National Heart and Lung Institute

***NHLI 01***

Imperial College London



Sir Alexander Fleming Building

South Kensington Campus

Exhibition Road

London, SW7 2AZ

Tel: +44 (0)7872 850 167

nhlipgr.team@imperial.ac.uk

[www.imperial.ac.uk/nhli](http://www.imperial.ac.uk/nhli)

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| **NHLI Registration for Research Higher Degrees: MPhil, MD(Res) & PhD** |

**Incorrect or incomplete forms will delay student registration**

**and may result in a later start date.**

**Please note that the student is not fully registered for their research degree until the NHLI 01 form and all supporting documentation are completed and approved.**

Further NHLI Registration Guidance notes and the Postgraduate Handbook are available from the NHLI pages of the Imperial College London website under [**Postgraduate Research**](https://www.imperial.ac.uk/nhli/study/postgraduate-research/applying-for-a-phd-or-mdres/).

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| **SECTION A: Student and project details** |

1. **Student’s full name:**        **CID:**

|  |  |  |
| --- | --- | --- |
| 1. **Academic qualifications:**
 | First or upper second class honours degree | [ ]  |
|  | Medically qualified | [ ]  |
|  | Masters (MSc, MRes) | [ ]  |
|  | Overseas Equivalent, please specify:       | [ ]  |
|  | Other, please specify:       | [ ]  |

1. **Section (same as primary supervisor)**:
2. **Type of postgraduate degree to be registered:**

|  |  |  |
| --- | --- | --- |
| [ ]  MD(Res) | [ ]  MPhil | [ ]  PhD |

1. **Title of project**:

**Keywords:**

1. **Date from which registration is sought:**

*(Medicine PG Admissions will only allow backdating in exceptional circumstances and strictly no backdating beyond three months from when an UNCONDITIONAL offer is ACCEPTED.)*

**If you are requesting backdating, please state reason:**

Cases for backdating should be exceptional and will not be considered for a period greater than 3 months.

1. **Attendance type:**

[ ]  Full time *(Self-funded students; students on tax-free studentships; Imperial or NHS employees following full-time milestones, 80%-100%)*

[ ]  Part time *(Imperial or NHS employees following part-time milestones,50%-79%; self-funded students)*

**Percentage of time devoted to project:**       %

**Nature of other duties if not project based** *(i.e. clinical activity, technical duties etc.)*:

1. **Source of financial support during studies:**

[ ]  Studentship bursary

Funder name:

Grant Number:

Employment - Please email a copy of your contract to: NHLI PGRTeam cc Medicine PG Admissions

[ ]  Imperial College Project

Funder name:

Duration:

Grant number:

Imperial Cost code:

[ ]  NHS

Trust:

Duration:

Reference:

[ ]  Self-funded/personal award

Funder name:

**Tuition fees are to be paid by:**

[ ]  Student/Self-funded (invoice to student)

[ ]  Imperial Cost code (invoice to NHLI)

[ ]  External funder including RBH (invoice to funder)

**9a**. Please confirm if you are registering as:

[ ]  Clinical Research Fellow

[ ]  Research Assistant

[ ]  Other staff **Please specify**:

**9b. Clinicians only:**

Please confirm if you are currently out-of-programme and state your dates

[ ]  No

[ ]  Yes

Out-of-programme dates:

1. **Ethics/biomedical approval (*please complete this section*)**
2. The study must be approved by the relevant Ethics Committee. Where NHS patients/tissue/data are involved, approval from the National Research Ethics Service is needed. For other human non-NHS research, the Imperial College Research Ethics Committee can provide approval. Where relevant, the Home Office approvals and ethical review process should be adhered to.

**Please provide the approval letter and code number:**

1. Any research involving human participants, their organs, tissue and/or data should be registered with Clinical Research Governance Office, Imperial College London, please see <http://www.imperial.ac.uk/joint-research-compliance-office/project-planning/ethics-approval-/>

**Please provide the registration code number: CRO**

1. **Does the project involve the use of animals or human samples?**

[ ]  Yes

[ ]  No

Please note that you must discuss with your supervisor the Health and Safety considerations of your project, and may need to complete further questionnaires and training where relevant.

1. **For collaborative projects, how much of the work will be performed outside the supervisor’s laboratory/facilities?** *[Please provide letters of collaboration if applicable]*

Within Imperial:      %

External to Imperial:      %

1. **Has the applicant been formally interviewed by a Postgraduate Research tutor?**

[ ]  Yes

[ ]  No

If Yes please state the interview date and name of interviewing PGR tutor:

*Within NHLI, we require that all research students are interviewed by one of our PGR tutors. The tutor acts on behalf of the Director of Postgraduate Studies and we will require feedback from the interview confirming the applicant’s suitability for the degree.*

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| **SECTION B: Supervision details** |

All supervisors must read the **Principles of Supervision** in the College’s [**Policy on Research Degree Supervision**](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/Policy-on-Research-Degree-Supervision_revised-August-2019.pdf) and confirm when submitting this form that they have read and agree to comply with them.

1. **Primary supervisor (compulsory)**

Full Name:       CID:

Address:

Email:

Telephone:

% of supervisor credit:

**Nature of contract with Imperial College:**

[ ]  Imperial Academic staff

[ ]  Honorary Imperial academic staff *(the secondary supervisor must be an Imperial College employee and hold an academic post for the duration of the studentship*)

[ ]  Other:

**Are you supervising any students outside of NHLI?**

[ ]  If Yes please give details:

[ ]  No

**I confirm I have read Principles of Supervision:**

[ ]  Yes

1. **Secondary supervisor**

Full name:       CID:

Address:

Email:

Telephone:

% of supervisor credit:

**Nature of contract with Imperial College:**

[ ]  Imperial Academic staff

[ ]  Honorary Imperial academic staff *(Where one of the supervisors holds an Honorary contract with Imperial, the other supervisor must be an Imperial College employee and hold an academic post for the duration of the studentship*)

[ ]  Other:

**Are you supervising any students outside of NHLI?**

[ ]  If Yes please give details:

[ ]  No

**I confirm I have read Principles of Supervision:**

[ ]  Yes

1. **Third supervisor** *(optional)*

Full name:       CID:

Address:

Email:

Telephone:

% of supervisor credit:

**Nature of contract with Imperial College:**

[ ]  Imperial Academic staff

[ ]  Honorary Imperial academic staff

[ ]  Other:

**Are you supervising any students outside of NHLI?**

[ ]  If Yes please give details:

[ ]  No

**I confirm I have read Principles of Supervision:**

[ ]  Yes

**NB. If you wish to nominate more than three supervisors please contact the NHLI PGR office team for advice on** **nhlipgr.team@imperial.ac.uk**.

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| **SECTION C: Assistant Supervisor and Mentor (optional)** |

1. **Assistant Supervisor (optional)**

Full name:       CID:

Address:

Email:

Telephone:

**Have you attended the** [**Being an Assistant Supervisor**](https://www.imperial.ac.uk/staff/educational-development/workshops/introduction-to/being-an-assistant-supervisor/) **core workshop?**

[ ]  Yes. Please make sure you notify HR as stated here: Appointment Process for Assistant Supervisors

[ ]  No. Please make arrangements to attend the course as soon as possible.

 *Please note that the registration cannot proceed if arrangements are not confirmed with the Postgraduate Degrees Office.*

[ ]  No. Registered to attend the workshop held on following date:

**Number of students currently under supervision:**

**I confirm I have read Principles of Supervision:**

[ ]  Yes

1. **Mentor (optional) – to be discussed with Career Development Coordinator**

Would you like a mentor?

[ ]  Yes, I have contacted Alex Dawes (alexandra.dawes@imperial.ac.uk)

[ ]  No

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| **SECTION D: Assessors** |

1. **Suggested assessor(s):**

*One assessor is suggested by the supervisor(s). However, please suggest at least two and up to three assessors in case your first choice assessor is not available. Assessors must be a member of Imperial College London.*

|  |  |  |
| --- | --- | --- |
| **First choice** | **Second choice** | **Third choice** |
| Full name:      Email:      Telephone:       | Full name:      Email:      Telephone:       | Full name:      Email:      Telephone:       |

*There are some instances where supervisors may wish some assessors to be avoided (e.g. intended as a final examiner choice); although it is not always possible to avoid them and the final decision rests with the Director of Postgraduate Studies. If there are any Imperial assessors you wish not to be contacted, please provide their name*:

Full name:

Full name:

Full name:

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| **SECTION E: Approvals and signatures** |

*I have read, understood and will comply with each of the registration requirements and principles of supervision and confirm that the appropriate facilities and resources are available to the named student, as a requirement of Imperial College London, for the duration of his/her higher research degree. I am not related to the student either through marriage or family.*

**Please ensure that ethics (Item 10) is in place for the start of this project and is valid for the duration of the project, and if not please provide a clear plan to ensure this is obtained no later than 6 months from the student’s start date.**

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| --- | --- | --- |
|  | Digital Signature: | Date: |
| Supervisor 1 |       |       |
| Supervisor 2 |       |       |
| Supervisor 3 |       |       |
| Supervisor 4 |       |       |
| Assistant Supervisor |       |       |
| Mentor (if already allocated) |       |       |
| Student |       |       |

*Please return this form to the NHLI PGR office at* ***nhlipgr.team@imperial.ac.uk****for Institute approval.*

|  |  |  |
| --- | --- | --- |
|  | Digital Signature: | Date: |
| NHLI Director of Postgraduate Studies (DPS) |       |       |