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| Item 2: Declaration of Interests |

[Delete red text for academic committees]

Members are responsible for disclosing circumstances that give rise or may give rise to actual, potential or perceived conflicts of interest, including any interests not declared in the Statement of Material Interests. Statements of Material Interests are stored in the Diligent Resource Centre.

Declarations should be submitted to the [University Secretary or Governance] prior to the meeting (or prior to voting if the meeting is conducted by flying minute).

The [Committee name] will determine the appropriate course of action, which may include the member leaving the meeting for the duration of the item or abstaining from discussion and/or decision. If the meeting is held by flying minute a determination will be made by the Chair in consultation with Governance.