

# University Seal Usage Policy

## Section 1 - Purpose and Context

(1) This document details requirements for the utilisation and management of the University's Seal. It does not address delegated authority to approve various transactions. Accordingly the document must be read and enacted in conjunction with the University's [Delegations \(Administrative\) Policy](#).

## Section 2 - Definitions

(2) Nil.

## Section 3 - Policy Statement

(3) The Vice-Chancellor and President will keep the Seal of the University in strict custody.

(4) The Seal of the University will be affixed by resolution of the Board of Trustees or, in circumstances detailed below, may be affixed by direction of the Chancellor, a Deputy Chancellor, the Vice-Chancellor and President, a Deputy Vice-Chancellor, the Vice-President, Finance and Resources, the Academic Registrar, or a Pro Vice-Chancellor.

- a. The Seal may be affixed by direction of the Chancellor, a Deputy Chancellor, the Vice-Chancellor and President, a Deputy Vice-Chancellor, the Vice-President, Finance and Resources, the Academic Registrar, or a Pro Vice-Chancellor if, in the opinion of one of those officers, the sealing of the document should not be delayed until the next scheduled meeting of the Board, and such action will be reported to the Board of Trustees at its next meeting.
- b. The Seal may be affixed by direction of the Academic Registrar to a testamur issued in respect of any academic award made by the University.

(5) In the affixing of the Seal to documents other than testamurs the form of words used will be:

'The Common Seal of the University of Western Sydney was hereto affixed by authority of the Board of Trustees in the presence of...'

and the affixing of the Seal will be attested.

(6) The affixing of the Seal will be attested by any two of the Chancellor, a Deputy Chancellor, the Vice-Chancellor and President, a Deputy Vice-Chancellor, the Vice-President, Finance and Resources, the Academic Registrar, or a Pro Vice-Chancellor.

(7) The Vice-Chancellor and President will nominate an officer of the University to maintain a register in which each use of the Seal will be recorded, with details of the authority for the use of the Seal, the nature of the document to which the Seal had been affixed, the date of use, and the name and description of each person attesting the affixing of

the Seal.

## **Section 4 - Procedures**

(8) Nil.

## **Section 5 - Guidelines**

(9) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd August 2007
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