

STATUTE 1.5 - SEAL OF THE UNIVERSITY

Interpretation

1.5.1 In this statute-

‘**authorised officer**’ means the Chancellor, a deputy chancellor, the vice-chancellor, a deputy vice-chancellor, a pro-vice-chancellor or the senior vice-principal.

Custody and use of the seal

1.5.2 The seal of the University must be kept in the custody of the university secretary or, in the absence of the university secretary, a deputy nominated for the purpose by the university secretary, and is to be used only as provided in this statute.

Affixing of the seal by the university secretary

- 1.5.3 (1) The university secretary is hereby authorised to affix the seal-
- (a) to the certificate to be issued for a degree or diploma;
 - (b) to the copy of a statute or regulation or amendment thereof required to be submitted to the Minister; and
 - (c) to any document being a true copy-
 - (i) of any statute or regulation or amendment thereof or any rule made thereunder; or
 - (ii) of any minute or part of a minute of a meeting of the Council, or of any committee or other body of the University; or
 - (iii) of any other official document or muniment of the University;certified as such for submission as evidence of the making of such statute, regulation, rule, minute or other official document or muniment as the case may be.
- (2) If the university secretary is absent or unable to act, and an acting university secretary has not been appointed, a deputy nominated for the purpose by the university secretary may affix the seal in accordance with this section.
- (3) The affixing of the seal under sub-paragraph (1)(c)(i) of this section must be attested by two authorised officers.

Affixing of seal on direction of the Council or an authorised officer

- 1.5.4 (1) Any document, other than a document referred to in section 1.5.3, required to be under the seal of the University must have the seal affixed to it only-
- (a) on the direction of the Council; or
 - (b) in formal matters or in circumstances of urgency, on the direction of an authorised officer.
- (2) An authorised officer who directs that the seal be affixed to a document must report the matter to the Council as soon as practicable after giving the direction.

Form of the seal

- 1.5.5 When the seal is affixed under section 1.5.4 the form used is either-
- (a) ‘Given under the Common Seal of The University of Melbourne by direction of the Council’;
 - or
 - (b) ‘Given under the Common Seal of The University of Melbourne by direction of an officer authorised for the purpose under Statute 1.5.4 of The University of Melbourne Statutes’
- and the seal must be attested by an authorised officer and by the university secretary or deputy nominated for the purpose.

Other means of executing a document as a deed

- 1.5.6 Notwithstanding section 1.5.4, the University may also execute a document (other than a document referred to in section 1.5.3) as a deed if the document is expressed to be executed as a deed and is signed by two authorised officers, or by one authorised officer and the university secretary, provided that the university secretary must report the execution of any such document by this means to Council as soon as practicable thereafter.