

## USE OF THE UNIVERSITY SEAL

Approval Authority: Board of Governors

Established On: NEW

Amendments: N/A

Category: Board

---

### 1.0 POLICY STATEMENT

This Policy sets out the proper and appropriate use of the University Seal and provides for its protection in a safe and secure place, pursuant to By-Law 1 – Section 16.1.<sup>1</sup>

### 2.0 SCOPE

This Policy determines the custody of the University Seal, the documents to which the Seal is to be affixed, the signatories to the Seal, and the recording of the use of the Seal. It applies to the Board of Governors and all University staff, faculty and learners.

### 3.0 POLICY

#### University Name

The official name of the University is "Northern Ontario School of Medicine University in English and Université de l'École de médecine du Nord de l'Ontario in French" (pursuant to subsection 2(1) of the NOSM University Act 2021). The approved acronym for the University is "NOSM University" or "NOSM U" or "l'Université de l'EMNO (U EMNO)".

#### Custody and Use of the University Seal

The University Secretary, University Registrar or delegate shall be the keeper of the University Seal. The University Secretary shall authorize any creation and placement of any duplicate seal(s) and shall oversee the use of such duplicate seal(s) in accordance with the requirements of this policy.

The University Seal shall be kept in a locked and secure place. The University Seal shall be made available for use in a secure location that allows vigilant oversight.

---

<sup>1</sup> The Board may approve a corporate seal for the University. The Secretary or such other person as the Board may designate shall have custody of the corporate seal, if any.

The University Seal may be affixed by the University Secretary and/or University Registrar, or other delegate authorized to sign contracts on behalf of the university pursuant to the Signing Authority Policy to sign documents on behalf of the University, or by an agent or employee of the university carrying out their assigned duties.

#### **4.0 PROCEDURE SUMMARY**

##### **A. Academic Uses of the Seal**

The University Seal shall be affixed to the following academic documents:

- Undergraduate, Graduate and Earned Doctoral Degree parchments providing evidence of a degree conferred by the University, signed by the Chancellor, President and if required Associate Dean.
- Certificates providing evidence of an honorary degree, if conferred.
- Certification of Degree, Diploma, or Certificate, if conferred.
- Official greetings forwarded by the University and signed by the President and/or Chancellor.
- Such other documents as may be designated in writing by the University Secretary

The University Registrar's Office Seal shall be affixed to the following documents:

- Official letters forwarded by the Office of the Registrar
- Official transcripts forwarded by the Office of the Registrar

##### **B. Use of the Seal on University Contracts**

Article 16, of the NOSM University Board By-laws, aligned with the NOSM University Act, 2021 provides as follows:

16.2 Any two of the Chair, Vice-Chair, President, Vice-President, or such other person as the Board may designate shall sign any deeds, transfers, assignments, contracts, mortgages, conveyances, obligations, certificates, or any other instruments or documents requiring the signature of the University, and all instruments or documents so signed shall be binding upon the University without any further authorization or formality.

16.3 In addition, the Board may, from time to time, direct the manner in which and the person or persons by whom any particular instrument or document or class of instruments or documents may or shall be signed. Any signing officer may affix the corporate seal of the University to any instrument or document, and may certify a copy of any resolution, by-law, or other instrument or document of the University to be a true copy.

The University Seal shall be affixed to all contracts requiring approval of the Board of Governors or designate as set out in the University's Signing Authority Policy.

##### **C. Reporting of Seal Documents**

The University Secretary and/or University Registrar or delegate shall maintain a record of all documents to which the University Seal is affixed.

#### **5.0 INTERPRETATION**

Questions of interpretation or application of this policy or its procedures will be referred to the

- University Secretary via [governance@nosm.a](mailto:governance@nosm.a)

## 6.0 RELATED DOCUMENTS

- Northern Ontario School of Medicine University Act, 2021
- NOSM University Regulations
- NOSM University Board By-Laws

## AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Board of Governors
- b. Responsible Officer: University Secretary

## Review and Revision History

**Review Period:** 3 years or as required

**Date for Next Review:** 2025 01