

University of Waikato Common Seal Policy



Responsibility for policy: Secretary to Council

Approving authority: Council

Last reviewed: May 2023

Next review date: May 2028

Application

1. This policy applies to all staff of the University of Waikato.

Purpose

2. The purpose of this policy is to
 - a. establish authorised purposes for attaching the seal to a document
 - b. establish authorities for attaching the seal to a document and
 - c. establish authorities for countersigning the seal.

Related legislation

3. This policy takes account of [section 273](#) of the [Education and Training Act 2020](#).

Definition

4. The University of Waikato Common Seal ('the seal') means the emblem of the University that represents the signature of the Council of the University of Waikato.

Purpose of the seal

5. The presence of the seal on a document, countersigned by relevant authorised staff members, is conclusive proof of an act or undertaking on behalf of the University of Waikato.
6. The seal is to be attached to
 - a. certificates for academic qualifications and honorary awards
 - b. legal documents of major significance
 - c. documents where other parties specifically request it.

Authorities for attaching the seal

7. The authorities who may attach the seal for particular purposes are:

Certificates for Academic Qualifications and Honorary Awards

The Director of Student Systems and Administration

Financial Contracts and Agreements

The Director of Finance

Academic Contracts and Agreements

The Deputy Vice-Chancellor Academic

Research Contracts and Agreements

The Deputy Vice-Chancellor Research

The Director, Research and Enterprise

Authorities for countersigning the seal

8. The seal has no authority unless it is countersigned by relevant authorised staff members.
9. In the case of certificates for academic qualifications and honorary awards the seal must be countersigned by the Vice-Chancellor.

10. In all other cases the seal must be countersigned by at least **two** authorised staff members.
11. The staff members authorised to countersign the seal for particular purposes are:
 - Financial Contracts and Agreements*
 - The Vice-Chancellor
 - The Director of Finance
 - Academic Contracts and Agreements*
 - The Vice-Chancellor
 - The Deputy Vice-Chancellor Academic
 - Research Contracts and Agreements*
 - The Vice-Chancellor
 - The Deputy Vice-Chancellor Research
12. The authorities for countersigning the seal are subject to the financial authorities determined under the University's [Financial Authority Policy](#).
13. The Chancellor or Vice-Chancellor may authorise the attachment and countersigning of the seal where other parties specifically request it for purposes other than those listed in section 7 of this policy.

Responsibilities for custodianship of the seal

14. Responsibility for maintaining adequate supplies of the seal rests with the Director of Student Systems and Administration.
15. Responsibility for the safe custody of the seal rests with the Secretary to Council.
16. The Secretary to Council is responsible for ensuring that a register is maintained, recording the date and purpose of each occasion on which the seal is provided to an authority under section 7 or 13 of this policy.
17. The uplifting of seals by anyone other than those listed in section 7 of this policy, as regular practice or otherwise, may be allowed by the Secretary to Council only on written authority of the Chancellor, the Vice-Chancellor or one of the persons listed in section 7 of this policy, who will be accountable.

Responsibility for monitoring compliance

18. The Secretary to Council is responsible for monitoring compliance with this policy and reporting any breaches to Council.
19. Breaches of this policy may result in disciplinary action under the [Staff Code of Conduct](#).

Waivers and variations

20. Only the Chancellor or the Vice-Chancellor may waive or vary the provisions of this policy in individual cases; any such waivers or variations must be reported to Council.