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| **For Registry Use** |
| **CID Number:** |  |
| **Split PhD Attendance Mode:** | [ ]  **Full Time** [ ]  **Part Time**  |

Split PhD registration form

Notes for completion

* This registration form should be used for applications to undertake a research degree at Imperial College London under the Split PhD scheme.
* The [*Procedure for approval and review of Split PhDs*](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/pri-split-phd-irl/Procedures-for-approval-and-review-of-split-PhD.pdf) should be consulted before this form is completed to ensure that the requirements of the scheme are understood.
* Please ensure all sections (A, B, C and D) are completed and signed off – the proposed partner will need to complete/approve section B.

A - Applicant details

|  |  |
| --- | --- |
| **Surname**: | **All other names**: |
| **Application number:** |  |
| **Proposed field of study and title of research project (if known):** |
| **Imperial department and research group where PhD will be undertaken**: |
| **Proposed supervisor(s) at Imperial:** |
| **Expected mode of attendance:** | [ ]  F**ull-time study**[ ]  P**art-time study** |
| **Proposed start date for PhD:** |

**B - Alternate site information (to be completed by partner)**

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| **Institution where the student will be based when not at Imperial** (give full legal title and postal address): |
| **Name and position of proposed supervisor at institution:** |
| **Qualifications:** (Please attach supervisor’s CV to this form or provide a weblink below) |
| **To be completed by the Head of Department at the alternate site:** |
| I hereby confirm that:1. The above-named local supervisor is authorised to take the responsibility of supervising the studies and research whilst at the alternate site;
2. The applicant will be registered for a PhD at Imperial College London only (no concurrent registration for a course of study leading to a PhD is permitted) and will be subject to Imperial’s Academic Regulations, policies and procedures related to research programmes;
3. The applicant will be permitted to attend Imperial for the prescribed course work and academic contact for at least 12 months of the normal 36 months period of registration (for full-time students) or equivalent for part-time students;
4. No restriction will be placed upon presentation of the thesis resulting from the applicant’s study and research;
5. No restriction will be placed on the thesis, if successful, being made publically available, in accordance with Imperial’s regulations which allow for a temporary embargo on certain grounds;
6. Data formulated as part of the PhD will be made publically available, unless a temporary embargo is applied for;
7. Imperial will retain full right of access to all data generated by the research, including laboratory notebooks and other research material;
8. Imperial’s [policy on intellectual property](http://www3.imperial.ac.uk/researchsupport/contractsandip/ippolicypublicaccess) may apply to outputs generated by the applicant.
 |
| **Any comments on the above should be made here:** |
| **Full Name and Title:** |
| **Signature and Date:** |

C – Split PhD arrangements (to be completed by Imperial department)

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| 1. Why do you wish to accept the student on a split PhD arrangement & why is it more advantageous not to carry out the research wholly at Imperial?
 |
| 1. Please give details of the relevant research facilities, supervisory arrangements and welfare provision available at the alternative site:
 |
| 1. Please map out the student’s programme of study showing how they will meet the minimum attendance requirement at Imperial (12 months full-time study mode). Students will need to be present at Imperial to undertake their Early Stage Assessment and Late Stage Review:
 |
| 1. If the student will not be present at Imperial for the first three months of study, how will their induction and research plan confirmation milestone (if used) be managed?
 |
| 1. Please explain how the student will meet the [Professional Development Skills training requirement.](http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsresearch/professionalskillsrequirement)
 |
| 1. If the student needs English language support, how will this be arranged?
 |
| 1. Please describe how the Imperial supervisor(s) will maintain regular contact with the student and how the student’s progress will be monitored throughout their programme.
 |
| 1. Please provide a statement which indicates how the Imperial supervisor(s) and the local supervisors will remain in contact throughout the period of registration to ensure that Imperial is made aware of any welfare issues or matters affecting the research.
 |
| 1. Please describe how the student will receive a satisfactory student experience, for example, what opportunities will there be for interacting with their peers?
 |
| 1. Please comment on the strategic benefits to the department and university in establishing this arrangement:
 |
| 1. Any other comments (please use this space for recording any other details in support of the split PhD application):
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D- Due Diligence (to be completed by Imperial department)

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| **Area** | **Comments** |
| 1. Are there existing or previous College partnerships with the proposed institution?
 |  |
| 1. Does the proposed institution have adequate human, material and financial resources to operate the arrangement successfully?
 |  |
| 1. Is there an appropriate and safe learning environment for students and staff?
 |  |
| 1. Are there any potential conflicts of interest?[[1]](#footnote-1)
 |  |
| 1. Comments on whether the reputation of the proposed partner is sound
 |  |
| 1. Comments on whether there are any issues with the business and ethical links of the proposed partner (or country) which could bring the College into disrepute
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| 1. Are there significant cultural / political differences to the UK (including human rights and equality)?
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| **Signature of proposed main Imperial supervisor:**  |
| **Signature:** |  | **Date:** |
| **Name** (Block Capitals)**:** |  |
| **Departmental Authorisation** (to be completed by the Head of Department or their nominee[[2]](#footnote-2)) |
| 1. I confirm that the Department supports the proposed split PhD registration for this student
2. I confirm that the local supervisor holds a doctorate and if not that their CV demonstrates adequate equivalent experience or qualifications to supervise a research student.
3. I confirm that the student will be able to meet the university’s split PhD attendance requirements and the English Language and professional skills development requirements
4. I confirm that the proposed supervision arrangements conform to Imperial’s criteria for the supervision of research students
 |
| **Name:** |
| **Role:** |
| **Signature:** |  | **Date:** |

For Quality Assurance use

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| Is this a new alternative site? | [ ]  Yes  | [ ]  No |  |
| Comments on due diligence checks and departmental arrangements  |  |
| **Completed by (name and title):** |  | **Date:** |

1. Conflicts of interest may arise from financial, research, teaching or personal connections. Please check the [‘Conflict of Interest Policy’](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/secretariat/public/about-the-secretariat/what-we-do/conflict-of-interests/Updated-Conflict-of-Interest-Policy.pdf) [↑](#footnote-ref-1)
2. Nominees would normally be the Director of Postgraduate Studies [↑](#footnote-ref-2)