

# CURTIN UNIVERSITY ACT 1966

## STATUTE NO. 1 – COMMON SEAL AND GRADUATION SEAL

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# CURTIN UNIVERSITY ACT 1966

## STATUTE NO. 1 – COMMON SEAL AND GRADUATION SEAL

This Statute is made by the Council of the University under the powers conferred on it by section 34 of the *Curtin University Act 1966*.

### Part 1 - Preliminary

#### 1. Short title

This Statute is *Statute No. 1 – Common Seal and Graduation Seal*.

#### 2. Commencement

This Statute takes effect on the day after publication in the *Government Gazette*.

#### 3. Purpose

The purpose of this Statute is to establish the framework for the use of the University's common seal and graduation seal.

#### 4. Terms used

(1) In this Statute, unless the contrary intention appears -

*Act* means the *Curtin University Act 1966*;

*award* means a degree, diploma, certificate or honorary award of the University under section 18 of the Act;

*common seal* means the common seal of the University;

*graduation seal* means the graduation seal of the University; and

*Previous Statute No. 1* means Statute No. 1 – Common Seal and Graduation Seal, published in the *Government Gazette* on 19 December 1986.

(2) Unless otherwise defined in subsection (1), a term used in this Statute has the meaning given in the Act or in *Statute No. 2 – Interpretation*.

## Part 2 - Common Seal

### 5. Form

The form of the common seal is –



### 6. Custody

The Administrative Secretary is to hold the common seal in safe custody and is to ensure that it is available for use as authorised under the Act or this Statute.

### 7. Use

(1) The use of the common seal is dealt with in the Act.

*Note, section 6(1) of the Act relevantly states that the common seal 'shall not be used except upon resolution of the Council or as may be authorised by the Statutes'.*

(2) The Chancellor or Vice-Chancellor may authorise the use of the common seal on a document that –

(a) is required to be made, or may properly be made, under the common seal; and

(b) relates to a matter that –

(i) has been authorised by the Council or by a person on behalf of the University under a written law or delegation; or

(ii) the Chancellor or Vice-Chancellor considers needs to be dealt with urgently and before the next opportunity for the Council to consider the matter.

(3) The Chancellor or Vice-Chancellor must report to the Council, at the first opportunity, the circumstances relating to an authorisation under subsection (2).

### 8. Affixing

(1) The Administrative Secretary is to affix the common seal to –

- (a) each Statute, rule and by-law made by the Council; and
  - (b) each document, or each document within a class of documents, authorised to be sealed with the common seal under the Act or this Statute.
- (2) A document to which the common seal is affixed must be –
- (a) signed by the Chancellor or the Vice-Chancellor; and
  - (b) countersigned by the Administrative Secretary or another person authorised by the Council to do so.
- (3) A document to which the common seal is affixed must have the following sealing clause in close proximity to the common seal –

The Common Seal of Curtin University was affixed on [add date] by the authority of the Council [or the Chancellor or Vice-Chancellor, as the case requires].

## **9. Register**

The Administrative Secretary must –

- (a) maintain a register of the use of the common seal; and
- (b) record in the register, in respect of each document to which the common seal is affixed –
  - (i) particulars of the nature of the document;
  - (ii) the date of the document;
  - (iii) the authority for the document; and
  - (iv) the name and title of each person signing and countersigning the document under section 8(2).

### **Part 3 - Graduation Seal**

## **10. Form**

The form of the graduation seal is –



**11. Custody**

The Academic Registrar is to hold the graduation seal in safe custody and to be available for use as authorised by this Statute.

**12. Use**

The graduation seal may be used only as authorised by the Council or the Vice-Chancellor.

**13. Affixing**

(1) The Academic Registrar is to affix the graduation seal to each document, or each document within a class of documents, which the Vice-Chancellor has authorised to be sealed with the graduation seal.

(2) A document to which the graduation seal is affixed must be signed by the Vice-Chancellor and counter-signed by the Chancellor by way of either –

(a) a personal signature; or

(b) a printed, stamped or digital copy of the personal signature, authorised by the Vice-Chancellor or the Chancellor, as the case may be.

(3) A document to which the graduation seal is affixed must have a sealing clause in the following form –

The Graduation Seal of Curtin University was affixed on [*add date*] by authority of the Council [or the Vice-Chancellor].

**14. Register**

The Academic Registrar must –

(a) maintain a register of the use of the Graduation Seal; and

(b) record in the register, in respect of each document to which the seal is affixed –

(i) particulars of the document;

(ii) the date of the document;

(iii) the authority for the document; and

(iv) the name and title of each person signing or countersigning the document under section 13(2).

**Part 4 - Miscellaneous**

**15. Delegations and authorisations**

- (1) The Academic Registrar may –
  - (a) delegate to an employee of the University any of the Academic Registrar's functions under this Statute; and
  - (b) authorise an employee of the University to carry out, on behalf of the Academic Registrar, any of the Academic Registrar's functions under this Statute.
  
- (2) The Administrative Secretary may –
  - (a) delegate to an employee of the University any of the Administrative Secretary's functions under this Statute; and
  - (b) authorise an employee of the University to carry out, on behalf of the Administrative Secretary, any of the Administrative Secretary's functions under this Statute.

**16. Rules**

The Council may make rules, not inconsistent with the Act or any Statute –

- (a) to regulate, or provide for the regulation of, the common seal or the graduation seal; or
- (b) to carry out or give effect to this Statute.

**17. Revocation**

Previous Statute No. 1 is revoked.

The Common Seal of CURTIN UNIVERSITY )  
was affixed on the 13<sup>th</sup> )  
day of April 2018 )  
by the authority of the Vice-Chancellor )



*[Signature]*  
Vice-Chancellor

*A/* *[Signature]*  
Administrative Secretary

## REVISION HISTORY

<b>Revision Ref. No</b>	<b>Approved/Rescinded</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
	Established	21/2/1968	Council	I/C 20/68	as tabled (No document number specified).
	Gazetted	21/5/1968			
	Amended	19/11/1969	Council	C 241/69	via Amending Statute No. 2 (amendment specified in Resolution/no document reference).
	Gazetted	9/2/1970			
	Amended	20/10/1971	Council	C 101/71	Document not specified. Resolution refers to amendments to Statutes 5, 6 and 7. Government Gazette indicates approval was actually for Amending Statute No. 5 (to amend Statutes 1, 2, 3 and 5) and Amending Statute No. 6 (to amend Statute No. 7).
	Gazetted	23/11/1971			
	Amended	20/8/1975	Council	C 122/75	Appendix to Council minutes.
	Gazetted	10/10/1975			
	Amended	21/10/1981	Council	C 147/81 (1)	Appendix I to Document 4544/81.
	Gazetted	18/12/1981			
	Amended	26/11/1986	Council	C 280/86	Document 62/86 and attached to Council minutes.
	Gazetted	19/12/1986			
	Amended	17/10/2001	Council	C 83/01	via Amending Statute No 9 and Amending Statute No 10 – Tabled Replacement Appendix D to Attachment 1 to Document 41/01
	Gazetted	24/5/2002			
	Replacement	21/03/2018	Council	C 48/18	Repeal the existing Statute No 1 and approve the making of new Statute 1
	Gazetted	26/06/2018			