

Use of the University Seal Policy

1 Purpose

To provide information and guidance on the use of the University Seal.

2 Scope

This policy applies to all University Members.

3 Policy Statement

As a body corporate established by the *University of Southern Queensland Act 1998*, the University has a seal as an identifier of the University's status as a body corporate.

Testamurs, award certificates and documents required to be issued under the University Seal are only valid when the University Seal is affixed and signed in accordance with the Use of the University Seal Procedure.

This policy aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021: Standard 1.5 Qualifications and Certification*

4 References

Nil.

5 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

6 Policy Information

Accountable Officer	Vice-Chancellor
Responsible Officer	University Secretary

Policy Type	Governance Policy
Policy Suite	Use of the University Seal Procedure
Subordinate Schedules	
Approved Date	30/10/2017
Effective Date	30/10/2017
Review Date	27/6/2027
Relevant Legislation	University of Southern Queensland Act 1998
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Testamur</p> <p>A certificate issued by the Council of the University to signify that a Student has satisfied the requirements of a specific program and has graduated.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>University Members</p> <p>Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.</p>

	<p>University Seal</p> <p>The official seal of the University, which may be affixed to documents as an embossed version or as a stamp version, normally depending on the media used.</p>
	<p>Definitions that relate to this policy only</p>
<p>Keywords</p>	<p>University seal, logo, testamur</p>
<p>Record No</p>	<p>13/466PL</p>