

Declaration of Conflict of Interest for Postgraduate Admissions

Notes:

1. A conflict of interest situation arises when the “personal/private interests” of a staff member of HKUST(GZ) compete or conflict with the interests of the University or the staff member’s official duties. “Personal/Private interests” include the financial and other interests of the HKUST(GZ) staff himself/herself; his/her family members or other relatives; his/her close personal friends; the clubs and associations to which he/she belongs; any other groups of people with whom he/she has personal or social ties; or any person to whom he/she owes a favour or is obligated in any way. Conflict of interest can be actual, potential, or perceived, and direct or indirect. For details, please refer to Code of Conduct for Employee of HKUST(GZ).
2. Section A to be completed by **Supervisor/Faculty/Staff**, submitted to FYTGS(GZ) by Hub together with offer nomination.
3. Section B to be completed by **Thrust/Base, Hub/College and FYTGS(GZ)** whenever a conflict/potential conflict has been declared in Section A.
4. Please check (“ ✓ ”) the appropriate box for declaration.

Section A – Declaration of Conflict of Interest

Part I. Information of Supervisor/Faculty/Staff	
Name	
<input type="checkbox"/> Prime supervisor <input type="checkbox"/> Co-supervisor <input type="checkbox"/> Others, please specify _____	
Part II. Information of Prospective Student	
Name	
Program Name	
Entry Year	
Mode of Study	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Part III. Consent and Signature	
Please check (“v”) the appropriate box for declaration	
<p>I hereby declare that I have association with this prospective student and would like to make the following declaration. The student is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> my family member or other relative; <input type="checkbox"/> my close personal friend; <input type="checkbox"/> my former/current colleague/student; <input type="checkbox"/> in the clubs and associations to which I belong; <input type="checkbox"/> others, please specify the details of circumstances which give rise to conflict of interest or other relevant information: <p style="margin-left: 20px;">_____.</p>	
Signature	Date

Section B – Record of Decision

Part I. Comment from Thrust/Base and Hub/College		
<p>Comment (to judge whether the staff member should be excluded from participating in the admission process; whether the supervisor should refrain from admitting the prospective student under his/her supervision)</p>	Thrust/Base’s comment:	
	Name and Position	
	Signature and Date	
	Hub/College’s comment:	
	Name and Position	
	Signature and Date	
Part II. Decision of FYTGS(GZ)		
<p>Decision</p>		
Name and Position		
Signature	Date	