

T1 USE OF THE COLLEGE SEAL

Purpose and scope

- 1.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains what the College seal is, what its purpose is, and how it should be used on official academic documents.
- 1.2 These regulations apply to the implementation of all other policies and regulations including schedules, and other related elements, and to any action taken on or after 1 June 2017 regardless of the date of the event giving rise to the action.
- 1.3 These regulations do not apply to affixing the seal to any financial instrument or contract that binds the College. For information about using the seal in these situations, please refer to the College Financial Regulations.

Definitions

- 1.4 'Resolution' means a formal decision by a committee or other deliberative body to authorise the creation or approval of an official document. For example, a resolution may authorise the addition of names to the College Register of Awards.
- 1.5 'Official document' means an academic document that grants rights to a member of an institution, or requires them to act in a particular way.

Introduction

Overview

- 1.6 It is important that the College ensures that its members and the public can have confidence that any official document or award of the College has been granted and approved according to its policies and regulations.
- 1.7 As part of this, the College recognises that affixing a seal can provide reassurance that a document or award is genuine, and correctly approved. Therefore, these regulations provide mechanisms to ensure that the seal is correctly applied.

Principles

- 1.8 The College uses a seal to emboss all its awards and other important official documents. The Academic Board will specify which official documents must have the seal affixed. These will be listed in Schedule A: Official Documents.
- 1.9 The Academic Registrar is responsible for keeping the College seal safe and for having it affixed to documents in line with the policies and regulations.

Procedures

- 1.10 Any award or official document requiring the College seal must:
 - (a) be sealed under a resolution of the Academic Board;
 - (b) have the seal affixed to it in the presence of two (2) Senior Officers; and
 - (c) be attested by their signatures.
- 1.11 The sealing of a document must be registered in a book provided for the purpose, signed by those in whose presence the seal was affixed.
- 1.12 Minor documents not listed in the schedule, such as public addresses or academic regulatory notices, may be sealed as the Provost directs from time to time.

1.13 Any sealing must be reported to the next meeting of the Academic Board.

Advice and support

1.14 Advice for staff on official notices or documents; the use of the College seal and associated lower-level College rules is available from their nominated Academic Policy Partner. More complex queries may be referred to appropriate individuals or the Office of Student Complaints, Appeals and Regulation (oscar@gsmmlondon.ac.uk).

1.15 If any staff development needs are identified, these may be discussed with members of the Staff and Educational Development Team.

Fees

1.16 No additional fees or charges are associated with this regulation.

Legal and regulatory context

1.17 These regulations are about how the College seal is affixed to appropriate documents. Therefore, while there is limited legal context specifically on the application of a seal to regulatory documents, these regulations have taken account of the principles of company law that apply to the use of a company seal.

1.18 The College may not be bound by the principles and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. It uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

1.19 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.

1.20 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.

1.21 The annual report must include data on the number of documents to which the seal was affixed; and whether this was ad hoc or as the result of standard procedures.

1.22 Every three (3) years, the College must review these regulations to ensure that:

- (a) they remain up to date and continue to meet the expectations of the UK Quality Code, applicable legislation or guidance;
- (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
- (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Provost

Approved by: Board of Directors and Academic Board

Version: 1.0

Date: 25 November 2015

Monitoring and Review Body: Academic Regulations and Awards Committee

Effective From: 01/06/2017

Next Scheduled Review: April 2019