Requirements for using DocuSign

DocuSign is the University approved electronic signing software which will be used in the signing of contracts, agreements and other documents on behalf of the University.

All users of the DocuSign software need to ensure that they have read, understood and will adhere to the Document Signing Delegations Policy and these Requirements which outline when a document may be signed electronically.

The policy and these requirements will be strictly enforced in order to protect the University and its staff against fraudulent activity.

Failure to follow these constitutes a breach by both parties of their employment obligations.

1. Important requirements governing the use of DocuSign

   1.1 Authorised signatories must ensure the security of their device when signing a document using DocuSign.

   1.2 Before accessing the system for the first time, authorised signatories will be required to sign a User Declaration Form to ensure that under no circumstances will they:
      - allow someone else to sign documents on their behalf,
      - permit another person to use their logon details to sign on behalf of the authorised signatory.

   1.3 Training is a requirement for using DocuSign.

2. Eligible DocuSign users

The following lists the types of users of DocuSign. Also refer to Section 4 of this document which outlines the different training to be delivered to these users:

   2.1 Authorised signatories: only authorised signatories have the delegated authority to sign contracts and other documents on behalf of the University. Please refer to the current Delegations to see those with delegated authority.

   2.2 Administrative users: are the administrative staff who develop the templates for authorised signatories. Staff who perform this task are required to undertake the online training process need approval from their manager to use DocuSign and must submit a Request for Access Form.

3. When can DocuSign not be used?

DocuSign or any other authorised electronic signing system should not be used in certain situations. Specific advice is available from the Office of the General Counsel however generally the excluded situations include:

   3.1 Deeds

   3.2 Any agreement involving the transfer of an interest in real property (ie. Land)

   3.3 An agreement entered into with an international connection (a party is resident outside Australia, the agreement is to be performed at least in part outside Australia, or the governing law or jurisdiction is not that of an Australian jurisdiction) unless:
      a. that connection is the UK, USA, Canada, Singapore or New Zealand;
      b. specifically authorised to do so by the Office of the General Counsel.
3.4 Agreements relating to Student Services Amenities Fees (SSAF), overseas students (ESOS Act) or financial assistance to students

3.5 Where the document expressly prohibits signing electronically.

For these types of documents follow the current process and request legal assistance from the OGC.

4. Training for eligible DocuSign users

The following outlines the training to be delivered to the three categories of users:

4.1 Authorised signatories:

The following training will be delivered to the two categories of authorised signatories:

Category 1 signatories: senior executive staff who will not be required to attend a training session but will be shown how to sign a document using DocuSign via a one-on-one demonstration.

Category 2 signatories: watch the video demonstration on how to sign a document using DocuSign but can request assistance from eSolutions for a one-on-one demonstration if required

Authorised signatories must complete a User Declaration Form before accessing the system for the first time.

4.2 Category 3 administrative users

The administrative staff who develop the templates for authorised signatories are required to undertake the online training process and must submit a Request for Access Form.