

Procedures for the Approval and Review of Split PhDs

1. Introduction

- 1.1. It is not possible to obtain a PhD degree from Imperial College wholly on an external basis. The overwhelming majority of research students who obtain their PhD at Imperial College follow a programme of study involving attendance on a full-time basis or on a part-time basis.
- 1.2. The College occasionally permits students to carry out some of the research for a PhD abroad under approved conditions. Arrangements are normally confined to institutions overseas with which the College has established links and/or connections and in cases where the research problem requires local fieldwork, for example, the study of a particular aspect of geology or biology.
- 1.3. All applications for split PhD programmes are considered on their individual merits. Not all Departments¹ in the College will necessarily entertain applications for a split PhD.
- 1.4. If a split PhD arrangement is approved, the student is required to be in physical attendance at Imperial College for a minimum of 12 months out of the normal 36 months duration of a PhD programme. Sometimes a minimum attendance in excess of 12 months may be prescribed where there is evidence that the successful completion of the PhD requires it.
- 1.5. Generally, the objective of the split PhD scheme is to enable projects of particular relevance to the PhD student's country to be conducted through in-country research combined with work at Imperial.
- 1.6. The College's policy on student intellectual property shall apply to all outputs generated by an applicant whilst engaged with research.

2. Procedure for the Approval of Split PhDs

- 2.1. A proportionate approach will be taken by the College when considering proposals for split PhDs. In all cases, applicants will be considered individually regardless of whether or not they are applying for a split PhD at an institution where an existing student has already been approved under the split PhD scheme. Additionally, local supervisors will always be required to provide a copy of their CV to the Imperial Department.
- 2.2. In the first instance, prospective students wishing to apply for a split PhD are advised to discuss this with their potential Imperial Department at the admissions stage. A covering note should be submitted with their application explaining why it would be advantageous not to pursue their proposed

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

research wholly at Imperial, together with a copy of their local supervisor's CV.

- 2.3. If the Imperial Department is willing to accept the student on a split PhD arrangement, they should complete the [Split PhD Registration Form](#) (Appendix A), arrange for it to be signed by the Head of Department at the alternative site, and then return it to the relevant Admissions Team at the time of sending through the offer decision. The Admissions Team will then send the completed Split PhD Registration Form to the Registry's Quality Assurance Team who will co-ordinate due diligence checks. Subject to a satisfactory outcome the Admissions team will communicate the offer decision to the prospective student.
- 2.4. Should issues be identified, the form will be sent to the Director of the Graduate School (or his/her alternate where applications involve the same Department to which the Director of the Graduate School belongs) and the Academic Registrar for consideration and discussion with the Head of the Imperial Department concerned. If no potential conflicts of issues are found or matters which could bring the College into disrepute, the Quality Assurance Team will confirm approval of the alternate site to the relevant Admissions Team who will then confirm the offer decision to the prospective student and alert the Imperial Department.
- 2.5. Once a split PhD student enrolls at Imperial, the [Study Leave procedures](#) should be followed and the Imperial Department should submit the completed [IC/D form](#) to the Registry's Student Records Team.
- 2.6. The Split PhD Registration Form itself serves as the agreement between the alternative institution and the College. However, it is recognised that the College may have major long-standing arrangements for split PhDs. These partnerships would normally require a more detailed written agreement in place of the Split PhD Registration Form and the approval and review procedures for such arrangements may deviate from what is detailed in this procedure therefore.

3. Review of Split PhDs

- 3.1. Often, there may only be one student undertaking his/her research at the alternative institution and therefore, once the student's period of registration is complete, the agreement and partnership would normally terminate unless a there is long-standing arrangement between the College and the alternate institution for the provision of Split PhDs. Where such long-standing arrangements are in place, Split PhDs will normally be reviewed internally as part of the Department's [Collaborative Research Degree Precept Review](#) and as part of a Department's external periodic review (please see the [Procedures for the Review of Departmental Research Degree Provision](#)).

Approved by Senate
February 2014

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Notes and latest changes:	Formatting changes made on 9 March 2016		

Appendix A
SPLIT PhD REGISTRATION FORM

Please read the [guidance notes](#) before completing this form.

To be completed by the Imperial Department

For Registry Use	
CID Number	
Split PhD Attendance Mode	

Student's Full Name:	
Imperial Department:	
Proposed field of study and title of research project, if known	
Imperial Research Group:	
Name(s) and affiliations(s) of Imperial-based Supervisor(s)	
Institution where the student will be based when not at Imperial (give full title and postal address)	
Title, name and job title of local supervisor(s)	
Proposed date of commencement of PhD	
<p>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?</p>	
<p>2. Please give details of the relevant research facilities, supervisory arrangements and welfare provision available at the alternative site.</p>	
<p>3. Please map out the student's programme of study showing how they would meet the minimum attendance requirements, (normally, 12 months at Imperial) and indicate whether it is intended that the student will be based at Imperial for the initial 3 and last 3 months of their research degree programme.</p>	

<p>3a) If the student will not be present at Imperial during the first 3 months of their registration, please give details of how his/her induction and research plan confirmation milestone will be managed.</p>		
<p>4. Please explain how the student will meet the Professional Development Skills training requirement.</p>		
<p>5. Will the student need English Language support?</p> <p>5a) If yes, please explain how this will be arranged.</p>		
<p>6. Please provide details of the arrangements for the Early Stage Assessment (ESA) Please note this should be carried out in the UK.</p>		
<p>7. Please provide details of the arrangements for the Late Stage Review (LSR) Please note this should be carried out in the UK.</p>		
<p>8. Please describe how the Imperial-based supervisor(s) will maintain regular contact with the student and how the student's progress will be monitored throughout his/her programme.</p>		
<p>9. 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</p>		
<p>10. Please describe how the student will received a satisfactory student experience, for example, what opportunities will there be for interacting with his/her peers?</p>		
<p>11. Please comment on the strategic benefits to the Department and College in establishing this arrangement:</p>		
<p>12. Any other comments (Please use this space for recording any other details in support of the split PhD application).</p>		
<p>Signature of Proposed Main Supervisor:</p>		
Signature:		Date:
Name (Block Capitals):		
<p>Departmental* Authorisation (to be completed by the Head of Department or their nominee)</p>		
<p>i) I confirm that the Department supports the proposed split PhD registration for this student</p> <p>ii) I confirm that the local supervisor holds a doctorate and if not that his/her CV demonstrates adequate equivalent experience or qualifications.</p> <p>iii) I confirm that the student will be able to meet the College's split PhD attendance requirements and the English Language and professional skills development requirements</p> <p>iv) I confirm that the proposed supervision arrangements conform to the College criteria for the supervision of research students</p>		
Signature:		Date:

Name (Block Capitals):		Job Title:
To be completed by the Head of Department at the alternate site:		
I hereby confirm that:		
<ul style="list-style-type: none"> i) The above named local supervisor is authorised to take the responsibility of supervising the studies and research whilst at the alternate site ii) The applicant will be permitted to attend Imperial College for the prescribed course work and academic contact for at least 12 months of the normal 36 months period of registration iii) No restriction will be placed upon presentation of the thesis result from the applicant's study and research iv) No restriction will be placed on the thesis, if successful, being made publically available, in accordance with Imperial College Regulations which allow for a temporary embargo on certain grounds v) Data formulated as part of the PhD will be made publically available, unless a temporary Embargo is applied for vi) The College will retain full right of access to all data generated by the research, including laboratory notebooks and other research material vii) The College's policy on intellectual property may apply to outputs generated by the applicant. 		
Any comments on the above should be made here:		
Full Name and Title:		
Signature and Date:		

TO BE COMPLETED BY THE IMPERIAL DEPARTMENT

Comments on due diligence should be provided by the Imperial College Department:	<ul style="list-style-type: none"> a) Existing or previous College partnerships with the proposed institution b) Whether the proposed institution has adequate human, material and financial resources to operate the arrangement successfully c) Confirmation that there will be an appropriate and safe learning environment for students and staff d) Any potential conflicts of interest e) Comments on whether the reputation of the proposed partner is sound f) Comments on whether there are there any issues with the business and ethical links of the proposed partner, or country, which could bring the College into disrepute 		
	<table border="1"> <tr> <td>Completed by</td> <td>Name and Title</td> <td>Date</td> </tr> </table>	Completed by	Name and Title
Completed by	Name and Title	Date	

	Signature:	

TO BE COMPLETED BY IMPERIAL COLLEGE QUALITY ASSURANCE

Is this a new alternative site? Yes/No (please tick one box)	Yes	No
Please provide the split PhD code if applicable:		
Comments on due diligence checks:		
Completed by	Name and Title	Date
	Signature:	