## Appendix 2: Template Register of Conflicts of Interests for Institutions

The register of conflicts of interests should record any declared conflicts between the interests of members of the institution and their University duties. This will include those held by student and external members of the institution’s committees.

This template indicates the information that should be recorded for each conflict, but should be adapted by institutions as necessary. Institutions should be mindful that records may be reviewed by Internal Audit.

|  |  |
| --- | --- |
| Name of individual(s) concerned: | |
| Description of the nature of the conflict: | |
| Outline of the discussion between the individual and the Head of Institution (or nominated delegate) about managing the conflict: | |
| Details of the actions agreed to manage the conflict in the best interests of the University: | |
| Date from which conflict arose: | Date of last review\*: |

\*Actions should be reviewed annually and updated as necessary to ensure they remain relevant and effective.