

POSTGRADUATE RESEARCH AND OPERATIONS

### Proposal form for split-site Model A involving a strategic partnership with a commercial/industrial organisation or an international academic or research institution

Please attach additional pages (including relevant approvals) where additional information would be helpful to the case.

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| **SECTION 1 – PROPOSAL FROM THE FACULTY / SCHOOL** | | | | |
| **Name of School** | |  | | |
| **Name and address of Proposed Partner Organisation** | |  | | |
| **Name and address of person responsible at the Partner Organisation** | |  | | |
| **Name of Leeds supervisor** | |  | | |
| **Name of supervisor at Partner Organisation, including**  **job title and period of employment** | |  | | |
| **Qualifications and experience of supervisor/s (please summarise or attach a brief CV)** | |  | | |
| **Description of previous collaboration between supervisors**  Indicate the length and type of the previous collaboration and whether regular visits have been/are to be part of the collaboration. | |  | | |
| **Alternative arrangements for supervision**  Indicate what alternative supervision arrangements may be put in place by the Partner Organisation should the chosen supervisor no longer be available | |  | | |
| **Description of area of research for the PhD research student(s)** | |  | | |
| **Confirmation that all necessary facilities and resources can be provided by the Partner Organisation to allow successful completion of the PhD**  Provide details of the existing facilities at the Partner Organisation and also indicate if Leeds staff have visited the partner organisation, giving details of the purpose and length of the visits (it is recommended that any specific requirements be provided for inclusion under ‘Schedule 2’ of the Split-Site Model A Agreement). | |  | | |
| **Negotiations with the Partner Organisation**  Have the relevant Heads of Schools/Officers of the proposed Partner Organisation been consulted and given preliminary approval to this collaboration under the arrangements set out in the “Description of Model” and the Split-Site Model A Agreement? | | Yes | | No |
| Has the Partner Organisation requested any variants to the Split-Site Model A Agreement? | | Yes | | No |
| If yes, please provide further details | |  | | |
| **Is the Faculty/School satisfied that the Partner Organisation understands the University Code of Practice for Research Degree Candidatures and can fully meet the requirements of the Code** | | Yes | | No |
| **If no, please provide further details** | |  | | |
| **Description of Proposed Research Area**  Briefly explain the proposed research area’s strategic significance to the Faculty / University | |  | | |
| **Numbers of students**  How many research students will be admitted under these arrangements? Please indicate the size of proposed cohorts if admissions will take place on an annual basis | |  | | |
| **Health and Safety Issues**  Is the School/Faculty satisfied that appropriate risk assessments have been made (after appropriate consideration) in relation to the conduct of the research activity at: | | | | |
| The University of Leeds | | **Yes** | | **No** |
| The Partner Organisation | | **Yes** | | **No** |
| **Arrangements for the Research Degree Candidatures** | | | | |
| Are the normal University approved arrangements to be followed? | | **Yes** | | **No** |
| If no, please provide details of the proposed changes.  Note: Approved variants to the candidature will be outlined under ‘Schedule 3’ of the Split-Site Model A Agreement | |  | | |
| **SECTION 2 – INTELLECTUAL PROPERTY RIGHTS** | | | | |
| Background and Foreground Intellectual Property that has been created by a party will remain under the party’s ownership. Subject to any third party rights the student and other party may use background and foreground for the purpose of completing their commitments under the programme. | | **Yes** | | **No\*** |
| \**If no please give details on a separate sheet, including approval from the University Legal Advisor* | |  | | |
| All foreground created by the student shall belong to the University of Leeds: | | **Yes** | | **No\*** |
| **SECTION 3 – FINANCIAL ARRANGEMENTS** | | | | |
| The approved financial arrangements will apply | | **Yes** | | **No** |
| Indicate if special financial arrangements will apply | |  | | |
| **SECTION 4 – FIRST STAGE APPROVALS** | | | | |
| **Proposed Leeds supervisor(s)**  (a digital signature can be inserted) | |  | | |
| **Head of School**  (a digital signature can be inserted) | |  | | |
| **Date** | |  | | |
| **SECTION 5 – CONSIDERATION BY THE FACULTY PRO-DEAN FOR RESEARCH AND FACULTY EXECUTIVE** | | | | |
| **Name of Faculty** | |  | | |
| **Name of Pro-Dean for Research** | |  | | |
| **Strategic and Academic Perspective**  Indicate whether the proposal above is in line with the Faculty’s strategic vision and academic quality (giving reasons). | |  | | |
| Provide an assessment of the quality and reputation of the proposed Partner Organisation. | |  | | |
| **Consultation with the Faculty Finance Manager** | | | | |
| Has the Faculty Finance Manager approved the financial arrangements? | | **Yes** | | **No** |
| **Intellectual Property Rights** | | | | |
| Do the arrangements regarding Intellectual Property Rights above have the support of the Faculty? | | **Yes** | | **No** |
| **Consultation with the Faculty Executive** | | | | |
| Does the above proposal have the support of the Faculty Dean and the Faculty Executive? | | **Yes** | | **No** |
| **Further general comments** | | | | |
| Please use this space to make any further general comments to be drawn to the attention of the Steering Committee for Split-Site PhD Programmes. | |  | | |
| **Signature of Pro-Dean for Research**  (a digital signature can be inserted) | |  | | |
| **Date** | |  | | |
| **SECTION 6 – CONSIDERATION BY THE FACULTY GRADUATE SCHOOL COMMITTEE** | | | | |
| The proposals above have been considered by the Faculty Graduate School Committee and the arrangements have been approved. | **Yes** | | **No** | |
| The following issues/comments should be drawn to the attention of the Steering Committee for Split-Site PhD programmes: |  | | | |
| **Signature of the Chair of the Faculty Graduate School Committee** (a digital signature can be inserted) |  | | | |
| **Date.** |  | | | |

The fully completed proposal (and any attachments) should now be forwarded to Postgraduate Research and Operations for consideration by the Steering Committee on Split-Site PhD programmes.