

## **Notes for the Guidance of College and External Supervisors of Students at Partner Research Institutions**

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### **1. General**

- 1.1. The Scheme for registration for the PhD of persons working in Partner Research Institutions provides for each student to be guided jointly by a College Supervisor and by an External Supervisor at the Institution where the candidate 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 departments or divisions of the College on the other. It is anticipated that there will be a community of research interest between the External Supervisor's laboratory and that of the Department\* at Imperial College.
- 1.3. A student registered under this Scheme is required to comply with all regulations relating to the degree of PhD except in so far as special conditions apply to registration under this Scheme.

### **2. Research Institution**

- 2.1. A student registered under the Scheme may carry out the major part, or the whole of the research, for the degree at the research centre concerned.
- 2.2. If the applicant is resident/working away from London, the institution/laboratory must nonetheless be so located as to make practicable compliance with the College's general academic regulations and the regular attendance at the College required as a condition for registration under the Scheme.
- 2.3. The general regulations concerning study leave apply to students registered under this Scheme. Special approval must therefore be sought if the student requires absence from the institution for reasons relating to the research, for example to carry out fieldwork or to collect data elsewhere.
- 2.4. The College Supervisor is required to confirm that adequate facilities for research and guidance are available in the research institution. This means in part that the student should be working under or with several persons who themselves hold higher degrees or who have equivalent qualifications and experience.
- 2.5. Key principles in permitting students to research away from College are: regular and adequate access to College supervision; availability of a suitably qualified local supervisor; adequate access to pastoral support; critical mass

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\*Any reference to "departmental" or "department" may include Imperial College schools, institutions, centres or divisions, as appropriate.

of staff and students to provide academic and personal /social support so that a research student does not work in isolation; adequacy and appropriateness of support facilities; availability to attend College for research training and interaction with peers.

- 2.6. Before approving new institutions to host registrations under this scheme, the College will need to inspect appropriate literature describing the facilities for research available at the particular institution. Literature may be provided in electronic form or through a url.

### **3. Supervision**

- 3.1. The College Supervisor is expected to act as tutor to the student, including ensuring that the student undertakes a regular course of study at the College, providing instruction in research design and methodology and suggesting appropriate reading, and later advising on the presentation of results in the thesis. The role of the College Supervisor is fully described in the College document [Roles and Responsibilities Main Research Degree Supervisor](#).
- 3.2. The External Supervisor will be expected to give on-the-spot advice and guidance on the technical and local aspects of the research and as far as practicable to maintain close contact with the College Supervisor in regard to its general strategy. The External Supervisor should also advise the College Supervisor of any difficulties occurring in the student's research or changes in the latter's circumstances which may affect the research.

### **4. Course of Study**

- 4.1. The Regulations for registration under this Scheme require a student to pursue a regular course of study in College. The course of study proposed should therefore be designed to ensure that the student attends regularly at the College and has regular contact throughout the period of registration not only with the College Supervisor but also with the relevant departments, Graduate School and other members of the College, both staff and students.
- 4.2. The College requires that approximately 2 months per year is the minimum amount of time that a student registered under this Scheme should spend at the College.
- 4.3. The College would not wish to specify too precisely the general form the course of study should take as it will depend on individual circumstances. Although it need not necessarily include attendance at specific first degree or postgraduate courses, it should include some elements requiring formal participation by the student, such as attendance at lectures, tutorials, seminars and consultation with the College Supervisor at College. It may also include submission of critical essays, directed reading. The course work must continue throughout the period of registration although its form may change. The Graduate School offers professional skills development courses for research students and students registered under the PRI Scheme are required to participate in these.

- 4.4. The Head of the Research Institution is required to certify that the student will be able to attend the College for the prescribed course of study.
- 4.5. The course of study should be designed not only to meet the requirements of maintaining contact with the College as specified above but also to increase the student's background knowledge in the general field of the research. For this latter purpose a student may also be required to attend lectures and seminars outside the College.
- 4.6. Registration under this Scheme will only be approved if the proposed course of study meets these requirements.
- 4.7. The Early Stage Assessment and Late Stage Review must take place at a College campus in the UK.
- 4.8. The examiners may test the candidate at the oral examination on the background acquired as a result of the prescribed course of study.

## **5. Application for Admission and Enrolment**

- 5.1. All students seeking PhD registration under this Scheme are advised to contact a potential supervisor before making a formal application. Students then need [to submit an application for admission online](#).
- 5.2. The application for admission will be considered by the Department and the attached form PRI/A must be returned by the Department to the Registry when accepting a student under this Scheme. Where a formal offer of admission is made, the student must accept this in writing before enrolment and registration particulars can be processed.
- 5.3. Students commencing research at the start of the academic session must complete enrolment formalities promptly. Registration opens from early September and should be completed by the end of the first week of term. Students commencing research at any other time must complete enrolment formalities within a month of accepting the offer of admission in writing.

## **6. Minimum Period of Study and Tuition Fees**

- 6.1. The minimum period of study is determined by the College taking into account the proportion of time which the student will be devoting to the research. Each application is considered on its individual merits, but, generally, the minimum prescribed period of study for the PhD will be at least three years for full time students and at least four years for part time students.
- 6.2. A student is required to pay tuition fees at the prescribed rate throughout the course of study.
- 6.3. Normally students registering under the PRI Scheme will enrol with Imperial College as part time students and will thus be liable for tuition fees at the part time rate.

6.4. Exceptionally, providing the Head of the Research Institution is in agreement, students registering under the PRI Scheme may enrol with Imperial College as full time students in which case they shall be liable for tuition fees at the full time rate.

## **7. Amendment of Particulars/Assessment and Review of Registration**

7.1. A student's progress during PhD registration is formally monitored at two key stages after the date of initial registration: (i) at 9 months for full-time students and at 18 months for part-time students (Early Stage Assessment) and (ii) between 18 and 24 months for full-time students and between 30 – 36 months for part-time students (Late Stage Review).

7.2. If, before completing the prescribed course of study, the student ceases to be engaged in research at the centre specified in the application for registration, the registration as a candidate for the PhD shall cease unless the student makes a fresh application for approval to continue the research in the same field at another Research Institution.

7.3. If before completing the prescribed course of study the student ceases to be engaged on the field of research specified in the application, the registration as a candidate for the PhD shall cease unless the student applies for approval to continue registration with an amended field of research. Approval may be subject to an extension of the period of prescribed study.

## **8. Availability of Thesis**

8.1. The Regulations for the Degree of PhD require that the candidate will at the time of entry to the examination sign a declaration concerning third party copyright and availability in libraries of the thesis, if successful, and the electronic publication of the thesis and the inclusion of the abstract of the thesis in published lists.

8.2. A candidate may apply to the College authorities at the time of registration or thereafter to retain personally the right to grant access to the thesis and to withhold the abstract of the thesis from publication for a limited period and, in any case, not exceeding two years from the date of award of the degree. Before such approval is given a candidate is required to give the reasons for seeking to restrict access for a specified period.

Approved by Senate  
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