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| **New Starter Form PGR External examiners/ASSESSORS** |
| Please note that our contract is with you as an individual and not with your institution. This means that we will pay your fee and expenses directly into your bank account on receipt of your report and claim form. |
| **Title** |  | **NI #** |  |
| **Name** |  | **DOB** |  |
| **Email** |
| **Address** |
| **Are you a UK resident?** |
| **Are you Self Employed for tax purposes? Y / NIf so please provide UTR reference and complete a self-employed form and attach to this document** |
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| **Bank details** |
| **Branch:** |
| **Sort Code** |
| **Account number:** |
| **IBAN/Swift if not UK account:** |
| **I am an External examiner for the below STUDENT** |
| **Student Name:** | **Department:** |
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| I understand that the information I have provided above will be used by relevant members of staff for the purpose of administration of your work with the University as an external examiner, and for the remuneration in relation to that role. I understand that this information will be processed and retained as is deemed necessary for the University’s performance of tasks carried out in the public interest (General Data Protection Regulation Article 6(1)(e)) and under its contractual obligations (General Data Protection Regulation Article 6(1)(b)). Your information will be held securely for an 18 month period and will be passed to the Payroll Department to enable them to pay your annual fee and reimburse expenses. The Payroll Department will retain your information for 3 years after you ease to be an external examiner. I understand that this information will become part of my record and will be retained in accordance with the University’s Data Procession Declaration - https://www.aber.ac.uk/en/infocompliance/dp/declaration/**Declaration:** I confirm that the above information relates to me as the named person on the form and is accurate : |
| **Signature:** |
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| **Office use ONLY** |
| 1. | PGR Start date: PGR end date: |
| 2. | Role code: Main Role Code if multiple roles: User id (created by I.S.): |
| 3.  | Non UK resident: IS contacted to create user ID? |
| 4. | ABW CODE: G1160-01 |
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