

Procedure for the approval and review of Split PhDs

Introduction

1. It is not possible to obtain a PhD degree from Imperial College London wholly on an external basis. The overwhelming majority of research students who obtain their PhD at Imperial follow a programme of study involving attendance on a full-time basis or on a part-time basis.
2. The university 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 university 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.
3. All applications for split PhD programmes are considered on their individual merits. Not all departments¹ at Imperial will necessarily entertain applications for a split PhD.
4. If a split PhD arrangement is approved, the student is required to be in physical attendance at Imperial for a minimum of 12 months out of the normal 36 months duration of a full-time PhD programme (pro-rata for a part-time 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.
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.
6. The university's policy on student intellectual property shall apply to all outputs generated by an applicant whilst engaged with research.

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7. A proportionate approach will be taken by the university 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.
8. 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

¹ Any reference to "department" or "departmental" may include Imperial College London schools, institutes, centres or divisions, as appropriate.

submitted with their application explaining why it would be advantageous not to pursue their proposed research wholly at Imperial, together with a copy of their local supervisor's CV.

9. 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 and Enhancement 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.
10. Should issues be identified, the form will be sent to the Chair of the Postgraduate Research Quality Committee (or their alternate where applications involve the same department to which the Chair 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 university into disrepute, the Quality Assurance and Enhancement 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 inform the Imperial department.
11. Once a split PhD student enrolls at Imperial, the External Study Leave procedures should be followed and the Imperial department should submit the completed form to the relevant Student Records Team.

Review of Split PhDs

12. Often, there may only be one student undertaking their 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 university 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 external periodic review (please see the Procedures for the Review of Departmental Research Degree Provision).

Document Control

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For Registry Use	
CID Number:	
Split PhD Attendance Mode:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

Split PhD registration form

Notes for completion

- This registration form should be used for applications to undertake a research degree at Imperial College London under the Split PhD scheme.
- The [Procedure for approval and review of Split PhDs](#) should be consulted before this form is completed to ensure that the requirements of the scheme are understood.
- Please ensure all sections (A, B, C and D) are completed and signed off – the proposed partner will need to complete/approve section B.

A - Applicant details

Surname:	All other names:	
Application number:		
Proposed field of study and title of research project (if known):		
Imperial department and research group where PhD will be undertaken:		
Proposed supervisor(s) at Imperial:		
Expected mode of attendance:	<input type="checkbox"/>	Full-time study
	<input type="checkbox"/>	Part-time study
Proposed start date for PhD:		

B - Alternate site information (to be completed by partner)

Institution where the student will be based when not at Imperial (give full legal title and postal address):
Name and position of proposed supervisor at institution:
Qualifications:

(Please attach supervisor's CV to this form or provide a weblink below)
To be completed by the Head of Department at the alternate site:
<p>I hereby confirm that:</p> <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 registered for a PhD at Imperial College London only (no concurrent registration for a course of study leading to a PhD is permitted) and will be subject to Imperial's Academic Regulations, policies and procedures related to research programmes; iii) The applicant will be permitted to attend Imperial for the prescribed course work and academic contact for at least 12 months of the normal 36 months period of registration (for full-time students) or equivalent for part-time students; iv) No restriction will be placed upon presentation of the thesis resulting from the applicant's study and research; v) No restriction will be placed on the thesis, if successful, being made publically available, in accordance with Imperial's regulations which allow for a temporary embargo on certain grounds; vi) Data formulated as part of the PhD will be made publically available, unless a temporary embargo is applied for; vii) Imperial will retain full right of access to all data generated by the research, including laboratory notebooks and other research material; viii) Imperial'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:

C – Split PhD arrangements (to be completed by Imperial department)

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?
2. Please give details of the relevant research facilities, supervisory arrangements and welfare provision available at the alternative site:
3. Please map out the student's programme of study showing how they will meet the minimum attendance requirement at Imperial (12 months full-time study mode). Students will need to be present at Imperial to undertake their Early Stage Assessment and Late Stage Review:

4. If the student will not be present at Imperial for the first three months of study, how will their induction and research plan confirmation milestone (if used) be managed?
5. Please explain how the student will meet the Professional Development Skills training requirement .
6. If the student needs English language support, how will this be arranged?
7. Please describe how the Imperial supervisor(s) will maintain regular contact with the student and how the student's progress will be monitored throughout their programme.
8. 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.
9. Please describe how the student will receive a satisfactory student experience, for example, what opportunities will there be for interacting with their peers?
10. Please comment on the strategic benefits to the department and university in establishing this arrangement:
11. Any other comments (please use this space for recording any other details in support of the split PhD application):

D- Due Diligence (to be completed by Imperial department)

Area	Comments
a) Are there existing or previous College partnerships with the proposed institution?	
b) Does the proposed institution have adequate human, material and financial resources to operate the arrangement successfully?	
c) Is there an appropriate and safe learning environment for students and staff?	
d) Are there any potential conflicts of interest? ²	
e) Comments on whether the reputation of the proposed partner is sound	

² Conflicts of interest may arise from financial, research, teaching or personal connections. Please check the '[Conflict of Interest Policy](#)'

f) 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	
g) Are there significant cultural / political differences to the UK (including human rights and equality)?	

Signature of proposed main Imperial supervisor:		
Signature:		Date:
Name (Block Capitals):		
Departmental Authorisation (to be completed by the Head of Department or their nominee ³)		
i)	I confirm that the Department supports the proposed split PhD registration for this student	
ii)	I confirm that the local supervisor holds a doctorate and if not that their CV demonstrates adequate equivalent experience or qualifications to supervise a research student.	
iii)	I confirm that the student will be able to meet the university's split PhD attendance requirements and the English Language and professional skills development requirements	
iv)	I confirm that the proposed supervision arrangements conform to Imperial's criteria for the supervision of research students	
Name:		
Role:		
Signature:		Date:

³ Nominees would normally be the Director of Postgraduate Studies

For Quality Assurance use

Is this a new alternative site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments on due diligence checks and departmental arrangements			
Completed by (name and title):			Date: