



Please note:

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The legally binding version is published in our Official Notices.

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Guidelines for the Use of the Doctoral School NRW Seal

from 12.07.2024

1. Authorization

On the basis of Section 2 (4) of the Administrative Agreement on the Establishment of the "Doctoral School of Applied Research in North Rhine-Westphalia" of 30.11.2020, Section 6 (2) of the Ordinance on the Use of the State Coat of Arms of 16.05.2024 in the version of 08.07.2022 ([GV. NRW. p. 860](#)), which came into force on 06.08.2022, and the corresponding approval of the Ministry of the Interior of North Rhine-Westphalia, the Doctoral School of Applied Research in North Rhine-Westphalia uses an official seal in the form of the small state coat of arms in a modified form.

2. Form and design

The official seal shows the state coat of arms in the lower half and the inscription "PROMOTIONS-KOLLEG NRW KÖRPERSCHAFT DES ÖFFENTLICHEN RECHTS" in the upper half. Below the state coat of arms is a two-digit numbering with a leading zero.



The official seal is available in the following versions:

- four color printing stamps (numbered 01 to 04) with 52 mm diameter
- one embossed seal (numbered 05) with a diameter of 65 mm

3. Use of the official seal

1. The official seal gives documents and deeds an official character, increases their probative value and gives them greater protection against forgery.
2. Official seals may only be used on documents and legally binding documents in the performance of official duties.

3. Only the originals of the doctoral certificates are stamped with the embossed seal.

4 Pursuant to Section 33 (1) of the Administrative Procedure Act NRW, the Doctoral School NRW is authorized to certify copies of documents whose originals it has produced itself. Official certification is carried out by means of a certification note together with an official seal (color printing stamp).

4. Authorization to use the official seal

1. The Chairperson of the Executive Board and his or her representative and the Managing Director and his or her representative and a maximum of two employees of the office appointed by both are authorized to use the embossed seal. The authorization must be made in writing and must be recorded.

2. The Chairperson of the Executive Board and his or her representative, the Managing Director, the representative of the Managing Directors and a maximum of two employees of the office authorized by the Chairperson of the Executive Board and the Managing Directors are authorized to use the official seal in the form of the color print stamp. The authorization must be made in writing and must be recorded.

5. Affixing the official seal

1. Documents must only be sealed after they have been signed by the authorized signatory. Within the Doctoral School NRW, the stamp color blue is to be used for the official seal (color printing stamp).

2. The official seal is affixed upright to the right of the signature. If two persons sign one below the other, it is affixed to the right of the signatures in such a way that the distance to the top and bottom of the signatures is the same. If two people sign next to each other, the official seal is placed between the signatures. This last case only applies to the color printing stamp.

3. the application of the official seal in the embossed seal or color printing stamp versions is not permitted on blank forms. If service seals without signatures are applied for test purposes, the corresponding papers must be destroyed immediately and completely.

6. Custody of the official seals

1. The Managing Director is responsible for the secure storage of the official seals. The official seals must be kept under lock and key at all times and care must be taken to ensure that they cannot be used by unauthorized persons.

2. When the official seal is used by authorized persons in accordance with section 4 paragraphs 1 and 2, they are responsible for returning the official seal to its safe place and locking it immediately after use.

3. If the device is secured by a key for applying the embossing seal, the device must be locked after use and the key must be stored securely separately from the embossing seal.

4. If an official seal is lost, it must be declared invalid by the Chairperson or the Managing Director. The responsible ministry must be informed and the necessary steps for publication must be taken.

7 Entry into force

This guideline shall enter into force on the day following its publication in the Official Notices of the Doctoral School NRW.

Entry into force based on the resolution of the Executive Board dated 12.07.2024

Bochum, 12.07.2024

The Chairman of the Executive Board

signed. *Sternberg*

(Prof. Dr. Martin Sternberg)