IMPERIAL

Procedures for the approval, renewal and review of Partner Research Institutions

Introduction

1. The scheme for registration for the PhD of persons working in Partner Research Institutions (PRIs) 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.

2. Imperial College London believes that the PRI scheme will result in the development of links and mutually beneficial co-operation between the research institution on the one hand and Departments[1] of the university 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 Imperial.

3. This document should be read in conjunction with the [Guidance for Imperial and external supervisors of students at PRIs](#).

4. The PRI/A Form itself serves as the agreement between the PRI and the university. However, it is recognised that Imperial 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.

5. Imperial'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 Imperial), or where the PRI is the employer of the applicant, further discussion and agreement may be required between the PRI and the university via the Research Office. In such circumstances, any additional agreement between Imperial and the PRI shall take precedence.

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 the university.

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7. A proportionate approach will be taken by the university when considering new PRI proposals. However, in all cases, prospective students will be considered individually regardless of whether or

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

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not they are applying to register for the scheme at a PRI which has already been approved by the Imperial. Additionally, local supervisors will always be asked to provide a copy of their CV[2].

8. If an applicant wishes to apply to be registered under this scheme, they should first discuss this with their local supervisor and their proposed Imperial supervisor. Once a research project has been agreed, the applicant can make a formal application to Imperial using the usual online application process.

9. Once the university 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 and Enhancement Team (QA&E) to find out whether or not the PRI is already listed with the university 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).

10. 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](). 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 relevant Admissions Team who will then forward the PRI/A Form to the Registry's Quality Assurance and Enhancement Team.

11. The Quality Assurance and Enhancement 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 and Enhancement 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 designated Academic Deputy Director in the Early Career Researcher Institute (ECRI) and the Academic Registrar for consideration.

12. The ECRI Academic Deputy Director 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

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

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- Plan for communication between local and Imperial supervisors

- Potential conflicts of interest

- Outcome of any due diligence checks

13. In cases of conflict of interest, for example, if the application involves the same Department that the ECRI Academic Deputy Director belongs to, then the other ECRI Academic Deputy Director will be asked to consider the application instead.

14. 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.

Review of existing PRIs

15. Annually, the Quality Assurance and Enhancement 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.

16. The Postgraduate Research Quality Committee will receive a report each year, prepared by the Quality Assurance and Enhancement 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.

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Appendix A

Approvals process for PRIs

| Inactive PRI (no current students registered at the PRI) | → | Requirement A | • Full PRI Application |

| Active PRI (existing students registered at the PRI) | → | Does the applicant work in the same Department(s) as other students registered at the PRI? |

Yes → Requirement B
- CV of Local Supervisor
- All sections of the PRI/A form except D.3 and D.4
- A copy of the latest PRI Review Form will be appended to the application

No → Requirement C
- CV of Local Supervisor
- All sections of the PRI/A form except D.3
- A copy of the latest PRI Review Form will be appended to the application

| New PRI not previously considered by the College | → | Requirement A | • Full PRI Application |