

University of New England

Policy for the Use of the University Seal

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Rationale and Scope

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.

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 is also affixed to deeds, to contracts and agreements, and to other such documents as Council may determine.

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

Policy

1. That pursuant to Section 27 of the University of New England Act 1993 the Council directs that the seal of the University be kept in a secure place notified to the Legal Counsel.
2. That, pursuant to By-Law 5.2, the Council appoints any two of the following officers: the Chancellor, Deputy Chancellor, Vice-Chancellor, the Chair of the Academic Board or the Legal Counsel, to sign an attestation on a document to which the Seal of the University is affixed pursuant to a resolution of the Council.
3. That by the authority of Section 27 of the University of New England Act 1993 the Board authorises the affixing of the Seal of the University to: (a) testamurs and other academic certificates issued to any person as evidence that an award has been conferred upon that person by the University; (b) official messages of congratulations or greetings to educational institutions celebrating special occasions; (c) documents which are required by law to have the seal affixed; (d) documents relating to the investment of University funds, including the acceptance of rights or bonus shares, applications for or redemption of shares

or debenture stock; (e) reassignment, surrender or maturity of life assurance policies under the Professorial Superannuation Scheme, and (f) such other documents as Council determines.

4. That the affixing of the Seal in accordance with paragraph 3 shall be advised to the next meeting of Council;
5. That the Legal Counsel shall keep a register of the use of the seal of the University and shall record in the register, in relation to each occasion on which the Seal of the University is affixed to a document: (a) the authority for affixing the Seal; (b) the nature of the document to which the Seal is affixed; (c) the date on which the seal is affixed; and (d) the persons who signed the document.

Approval signature



***The Hon Dr Richard Torbay MP
Chancellor***