 7 and lower	Relevant line function EDean or EDirector on recommendation of ED:HR		Department: HR
Approval of appointments VCP	Council on recommendation of selection committee and after consultation with Senate and IF	Par 47 of IS	ED:HR

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Post level 2	Council on recommendation of selection committee and after consultation with Senate and IF	Par 49(3) read with par 47 of IS	VCP and ED:HR
Post level 3	Council on recommendation of HRCoC		ED:HR
Post level 4	Council on recommendation of MANCOM on recommendation of selection committee		ED:HR
Post levels 5-6 Academic posts	SENEX on recommendation of selection committee	Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18	Department: HR
Non-academic posts	Relevant MANCOM line function manager on recommendation of selection committee		Department: HR
Post levels 7 -10	Relevant line function EDean or EDirector on recommendation of selection committee		Department: HR
Post level 11 and lower	ED:HR or EDean: SBL on recommendation of line function manager		Department: HR

10.7 Appointment of academic associates*

* Includes Professor Extraordinary, Honorary Professor, Emeritus Professor, Post Doctoral or Research Fellow

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on appointment of academic associates	Council on recommendation of Senate and ASACoC	<ul style="list-style-type: none"> • Policy on Academic Associates • Policy on Awarding the Title of Emeritus Professors • Policy on Postdoctoral Fellows 	VP:TLCESS and VP:RPGSIC
Appointment of academic associates	VP:TLCESS or VP:RPGSIC or ED:SBL on recommendation of SENEX		EDean

10.8 Approval of temporary (TES), part-time and contract appointments not exceeding twelve months

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on recruitment and appointment	Council on recommendation of HRCoC		ED:HR
Appointment of employee Post levels 1-2	EXCO on recommendation of HRCoC		ED:HR
Post levels 3-4	VCP on recommendation of relevant MANCOM line function manager		ED:HR
Post levels 5-6	Relevant MANCOM line function manager or EDean: SBL on recommendation of EDean/EDirector		Department: HR
Post levels 7 -10	Relevant EDean, EDirector and EDean: SBL on recommendation of line function manager		Department: HR
Post level 11 and lower	Relevant EDean, EDirector and EDean: SBL on recommendation of line function manager		Department: HR
<p>Independent contractors</p> <p>Independent contractors are appointed to assist permanent employees in predetermined tasks and functions to fulfil the operational needs of the University. They include but are not limited to all tutors, invigilators, Master's and doctoral supervisors, markers, examiners, teaching assistants, external examiners, online mentors and moderators, etc.</p> <p>Independent contract means a person who performs certain specified work or produces a specific result or task. An independent contractor is not an employee</p>			
Above R500 000 per 12 months	Relevant MANCOM line function manager on recommendation of EDean/EDirector		EDirector
Less than R500 000 per 12 months	Relevant EDean or EDirector on recommendation of line function manager		Line function manager

10.9 Appointment: Acting and secondment capacity*

* For periods shorter than 1 month the relevant line function manager appoints an employee on the same of higher post level in an acting or secondment capacity

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on acting appointments	Council on recommendation of HRCoC	<ul style="list-style-type: none"> • Par 48 of IS • Acting and Secondment Policy for Directors and Above • Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18 	ED:HR
Approval: Acting in supervisory/management position for periods longer than 1 month			
VCP	Chairperson of Council on recommendation of EXCO		ED:HR
Post level 2-4	VCP on recommendation of relevant MANCOM line function manager (P2 - P3) Relevant MANCOM line function manager on recommendation of EDean/EDirector (P4)		ED:HR
Post levels 5-6	Relevant MANCOM line function manager on recommendation of EDean/EDirector		Department: HR
Post levels 7-10	Relevant EDean, EDean: SBL or EDirector on recommendation of line function manager		Department: HR
Post level 11 and lower	EDirector or EDean: SBL on recommendation of line function manager		Department: HR
Approval: Acting in supervisory/management position for periods less than 30 days/one month			
Post level 4 and lower	Relevant EDean/EDirector on recommendation of line function manager		Line function manager

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10.10 Transfer/redeployment of employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on transfer/deployment of employees	Council on recommendation of HRCoC	<ul style="list-style-type: none"> Acting and Secondment Policy for Directors and Above Policy on the Recruitment, Selection, Appointment and Related Matters for Permanent Employees on Levels P5 to P18 	ED:HR
Approval of transfer/redeployment			
Post level 1	Council on recommendation of HRCoC		ED:HR
Post level 2	HRCoC on recommendation of VCP		ED:HR
Post level 3 - 4	VCP on recommendation of relevant MANCOM line function manager		ED:HR
Post levels 5 - 6 Academic posts	Senex on recommendation of VP:TLCESS or VP:RPGSIC		Line function manager
Non-academic posts	Relevant MANCOM line function manager on recommendation of EDirector		Line function manager
Post levels 7 -10	Relevant EDean/EDirector on recommendation of relevant line function manager		Line function manager
Post level 11 and lower	Relevant EDean/EDirector on recommendation of relevant line function manager		Line function manager

10.11 Promotion of employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on employee promotions	Council on recommendation of HRCoC		VP:ID
Approval of promotions			
Post levels 5 - 9			ED:HR
Academic posts	Senex on recommendation of selection committee		Department: HR

10.12 Performance management

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of system of performance management including payment of merit bonuses	Council on recommendation of HRCoC	<ul style="list-style-type: none"> • Performance Management Policy for Extended Management and Directors • Integrated Performance Management System Policy (P5-18) • Performance Bonus Policy (P5-19) 	VP:ID and/or ED:HR
Approval of merit/performance bonus within budget			
Post Levels 1-2	Council on recommendation of REMCoC	Remuneration Policy for Extended Management and Directors	ED:HR
Post Levels 3-4	REMCoC	Remuneration Policy for Extended Management and Directors	ED:HR
Post Levels 5-6	MANREM (Management Remuneration Committee)		Department: HR
Post levels 7-10	MANREM		Department: HR
Post levels 11 and lower	MANREM		Department: HR

10.13 Training and development

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on training and employee development	Council on recommendation of HRCoC	Human Resources Training Policy	VP:ID and/or ED:HR

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Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of attendance by employees of training opportunities	Line function manager (RC manager)		Line function manager

10.14 Conditions of employment

10.14.1 General conditions of employment (excluding remuneration)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on general conditions of employment: Post Levels 1-4	Council on recommendation of HRCoC	<ul style="list-style-type: none"> • Sec 34 of Act, • Par 46(1) of IS • Remuneration Policy for Extended Management and Directors 	VP:ID and/or ED:HR
Policy on general conditions of employment: Post Levels 5 and lower	Council on recommendation of HRCoC	<ul style="list-style-type: none"> • Sec 34 of Act, • Par 7(2)(f) of IS 	ED:HR

10.14.2 Remuneration of employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Remuneration policy	Council on recommendation of REMCoC	<ul style="list-style-type: none"> • Remuneration Policy • Remuneration Policy for Extended Management and Directors 	VP:ID and VP:FBE/CFO
Salary ranges for post levels and salary benchmarking levels	REMCoC		VP:ID and VP:FBE/CFO
Annual salary increase for employees	P1 –P4 – REMCoC P5 - P19 - MANREM		VP:ID and VP:FBE/CFO
Salary for individual appointments			
Post level 1-2	REMCoC	Terms of reference: Remuneration Committee of Council	ED:HR
Post level 3-4	VCP on recommendation of ED:HR	Terms of reference of Remuneration Committee of Council, par 6.2(a) of	ED:HR
Post level 5-6	VP:ID on recommendation of ED:HR	Terms of reference of Management Remuneration Committee, par 4.1	Department: HR
Post level 7-10	ED:HR on recommendation of relevant HR line function manager (Rem)	Terms of reference of Management Remuneration Committee, par 4.1	Department: HR

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Post level 11 and lower	ED:HR on recommendation of relevant HR line function manager (Rem)		Department: HR
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10.14.3 External work

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policies and procedures	Council on recommendation of HRCoC	Policy on Approval of Outside Work During UNISA Official Hours for Academic and Professional Employees	ED:HR
Approval of applications (within approved policy): Post levels 2-4	VCP on recommendation of MANCOM line function manager and recommendation of HR Department		ED:HR
Post levels 5-6	EDean/EDirector on recommendation of HR Department		ED:HR
Post Levels 7-10	EDean or EDirector on recommendation of HR Department		Line function manager
Post levels 11 and below	EDean/EDirector on recommendation of HR Department		Line function manager
Applications: Deviation from policy	EDean/EDirector on recommendation of HR Department		Line function managers

10.14.4 Medical aid scheme

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of scheme and determination of contributions	Council on recommendation of HRCoC		VP:ID and/or ED:HR

10.14.5 Pension fund

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of fund and determination of contributions	Council on recommendation of HRCoC		VP:FBE/CFO and/or ED:HR

10.14.6 Group life insurance

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of scheme and determination of contributions	Council on recommendation of HRCoC		VP:FBE/CFO and/or ED:HR

10.14.7 Overtime

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on overtime work	Council on recommendation of HRCoC	Policy on Overtime	ED:HR
Approval of application (within policy)	HR Department on recommendation of ED line function manager		Line function manager
Approval of application (outside of policy)	VP:ID on recommendation of MANCOM line function manager		Department: HR

10.14.8 Leave

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy with regard to leave (all types) and leave benefits	Council on recommendation of HRCoC	<ul style="list-style-type: none"> Policy on Leave Policy: Executive Development Leave for Members of Senior and Extended Management Policy on Study and Examination Assistance for Formal Qualifications 	ED:HR
Approval of leave applications:			
- All types of leave for post level 1	Chairperson of Council or of HRCoC		VCP
- All types of leave for post level 2	VCP		Members of MANCOM
- Vacation, special and examination leave, etc. for all other employees	Relevant line function managers		Relevant employee
- Sabbatical and research leave for all other employees	VP:RPGSIC on recommendation of relevant EDean/EDirector	<ul style="list-style-type: none"> Policy on Research and Development Leave for Professional Employees Policy on Research and Development Leave for Academic Employees 	EDeans/EDirectors

10.14.9 Job grading

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Determination of system of job grading and evaluation	Council on recommendation of HRCoC	Job Evaluation Policy	ED:HR
Approval of job evaluation results:			
- Post level 1	HRCoC	Terms of reference: Human Resources Committee of Council	ED:HR
- Post levels 2	HRCOC on recommendation of VCP	Terms of reference: Human Resources Committee of Council	ED:HR
- Post levels 3-4	HRCoC on recommendation of VCP on recommendation of ED:HR	Terms of reference: Management Remuneration Committee	ED:HR
- Post levels 5-6	Relevant MANCOM line function member on recommendation of ED:HR	Job Evaluation Policy, par 5.11.4	Department: HR
- Post levels 7-10	Relevant MANCOM line function member on recommendation of ED:HR	Job Evaluation Policy, par 5.11.4	Department: HR
- Post levels 11 and lower	Relevant MANCOM line function member on recommendation of ED:HR		Department: HR
- Appeal of job evaluation outcomes			
- Post levels 2	EXCO on recommendation of VCP		ED:HR
- Post levels 3-4	EXCO on recommendation of VCP		ED:HR
- Post levels 5-6	VCP on recommendation of MANCOM line function		Department: HR
- Post levels 7-10	VCP on recommendation of MANCOM line function		Department: HR
- Post level 11 and lower	VCP on recommendation of MANCOM line function		Department: HR

10.14.10 Termination of services including resignation and retirements as well as approval of 'short notice'

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on termination of service including short term resignation	Council on recommendation of HRCoC	Policy for Termination of Employment by Employees	VP:ID
Approval: Termination of Service			
- Within policy:			
- Post level 1	EXCO on recommendation of HRCoC		ED:HR

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- Post level 2	VCP		
- Post level 3-4	Relevant MANCOM line function member		ED:HR
- Post levels 5-6	EDean or EDirector		Department: HR
- Post levels 7-10	EDean or EDirector		Department: HR
- Post Levels 11 and lower	EDean/EDirector		Department: HR

10.14.11 Voluntary severance packages (VSPs)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on VSPs	Council on recommendation of HRCoC (P1 - P4) Collective agreement (P5 – P19)		ED:HR and ED:F
Approval: VSP			
Within policy:			
- Post Levels 1-2	Council on recommendation of HRCoC		ED:HR and ED:F
- Post Level 3 – 4	Council on recommendation of VCP on recommendation of relevant MANCOM line function member		ED:HR and ED:F
- Post Levels 5-6	MANCOM		Department: HR and Department: Finance
- Post levels 7-10	MANCOM		Department: HR and Department: Finance
- Post level 11 and below	MANCOM		Department: HR and Department: Finance
Outside policy			
- Post levels 3-6	Council on recommendation of VCP on recommendation of relevant MANCOM line function member		ED:HR
- Post level 7-10	MANCOM		Department: HR
- Post level 11 and lower	MANCOM		Department: HR

10.14.12 Employee relocation expenses

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy	Council on recommendation of HRCoC	Policy on Transfer and Relocation Assistance	VP:ID and CFO
Application for relocation	Director: Remuneration and Administration		Relevant line function manager
Relocation claims	Deputy Director: Salary Administration		Relevant line function manager

10.14.13 Discipline of employees

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy and procedures	Council on recommendation of HRCoC	Employee Disciplinary Code	ED:HR
Individual disciplinary cases: Outcome of hearing			
Post levels 1-2	EXCO on recommendation of HRCoC		ED:HR
Post levels 3-4	MANCOM line function member on recommendation of VP:ID		ED:HR
Post levels 5-6	Relevant MANCOM line function member including EDean: SBL on recommendation by ED:HR		ED:HR
Post levels 7-10	Relevant EDean/EDirector on recommendation of ED:HR		Department: HR
Post Levels 11 and below	Relevant line function manager on recommendation of Department: HR		Department: HR
Appeals on outcomes of individual disciplinary cases			
Post levels 1-2	Council on recommendation of HRCoC		VCP or VP:ID
Post levels 3-4	HRCoC on recommendation of VCP		ED:HR
Post levels 5-6	VCP on recommendation of ED:HR		Department: HR
Post levels 7-10	Relevant MANCOM line function member including EDean:SBL on recommendation of ED:HR		Department: HR
Post levels 11 and lower	Relevant EDean/EDirector on recommendation of HR Office		Department: HR

10.14.14 Hours of duty

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on work presence and office hours	EXCO on recommendation of HRCoC	Policy on Official Working Hours	ED:HR
Deviations from policy on work presence and on office hours	EDean/EDirector on recommendation of line function manager		Line function employee

10.14.15 Employee organisations

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on recognition of employee organisations	Council on recommendation of HRCoC		VP:ID
- Official recognition of employee organisations	EXCO on recommendation of HRCoC		VP:ID
- Collective agreements	VCP on recommendation of MANCOM		VP:ID and ED:LS

10.15 Long service awards

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on long service awards	Council on recommendation of HRCoC	Policy on Long Service Awards	ED:HR
Approval of awards within policy	Automated process based on appointment date		ED:HR
Awards in deviation from policy	VCP on recommendation of relevant MANCOM line function manager		ED:HR

11. CONTRACTS: APPROVALS AND SIGNING

11.1 Employment contracts of already approved permanent appointments and contracts exceeding 1 year (Policy on Official Signing Powers, par 8.3)

Post level	Main signatories	Initiator of action(s)
Post levels 1-2	Chairperson of Council	VCP and/or VP:ID
Post levels 3-4	VCP	ED:HR
Post Levels 5-6	ED: HR	Department: HR
Post Levels 7-10	ED:HR	Department: HR
Post Levels 11 and lower	ED:HR	Department: HR

11.2 Employment contracts of already approved appointments (part-time, temporary and contracts not exceeding 1 year)

Employee component	Main signatories	Initiator of action(s)
Post level 1	Chairperson of Council	VCP and/or VP:ID
Post level 2-3	VCP	ED:HR
Post level 4-6	VP:ID	Department: HR
Post levels 7-10	ED:HR	Department: HR
Post levels 11 and lower	ED:HR	Department: HR

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11.3 Non-commercial academic, research and non-research contracts

Nature of agreement	Main signatories	Co-signatories	Initiator of action(s)
Policies on non-academic academic, research and non-research contracts	Council on recommendation of EXCO		VP:RPGSIC and VP:TLCESS
Establishing student exchange partnerships	VP:RPGSIC	VP:TLCESS	EDeans
External research contracts	VCP	VP:RPGSIC	VP:RPGSIC
Internal research contracts (students and employees)	Relevant MANCOM line function manager	Line function manager	Line function manager
Intellectual property agreement in respect of a particular research contracts	VP:RPGSIC	ED:LS	Department: Legal Services
Non-disclosure (secrecy) agreement	VP:RPGSIC	ED: LS	Department: Legal Services
Agreements with international parties or other institutions:			
- Memorandum of Understanding	VCP on recommendation of MANCOM and ED:LS	VP:RPGSIC	Department: Legal Services
- Employee exchange agreements	VP:RPGSIC	ED:HR	Department: HR
- Student exchange agreements	VP:TLCESS	EDeans	EDeans

11.4 Major building and capital work contracts for already approved building projects exceeding R5 000 000 (Policy on Official Signing Powers, par 6.2)

Contract amount	Main signatories	Co-signatories	Initiator of action(s)
More than R 5 000 000 but not exceeding R10 000 000	Relevant MANCOM line function manager on recommendation of ED:LS	VP:OF	VP:OF
Exceeding R10 000 000	VCP on recommendation of VP:OF and ED: LS	VP:OF	VP:OF

11.5 Minor building and capital work contracts for already approved projects (less than R5 000 000)

Contract amount	Main signatories	Co-signatories	Initiator of action(s)
Not exceeding R1 000 000	Relevant MANCOM line function manager on recommendation of ED:LS	VP:OF	VP:OF
Exceeding R1 000 000 but less than R5 000 000	VCP on recommendation of VP:OF and ED:LS	VP:OF	VP:OF

11.6 Operational contracts (excluding building projects, research and human resources contracts) in terms of approved institutional policies

Contract amount	Main signatories	Co-signatories	Initiator of action(s)
Not exceeding R1 000 000 in value	Relevant MANCOM line function manager on recommendation of ED:LS	Relevant line function manager	Line function manager
Exceeding R1 000 000 in value	VCP on recommendation of ED:LS	Relevant MANCOM line function manager	Line function manager

11.7 Commercial contracts

Contract amount	Main signatories	Co-signatories	Initiator of action(s)
Not exceeding R1 million in value	Relevant EDean/EDirector including EDean: SBL	ED:LS	Line function manager
Exceeding R1 000 000 in value but less than R5 000 000	MANCOM line function manager	Relevant EDean or Executive Director and ED:LS	Relevant EDean or Executive Director
Exceeding R5 000 000 in value but less than R10 000 000	VCP	Relevant MANCOM line function manager and ED:LS	Relevant MANCOM line function manager
Exceeding R10 000 000 but less than R20 000 000	VCP after approval by FIECoC	VP:OF and ED:LS	Relevant MANCOM line function manager
Exceeding R20 million	VCP after approval by Council	VP:OF and ED:LS	Relevant MANCOM line function manager

12. MISCELLANEOUS MATTERS

12.1 Outsourcing

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of policies regarding outsourcing	Council on recommendation of HRCoC and FIECoC		VP: ID and VP: FBE/CFO
Awarding of outsourcing tenders and contracts	VCP, in concurrence with the Tender Committee and on recommendation of ED:LS		VP: FBE/CFO

12.2 Communications and Marketing

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on corporate	Council on recommendation	<ul style="list-style-type: none"> Policy: Use of the University Coat of 	VP:ID

Approved – Council – 23.11.2017

Revised – approved – Exco of Council – 10.12.2018

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identity/marketing plan	of BCCoC	Arms and other Brand Images • Student Marketing Protocol	
Student recruitment procedures	VCP on recommendation of MANCOM line function member		VP:ID
Fundraising procedures	VCP on recommendation of MANCOM line function member		VP:ID

12.3 International travel

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on international travel	Council on recommendation of FIECoC	Policy on Travel, Accommodation and Related Expenses	VP:FBE/CFO
Approval of individual overseas visits funded by the institution:			
- VCP	Chairperson of Council		VCP
- Post levels 2-4	VCP		Member of MANCOM and individual employee
- Employees: Post levels 5-6	Relevant MANCOM line function manager or EDean: SBL		Individual employee
- Employees: Post levels 7-10	EDean or EDirector		Individual employee
- Employees: Post level 11 and lower	Relevant line function manager		Individual employee
Approval of individual overseas visits fully funded by an external party:			
- VCP	Chairperson of Council		VCP
- Post level 2	VCP		Member of MANCOM
Other employees	Line function manager		Individual employee

12.4 Computer services and equipment

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of ICT policies	Council on recommendation of ICTCoC		ED:ICT Governance

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of ICT control frameworks including disaster recovery	ICTCoC on recommendation of VCP as Chairperson of MANCOM		ED:ICT Governance
Annual determination of guidelines for ICT services and equipment specifications	VCP on recommendation of VP:ICT		ED:ICT Governance
Deviations from policy	VCP on recommendation of VP:ICT		ED:ICT

12.5 Legal action

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Legal action:			
Summons or other legal action on non-payment of monies owed to institution	VCP on recommendation of ED:LS		Relevant MANCOM line function manager
Defending legal action instituted against the institution	VCP on recommendation of ED:LS		ED:LS
Other legal action to be instituted by the institution	VCP after consultation with Chairperson of Council and on recommendation of ED:LS		ED:LS
Appointment of mediator or arbitrator on behalf of the University	VCP on recommendation of ED:LS		ED:LS
Appointment of legal advisors	VCP on recommendation of ED:LS and Tender Committee		ED:LS

12.6 Formation of trusts and companies

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on formation of trusts and/or university companies	Council on recommendation of EXCO		ED:LS
Establishment of trusts or companies within policy	VCP on recommendation of MANCOM		ED:LS
Establishment of trusts or companies outside of policy and/or business plan	Council on recommendation of EXCO		ED:LS

12.7 Joint ventures of a commercial nature

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on commercial joint ventures	Council on recommendation of EXCO		VP:RPGSIC
Establishment of joint ventures within policy	VCP on recommendation of MANCOM and ED:LS		VP:RPGSIC
Establishment of joint ventures outside policy	Council on recommendation of EXCO		VP:RPGSIC

12.8 University records and archives

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on records and archives	Council on recommendation of EXCO	Records Management Policy	Registrar
Access to university records and archives	Registrar on recommendation of ED:LS		Registrar's Office

12.9 Occupational health and safety

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on occupational health and safety	Council on recommendation of EXCO	Policy: Occupational Health and Safety	VP:OF

12.10 Intellectual Property (including copyright)

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Policy on IP	Council on recommendation of VCP and Senate	Intellectual Property Policy	VP:RPGSIC and ED: LS

12.11 Delegation document

Nature of function/activity	Approver	Regulatory reference	Initiator of action(s)
Approval of document	Council on recommendation of EXCO		VCP and Registrar

