**IMPERIAL COLLEGE LONDON FORM PRI/A**

**Application for Research Degree Registration under the Partner Research Institutions (PRI) Scheme. Please read the accompanying notes before completing this form.**

|  |  |
| --- | --- |
| **For Registry Use** | |
| Admissions Number: |  |
| ID Number: |  |
| PRI Code: |  |

1. **TO BE COMPLETED BY THE PROSPECTIVE STUDENT**

|  |  |  |
| --- | --- | --- |
| **Surname**: | **All other names**: | |
| **Partner Research Institution:**  **(Give full registered title and address including, if relevant, the Department at the PRI where the applicant is working)** | | |
| **Status and/or nature of employment at above institution**: | | |
| **How much time in the week will be allocated to undertake research activity related to the PhD?**  **50 – 100% of the week (full-time study mode)**  **Up to 50% of the week (part-time study mode)** | | |
| **Signature**: | | **Date**: |

1. **TO BE COMPLETED BY THE LOCAL SUPERVISOR**

|  |  |
| --- | --- |
| **Title and name:** | |
| **Qualifications:**  **(Please attach your CV to this form or provide a weblink below)** | |
| **Post Held:** | |
| **Please provide a statement which indicates your availability to the student and how you will maintain regular contact with the Imperial Supervisor:**  **(please note that you will be expected to provide on-the-spot advice and guidance to the student and to alert the Imperial supervisor of potential welfare issues and matters affecting the piece of research)** |  |

**I confirm that the above information is correct and that I am willing to act as local supervisor for this applicant**

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

1. **TO BE COMPLETED BY HEAD OF PARTNER RESEARCH INSTITUTION**

**I hereby confirm that:**

1. **The applicant is a suitable person to undertake a course of study and research with a view to the degree of PhD.**
2. **The applicant will be registered for a PhD at Imperial College only (no concurrent registration for a course of study leading to a PhD is permitted) and is subject to the Academic Regulations, policies and procedures of Imperial College.**
3. **The above-named local supervisor is authorised to take the responsibility of supervising the studies and research.**
4. **The applicant will be permitted to attend Imperial College for the prescribed course work and academic contact for at least 2 months per year[[1]](#footnote-1) and for formal progression assessments as required.**
5. **No restriction will be placed upon presentation of the thesis result from the applicant’s study and research.**
6. **No restriction will be placed upon the thesis, if successful, being made publically available, in accordance with Imperial College Regulations.**
7. **Data formulated as part of the PhD will be made publically available, unless a temporary Embargo is applied for.**
8. **The College will retain full right of access to all data generated by the research, including laboratory notebooks and other research material.**
9. **The College’s** [**policy on student intellectual property**](https://workspace.imperial.ac.uk/researchservices/Public/College%20IP%20Policy%20public%20access.pdf) **may apply to outputs generated by the applicant.**

|  |
| --- |
| **Any comments on the above points should be made below here:** |
|  |

**I confirm that the applicant will register with Imperial as (tick one box only):**

**Full Time (noting that full-time fees will apply and a minimum registration period of two years)**

**Part Time (noting that part-time fees will apply and a minimum registration period of four years)**

|  |  |
| --- | --- |
| **Full Name and Title:** | **Date:** |
| **Signature:** | |

1. **TO BE COMPLETED BY THE IMPERIAL COLLEGE SUPERVISOR**

**D.I I certify that:**

1. **I have visited the Research Institution and confirm that it has adequate facilities and staff to enable the applicant to undertake the proposed research**
2. **I consider the applicant to be suitably prepared to undertake the proposed course of research and through attendance at Imperial College and under my supervision would be considered an internal student with contact and interaction with other staff and students of Imperial College, including participation in the Graduate School’s Professional Development Skills Training Programme.**
3. **I confirm that throughout the research programme the applicant will attend Imperial College for at least 2 months of the year to undertake the activities listed below and that the applicant will attend Departmental research seminars on a weekly/fortnightly/monthly\* basis (\*delete as appropriately):**

**I confirm the applicant will undertake the following activities:**

|  |  |
| --- | --- |
| **Lectures in:** |  |
| **Laboratory work in:** |  |
| **Practical training in:** |  |
| **Tutorials with Imperial College supervisor:** |  |
| **Opportunity for the applicant to interact with peers:** |  |
| **Other:** |  |

|  |
| --- |
| **D.2 Please state below how often you will visit the applicant at the partner research institution and how you intend to keep in touch with the applicant outside of this period:** |

**D.3 About the Research Institution**

|  |
| --- |
| **Please provide a statement of the research facilities available to the applicant at the research institution (evidence in the form of URLs or documentation should accompany this form) including details of the research environment, evidence of a critical mass of staff and other students to show that the applicant would not be working in isolation:** |
| **Please provide details of welfare and pastoral support available to the applicant:** |

**D.4 If the applicant is working in a particular Department within the proposed PRI**

|  |
| --- |
| **Please provide details below of the research facilities available to the applicant within the PRI’s Department (evidence in the form of URLs or documentation should accompany this form) including details of the research environment, evidence of a critical mass of staff and other students to show that the applicant would not be working in isolation.** |

**D.5 Information on the following due diligence areas should be provided by the Imperial College Supervisor:**

|  |  |
| --- | --- |
| **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?[[2]](#footnote-2) |  |
| 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 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposed field of study (please describe the research in up to 25 words:** | | | | | |
| **Effective Registration Date** | | **Day:** | | **Month:** | **Year:** |
| **Name of Imperial College Supervisor** | | | | | **Department:** |
| **Title:** | **Initials:** | | **Surname:** | |
| **Signature of Imperial College Supervisor:** | | | | | **Date:** |

1. **TO BE COMPLETED BY THE IMPERIAL COLLEGE HEAD OF DEPARTMENT OR NOMINEE[[3]](#footnote-3)**
2. **I confirm that the Department supports the proposed registration of this applicant at the proposed PRI named above**
3. **I confirm that the student will be able to meet the requirements for attendance at College of the PRI Scheme (at least 2 months each year)**
4. **I confirm that the proposed supervision arrangements conform to the College criteria for the supervision of** [**research students**](https://workspace.imperial.ac.uk/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Eligibility%20for%20research%20degree%20supervision.pdf)

|  |
| --- |
| **Please outline the proposed supervisor’s previous or current experience as a PhD supervisor, and specify the arrangements for ensuring that the proposed supervisor is aware of Imperial expectations, regulations and procedures relating to research degree supervision [**[**Research Degree Precept 4**](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/research-degree-examinations/A-Guide-to-Research-Degree-Precepts-2020-21.pdf)**]** |

|  |
| --- |
| **Please provide comments on the strategic benefit to the College and/or Department for establishing this partnership:** |

|  |  |
| --- | --- |
| **Title and name of Head of Department or nominee:** | |
| **Signature:** | **Date:** |

1. **TO BE COMPLETED BY IMPERIAL COLLEGE QUALITY ASSURANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Is this a new PRI? Yes/No (please tick one box)** | | **Yes** | **No** |
| **Please provide the PRI Code if applicable:** |  | | |
| **Comments on due diligence checks:** |  | | |

1. 2 months do not need to be taken consecutively [↑](#footnote-ref-1)
2. 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-2)
3. Nominees would normally be the DPS. If the Head of Department or DPS is the planned supervisor, they cannot also authorise the form for the department. [↑](#footnote-ref-3)