

CONTRACT SIGNING PROCEDURE

1. Introduction

- 1.1 In the normal course of its business the University enters into contracts of various types. It is important that these are consistent with its business objectives and carry no onerous obligations. To ensure that contracts are properly authorised, this Contract Signing Procedure has been approved by the Chief Financial Officer and is subject to the University's [Financial Regulations](#).
- 1.2 To protect the interest of the University it is important that the following principles are observed:-
- (a) Where required, approval of the transaction must first be obtained under the [University Delegation Framework](#). **Please note that the individual or committee whose approval is required under the Delegation Framework may be different from the individual who is authorised under this Procedure to sign the contract once the transaction has been approved;**
 - (b) The party with whom the University is contracting is a bona fide organisation that is financially sound, legally compliant and capable of meeting its obligations under the contract;
 - (c) Contracts are understood and evaluated for risk before entering into them. Legal advice should be sought from the University's General Counsel or appointed external legal advisors (the General Counsel should be consulted before any new external legal advisors are appointed). The Chief Financial Officer (or delegate) should be consulted where there are financial considerations;
 - (d) Services to be provided by the University are clearly defined and costed, and reflect as far as possible the full economic cost of providing it;
 - (e) Sufficient funds are available to meet the University's obligations under the contract;
 - (f) Only officers authorised to do so in this Procedure may enter into contracts on behalf of the university;
 - (g) The officer or Governor entering into the contract on the University's behalf has no conflict of interest. For further information about what is a conflict of interest and how one should be declared, see [Declaring Conflicts of Interest and Gifts and Hospitality](#);
 - (h) Expressions/letters of intent that allow work to proceed before the details of a contract are agreed and signed must be avoided. If in very exceptional circumstances a letter of intent is required, this must have the prior approval of a member of the Vice-Chancellor's Office and must provide some limit to the University's obligations (e.g. by including a clause that limits work to an agreed financial sum) and be copied to the Associate Director of Procurement;
 - (i) An original copy of the signed contract to be retained for safekeeping by the lead Faculty/Professional Service and a copy sent to the Associate Director of Procurement to be added to the corporate contracts register.
- 1.3 Contracts should be signed in accordance with the procedures set out below. Please note that:

- As indicated, contracts should only be signed following approval of the transaction by the person/committee authorised to give approval under the [University Delegation Framework](#);
- Where levels are indicated for the signing of agreements, a staff member who is authorised to sign at a higher level can also sign contracts at a lower level;
- While contracts should normally be signed as indicated in the following sections, this may not always be possible or practicable. With the exception of deeds conveying freehold or leasehold interest in land and buildings, the following staff ('members of the Vice-Chancellor's Office' for the purposes of this procedure) are authorised to sign any contract on behalf of the University where approval has been given under the [University Delegation Framework](#):
 - Vice-Chancellor and Chief Executive Officer
 - Chief Financial Officer
 - Chief Operating Officer
 - Deputy Vice-Chancellor and Provost
 - Deputy Vice-Chancellor (Research and Knowledge Exchange)
 - University Secretary
 - Executive Director of People

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2. Execution of Contracts

- [Estates](#)
- [Finance](#)
- [Research and knowledge exchange](#)
- [Partnerships](#)
- [People](#)
- [Other agreements](#)

2.1 Estates

2.1.1 Deeds conveying freehold or leasehold interests in land and/or buildings

- Signatory: **Chair or Vice-Chair of the Governing Body (or another Independent Governor nominated by them) plus one other Governor or the University Secretary.**

Deeds are executed without the seal being affixed (as allowed by the Companies Acts). Approval by the Governing Body on the recommendation of the Finance Committee is required under the [Governing Body Delegation Framework](#).

2.1.2 Other agreements related to the disposal of freehold or leasehold interests in land and/or buildings (e.g. heads of terms, exclusivity agreements)

- Signatory: **Vice Chancellor and CEO**

Approval by the Governing Body on the recommendation of the Finance Committee is required under the [Governing Body Delegation Framework](#).

2.1.3 Property interests in the form of licences, easements or wayleaves following legal review

- Signatory: **Executive Director of Estates and Facilities**

Approval by the Finance Committee is required under the [Governing Body Delegation Framework](#).

2.1.4 Building contracts

- Signatory – up to £300k: **Executive Director of Estates and Facilities**
- Signatory – over £300k: **Vice Chancellor and CEO**

Under the [Governing Body Delegation Framework](#), approval of expenditure by Finance Committee is required if over £3m and by the Governing Body on the recommendation of Finance Committee if over £5m. Under £3m: see the [Executive Delegation Framework](#) for approval.

NB Works contracts >£5,372,609 are subject to the procedures set out in the Public Contract Regulations. Contracts must receive appropriate legal and procurement review. Contracts

over £150,000 and Contractors Design contracts must also receive Associate Director of Procurement approval. Contact [Procurement and Business Services](#) for advice.

2.2 Finance

2.2.1 Procurement of goods and services (excluding land, buildings, and building contracts), including leasing arrangements

- Signatory – up to £1k: **budget holders**
- Signatory – up to £100k: **Heads of School and Institutes / Faculty Operating Officers / Senior Managers** (Associate Directors, grades SG10 or above)
- Signatory – up to £300k: **Pro Vice-Chancellors / University Secretary / Executive Directors of professional services**
- Signatory – up to £500k: **Deputy Vice-Chancellors / Chief Operating Officer / Chief Financial Officer**
- Signatory – over £500k: **Vice Chancellor and CEO**

Under the [Governing Body Delegation Framework](#), approval of expenditure by Finance Committee is required if over £3m and by the Governing Body on the recommendation of Finance Committee if over £5m. Under £3m: see the [Executive Delegation Framework](#) for approval.

NB Services and supplies £214,904 are subject to the procedures set out in the Public Contract Regulations.

Applies to either Purchase Orders or Supplier Contracts, which are two aspects of the same legal relationship. Includes contracts with consultants but excludes contracts for employee services (see 2.6). Originals of all Procurement Contracts to be held by the Procurement Office. Consult [Procurement and Business Services](#) prior to signing contracts.

2.2.2 Agreements relating to gifts, legacies and endowments

- Signatory – up to £300k: **Deputy Vice-Chancellors / Chief Operating Officer / Chief Financial Officer**
- Signatory – over £300k: **Vice Chancellor and CEO**

Under the [Governing Body Delegation Framework](#), Finance Committee approval is required if over £1m and the Governing Body on the recommendation of Finance Committee if over £5m. Under £1m: see the [Executive Delegation Framework](#) for approval.

Donations should only be accepted following the completion of due diligence and preparation of a gift agreement where required by the [Procedure for the Acceptance of Donations](#).

2.2.3 Agreements related to giving guarantees

- Signatory – up to £50k: **Chief Financial Officer / Deputy Finance Director**
- Signatory – over £50k: **Vice Chancellor and CEO**

Under the [Governing Body Delegation Framework](#), approval by the Governing Body on the recommendation of Finance Committee is required if the guarantee is over £50k. Under £50k: see the [Executive Delegation Framework](#) for approval.

2.3 Research and Knowledge Exchange

2.3.1 Research and knowledge exchange contracts (contract signing stage)

- Signatory – up to £500k: **Director of Natural Resources Institute (NRI) / Director of Greenwich Research and Innovation (GRI)**
- Signatory – up to £1m: **Deputy Vice-Chancellor (Research and Knowledge Exchange)**
- Signatory – over £1m: **Vice Chancellor and CEO**
- Signatory - memoranda of understanding (where no financial liability): **Deputy Vice-Chancellor (Research and Knowledge Exchange)**

Under the [Governing Body Delegation Framework](#), Finance Committee approval is required if over £3m and the Governing Body on the recommendation of Finance Committee if over £5m. Under £3m: see the [Executive Delegation Framework](#) for approval. See the [Executive Delegation Framework](#) for approval at the bid/application stage.

Note: the financial limits for grants/contracts refer to limit of the contracted liability to the University.

2.3.2 Assignment of University intellectual property rights (IPR) to third parties

- Signatory: **Director of Greenwich Research and Innovation (GRI)**

Approval required by board of Greenwich University Enterprises Ltd (GUEL). Under the Memorandum of Understanding between the University and GUEL, Finance Committee approval is required if over £50k.

2.3.3 Postgraduate student IPR assignment agreements

- Signatory: **Director of Greenwich Research and Innovation (GRI) / University Secretary**

2.3.4 Reversion of IPR to inventor/creator

- Signatory: **Director of Greenwich Research and Innovation (GRI)**

Approval required by board of Greenwich University Enterprises Ltd (GUEL). Under the Memorandum of Understanding between the University and GUEL, Finance Committee approval is required if over £50k.

2.3.5 Sale of IPR based assets

- Signatory: **Director of Greenwich Research and Innovation (GRI)**

Approval required by board of Greenwich University Enterprises Ltd (GUEL). Under the Memorandum of Understanding between the University and GUEL, Finance Committee approval is required if over £50k.

2.3.6 Material transfer agreements

- Signatory: **Director of Greenwich Research and Innovation (GRI)**

2.3.7 Confidentiality and non-disclosure agreements

- Signatory: **Director of Greenwich Research and Innovation (GRI) / University Secretary / Chief Operating Officer / Chief Financial Officer / Deputy Vice-Chancellor (Research and Knowledge Exchange)**

2.3.7 Spin out company agreements (e.g. shareholders' agreements, licence agreements, services (premises and facilities) agreements)

- Signatory: **Director of Greenwich Research and Innovation (GRI)**

Approval required by board of Greenwich University Enterprises Ltd (GUEL). Under the Memorandum of Understanding between the University and GUEL, Finance Committee approval is required if over £50k.

2.4 Partnerships

2.4.1 Partner/link colleges and academic collaborative agreements/contracts/memoranda of understanding

- Signatory – up to £500k: **Deputy Vice-Chancellor and Provost**
- Signatory – over £500k: **Vice Chancellor and CEO**

New educational partnerships must be approved by the Partnerships Board under the [Academic Council Delegation Framework](#).

2.4.2 Agency agreements for the recruitment of international students

- Signatory – up to £150k and on University of Greenwich terms and conditions: **Executive Director of Marketing and External Relations**
- Signatory – £150k-£500k: **Deputy Vice-Chancellor and Provost / University Secretary / Chief Operating Officer**
- Signatory – over £500k: **Vice Chancellor and CEO**

Advice should be sought from the Associate Director of Procurement before signing agreements over £150k.

2.4.3 Other agency agreements

- Signatory – up to £500k: **University Secretary / Chief Operating Officer / Chief Financial Officer**
- Signatory – over £500k: **Vice Chancellor and CEO**

2.6 People

2.6.1 Contracts with University staff including employment contracts, severance agreements and settlement agreements

- Signatory: **Executive Director of People / Deputy Director of People**

Approval of remuneration and severance payments for Senior Staff falling within the [Senior Staff Remuneration Framework](#) is set out in the Framework.

2.7 Other agreements

2.7.1 Powers of attorney

- Signatory: **Member of the Vice-Chancellor's Office**, having taken legal advice.

2.7.2 Other agreements not listed above

- Signatory – up to £50k: **Member of the Vice-Chancellor's Office**
- Signatory – £50k-£500k: **Chief Financial Officer / Chief Operating Officer**
- Signatory – over £500k: **Vice Chancellor and CEO**