

Procedures for the Approval, Renewal and Review of Partner Research Institutions (PRIs)

1. Introduction

- 1.1 The Scheme for registration for the PhD of persons working in Partner Research Institutions provides for each student to be jointly guided by an Imperial supervisor and by a local supervisor at the institution where the applicant is engaged in research.
- 1.2 The College believes that the Scheme will result in the development of links and mutually beneficial co-operation between the research institution on the one hand and Departments¹ of the College on the other. It is anticipated that there will be a communality of research interest between the local supervisor's laboratory and that of the Imperial supervisor's Department at the College.
- 1.3 This document should be read in conjunction with [PARTNER RESEARCH INSTITUTION SCHEME Notes for the Guidance of College and External Supervisors](#)
- 1.4 The PRI/A Form itself serves as the agreement between the PRI and the College. However, it is recognised that the College may have major PRI links with large organisations. These partnerships may deviate from the procedures detailed below and will require a more detailed written agreement in place of the PRI/A Form.
- 1.5 The College's policy on student intellectual property shall apply to all outputs generated by an applicant whilst engaged in research. In circumstances where the PRI directly funds or co-funds the research (through College), or where the PRI is the employer of the applicant, further discussion and agreement may be required between the PRI and the College. In such circumstances, any additional agreement between the College [Research Office] and the PRI shall take precedence.
- 1.6 Should the PRI no longer be able to meet the criteria, as stipulated in the agreement, or other circumstances occur which jeopardises a student's ability to complete the research, then the student will be offered the opportunity to continue with the research based at Imperial College.

2. Procedure for the Approval of PRIs

- 2.1 A proportionate approach will be taken by the College when considering new PRI proposals. However, in all cases, prospective students will be considered individually regardless of whether or not they are applying to register for the Scheme

¹ Any reference to "Departmental" or "Department" may include Imperial College Schools, Institutions, Centres or Divisions, as appropriate.

at a PRI which has already been approved by the College. Additionally, local supervisors will always be asked to provide a copy of their CV².

- 2.2 If an applicant wishes to apply to be registered under this Scheme they should first discuss this with their local supervisor and their Imperial supervisor. Once a research project has been agreed, the applicant can make a formal application to the College using the usual online application form.
- 2.3 Once the College Admissions team have received the application form, it will be passed to the relevant Imperial Department for consideration. Upon receiving the application, the Imperial Department should decide whether or not they wish to support the application. If the Department wishes to go ahead then they should contact the Registry's Quality Assurance team to find out whether or not the PRI is already listed with the College and if so whether it is an active or inactive PRI as this affects what documentation must be provided in order to take forward the application. A flow chart for the approval of PRIs can be found below (**Appendix A**).
- 2.4 Once the status of the proposed PRI has been established, the Department should ensure that the PRI/A Form is completed as per the requirements set out in Appendix A. In most cases a full application will be required using the [PRI/A Form](#) (**Appendix B**). If the PRI is already an active PRI then some parts of the PRI/A Form do not need to be completed. The Imperial Department should then return the completed PRI/A Form, together with their acceptance of the application to the College Admissions Team who will then forward the PRI/A Form to the Registry's Quality Assurance Team.
- 2.5 The Quality Assurance team will then review the PRI/A Form to check that it has been appropriately completed and that all accompanying material has been provided. The Quality Assurance team will then complete their section of the PRI/A Form, and will co-ordinate any due diligence checks, and will send it to the Director of the Graduate School and the Academic Registrar for consideration.
- 2.6 The Director of the Graduate School and the Academic Registrar will consider the information presented in the application and will determine whether or not the application is successful. Further information may be requested. The decision will be based on consideration of the following items:
 - Academic and Research Environment at the PRI
 - Research facilities available to the applicant at the PRI
 - Whether the supervisory arrangements are commensurate with normal College expectations.
 - Strategic links already in place between the College and proposed PRI
 - Whether there are suitable welfare and support mechanisms in place at the PRI
 - Plan for communication between local and Imperial supervisors
 - Potential conflicts of interest
 - Outcome of any due diligence checks

² Local supervisors would normally be appointed according to the same criteria for eligibility to supervise as currently stipulated in the College's [Policy on Research Degree Supervision](#). Exceptions to this may be considered provided that CVs demonstrate adequate equivalent experience or qualifications.

- 2.7 In cases of conflict of interest, for example, if the application involves the same Department that the Director of the Graduate School belongs to, then the Deputy Director of the Graduate School will be asked to consider the application instead.
- 2.8 If successful, a new PRI will be approved and a PRI code will be issued. Active PRIs will be issued with the existing PRI Code.

3. Review of Existing PRIs

- 3.1 Annually, the Quality Assurance team will review the list of PRIs to see which have current students registered at them. Where a PRI does not have any current students registered, the PRI will be inactivated. Should a subsequent applicant wish to apply to carry out research under the Scheme, a full PRI application will be required.
- 3.2 The PRQC will receive a report each year, prepared by the Quality Assurance team, outlining any new PRIs approved, inactivated PRIs and the outcome of any reviews which have taken place. This will also be reported to the Senate for information.

Approval Process for PRIs

