

# Use of the University Seal - Governing Policy

## 1. Purpose of policy

As a body corporate established by the University of the Sunshine Coast Act 1998, the University has a Seal as an identifier of its status as a body corporate. The Seal is used to authenticate documents in the University's name and is most commonly affixed to testamurs and other award certificates, but may also be affixed to deeds, and occasionally to other contracts and agreements.

Affixing the Seal to a document indicates that the document is formal, or in the case of a deed, creates legally binding relations.

## 2. Policy scope and application

This Policy determines the custody of the University Seal, the documents to which the Seal is to be affixed, the signatories to the Seal, and the recording of the use of the Seal. It applies to all University staff and students.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Policy Statement

4.1 The Seal of the University will be kept in the custody of the Vice-Chancellor and President.

4.2 The Seal will be affixed to:

(a) documents which are required by law or for ceremonial purposes to be under seal;

(b) all certificates to be issued in respect of a degree or other award which is to be conferred by the University;

(c) any agreement to which the University is a party where the other party insists that the agreement be executed under seal;

(d) any document or report prepared by the University for submission to the Commonwealth or State Government where the relevant department requires that the Seal be affixed;

(e) such other documents as Council determines.

4.3 Every document to which the Seal is affixed will be signed by any one of the Chancellor, Deputy-Chancellor Vice-Chancellor and President, Deputy Vice-Chancellors, Pro Vice-Chancellors, Chief Operating Officer, or such other person/s appointed by Council for that purpose.

4.4 In affixing the Seal to testamurs the following attestation clause will be used:

Given under the Seal of the University of the Sunshine Coast

on the ..... day of ..... 20.. by the authority of Council

\_\_\_\_\_  
[signatory] [signatory]

4.5 In affixing the Seal to documents other than testamurs the following attestation clause will be used:

The Seal of the University of the Sunshine Coast was hereto affixed

on the ..... day of ..... 20.. by the authority of Council

### APPROVAL AUTHORITY

Council

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, Governance and Risk Management

### FIRST APPROVED

14 October 2008

### LAST AMENDED

8 November 2019

### REVIEW DATE

8 November 2029

### STATUS

Active

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[signatory] [signatory]

4.6 Any failure to use the attestation clauses, set out in clause 4.5 or clause 4.5, does not affect the validity of the document or of the affixing of the common seal to that document in any way.

4.7 The Vice-Chancellor and President will maintain a register of use of the Seal of the University in which must be recorded:

- (a) the authority for the affixing of the Seal;
- (b) the nature of the document to which the Seal is affixed;
- (c) the date of signature of the document;
- (d) the signatures appearing on the document.

4.8 The Seal may only be used in compliance with this Policy. Unauthorised use of the Seal, or use of a seal purported to be the University of the Sunshine Coast Seal, may constitute misconduct by a staff member or student.

4.9 The use of the Seal will be reported to the next meeting of Council.

4.10 Records of all testamurs and other award certificates issued by the University of the Sunshine Coast will be maintained by Student Services and Engagement.

4.11 Relevant staff within the Office of the Vice-Chancellor and President will be responsible for ensuring that records of all documents to which the Seal has been affixed, other than testamurs and other award certificates, are registered and retained within the University's records management system.

END

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#### RELATED DOCUMENTS

- Enrolments and Graduation - Procedures
- Honorary Awards - Procedures
- Management of Contracts and Memoranda of Understanding (MOUs) - Procedures
- Managing and Investigating Breaches of Responsible Research Conduct - Procedures
- University Delegations - Governing Policy

#### RELATED LEGISLATION / STANDARDS

- University of the Sunshine Coast Act 1998 (Qld)