

Annex 1 – Sub-Mandates and Sub-Powers of Attorney granted to Vice Deans

Article B1.1 – Sub-Mandates or Sub-Powers of Attorney on personnel administration granted to Vice Deans.

Regarding the School's personnel administration, the following Administrative Tasks are assigned to the Vice Deans by Sub-Mandate or Sub-Power of Attorney:

- a. formally declaring and opening vacancies for applications under the staffing plan and budget approved by the Administrator and placing advertisements or using other recruitment methods to fill teaching Staff vacancies (Article 2(1)(e) and (f) of the Management Instructions);
- b. making proposals regarding the selection of teaching Staff, including guest agreements and on-call hiring (Article 2(1)(h) of the Management Instructions);
- c. making proposals regarding the Staff salary scale (Article 2(1)(j) of the Management Instructions);
- d. making proposals for periodic salary increases, advances, allowances and bonuses up to an amount of €12,500 per person per calendar year to Staff (Article 2(1)(k) of the Management Instructions);
- e. reimbursing expenses considered for tax purposes as compensation in kind and not bonuses, up to an amount of €150 per person per year (Article 2(1)(l) of the Management Instructions);
- f. reimbursing costs to Staff within the Staff budget approved by the Administrator (Article 2(1)(m) of the Management Instructions);
- g. applying holiday and leave arrangements to Staff in individual cases (Article 2(1)(p) of the Management Instructions);
- h. taking Decisions on working hours, working time reduction, working time extension and attendance in individual cases (Article 2(1)(p) of the Management Instructions);
- i. granting study facilities (including service training) to Staff (Article 2(1)(p) of the Management Instructions);
- j. having responsibility for assessing Staff performance, in particular conducting results and development interviews with Staff (Article 2(1)(q) of the Management Instructions).

Article B1.2 – Sub-Mandates or Sub-Powers of Attorney on financial administration granted to Vice Deans

Regarding the School's financial administration, the following Administrative Tasks are assigned to the Vice Deans by Sub-Mandate or Sub-Power of Attorney:

- a. preparing a budget plan, long-term or otherwise, for the Sub-Administrative Unit (subject to approval by the Administrator through inclusion in the School's budget plan), separately estimating income and expenditure (Article 2(2)(a) of the Management Instructions);
- b. entering into commitments and/or incurring expenditure, including the submission of tenders and entering into agreements, not related to construction activities, insofar as (Article 2(2)(e) of the Management Instructions):
 - the obligation can be expressed in monetary terms and is payable by the Sub-Administrative Unit under the adopted budget; and
 - the obligation can be expressed in monetary terms and, if it falls outside the established budget,
 - o it does not exceed the limits allocated to the officer in the Table of Powers of

Attorney; and

- o the obligation or expense does not exceed the annual limit;

Annex 2 – Sub-Mandates and Sub-Powers of Attorney granted to a Capacity Group director

Article B2.1 – Sub-Mandates or Sub-Powers of Attorney on personnel administration granted to a Capacity Group director

Regarding the School's personnel administration, the following Administrative Tasks are assigned to a Capacity Group director by Sub-Mandate or Sub-Power of Attorney:

- a. formally declaring and opening vacancies for applications under the staffing plan and budget approved by the Administrator and placing advertisements or using other recruitment methods to fill teaching Staff vacancies (Article 2(1)(e) and (f) of the Management Instructions);
- b. making proposals regarding the selection of teaching Staff, including guest agreements and on-call hiring (Article 2(1)(h) of the Management Instructions);
- c. making proposals regarding the Staff salary scale (Article 2(1)(j) of the Management Instructions);
- d. making proposals for periodic salary increases, advances, allowances and bonuses up to an amount of €12,500 per person per calendar year to Staff (Article 2(1)(k) of the Management Instructions);
- e. reimbursing expenses considered for tax purposes as compensation in kind and not bonuses, up to an amount of €150 per person per year (Article 2(1)(l) of the Management Instructions);
- f. reimbursing costs to Staff within the Staff budget approved by the School Administrator (Article 2(1)(m) of the Management Instructions);
- g. applying holiday and leave arrangements to Staff in individual cases (Article 2(1)(p) of the Management Instructions);
- h. taking Decisions on working hours, working time reduction, working time extension and attendance in individual cases (Article 2(1)(p) of the Management Instructions);
- i. granting study facilities (including service training) to Staff (Article 2(1)(p) of the Management Instructions);
- j. having responsibility for assessing Staff performance, in particular conducting results and development interviews with Staff (Article 2(1)(q) of the Management Instructions)

Article B2.1 – Sub-Mandates or Sub-Powers of Attorney on financial administration granted to a Capacity Group director

Regarding the financial administration of the School, the following Administrative Tasks are assigned to a Capacity Group director by Sub-Mandate or Sub-Power of Attorney:

- a. preparing a budget plan, long-term or otherwise, for the Sub-Administrative Unit (subject to the approval of the Administrator through inclusion in the School budget plan), separately estimating income and expenditure (Article 2(2)(a) of the Management Instructions);
- b. entering into commitments and/or incurring expenditure, including the submission of tenders and entering into agreements, not related to construction activities, to the extent (Article 2(2)(e) of the Management Instructions):
 - the obligation can be expressed in monetary terms and is payable by the Sub-Administrative Unit under the adopted budget; and
 - the obligation can be expressed in monetary terms and, if it falls outside the established budget,

- o does not exceed the limits allocated to the officer in the Table of Powers of Attorney; and
- o the obligation or expense does not exceed the annual limit.

Annex 3 – Sub-Mandates and Sub-Powers of Attorney granted to the programme director, research director, Director of Engagement and Director of the Graduate School

Article B3.1 – Sub-Mandates and Sub-Powers of Attorney on personnel administration granted to the programme director, research director, Director of Engagement and Director of the Graduate School.

With regard to the School's personnel administration, the following Administrative Tasks have been assigned to the programme director, the research director, the Director of Engagement and the Director of the Graduate School by a Sub-Mandate or Sub-Power of Attorney:

- a. formally declaring and opening vacancies for applications under the staffing plan and budget approved by the Administrator and placing advertisements or using other recruitment methods to fill teaching Staff vacancies (Article 2(1)(e) and (f) of the Management Instructions);
- b. making proposals regarding the selection of teaching Staff, including guest agreements and on-call hiring (Article 2(1)(h) of the Management Instructions);
- c. making proposals regarding the Staff salary scale (Article 2(1)(j) of the Management Instructions);
- d. making proposals for periodic salary increases, advances, allowances and bonuses up to an amount of €12,500 per person per calendar year to Staff (Article 2(1)(k) of the Management Instructions);
- e. the reimbursement of expenses considered for tax purposes as compensation in kind and not bonuses, up to an amount of €150 per person per year (Article 2(1)(l) of the Management Instructions);
- f. reimbursing costs to Staff within the Staff budget approved by the School Administrator (Article 2(1)(m) of the Management Instructions);
- g. applying holiday and leave arrangements to Staff in individual cases (Article 2(1)(p) of the Management Instructions);
- h. taking Decisions on working hours, working time reduction, working time extension and attendance in individual cases (Article 2(1)(p) of the Management Instructions);
- i. granting study facilities (including service training) to Staff (Article 2(1)(p) of the Management Instructions);
- j. responsibility for assessing Staff performance, in particular conducting results and development interviews with Staff (Article 2(1)(q) of the Management Instructions).

Article B3.2 – Sub-Mandates and Sub-Powers of Attorney on personnel administration granted to the programme director, research director, Director of Engagement and Director of the Graduate School

Regarding the financial administration of the School, the following Administrative Tasks have been assigned to the programme director, the research director, the Director of Engagement and the Director of the Graduate School by a Sub-Mandate or Sub-Power of Attorney:

- a. preparing a budget plan, long-term or otherwise, for the Sub-Administrative Unit (subject to the approval of the Administrator through inclusion in the School budget plan), separately estimating income and expenditure (Article 2(2)(a) of the Management Instructions);
- b. entering into commitments and/or incurring expenditure, including the submission of tenders and entering into agreements, not related to construction activities, to the extent (Article 2(2)(e) of the Management Instructions):
 - the obligation can be expressed in monetary terms and is payable by the Sub-Management Unit under the adopted budget; and
 - the obligation can be expressed in monetary terms and, if it falls outside the established budget:
 - o does not exceed the limits allocated to the officer in the Table of Powers of Attorney; and
 - o the obligation or expense does not exceed the annual limit;

Annex 4 – Sub-Mandates and Sub-Powers of Attorney granted to other Officers

Article B4.1 – Sub-Mandates or Sub-Powers of Attorney on personnel administration granted to supervisors within the Sub-Administrative Units

Regarding the School's personnel administration, the following Administrative Tasks are assigned to the supervisors by Sub-Mandate or Sub-Power of Attorney in accordance with the SAP accompanying the Sub-Mandate or Sub-Power of Attorney:

- a. responsibility for assessing Staff performance, in particular conducting results and development interviews with Staff (Article 2(1)(q) of the Management Instructions).

Article B4.2 – Sub-Mandates or Sub-Powers of Attorney on financial administration granted to heads of departments and other Officers

With regard to the financial administration of the School, the following Administrative Tasks are assigned by Sub-Mandate or Sub-Power of Attorney to the following department heads:

- Student Affairs;
- Policy, Learning and Innovation;
- Tutor Academy;
- Communications, Internationalisation, Marketing & Alumni (CIMA);
- Business applications and information management (BIAM);
- Control;
- Administrative Affairs (Dean's Office);
- Secretarial Support Office (SSO);

and to the following Officers:

- Operations managers of the Capacity Groups;
- Secretary of the Capacity Groups;
- Operations coordinator of board affairs;
- Secretary of board affairs;

by virtue of a Sub-Mandate or Sub-Power of Attorney:

entering into commitments and/or incurring costs, not related to construction activities, to the extent that the commitment can be expressed in monetary terms and does not exceed the limits allocated to the officer in the Table of Powers of Attorney (Article 2(2)(e) of the Management Instructions).

Annex 5 – Sub-Mandates and Sub-Powers of Attorney granted to other Officers specifically related to education

Article B5.1 – Sub-Mandates or Sub-Powers of Attorney granted to the undergraduate internship coordinator

1. The Administrator grants a Sub-Mandate or Sub-Power of Attorney to the undergraduate internship coordinator(s) to sign internship agreements, approve internship proposals In Writing and sign internship certificates, as well as to the following Sub-Administrative Units:
 - a. Economics Capacity Group;
 - b. Applied Economics Capacity Group;
 - c. Business Economics Capacity Group;
 - d. Econometrics Capacity Group.
2. The Sub-Mandate and Sub-Power of Attorney are limited to those internships that are part of an undergraduate programme and fall within the specialism of the relevant undergraduate internship coordinator.

Article B5.2 – Sub-Mandates or Sub-Powers of Attorney granted to the undergraduate thesis coordinator

1. The Administrator grants the undergraduate thesis coordinator(s) a Sub-Mandate or Sub-Power of Attorney to sign thesis placement agreements and thesis certificates, as well as to the following Sub-Administrative Units:
 - a. Economics Capacity Group;
 - b. Applied Economics Capacity Group;
 - c. Business Economics Capacity Group;
 - d. Econometrics Capacity Group.
2. The Sub-Mandate and Sub-Power of Attorney are limited to those theses that are part of an undergraduate programme and fall within the specialism of the relevant undergraduate thesis coordinator.

Article B5.3 – Sub-Mandates or Sub-Powers of Attorney granted to the manager of the undergraduate programme

The Administrator grants the manager of the undergraduate programme a Sub-Mandate or Sub-Power of Attorney for signing internship agreements and thesis placement agreements and signing internship certificates. The Sub-Mandate and Sub-Power of Attorney are limited to internships that are part of an undergraduate programme and form part of the programme of the manager of the undergraduate programme.

Article B5.3 – Sub-Mandates or Sub-Power of Attorney granted to the master thesis coordinator

1. The Administrator grants the master thesis coordinator(s) a Sub-Mandate or Sub-Power of Attorney to sign master placement agreements, master thesis placement agreements and placement certificates, as well as to the following Sub-Administrative Units:
 - a. Economics Capacity Group;
 - b. Applied Economics Capacity Group;
 - c. Business Economics Capacity Group;
 - d. Econometrics Capacity Group.

2. The Sub-Mandate and Sub-Power of Attorney are limited to those theses that are part of a master's degree programme and fall within the specialism of the relevant master's thesis coordinator.

Article B5.5 – Sub-Mandates or Sub-Powers of Attorney granted to the education policy officer

The Administrator grants a Sub-Mandate or Sub-Power of Attorney to the Information Desk Officers for signing extracurricular placement agreements and for signing Erasmus+ Grant and Learning Agreements for undergraduate and graduate placements.