

# SINU Seal Policy

## 1. Principles

- 1.1. S22(2)(k) of the Solomon Islands National University Act (2012) requires the Council to be responsible for "the maintenance, and regulation of the use, of the seal of the University".
- 1.2. This policy provides for the maintenance of the University Seal and regulates its use.

## 2. Use of the Seal under Legislation

- 2.1. S3(2) of the SINU Act provides for all deeds, documents and other instruments required to be executed by or on behalf of the University to be sealed with the common seal of the University in accordance with the policy of the Council. The Act further requires for such documents to be executed by the Vice-Chancellor or by some other person authorised by the Council to act in that behalf.
- 2.2. The Act provides that the sealing of deeds, documents and other instruments to be required to be executed by the University is sufficient evidence, until the contrary is proven, that such deed, document or other instrument binds the University.

## 3. Use of the Seal Under Council Decision

- 3.1. The Council formally decides that only the following documents, other than deeds and financial instruments, would need to be sealed by the University.
  - 3.1.1. All commercial business contracts between the University and corporate entities which are entered into by the University under due compliance with procurement policies of the University and which are of a value greater than \$1,000,000, or contracts of lower value which the Vice-Chancellor determines in his own deliberate judgment, that it needs to be sealed.
  - 3.1.2. All Memorandum of Agreements with external parties which bind the University in a legal and financial obligation to the external party.
  - 3.1.3. All Certification of Qualifications Awarded by the University under the University Academic Policy. In this, the following Qualifications are recognised as award qualifications:
    - 3.1.3.1. Degrees of Doctor of Philosophy
    - 3.1.3.2. Masters Degrees
    - 3.1.3.3. Post-Graduate Diplomas
    - 3.1.3.4. Post-Graduate Certificates
    - 3.1.3.5. Graduate Diplomas
    - 3.1.3.6. Graduate Certificates
    - 3.1.3.7. Bachelors Degrees
    - 3.1.3.8. Advanced Diplomas
    - 3.1.3.9. Trade Diplomas
    - 3.1.3.10. Higher Education Diplomas
    - 3.1.3.11. Trade Certificates at levels 1, 2, 3 and 4
    - 3.1.3.12. University Preparatory Certificates at levels 1, 2, 3 and 4.
  - 3.1.4. Honorary Awards: Certificates that confer Honorary degrees of the University under the provisions of the University Academic Policy, shall be sealed.
  - 3.1.5. The Seal shall also be used for any other legal document that involves the University and that is required by the laws of Solomon Islands or the laws of a foreign country, to be sealed.

#### 4. Authority for Use of the Seal

- 4.1. The Vice Chancellor acting under delegated authority of the Council is the sole authority to grant permission for the use of the Seal of the University. In exercising this authority, the Vice Chancellor may receive recommendations for the use of the seal from the University Council, the Council Committees, the University Tender Board, or other senior managers of the University
- 4.2. There shall always be two signatories of the University where documents are to be sealed; these two could be either as co-signatories, or one as a core signatory and one as a witness of the execution of the document.
- 4.3. The two signatories under s 4.2 above are:
- 4.3.1. For all academic qualifications, the Pro-Chancellor and the Vice Chancellor.
- 4.3.2. For all academic documents other than qualifications, the Vice-Chancellor and the Pro-Vice Chancellor (Academic).
- 4.3.3. For all other documents, the Vice-Chancellor and the Pro-Vice Chancellor (Corporate).

#### 5. Records

- 5.1. The Vice-Chancellor shall cause to be maintained complete Registers for the use of the University Seal.

#### 6. Reporting

- 6.1. The Vice-Chancellor shall submit quarterly reports to the Council on the use of the University Seal.

#### 7. Custody

- 7.1. The custody responsibility of the Seal rests with the Vice-Chancellor.

#### Document history

Version	Author (Name & Designation)	Approval Date	Revision
1	Vice Chancellor, through Senior Management Committee & Senate	19 December 2019 By SINU Council	