



## Ordinance 18

### Service of Notices and Documents

**Approving Body:** Council

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**Policy Owner:** University Secretary

**Policy Officer:** Head of Governance and Compliance

**Policy Status:** New

**Version:** 1.0

**Review date:** April 2023

## **Ordinance 18**

### **Service of Notices and Documents**

1. Any notice or document required by or for the purposes of the Charter or Ordinances to be given or sent to an individual may be given either personally, by electronic means or by sending it by post to the individual to the last address registered by the University.
2. The sending of any such notice or document shall be recorded by the appropriate office. Failure to receive such notice or document shall not invalidate any proceedings, meetings or other engagements to which such notice or document relates.
3. Notices relating to termination of appointment shall be given or sent either personally and signed for or by registered post or recorded delivery.
4. Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing (see 1 above) and posting a letter containing the notice or other document, and shall be deemed to have been effected at the time at which the letter would in the ordinary course be delivered.