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CURTIN UNIVERSITY OF TECHNOLOGY

STATUTE NO 1

COMMON SEAL AND GRADUATION SEAL

1. This Statute shall come into force and take effect on the date that the *Western Australian Institute of Technology Amendment Act 1986* is proclaimed in accordance with Section 2 of that Act.
2. In this Statute, unless the context otherwise requires –

“Common Seal” means the Common Seal of the University described in Section 3.

“Graduation Seal” means the Graduation Seal of the University described in Section 4.
3. The form of the Common Seal of the University is –

*[Imprint of the Common Seal appears
on the original document.]*

4. The form of the Graduation Seal of the University is –

*[Imprint of the Graduation Seal appears
on the original document.]*

5. (1) The Administrative Secretary shall hold the Common Seal in safe custody and available for use as authorised by this Statute.
- (2) The General Manager, Student and Staff Services shall hold the Graduation Seal in safe custody and available for use as authorised by this Statute.
6. (1) Except as provided in Section 7, the Common Seal shall only be used by the authority of the Council.
- (2) The Graduation Seal shall only be used by the authority of the Council.
7. Where a document required to be under the Common Seal relates to a matter or matters which the Chancellor or Vice-Chancellor considers are formal or of special urgency, the Chancellor or Vice-Chancellor may authorise the use of the Common Seal on that document. The Chancellor or Vice-Chancellor authorising the use of the Common Seal under this section shall report the circumstances to the Council at the first opportunity.
8. (1) The Administrative Secretary may affix the Common Seal to –
- (a) all Statutes made by the Council; and
- (b) documents or classes of documents which the Council has authorised to be sealed with the Common Seal.
- (2) The General Manager, Student and Staff Services may affix the Graduation Seal to all documents or classes of documents which the Council has authorised to be sealed with the Graduation Seal.
9. (1) Every document to which the Common Seal is affixed shall be signed by the Chancellor or the Vice-Chancellor and countersigned by the Administrative Secretary or by some other person appointed by the Council for the purpose.
- (2) Every certificate of an award to which the Graduation Seal is affixed shall be signed by the Vice-Chancellor and countersigned by such person as shall be appointed by the Council for the purpose.

10. (1) Whenever the Common Seal is affixed to a document the following sealing clause shall be inserted at the end of the document –

“The Common Seal of Curtin University of Technology was hereto affixed on the day of 20 by the authority of the Council (or the Chancellor or Vice-Chancellor as the case requires)”.

(2) There shall be inserted at the end of every certificate of an award a sealing clause in the following form –

“The Graduation Seal of Curtin University of Technology was hereto affixed pursuant to a resolution of the Council dated ”.
11. (1) The Administrative Secretary shall maintain a register of the use of the Common Seal in which he shall record, in respect of each document to which the Common Seal is affixed, particulars of the nature of the document, its date, the authority for it and the name and title of the persons signing and countersigning the document as required by Section 9(1).

(2) The General Manager, Student and Staff Services shall maintain a register of the use of the Graduation Seal in which he shall record, in respect of each certificate of an award to which the seal is affixed, particulars of the certificate, its date, the authority for it and the name and title of the persons signing and countersigning the document as required by Section 9(2).
12. The Council may, by resolution, from time to time, determine either generally or in any particular case or cases that in relation to any certificate of an award to which the Graduation Seal is affixed, the signature of the Vice-Chancellor or the other person appointed by the Council to countersign the affixing of the Graduation Seal or both may be affixed by some mechanical means and be a facsimile of those persons’ signatures in such manner as may be specified in the Council’s resolution.
13. The Council may, by resolution, from time to time, determine the functions of the Council that may be exercised without the use of the Common Seal for that purpose and except where the Act or any other Act or a Statute requires that the Common Seal be affixed to an instrument, that an instrument or class of instrument may be signed by an officer of the University without the use of the Common Seal.
14. Statute No. 1 – Common Seal and Graduation Seal – adopted on 21 October 1981, is hereby repealed.

REVISION HISTORY

- Amended - C 83/01 (17/10/01) – via **Amending Statute No 9 and Amending Statute No 10** – Tabled Replacement Appendix D to Attachment 1 to Document 41/01. Gazetted 24/5/02.*
- Amended - C 280/86 (26/11/86) – Document 62/86 and attached to Council minutes. Gazetted 19/12/86.*
- Amended - C 147/81 (1) (21/10/81) – Appendix I to Document 4544/81. Gazetted 18/12/81.*
- Amended - C 122/75 (20/8/75) – Appendix to Council minutes. Gazetted 10/10/75.*
- Amended - C 101/71 (20/10/71) – 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). Amending Statute gazetted 23/11/71.*
- Amended - C 241/69 (19/11/69). via **Amending Statute No. 2** (amendment specified in Resolution/no document reference). Amending Statute gazetted 9/2/70.*
- Established - I/C 20/68 (21/2/68) – as tabled (No document number specified). Gazetted 21/5/68.*