



The Fiji National University Seal Policy

Purpose

The purpose of this policy is to maintain proper procedure when requesting and utilizing the Fiji National University Seal

Scope

This policy applies to the University Secretary or officer delegated by the Vice-Chancellor to affix the Seal of the University, in accordance with this policy.

1. Authority for Use of the Seal

- 1.1. The Vice Chancellor acting under delegated authority of the University Council is the sole authority to grant permission for the use of the Seal of the Fiji National University.
- 1.2. The Vice Chancellor and University Secretary shall be the signatories under University Seal.
- 1.3. The Chancellor and Vice Chancellor shall be the signatories to the Graduation Certificates and any other awards conferred by the University.

2. Custody of the Seal

- 2.1. The Seal of the University must remain in the custody of the University Secretary.
- 2.2. The University Secretary shall make provision for an official space within the University for safe-keeping of the seal.

3. Affixing the Seal

- 3.1. The University Secretary is empowered by the Vice Chancellor to affix the Seal of the University in accordance with this Policy.
- 3.2. The Seal is commonly used for affixing Testamurs, Memorandum of Understanding, Memorandum of Agreements, deeds, contracts and other documents as approved by the University Secretary.
- 3.3. Certification of Qualifications Awarded: All Testamurs of the FNU Graduands in the

following categories are sealed:

- i. Doctor of Philosophy
- ii. Master's Degree
- iii. Post-Graduate Certificates/Diplomas
- iv. Graduate Certificates/Diplomas
- v. Bachelor's degree with Honours
- vi. Bachelor's degree
- vii. Advanced Diplomas
- viii. Diplomas
- ix. Higher Education Diplomas
- x. Certificates (Trades, at levels I, II, III and IV)
- xi. Advanced Certificates
- xii. High Education Certificates

3.4. Honorary Awards: The Seal shall also be used to seal Testamurs of Honorary Doctorates and Masters of Fiji National University.

3.5. Any other legal document that involves the FNU and that is required by the laws of Fiji or a foreign country law to be sealed.

4. Records

4.1. The University Secretary shall maintain a complete register for the use of the University Seal.

5. Reporting

5.1. The University Secretary shall submit reports at each Council meeting on the use of the University Seal.

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