



Swansea University
Prifysgol Abertawe

Ordinance 15 - Common Seal of the University

- 15.1 All deeds, instruments, and writings to which the Common Seal of Swansea University shall be required, and the authorisation of the transactions contained therein, shall be approved and attested by signature by two authorised officers of the University, on behalf of Council. A report of the transactions and sealing shall be made annually to Council.
- 15.2 The Authorised officers shall be any two of the following: the Chair of Council, the Treasurer, the Vice-Chancellor, the Chief Operating Officer, the Provost, the Director of Finance and any one of the Pro-Vice-Chancellors.
- 15.3 Normally, the sealing and approval of a document shall take place as soon as circumstances demand, but exceptional circumstances, to be determined by the Secretary to Council, may warrant the authorisation of the sealing to take place at a Council meeting.
- 15.4 The Seal shall remain in the custody of the Secretary to the Council.