



Ordinance 28

Service of Notices and Documents

Approving Body: Council

Date of Approval: 06 July 2018

Policy owner: University Secretary

Policy contact: Geraint Pugh, gop2@aber.ac.uk / 01970 62 2114

Policy status: Revised

Version: 2.0

Last review date: May 2020

Next review date: July 2022

ORDINANCE 28

SERVICE OF NOTICES AND DOCUMENTS

1. Any notice or document required by or for the purposes of the Charter, Statutes or Ordinances to be given or sent to an individual may be given either personally or by sending it by post to the individual to the last address registered by the University. 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.
2. Notices relating to termination of appointment shall be given or sent either personally and signed for or by registered post or recorded delivery.
3. 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.