



Annual External Work Declaration

UWS External Work Policy

EWP3

Form Purpose:

This form is to be completed by all academic staff on an annual basis. The completed form is to be submitted to Heads of Schools/Directors by the end of February for the previous calendar year. Copies are to be retained on School/Centre files for reporting. Please refer to the external work policy for definitions:

<http://policies.uws.edu.au/index.php>

Calendar Year:

Family Name

Given Name(s)

Employee Number

Telephone

Email

External Work Policy

I declare that I have read and understand the External Work Policy and that projects conducted comply with the policy.

Categories of Work Undertaken in this Reporting Period:

University External Work:

I declare that I conducted University External Work projects through UWS Innovation & Consulting.

I declare that I conducted projects approved and managed as College/School/Centre University External Work.

External Private Work:

I declare that during the period I conducted External Private work as permitted by and in accordance with the External Work Policy.

I declare that each project was notified to the Head of School/Director and approved through an External Private Work Declaration (EWP1).

No External Work Undertaken:

I declare that during the period I did not engage in any external work.

Signed

Staff Member

Head Of School/Director

[Signature box for Staff Member]

[Signature box for Head Of School/Director]

Date:

Date: