

Seal and Deed Regulations

Made by the Monash University Council

Version incorporating amendments as at 3 November 2011

1. Definitions

In these regulations unless the contrary intention appears -

'authorised officer' means the chancellor, a deputy chancellor, the vice-chancellor and president, a deputy vice-chancellor or a vice-president;

'certificate' means a certificate in respect of a degree or award as described in paragraph 2.2.1 of the statute;

'statute' means *Statute 8.1 - The seal of the university and execution of deeds*.

2. Affixing of the seal

Pursuant to subsection 2.3 of the statute, the seal may be affixed to -

2.1.1 a certificate by the divisional director (student and community services) or nominee;

2.1.2 any document other than a certificate by the university solicitor or nominee.

3. Attestation of the seal

Pursuant to subsection 3.2 of the statute, in the case of a document other than a certificate, the affixing of the seal shall be attested and counter-attested by -

3.1.1 two authorised officers; or

3.1.2 one authorised officer and a person approved by resolution of Council.

4. Execution of deeds not under seal

4.1 Where, pursuant to section 4 of the statute, the university executes a document as a deed without affixing the seal, that document shall be signed in accordance with this section 4.

4.2 Subject to subsections 4.3 or 4.4, a deed shall be signed by -

4.2.1 one authorised officer; or

4.2.2 a person approved by resolution of Council.

4.3 A deed in the form of a lease, licence or other document relating to an interest in land shall be signed by -

4.3.1 the vice-president (administration) or his or her delegate; or

4.3.2 the divisional director (facilities and services).

4.4 A deed giving effect to or otherwise confirming an assignment of intellectual property from a student or employee of the university, to the university, shall be signed by -

4.4.1 the deputy vice-chancellor (research) or his or her delegate;

4.4.2 the pro vice-chancellor (research and research training);

4.4.3 the pro vice-chancellor (industry, engagement and commercialisation); or

4.4.4 the director of the research office.

4.5 The form to be used when executing a deed under this section 4 shall be -

"Signed Sealed and Delivered

for and on behalf of **Monash University**

pursuant to Monash University *Statute 8.1 - The seal*

of the university and execution of deeds by:

.....
Authorised Officer

.....
Name of Authorised Officer

.....
Date"
