Use of the University Seal Procedure

1 Purpose

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

2 Scope

This procedure applies to all University Members.

3 Procedure Overview

This procedure sets out the documents to which the University Seal is to be affixed, the signatories, location and recording of the use of the University Seal.

This procedure aligns with:

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

4 Procedures

4.1 Location of the University Seal

The location of the University Seal will be maintained by the University Secretary.

4.2 General authority to affix the University Seal

1. Council has authorised the University Seal to be affixed to:
    a. documents which are required by law to be under seal;

    b. all Testamurs and award certificates issued as evidence that a degree or other award of the University has been conferred on a person by the Council;

    c. such other documents as Council may determine.

2. Signatures required for the purpose of affixing the University Seal under section 4.2.1(b) are authorised by Council to be reproduced by electronic means.

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4.3 Circumstances in which the Vice-Chancellor may authorise the affixing of the University Seal

The Vice-Chancellor is delegated authority by Council to authorise the affixing of the University Seal in the following cases:

1. if the matter is formal or of special significance to the University, for example, formal diplomatic or strategic agreements with major institutions; and

2. if the contract or agreement is one where all contracting parties require execution under seal.

4.4 Execution of documents to which the University Seal is affixed

1. Every document to which the University Seal is affixed will be signed by the Vice-Chancellor or Delegate, and the University Secretary or such other person/s appointed by Council for that purpose.

2. When the University Seal is affixed to a document (other than a Testamur or award certificate) the following sealing clause must be inserted:

The Seal of the University of Southern Queensland was affixed

to this document on the…….day of……20 [ ]

by the authority of the University Council.

……

Vice-Chancellor or Delegate/University Secretary

4.5 Recordkeeping

The University Secretary will require users of the University Seal to record:

1. the authority for the affixing of the University Seal;

2. the nature of the document to which the University Seal is affixed;

3. the date of signature of the document;

4. the signatures appearing on the document.

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4.6 Reporting to Council

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

4.7 Misuse of the University Seal

Except as permitted by this policy and procedure, no person may affix, or attempt or purport to affix the University Seal to any document whatsoever. Unauthorised, attempted or purported use of the University Seal, or use or purported use of a seal which so nearly resembles the University Seal as to be likely to deceive, may constitute misconduct by an Employee or Student, and may be dealt with under relevant University Policies or, in the case of Employees, the relevant industrial agreement.

5 References

Nil.

6 Schedules

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

7 Procedure Information

Accountable Officer	Vice-Chancellor
Responsible Officer	University Secretary
Policy Type	University Procedure
Policy Suite	Use of the University Seal Policy
Subordinate Schedules	
Approved Date	27/6/2022
Effective Date	27/6/2022
Review Date	27/6/2027
Relevant Legislation	*University of Southern Queensland Act 1998*
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	

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Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**

Council

Council means the governing body, the University of Southern Queensland Council.

Delegate (noun)

Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Testamur

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.

University

The term 'University' or 'UniSQ' means the University of Southern

	Queensland. University Members 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. University Seal 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. Vice-Chancellor The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.
	Definitions that relate to this procedure only
Keywords	University seal, logo, testamur
Record No	17/316PL

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