



## Guidance notes for completion of the Register of Interests submission

The Board of the University of London Worldwide and the University have an obligation to ensure that conflicts of interest, whether actual or perceived, do not arise. The Register of Interests is therefore intended to protect the University, the Lead Colleges and the individual staff members concerned.

The Register of Interests declaration is to be completed annually by all categories of Examiners, including External/Intercollegiate Examiners and Assessors. The form is part of the contract for services.

The following guidelines are to assist in the completion of the Register of Interests and Acceptance of Examiner Appointment Form:

1. Disclosure must be made of any relationship with an Institution engaged in teaching University of London Worldwide students, or other such private teaching arrangements, for which payment or other benefits have been or will be received. This should involve details of payments and/or benefits received by individuals both directly and/or indirectly via a third party. Please refer to the 'Code of Practice for Examiners when Teaching Students under Private Arrangements' and 'Policy and Procedures for considering Conflicts of Interest', which can be found at Appendix 1 and Appendix 2, respectively, of the Guidelines for Examinations, for further guidance.
2. Relationships with agents and/or other third parties (for example, publishers) which could conflict with, or be perceived to be conflicting with, your work as an examiner should also be declared.
3. Disclosure should be for the academic year covered by the form and should be submitted in advance of work having taken place.
4. Low value benefits, such as occasional meals, airport transfers and token gifts up to a value of £20 can be excluded.
5. Disclosure of the value of payments or benefits above the value of £20 is mandatory.
6. If you have no disclosures to make, please state NIL RETURN at the appropriate point on the form.
7. During the course of the specified academic session, you are required to report any additional payments/benefits not declared on your original Register of Interests submission for that year to [examiner.contract@london.ac.uk](mailto:examiner.contract@london.ac.uk)

8. Register of Interests returns will be monitored by the Academic Contractors Team at the University of London Worldwide and relevant issues raised as outlined at Appendix 2 of the Guidelines for Examinations: 'Policy and Procedures for considering Conflicts of Interest', where appropriate.
9. Submitted information will be treated as confidential and held in accordance with Data Protection Principles as set out in the Data Protection Act 1998. Data will be used only to ensure that the interests of the University, Lead Colleges and individuals are protected.
10. All queries about the Register of Interests should be directed to [examiner.contract@london.ac.uk](mailto:examiner.contract@london.ac.uk)