

Appendix 5

Est. 1841	YORK ST JOHN UNIVERSITY	DECLARATION OF PERSONAL RELATIONSHIP BETWEEN A STAFF MEMBER AND A STUDENT- EXEMPTIONS OUTLINED IN SECTION 3	
<p>This form should be used to make a declaration of any perceived conflict of interest when a staff member discloses that they are, or have been, personally involved with a current or incoming student. This will include any personal or intimate relationships as defined by the Policy which are classed as exemptions under Section 3. Once complete, the form should be forwarded by email to the HROD Department via HROD@yorks.ac.uk and a copy retained by the staff member.</p> <p>If you require any support with this document please contact Human Resources. The member of staff to complete Section 1 and 2 and the line manager to complete section 3.</p>			
Section 1: Staff Details:			
Name:		School/Department:	
Job Title:		Date of Disclosure:	
Section 2: Student Details:			

Student name:		Student Status:	<input type="checkbox"/> Undergraduate: <input type="checkbox"/> Postgraduate: <input type="checkbox"/> Other (please specify)
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Section 3: Assessment			
Conflict of Interest Assessment Is/will the member of staff be directly involved in:	YES	NO	If 'Yes', detail the measures which will be put in place to remove the conflict and protect both parties, by whom and when.
Any aspect of the student's learning?			
Marking or any assessment of the student's work			
Any aspect of the student's pastoral care			
Any decision making process regarding the student's academic progress?			
Selecting the student for a course of study?			
Any aspects of the student's research?			
Any aspect of their non-academic life on campus?			

Any other aspect of the student's learning experience?			
Section 4: Any other relevant information:			
Any other action Taken:			
Assessment Undertaken by (line manager):			
Date:			