



# University Common Seal policy

## Section 1 - Preamble

(1) This Policy is effective from 4 January 2021.

## Section 2 - Purpose

(2) This Policy governs the custody and use of the University Common Seal.

## Section 3 - Scope

(3) This Policy applies to the use of the University Common Seal.

## Section 4 - Policy

### Custody of the Seal

(4) The Seal of the University will be in the custody of the General Counsel.

### Use of the Seal

(5) The Seal of the University may be affixed to:

- a. testamurs for University awards;
- b. statutes of the University and amendments and revocations thereof;
- c. regulations of the University and amendments and revocations thereof;
- d. documents required to be sealed; and
- e. other documents approved by Council from time to time.

### Affixing of the Seal

(6) The Seal of the University may be affixed by resolution of Council.

(7) If, in the opinion of an Authorised Officer, the sealing of the document should not be delayed until the next scheduled meeting of Council, the Seal of the University may be affixed by direction of an Authorised Officer and such action will be reported to Council at the first opportunity.

(8) The Seal of the University may be affixed by direction of the Vice-Chancellor (or nominee) to a testamur issued in respect of any academic award of the University.

(9) The Seal of the University may be affixed by direction of a Vice-President to:

- a. the statutes, amendments and revocations thereof, made by the Council and required by law to be submitted to

the Minister

- b. regulations, amendments and revocations thereof, made by the Council
- c. regulations, amendments and revocations thereof, made by the Vice-Chancellor; and
- d. regulations, amendments and revocations thereof, made by the Academic Board.

(10) In all cases of the affixing of the Seal, except to testamurs, the form used shall be: "The Common Seal of Deakin University was hereto affixed on the day of by resolution of Council (or by direction of an Authorised Officer as the case requires) in the presence of:"

(11) The affixing of the Seal of the University shall be attested by at least two Authorised Officers except that the affixing of the Seal to statutes and regulations may be attested by a Vice-President alone.

(12) The University may execute any document (including a deed) without affixing the Seal of the University if the document is signed in accordance with [Council Regulations](#) 21.2.

(13) General Counsel will maintain a register in which each use of the Seal (except to testamurs) will be recorded.

(14) Breach of this Policy may result in disciplinary action under the [Staff Discipline policy](#) or [Student Misconduct procedure](#).

## Section 5 - Procedure

(15) There is no attendant procedure.

## Section 6 - Definitions

(16) For the purpose of this Policy:

- a. Authorised Officer means:
  - i. the Chancellor
  - ii. a Deputy Chancellor
  - iii. the Vice-Chancellor
  - iv. a Deputy Vice-Chancellor; and
  - v. a Vice-President.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	4th January 2021
<b>Review Date</b>	4th January 2026
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	4th January 2021
<b>Expiry Date</b>	To Be Advised
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