Imperial College London

Responsibilities for Managing Joint Research Degrees

1.1. This document outlines the responsibilities attributable to individual staff, and to academic and support departments in respect of managing Joint Research Degree Programmes, and may be subject to change.

2. International Office Responsibilities

2.1. Stewardship of relationship: maintaining oversight of programmes in the context of the wider relationship between institutions (and other relationships in country)

2.2. Ensuring good coordination and communication between the various parties (academic leads, registries etc) by being included in correspondence relating to the programmes

2.3. Ensuring regular relationship reviews (as distinct from quality reviews) at appropriate points with regard to the overarching agreement. By extension, this involves convening the joint board meetings

2.4. Provision of pastoral care for students including regular social events and guidance about studying in the UK/at Imperial

2.5. Acting as a point of contact for students/staff where necessary

3. Registry Responsibilities

3.1. **Admissions**

3.1.1. Managing enquiries from students (from ICL and partner) pre, during and post-admission

3.1.2. Managing enquiries from supervisors pre-admission and during students' PhD degree registration

3.1.3. Coordinating Imperial students' admission to partner institutions by collating necessary paperwork and ensuring students are enrolled at partner institution

3.1.4. Advertising, allocating and administering College's joint PhD scholarships (including paying fees and setting up bursary payments)

3.1.5. Coordinating incoming students' admission (partner institution provides students' details, International Office sends to relevant Imperial staff for approval and subsequently asks for record to be set up on ICIS

3.1.6. Assistance and advice on visa issues

3.1.7. Responsibility for degree finances for MIDP and A*STAR (PRI schemes)-including tuition fee invoicing

3.1.8. Registration – happens automatically where Imperial is the lead or host institution. Where another institution if the host or lead, records are set up from information supplied by the host or lead

3.2. **Regulations and Assessment**

3.2.1. Drafting of the regulations where these are at variance from the College's overall regulations and ensuring approval in accordance with the College's overall procedures

3.2.2. Overall responsibility for monitoring students' progress and ensuring they are meeting their milestones within deadlines

3.2.3. Organisation of the examination process, including appointment of examiners and ensuring the examination process is managed within the agreed guidelines

3.3. **Quality Assurance**

3.3.1. QA monitoring of joint courses to ensure compliance, including managing the periodic and precept review processes

3.4. **Other**

3.4.1. Coordination of special cases

3.4.2. Statutory reporting, eg HESA

4. **Academic Leads**

4.1. To have oversight of the program and ensure that it is delivering an appropriate student experience

4.2. To liaise with the academic lead at the partner institution and ensure that all issues are passed on to the relevant ICL stakeholder(s) and are satisfactorily resolved

4.3. To liaise as appropriate with Registry, the International Office, the Graduate school and supervisors.

4.4. To organise and chair the ICL-Partner advisory panel meeting at ICL and attend the Partner-ICL advisory panel meetings for the programme

4.5. To assist with the organisation of annual workshops

4.6. To help to ensure the relationship is nurtured

4.7. Provision of advice to supervisors about programme regulations before and during students' admission, in consultation with the Registry

4.8. Coordinating the material for periodic and precept review and the response to reviews in consultation with the international office

5. Academic Department

5.1. Arranging and processing supervisors' travel arrangements (for AIP and MIDP, PRI schemes)

5.2. Refunding students' travel expenses for trips to the partner institutions – although registry happy to do this if budget is centrally provided

5.3. To ensure that students meet the required milestones (Registry monitor in terms of records but don't ensure they are on track)

6. Graduate School

6.1. To have strategic input into the development of new partners and any subsequent reviews of the partnership

6.2. To ensure that IC students registered on the programme meet the requirements for transferable skills training

6.3. To take an interest in the overall student experience of joint PhD programmes.

Approved by Vice Provost (Education)
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