

Mandate Register HZ University of Applied Sciences

As enacted by the Executive Board: 29-03-2022

No.	Authority (of the Executive Board)	Mandate, proxy or authorisation? ¹	Domain Director	Director of Operations	Board Secretary	Director ²	Head of Service	OLC ³	Controller	Leading lecturer	Team leader	Attorney / In-house council	Secretary of the Executive Board	Examination Committee	Other	Requirements / Limitations
GENERAL																
1	Signing letters for the Executive Board	Authorisation											V			By way of stamp with permission of the Executive Board.
2	Signing letters on behalf of the Executive Board	Proxy	V	V	V											Only with case-by-case permission of the Executive Board.
3	Signing an agreement	Proxy	V	V	V	V	V			V						Only with case-by-case permission of the Executive Board.
4	Legal matters: representing the Executive Board in legal procedures	Authorisation			V							V				Only with case-by-case permission from the Executive Board. In addition, the Executive Board considers for each individual situation whether individual people should be authorised.
5	Legal matters: handling complaints and claims made against the HZ	Authorisation			V							V				Via HZ Faculty, in consultation with the Executive Board.
ORGANISATION																
6	Warning / denying access to HZ to employees, visitors and students under the House and Order Regulations HZ	Authorisation	V	V	V											Art. 7.1, art. 8.2 and art. 8.3 of the House and Order Regulations HZ. In consultation with the attorney / in-house council HZ.
7	Determining the identity and requesting to be shown the HZ-pas or proof of identity document respectively under the House and Order Regulations HZ	Authorisation		V							Facilities				Concierges	
FINANCES																
8	Signing of quotes and agreements up to a value of € 500.00 in MyCorsa	Mandate									V					In accordance with the mandate decision in MyCorsa. The team leaders and OLCs are authorised to sign quotes and agreements up to a value of € 500.00 including VAT per clearly distinguishable occurrence or range of

¹ For the definition of mandate, proxy and authorisation, please refer to the Mandate, Proxy and Authorisation Regulations HZ, as published on the HZ website.

² Director Part-time Academy and Director Center of Expertise (CoE) Water & Technology

³ Programme Coordinator

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																<p>connected occurrences. A commitment that stretches over several years shall be considered to be a range of connected occurrences.</p> <p>Agreements of a sustainable nature, politically sensitive or increased risks are outside of the scope of the mandate and must obtain prior approval from the Executive Board.</p> <p>Matters that are outside of the scope of the mandate include, among others, legally binding the HZ to other parties, entering into lease contracts, acquiring/disposing of registered property, acquiring/disposing of (parts of) organisations, entering into framework agreements and all agreements concerning personnel (except for the mandates concerning personnel as granted in this Mandate Register).</p>
9	Signing of quotes and agreements up to a value of € 5,000.00 in MyCorsa	Mandate				V	V	V		V					Project Leaders, Lectors	<p>In accordance with the mandate decision in MyCorsa.</p> <p>The lectors and team leaders are authorised to sign quotes and agreements up to a value of € 5,000.00 including VAT per clearly distinguishable occurrence or range of connected occurrences. A commitment that stretches over several years shall be considered to be a range of connected occurrences.</p>

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																<p>Agreements of a sustainable nature, politically sensitive or increased risks are outside of the scope of the mandate and must obtain prior approval from the Executive Board.</p> <p>Matters that are outside of the scope of the mandate include, among others, legally binding the HZ to other parties, entering into lease contracts, acquiring/disposing of registered property, acquiring/disposing of (parts of) organisations, entering into framework agreements and all agreements concerning personnel (except for the mandates concerning personnel as granted in this Mandate Register).</p>
10	Signing of quotes and agreements up to a value of € 25,000.00 in MyCorsa	Mandate	V	V	V											<p>In accordance with the mandate decision in MyCorsa.</p> <p>The Director is authorised to sign quotes and agreements up to a value of € 25,000.00 including VAT per clearly distinguishable occurrence or range of connected occurrences. A commitment that stretches over several years shall be considered to be a range of connected occurrences.</p> <p>Agreements of a sustainable nature, politically sensitive or increased risks are outside of the scope of the mandate and must obtain prior approval from the Executive Board.</p>

No.	Authority (of the Executive Board)	Mandate, proxy or authorisation? ¹	Domain Director	Director of Operations	Board Secretary	Director ²	Head of Service	OLC ³	Controller	Leading Lector	Team Leader	Attorney / In-house council	Secretary of the Executive Board	Examination Committee	Other	Requirements / Limitations
																Matters that are outside of the scope of the mandate include, among others, legally binding the HZ to other parties, entering into lease contracts, acquiring/disposing of registered property, acquiring/disposing of (parts of) organisations, entering into framework agreements and all agreements concerning personnel (except for the mandates concerning personnel as granted in this Mandate Register).
11	Signing of projects/quotes that fall within the scope of cooperation agreements previously approved and signed by the Executive Board and with third parties up to a maximum amount of € 100,000.00 per project/quote.	Mandate	V	V												<p>After correctly and fully going through the internal quality process.</p> <p>This mandate applies exclusively to the cooperation agreements listed hereinafter per date 20-05-2021:</p> <ul style="list-style-type: none"> • Waterschap Scheldestromen – HZ date 27-11-2019; • Wageningen Marine Research – HZ date 21-05-2020 resp. 15-05-2020; • Rijkswaterstaat – HZ date 29-09-2020; • North Sea Port Netherlands N.V. – HZ date 18-05-2021 <p>The Domain Directors and Director of Operations who exercise their Mandate inform the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.</p>
12	Spending via a HZ credit card up to a maximum amount	Proxy	V				Finances, MCI		V		HZ Cult, HZ Sport				V	Via authorisation form “issuing credit card”, with a description of the

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																purposes and the maximum amount.
EDUCATION																
13	Determining the content of the programme (the curriculum) as within the meaning of article 7.13 WHW (Higher Education Act)	Mandate	V													
14	Signing the application for the accreditation of the programme	Authorisation	V													
15	Observing and signing copies of the original attestation and copies of the list of marks	Mandate									Student bureau					All employees of the Student bureau are authorised, in consultation with the team leader, to issue certified copies of an attestation and list of marks
16	Signing the education agreements' General Part Experiment Learning Outcomes as defined in the 'Decision Experiments Flexible Higher Education' (AMvB 08-04-2016) part-time and/or work-learn agreement dual formats for Bachelor programmes and AD programmes, for the duration of the experiment.	Mandate				Director Part-Time Academy										<p>The Signing Mandate states as follows: "the Executive Board, on behalf of which, ..., Director Part-Time Academy"</p> <p>The Director Part-Time Academy who exercises the Mandate, informs the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.</p>
17	Signing Education Agreements General Part Work-Learn Agreement Dual Formats of Bachelor Programmes and AD Programmes Full Time insofar as the student continues to attend the full-time programme.	Mandate	V													<p>The Signing Mandate states as follows: "the Executive Board, on behalf of which, ..., Domain Directeur HEW"</p> <p>Mandate applies only to the Domain Director Health, Education & Wellbeing.</p> <p>De Domain Director Health, Education & Wellbeing who exercises the Mandate, informs the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-</p>

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																can be recorded in the minutes.
18	Signing tripartite agreements for lateral entry of the programme Primary Education Teacher (opleiding Leraar Basisonderwijs, PABO).	Mandate	V													<p>The Signing Mandate states as follows: "the Executive Board, on behalf of which, ..., Domain Directeur HEW"</p> <p>Mandate applies only to the Domain Director Health, Education & Wellbeing.</p> <p>The Domain Director Health, Education & Wellbeing who exercises the Mandate, informs the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.</p>
19	Appointment chairperson and members of a Module Examination Committee (annually), on 1 September by the latest, in line with applicable regulations.	Mandate	V													<p>Prior to an appointment, the Domain Director consults with the chairperson of the Examination Committee.</p> <p>If there are sensitivities to be considered concerning an appointment, the power to make the appointment is reserved for the Executive Board.</p> <p>The Domain Directors who exercise their Mandate inform the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.</p>
RESEARCH																
20	Control over copyrights of publications that result from practice-oriented research	Mandate								V						The lectors are mandated under the leading lector for the use of the copyright for publications that result from practice-oriented research.
STUDENTS																

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21	Registration of students before 1 October of the academic year under art. 7.33 WHW and the Regulations (termination) registration students and externals HZ	Mandate	V								Student bureau					
22	Registration of students after 1 October of the academic year under art. 7.33 WHW and the Regulations (termination) registration students and externals HZ	Mandate	V													<p>The preceding in accordance with the "Working method description and role division for interim registration, being after 1 October of the current academic year"</p> <p>Only in the event of a positive decision on the admission request, with the understanding that the Domain Director takes the advice of the programme/course the student intends to attend. If a Domain Director does not come to a positive decision on admission, the Executive Board shall be informed and the Executive Board shall take a final decision.</p> <p>The Domain Directors who exercise their Mandate inform the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.</p>

23	Processing reregistration requests from students within 3 years after issuing a Negative Binding Study Advice	Mandate	V												<p>Only in the event of a positive decision on the reregistration request from both Domain Director and programme.</p> <p>If a Domain Director does not come to a positive decision on admission, the Executive Board shall be informed and the Executive Board shall take a final decision.</p> <p>The Domain Directors who exercise their Mandate inform the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-making</p>
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																can be recorded in the minutes.
24	Deregistration of students <u>upon request</u> under art. 35 Regulations (termination) registration students and externals HZ	Mandate									Student bureau					
25	Deregistration of students <u>after NBSA</u> under art. 36 Regulations (termination) registration students and externals HZ	Mandate	V			Director Part-Time										
26	Termination of the registration of students for failure to comply with payment obligations	Mandate		V												With observance of the procedure non-payment tuition fees and article 37.4 of the Regulations Registration Students HZ. The Signing Mandate states as follows: "the Executive Board, on behalf of which, ..., Director of Operations" The Director of Operations who exercises the Mandate, informs the Executive Board about this in writing via the Management and Directors Team meeting, so that the decision-taking can be recorded in the minutes.
27	The performance of a Study choice check and the possible issuing of a study choice advice under art. 7.31b WHW	Mandate	V			Director Part-Time										
28	The concluding of internship agreements	Mandate	V			Director Part-Time										
29	The concluding of tripartite agreements for dual programmes	Mandate	V			Director Part-Time										
30	Issuing an official warning to a student under art. 7.57h WHW and art. 7 House and Order Regulations HZ	Mandate	V													Prior to decision-making, in consultation with the Executive Board and (in-house) legal council HZ.

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	to students with a disability															
EMPLOYEES																
32	Signing appointment letters, secondment agreements, engagement of employment agencies and employment contracts on behalf of the Executive Board	Mandate													V	This mandate applies to the P&OO advisors. Signing of appointment letters and employment agreements for the P&OO Service is done by the Director of Operations.
33	Application procedure staff deployment	Mandate	V	V	V	V	V	V		V	V					This mandate only applies after a positive advice from both P&OO and P&C.
34	Approving sick leave reports (including reintegration process), performance & evaluation, leave of absence, training, etc.	Mandate	V	V	V	V	V	V		V	V				Research coordinator	Only in their role as manager.
35	Implementation of the Lief & Leed (Joys & Sorrows) policy	Mandate		V											V	This mandate applies to the Director of Operations and P&OO advisors.
36	Performance of Recruitment & Selection policy and spending available budget	Mandate		V											V	This mandate applies only to the P&OO advisors.
37	Making changes to employment agreements	Mandate		V											V	This mandate applies only to the P&OO advisors. This concerns exclusively: changing functions, reducing or extending the employment term. Signing of appointment letters and employment agreements for the P&OO Service is done by the Director of Operations.
38	Approving declarations	Mandate	V	V	V	V	V	V		V	V					Only in their role as manager. For example, claims for travel expenses
39	Implementation of professionalisation policy	Mandate	V	V	V	V	V	V		V	V					Only in their role as manager.
40	Granting permission for the performance of ancillary activities	Mandate	V	V	V	V	V	V		V						Only in their role as manager. With notification to the Executive Board.
41	Imposing measures on employees in accordance with the House and Order Regulations HZ	Mandate	V	V	V											In consultation with the Executive Board.

42	Imposing disciplinary measures (cao-hbo) on employees	Mandate	V	V	V													Suspending, reassigning, written reprimand In consultation with the Executive Board.
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43	Handing applications for travel abroad by employees	Mandate	V	V												The application must conform to applicable frameworks.
EXAMINATION COMMITTEE																
44	The issuing of a study advice, including the binding study advice under art. 7.8b WHW	Mandate												Chairpers on Examination Committee		The Examination Committee HZ reports about the use of the granted mandate to the Executive Board, in accordance with the protocol Annual Report Examination Committee HZ.
45	Granting permission to foreign students who have been given exemptions for 180 study credits to undertake an internship in their country of origin (art. 3.9 fourth section OER HZ).	Mandate												Chairpers on Examination Committee		The Examination Committee HZ reports about the use of the granted mandate to the Executive Board, in accordance with the protocol Annual Report Examination Committee HZ.
46	Appointing the complaints committee	Mandate												Chairpers on Examination Committee		In accordance with the Regulations Complaints Committee under the Regulations Examination Committee.