**Staff Student Relationship - Disclosure of a Conflict of Interest or Influence**

Please use this form to declare a pre-existing (either close personal or intimate) relationship or a new close personal relationship. A copy of your answers will be shared with your manager for review. If necessary, you will be asked to arrange a meeting to agree a conflict management plan with your manager. If a conflict management plan is required information included in this form will be shared with your PVC/Director and your HR Partner/Advisor.  A copy will be stored on your HR file in accordance with the University's procedures. Link to website for more information: <https://www.exeter.ac.uk/staff/employment/codesofconduct/relations/staffandstudents/>

|  |  |
| --- | --- |
| Name |  |
| Employee Number |  |
| Department |  |
| Faculty |  |

1. I am declaring a:

 pre-existing close personal relationship

 pre-existing intimate relationship

 new close personal relationship



2. I include a description of the conflict of interest or influence below:

This must include the:

* name of the student/s with whom you have a pre-existing intimate relationship or a pre-existing or new close personal relationship,
* their programme of study, the nature of your relationship and
* how a potential conflict of interest or influence may arise.

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3. Explain how this conflict might influence or be seen to influence you:

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|  |

4. Use the box below to propose how you would manage this conflict or potential conflict:

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| --- |
|  |

|  |  |
| --- | --- |
| Employee (signature) |  |
| Date |  |

Please complete the above form and return to your HoD/Line Manager.

5. Head of Department/Line Manager to complete. Please refer to the [Code of Conduct: Policy on Staff/Student Personal relationships](https://www.exeter.ac.uk/staff/employment/codesofconduct/relations/staffandstudents/#a3) before considering this application

 a. Conflict management plan not required.

 b. Conflict management plan may be required.

|  |  |  |  |
| --- | --- | --- | --- |
| Head of Department  (print name) |  | Head of Department (signature) |  |
| Date |  |

If a conflict management plan is not needed then please ensure this form is forwarded to your Human Resources Advisor/Partner.

If a conflict management plan may be needed, please ask the employee to arrange a meeting with you to discuss the declaration. Following the meeting, if a conflict of interest plan is needed, please ask the member of staff to complete the plan for you to review. A template plan is available from your HR Partner/Advisor.