

Schedule of Activity

Programme operational arrangements and special conditions

Type of Programme:	Joint PhD	
Participating Faculties	King's College London (King's): Faculty of Life Sciences and Medicine School of Biomedical Engineering and Imaging Sciences	Pontificia Universidad Católica de Chile (UC): Institute for Biological and Medical Engineering Schools of Engineering, Faculty of Biological Sciences and School of Medicine
Available programmes:	King's: PhD in Medical Imaging Sciences (hereby understood as Joint PhD in Medical Imaging and Bioengineering)	UC: Doctorado en Ingeniería Biológica y Médica (hereby understood as Joint PhD in Biological and Medical Engineering)
	Upon signature by both Parties	
Initial start date of Activity	2020	
Start date of first cohort covered by this Schedule:	2020/21	
Duration of Schedule	Five years from the date of signing. The final cohort of students covered by this agreement will enrol in the 2024/25 academic year.	
Term of Schedule	This Schedule will continue until the final cohort accepted under the agreement, as noted above, have completed.	
Financial arrangements	Students will pay tuition fees to the home university for the duration of their period of candidature. No tuition fees will be paid to the host university and there will be no sharing of incoming derived from tuition fees.	
Overarching special conditions		
Each Party confirms that the Joint PhD Programme it is responsible for is a fully accredited degree programme according to Applicable Laws and regulations governing accreditation standards in the territory in which that Party operates. Each Party agrees to comply with any accreditation obligations applicable to that Party's individual degree within the Joint PhD Programme.		

Please indicate the obligations, roles and responsibilities (where applicable) of each partner relating to the programme and student experience.

1. Administrative contacts	Details	
<ul style="list-style-type: none"> Insert each Party's contact details for the administration of the programme 	<p>King's specific: Prof. Alistair Young School Lead International School of Biomedical Engineering and Imaging, 5th floor Becket House Email: alistair.young@kcl.ac.uk</p> <p>Prof. René Botnar Head of Biomedical Engineering Department School of Biomedical Engineering and Imaging Sciences, St Thomas Hospital, 3rd floor Lambeth Wing Email: rene.botnar@kcl.ac.uk</p> <p>Prof. Andrew Reader School PGR lead School of Biomedical Engineering and Imaging Sciences, St Thomas Hospital, 3rd floor Lambeth Wing Email: andrew.reader@kcl.ac.uk</p> <p>Admin support: Andreea Podoleanu Post graduate research administrative manager School of Biomedical Engineering and Imaging Sciences 9th Floor, Becket House Email: andreea.podoleanu@kcl.ac.uk</p>	<p>UC specific: Prof. María Rodríguez Fernández, Head of the PhD in Biological and Medical Engineering Program, Instituto de Ingeniería Biológica y Médica, Edificio de Ciencia y Tecnología, piso 7, Avda. Vicuña Mackenna 4860, Macul - Santiago – Chile Email: marodriguezf@uc.cl</p> <p>Prof. Andrea Ravasio Instituto de Ingeniería Biológica y Médica, Edificio de Ciencia y Tecnología, piso 7, Avda. Vicuña Mackenna 4860, Macul - Santiago – Chile Email: andrea.ravasio@uc.cl</p> <p>Prof. Timothy Rudge Instituto de Ingeniería Biológica y Médica, Edificio de Ciencia y Tecnología, piso 7, Avda. Vicuña Mackenna 4860, Macul - Santiago – Chile Email: trudge@uc.cl</p> <p>Prof. Carlos Sing Long Instituto Ingeniería Matemática, Avda. Vicuña Mackenna 4860, Macul - Santiago – Chile Email: casinglo@uc.cl</p> <p>Admin support: María José Abarca Laboratory Coordinator in the Institute of Biological and Medical Engineering, Edificio de Ciencia y Tecnología, piso 7, Avda. Vicuña Mackenna 4860, Macul - Santiago – Chile Email: mariajose.abarca@uc.cl</p>

2. Marketing and publicity	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate each Party's responsibilities for how the Programme will be marketed and publicised. Care should be taken to ensure that information on the Programme is clear, accurate and harmonised between the Parties 	<p>King's specific: Joint PhD programmes are advertised within the following areas of the King's website:</p> <ul style="list-style-type: none"> King's Worldwide Joint PhD programme list Relevant online prospectus entry BMEIS School webpage CDT in Smart Medical Imaging webpage 	<p>UC specific: PhD programmes are advertised within the following areas of the UC's website:</p> <ul style="list-style-type: none"> Doctorados UC PhD programme list Relevant online prospectus entry Institute for Biological and Medical Engineering webpage The School of Engineering webpage The School of Medicine webpage The Faculty of Biological Sciences webpage

3. Recruitment and admissions	Roles and Responsibilities	
<ul style="list-style-type: none"> Identify lead Party for recruitment and admissions 	<p>Students will be recruited by both Parties. Students will select a home university and begin their application through that institution.</p>	
<ul style="list-style-type: none"> Indicate how students will be targeted and recruited to the programme including student numbers 	<p>General: Students will be recruited via the general recruitment process of each institution. In some cases, this may be faculty-led, with participating faculties recommending the programme to suitable students.</p> <p>The numbers of students enrolling with each university as the home university should balance over a five-year period.</p>	
<ul style="list-style-type: none"> Indicate details of the application process, including any variations in practice to the normal admissions procedures or special arrangements that will need to be included in the student offer letter 	<p>General: Students will be admitted to a joint PhD programme through the home university's normal admissions process, with the exception that the Joint Academic Committee (JAC) must approve all candidates.</p> <p>Once the home university confirms acceptance of an application, they must forward details to the partner university so the application can go through the appropriate channels.</p> <p>Students will be sent offer letters once it has been confirmed that both parties accept the application.</p> <p>The lead Administrator at each Party will be responsible for keeping the other Party informed about progress with admissions, and for obtaining final approval.</p>	
	<p>King's specific: All students, including those with the partner as the home institution, must submit an application via the King's Admissions Portal so that all</p>	<p>UC specific: All students, including those with the partner as the home institution, must submit an application via the UC's Admissions Portal so that all</p>

3. Recruitment and admissions	Roles and Responsibilities	
	necessary information can be captured and offer letters can be produced.	necessary information can be captured and offer letters can be produced.
<ul style="list-style-type: none"> Indicate how students should divide their candidature between each Party 	<p>General: Students will spend at least 12 months and a maximum of 24 months at the partner institution.</p> <p>Details of a student's proposed travel plan must be submitted at the time of application.</p> <p>Candidates are required to spend the last six months before submission of thesis at their home institution.</p>	
<ul style="list-style-type: none"> Indicate arrangements for supervision 	<p>King's specific: For King's-home students the maximum duration of the PhD programme will be four years, in accordance with King's normal regulations.</p> <p>Students will be required to complete a Travel Plan form as part of the application process.</p>	<p>UC specific: For UC's-home students the maximum duration of the PhD programme after the Candidacy Examination will be five years, in accordance with UC's normal regulations.</p> <p>Students will be required to complete a Travel Plan form as part of the application process.</p>
<ul style="list-style-type: none"> Special conditions 	<p>Transfers from single programmes may be permitted but will take place no later than the end of the first year of registration. An extension may be granted under exceptional circumstances.</p>	

4. <i>Enrolment and registration</i>	Roles and Responsibilities
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<ul style="list-style-type: none"> Indicate the status and mode of attendance of the student for the duration of the Programme e.g. current, full-time and what access students will require to facilities including production of ID cards 	<p>General: Students will be registered as full-time PhD students and will have full access to relevant facilities.</p>	
<ul style="list-style-type: none"> 	<p>King's specific: King's will provide all students (including partner-home students) with ID cards once they are enrolled.</p> <p>King's-home students will initially be registered with MPhil status, which will be updated to PhD once they complete the upgrade exam. Full-time students should submit their upgrade proposal nine months after their date of registration.</p> <p>King's-home students will initiate their research staying in UC once they complete the upgrade exam.</p>	<p>UC specific: UC will provide all students (including partner-home students) with ID cards once they are enrolled.</p> <p>UC-home students will initially be registered with PhD student status, which will be updated to PhD candidate once they complete the candidacy exam. Full-time students should give their candidacy exam no later than 12 months after they have completed all the required courses.</p> <p>UC-home students will initiate their research staying in King's once they complete the candidacy exam.</p>
<ul style="list-style-type: none"> Indicate how students will be advised of their enrolment and registration details, including any special arrangements e.g. where students are unable to attend campus registration in person 	<p>General: Students will initially be contacted by their home institution to follow the necessary registration/enrolment processes. Students must also follow any necessary procedures set out by the partner university.</p>	
<ul style="list-style-type: none"> Indicate if there are visa compliance arrangements that may need to be taken into consideration e.g. overseas students who will require a visa to study at two separate 	<p>General: Any offer of a place on a joint PhD programme is conditional upon the student holding, for the duration of their study, a valid visa. Students shall be primarily responsible for arranging their own visa and immigration clearances. Each Party will use its reasonable endeavours to support students in obtaining necessary visas.</p>	
<p>King's specific: Once students have received and accepted an unconditional offer, they will be contacted by email with information on their enrolment via Registry Services.</p> <p>Some enrolment tasks can be completed remotely for students who are unable to attend the King's campus registration in person.</p>	<p>UC specific: Once students have received and accepted an unconditional offer, they will be contacted by email with information on their enrolment via UC Program/ Registry Services.</p> <p>Some enrolment tasks can be completed remotely for students who are unable to attend the UC's campus registration in person.</p>	

<p>institutions for the duration of their degree programme</p>	<p>King's specific: Where necessary, once registration has taken place, partner-home students will need to contact Registry Services and/or the Visa Compliance team prior to their visit to King's in order to be issued with a Confirmation of Acceptance for Studies (CAS) number, which is required in order to apply for any necessary visas. King's-home students who require a visa to study in the UK will be issued a CAS statement as part of the admissions process once they have an unconditional offer.</p>	<p>UC specific: Where necessary, once registration has taken place, partner-home students will need to contact UC Program/ Registry Services prior to their visit to UC in order to be issued with a confirmation of acceptance for studies letter, which is required in order to apply for any necessary visas. UC-home students who require a visa to study in Chile will be issued a confirmation of acceptance for studies letter as part of the admissions process once they have an unconditional offer.</p>	
<p>5. Student records</p>		<p>Roles and Responsibilities</p>	
<ul style="list-style-type: none"> Indicate how student data will be reflected in College or partner statistical returns 	<p>King's specific: All students registered on joint PhD programmes will be included in the College's statistical returns.</p>	<p>UC specific: All students registered on joint PhD programmes will be included in the UC's statistical returns.</p>	
<ul style="list-style-type: none"> Indicate how any changes in student registration status will be managed 	<p>General: A student wishing to make changes to their registration status must discuss this with their supervisors in the first instance. It will then need to be approved by the Faculty and the Joint Academic Committee (JAC) at both universities.</p>		
	<p>King's specific: Requests for changes to registration status should be made to Registry Services and can be initiated online via Student Records.</p>	<p>UC specific: Requests for changes to registration status should be made to Registry Services.</p>	
<ul style="list-style-type: none"> Indicate how students' progress will be monitored between partners and any progression requirements 	<p>General: Students will follow the regulations of the home institution for monitoring and progression, including any necessary upgrades. Supervisors at both universities will have sight of any progress reports and mutually agree the outcomes.</p> <p>Students will only be entitled to vacation (or other kinds of) leave under the regulations of the home institution. Interruptions of study will be dealt with by the practice of the home institution, subject to the approval of the JAC.</p> <p>Students should have regular progress meetings with the Thesis Progress Committee, which includes the supervisors from both institutions in order to monitor progress and any follow-up activities. This can be conducted via video link.</p>		
	<p>King's specific: King's-home joint PhD students will comply with the College's electronic monitoring system. Responsibility for informing the other Party lies with the home supervisor and progress</p>	<p>UC specific: UC-home joint PhD students will comply with the IIBM's electronic monitoring system. Responsibility for informing the other Party lies with the home</p>	

5. <i>Student records</i>	Roles and Responsibilities	
	<p>will be documented in an annual report to the JAC.</p> <p>King's-home students must complete the upgrade examination in order to progress from MPhil to PhD status. A King's-home student who does not complete the transfer from MPhil to PhD may be able to transfer to a King's-only programme and receive an MPhil qualification awarded solely by King's. This must be managed by the supervisors and noted by the JAC. The student will then be withdrawn from the joint PhD in both institutions' records.</p>	<p>supervisor and progress will be documented in an annual report.</p> <p>UC-home students must complete the candidacy examination in order to progress to PhD candidate status. A UC-home student who does not complete the transfer to PhD candidate will be withdrawn from the joint PhD in both institutions' records.</p>
<ul style="list-style-type: none"> Special conditions 	<p>Each Party will maintain full and complete records relating to the performance of each student on the Programme, where they are the home institution.</p>	

6. <i>Student support</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate arrangements for students to access teaching and learning resources to enable them to complete the Programme 	<p>General: Joint PhD students will have the same access to teaching and learning resources as other PhD students.</p> <p>King's specific: King's-home students are not required to take any compulsory modules as part of their PhD but they will have access to programmes provided by the Researcher Development Unit. In some cases, supervisors may recommend courses to their students.</p>	<p>UC specific: UC-home students are required to take compulsory modules at UC as part of their PhD and they will have access to programmes provided by the UC Graduate School.</p>
<ul style="list-style-type: none"> Indicate arrangements for students to access student services, including pastoral care arrangements 	<p>General: Joint PhD students will have the same access to student services as other PhD students.</p>	
<ul style="list-style-type: none"> Indicate if students are eligible for accommodation and any issues that may need to be considered to facilitate this 	<p>King's specific: Students are able to contact the King's Residences team to discuss any accommodation-related issues. Students are advised to make requests for College-provided accommodation by the advertised deadline.</p>	<p>UC specific: Students are able to contact the Program Coordination Team and the Head of the Program to discuss any accommodation-related issues.</p>
<ul style="list-style-type: none"> Indicate arrangements for student induction, tutor arrangements and distribution of course material and 	<p>General: Induction will be managed by the department/faculty where the student is based. Students will also have access to induction events provided by the Centre for Doctoral Studies at King's and the UC Graduate School.</p>	

6. <i>Student support</i>	Roles and Responsibilities	
handbooks, including how students will be integrated into the programme where language barriers or cultural factors apply	King's specific: Students will have access to English Language Centre resources, plus support from the Student Advice office, where necessary.	UC specific: Students will have support from the Program Coordination Team and the Head of the Program, where necessary
<ul style="list-style-type: none"> Indicate if there are any funding opportunities available for the programme 	King's specific: Any funding available for King's-home joint PhD students will be advertised by the Centre for Doctoral Studies on the King's website.	UC specific: Any funding available for UC-home joint PhD students will be advertised by the Graduate School on the UC's website .

7. <i>Teaching arrangements</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the teaching contribution of the Parties, including mechanisms for ensuring shared teaching meets the learning aims and outcomes for the programme and how this is communicated to students 	<p>General: To encourage greater exposure and provide students with more opportunities for intellectual contact, candidates may be required to undertake some coursework/teaching/training at the partner university. These could include any post- or undergraduate teaching/training approved by the joint supervisors.</p> <p>Coursework/teaching/training taken at the partner university may be credited towards the PhD degree where appropriate.</p>	
	<p>King's specific: Students joining this programme are expected to take modules relevant to this programme during the first 12 months.</p> <p>King's-home students will undertake an on-line module of the Workshop on Ethics and Integrity in Research (CPD0002) (unless they have taken an equivalent module at KCL), while in UC, which will be communicated to them when enrolling on the joint PhD programme.</p> <p>King's-home students will be encouraged to undertake a Spanish for foreigner's course provided by UC.</p>	<p>UC specific: UC requires PhD students to undertake compulsory modules as part of their programme including a Workshop on Ethics and Integrity in Research (CPD0002 or equivalent) and two more transversal skills workshops. These will be taken in the first 12-18 months, before the student visits King's.</p>
<ul style="list-style-type: none"> Indicate opportunities for transferable skills 	King's specific: Students will have access to the Researcher Development Programme provided	UC specific: Students will have access to the Transversal Skills

7. Teaching arrangements	Roles and Responsibilities	
	by the Centre for Doctoral Studies at King's.	Programme provided by the Graduate School at UC.
<ul style="list-style-type: none"> Indicate arrangements that will be put in place for ethical approval of research activity 	<p>General: The supervisor at the home institution is responsible for ensuring that ethical approval is sought if required. The following regulations apply:</p> <ul style="list-style-type: none"> If a student plans to conduct human or animal-based research within the countries of <u>both</u> Parties they must obtain approval from both If a student conducts this kind of research <u>only</u> within the country of their home institution, approval can be obtained solely through the home institution If a student conducts research within the country of the home institution plus other countries, but <u>not</u> the country of the partner institution, approval can be obtained solely from the home institution Supervisors must retain evidence of ethical approval, if granted, and share this with the supervisor at the partner institution. This can be kept at departmental level. 	
	<p>King's specific: Students requiring ethical approval from King's must follow the guidance and procedures set out by the Research Ethics Office: http://www.kcl.ac.uk/innovation/research/support/ethics/index.aspx</p>	<p>UC specific: Students requiring ethical approval from UC must follow the guidance and procedures set out by the Research Ethics Office: http://eticayseguridad.uc.cl/proceso-de-evaluacion.html</p>
<ul style="list-style-type: none"> Indicate arrangements for students to provide feedback 	<p>King's specific: King's conducts the Postgraduate Researcher Experience Survey (PRES) bi-annually, which students will be asked to participate in.</p>	<p>UC specific: UC conducts a Postgraduate Researcher Experience Survey annually, which students will be asked to participate in.</p>

8. Assessment arrangements	Roles and Responsibilities	
<ul style="list-style-type: none"> Identify the assessment regulations that apply, e.g. to consideration and verification of individual marks, submission of thesis, (where applicable) transfer of marks or credit, language of instruction and assessment if not English 	<p>General: Assessment will be according to the normal regulations of the home institution.</p> <p>Students must submit a sufficient number of copies of their final thesis to both Parties (hard and/or electronic versions), though the format (layout, binding, etc.) should be according to home university requirements.</p>	
	<p>King's specific: Students must submit both hard and electronic copies of their thesis to the Research Degrees Exams Office, according to King's regulations.</p>	<p>UC specific: Students must submit either hard or electronic copies of their thesis to the Bibliotecas UC repository, according to UC's regulations.</p>

8. Assessment arrangements	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the composition of the Examination Board/Panel for the consideration and verification of exam results/award outcome 	<p>General: The candidate's thesis, after approval by the candidate's joint supervisors, will be examined by a panel of three examiners; none of whom shall be the candidate's joint supervisors.</p> <p>The exam will normally be organised by and take place at the home institution and will follow the usual procedures, unless noted below.</p> <p>A maximum of one videoconference link can be permitted for external examiners. Other examiners and the student must be in the same physical location.</p> <p>The final criterion for award will be that the thesis represents an original contribution to knowledge and is in accordance with any discipline-specific requirements.</p> <p>Moreover, in order to graduate, UC home students should be the author or co-author of at least one scientific paper accepted in an ISI indexed journal. King's home students will be encouraged to have a scientific publication prior to the PhD viva but this won't be a requirement, as per KCL regulations.</p>	
	<p>King's specific: The examining panel for King's-home students will be comprised as follows:</p> <p>Examiner 1: Appointed by King's in accordance with King's regulations Examiner 2: Appointed by UC in accordance with UC regulations Examiner 3: Appointed by King's and usually external to both Parties</p> <p>Supervisors can be present at the student's request but will not actively participate in the exam.</p>	<p>UC specific:</p> <p>Examiner 1: The head of the program or his/her representative Examiner 2: Appointed by King's in accordance with King's regulations Examiner 3: Appointed by UC and usually external to both Parties Examiner 4: The supervisor/s Examiner 5: A member of the programme faculty appointed by UC</p> <p>The UC supervisor will be part of the examination panel but will be present in an observational capacity only. They will not have a casting vote on the outcome.</p>
<ul style="list-style-type: none"> Indicate arrangements for release of final results including notification of results to the partner and student 	<p>General: The examiners will jointly agree an outcome and communicate this to the student and the relevant office within the home university, who will then be responsible for informing the partner and providing any necessary paperwork.</p>	
	<p>King's specific: The Research Degrees Exams Office will be responsible for communicating final results to UC.</p>	<p>UC specific: The Head of the PhD program will be responsible for communicating final results to King's.</p>

8. Assessment arrangements	Roles and Responsibilities
<ul style="list-style-type: none"> Indicate arrangements for reassessment opportunities 	<p>General: The student will be required to re-submit a corrected thesis to the examiners as agreed at the examination and following the regulations of the home institution. This decision must be communicated between the Parties.</p>

9. External Examiner arrangements	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the responsibilities for nominating and appointing external examiners, including who is responsible for paying examiner fees 	<p>General: Examiners will be nominated by the supervisors, according to the regulations of the home institution, with the partner institution involved in the process. The home institution will pay the fees and expenses of examiners for their students.</p> <p>King's specific: Examiners will be approved by King's Research Degrees Exam Board via the Research Degrees Exams Office.</p> <p>Any variations in the examination procedures from those that are normal at King's will require approval to be sought from the Research Degrees Exam Board.</p>	<p>UC specific: Examiners will be approved by the IIBM Doctoral Committee.</p> <p>Any variations in the examination procedures from those that are normal at UC will require approval to be sought from the Graduate School.</p>
<ul style="list-style-type: none"> Indicate the role of the external examiner in participating in the exam board process 	<p>General: The external examiner must come to a view, independently of the internal examiners, as to whether the student's research work and knowledge are of a standard which are comparable to those of students being examined at institutions elsewhere in candidature for the same degree.</p>	

10. Conferment of Award	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the arrangements for conferring the final award, including availability of exit awards and the final award outcome 	<p>General: Conferment of the award will be according to home university regulations.</p> <p>The JAC reviews the examiners reports following ratification.</p> <p>A candidate in debt to either the home or the partner university, or both, will not be awarded a degree.</p>	
	<p>King's specific: Results must be validated by the College's Research Degrees Exam Board.</p> <p>A King's-home student may be considered for a degree of an MPhil award where they have failed to satisfy the examiners after minor or major amendments or after re-representation of their thesis for a PhD award, but are deemed to have met the relevant criteria for the award of MPhil. This will be awarded solely by King's. This must</p>	<p>UC specific: Results must be validated by UC's Academic Registry Direction (Dirección de Registros Académicos).</p>

10. <i>Conferment of Award</i>	Roles and Responsibilities	
	be managed by the supervisors and agreed by the JAC.	

11. <i>Certificates and Graduation</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Identify the arrangements for producing records of agreed results/ transcripts/ diploma supplements and (where appropriate) final degree award certificates (bearing the signature of the competent authority), including any special requirements 	<p>General: The single jointly awarded degree certificate (parchment) will be produced in two parts, with each partner responsible for producing their part of the certificate according to their own design. However, each part of the certificate must include the following:</p> <ul style="list-style-type: none"> The certificate must not omit any information that may be required for a full understanding of the student's achievement i.e. the full name of the student, the subject and award conferred, the date of award; Both partners must ensure that the correct name is used for the partner institution, as is designated for certificate purposes; The certificate shall reflect that the approved programme of study has been jointly awarded by both partners; The certificate shall include the crests and signatures of the partner responsible for the design of their part of the certificate; The certificate should include a statement on each part that the certificate will not be valid without the corresponding part of the certificate produced by the other partner. 	<p>UC specific: For the purposes of the certificate, both partners will reflect on the certificate that Pontificia Universidad Católica de Chile is the designated name for certificate purposes.</p> <p>UC does not provide transcripts for PhD students.</p>
<ul style="list-style-type: none"> Indicate arrangements for students' attendance at a graduation ceremony 	<p>General: The joint PhD degree will be conferred at the graduation ceremony of the candidate's home university. Students may also attend the graduation ceremony of the partner university if they wish to.</p>	

12. <i>Student Conduct and Appeals arrangements</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the regulations that apply in respect of student misconduct procedures 	<p>All joint PhD students will be subject to the normal disciplinary procedures of each Party whilst studying on the premises there.</p> <p>Generally, students will be subject to student disciplinary procedures in place at their home institution in respect of their programme regulations, in consultation with the partner institution.</p>	
<ul style="list-style-type: none"> Indicate the regulations that apply in respect of academic misconduct, e.g. plagiarism 	<p>Cases of alleged academic misconduct will initially be investigated according to the procedures of the home institution. This may lead to disciplinary action under the regulations of the home institution, if necessary.</p> <p>The partner will be kept informed of the progress of any investigations and the subsequent outcome.</p>	

12. <i>Student Conduct and Appeals arrangements</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate the regulations that apply to the programme in respect of student complaint procedures 	<p>Students who wish to make a complaint will normally do so through the process of King's or UC, based on where they are resident at the time, in so far as the complaint relates to their study at that particular university.</p> <p>Where the complaint relates to their programme of study, students will follow the complaint procedures in place at the home institution.</p> <p>The partner institution and the JAC will be kept informed of the progress and outcome of any student complaint.</p>	
<ul style="list-style-type: none"> Indicate the regulations that apply to the programme in respect of student academic appeal procedures 	<p>Students who wish to make an appeal in respect of academic progress or concerning a decision of the examiners will do so by using the procedures of the designated home institution. The partner institution will be kept informed of any student appeals.</p>	
<ul style="list-style-type: none"> Indicate arrangements for continuation, withdrawal or termination of candidature. 	<p>Continuation and withdrawal will be based upon the normal process at the home institution. The joint supervisors will be responsible for advising the candidate in cases of withdrawal or termination, and for setting up a clear exit path. The JAC will be consulted where necessary and will be informed of any outcomes.</p>	
<ul style="list-style-type: none"> Special conditions 	<p>The Parties agree to provide reasonable cooperation and assistance to each other in relation to any student misconduct, complaints, or academic appeals.</p>	

13. <i>Quality Assurance and Management Processes</i>	Roles and Responsibilities	
<ul style="list-style-type: none"> Specify the quality assurance framework, standards and regulations that will apply, indicating arrangements for ensuring that the programme meets the academic standards and each Party's quality assurance framework 	<p>King's specific: Quality assurance of the PhD programme will be overseen by the JAC and monitored on an annual basis by the Postgraduate Research Students Sub-committee (PRSS).</p> <p>Students must conform to King's General Academic Regulations and the Academic Regulations for Research Degrees.</p> <p>The final award cannot be made unless it meets the expectations set out in the framework for higher education qualifications for England, Wales and Northern Ireland.</p>	<p>UC specific: Quality assurance of the PhD programme will be overseen by the Graduate School and monitored on an annual basis by the Área Aseguramiento de la Calidad.</p> <p>Students must conform to UC's General Academic Regulations and the Academic Regulations for Research Degrees.</p>
<ul style="list-style-type: none"> Indicate arrangements for shared resources including arrangements for ensuring 	<p>King's specific: All academic staff involved in PhD supervision at</p>	<p>UC specific: All academic staff involved in PhD supervision at UC are subject to a bi-annual</p>

13. Quality Assurance and Management Processes	Roles and Responsibilities	
staff are suitably qualified to deliver the elements of the programme for which they are responsible	King's are required to undertake supervisor training.	evaluation process and will be encouraged to undertake a workshop on good practices in thesis supervision (Taller de Buenas Prácticas en Dirección de Tesis). .
<ul style="list-style-type: none"> Indicate the mechanisms that will be put in place in the event of a termination of the agreement before all students registered on the Programme have completed their programme. 	The Parties may give no less than one year's notice of their intention to cease collaborating on a joint PhD programme, provided there are no students currently enrolled. If student(s) are still enrolled, the Party wishing to terminate the Schedule will time its withdrawal to coincide with the completion of study by the student(s).	

14. Monitoring arrangements	Roles and Responsibilities	
<ul style="list-style-type: none"> Indicate arrangements for the establishment of a programme committee, JAC or equivalent to oversee the programme 	<p>General: The two Parties will set up a Joint Academic Committee (JAC) to oversee all academic, administrative and operational matters relating to joint PhD programmes. The size of the committee may change but it will normally have equal representation from each Party. The Chairmanship of the JAC will be rotated between the Parties.</p>	
<ul style="list-style-type: none"> Indicate the mechanisms that will be put in place for annual review and periodic review of the programme, including arrangements for review of the programme prior to expiry and renewal of the agreement 	<p>King's specific: Within King's, the JAC will report to the Centre for Doctoral Studies. Unresolved disputes will be referred to the relevant Dean of Faculty. The JAC reports into the Postgraduate Research Students Sub-committee (PRSS) on an annual basis.</p> <p>Approval for a renewal or termination of the agreement will be undertaken by PRSS.</p>	<p>UC specific: Within UC, the JAC will report to IIBM Doctoral Committee and to the Graduate School. Unresolved disputes will be referred to the relevant Dean of Faculty.</p> <p>UC specific: The IIBM Doctoral Committee will report to the Graduate School of the Vice-President Office for Research from the Graduate School on an annual basis.</p>
<ul style="list-style-type: none"> Special conditions 	The Programme shall be subject to each Party's annual monitoring processes and each Party hereby agrees to cooperate with the other in respect of such processes. The Parties shall meet regularly (not less frequently than once a year) to discuss, review and agree any necessary changes to the Programme, including to consider, discuss and agree	

14. <i>Monitoring arrangements</i>	Roles and Responsibilities
	any changes required to this Schedule, although any agreed changes will only be legally binding where agreed in writing.

This schedule forms part of the Agreement signed in October 2020 between King's College London and Pontificia Universidad Católica de Chile

Certificado de firmas electrónicas:
E4C36DDF1-9F02-42DC-98B8-8CC4BA0A338C



Firmado por

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Firma electrónica

GMT-3: Lunes, 26 Octubre, 2020 10:14:05
Identificador único de firma:
F0025B36-DE00-4A41-97F1-1683E9A96414

Joint PhD Student application, enrolment and registration for department-specific agreements

Steps for applicants from partner institutions are highlighted in grey.

- Before submitting an application, the student should establish communication with a potential supervisor within the home institution to discuss their thesis proposal. They should also approach a potential supervisor within the partner institution, either independently or via support from the home institution supervisor/Admissions Tutor (where possible). For health faculty programmes, supervisors may already be attached to existing projects. **Any agreement to act as supervisor at this stage is provisional.**
- Travel plans (or Off-Campus Study forms) must be submitted as part of the application, either within the form itself or as a separate document.

King's-home students apply via the King's Apply online portal prior to the closing date. Applicants to health faculty programmes must also complete and submit a project approval form (PAF).

The Admissions Office processes the application, seeking approval from the academic dept/division.

The academic dept/division refers this to their internal Joint Academic Committee (JAC) and liaises with the partner institution for approval from their dept/division and JAC.

The academic dept/division communicates final decisions to the Admissions Office, including confirmation of supervisors, JAC approval and which institution will be the home.

The Admissions Office process offers and issue registration and enrolment information to accepted students.

Offer letters should also be sent by the partner institution. Depts/divisions should confirm when offers are accepted. **Students must be registered at both institutions from the start of their programme and re-enrol every year.**

Partner university-home students apply through the partner's application system prior to any advertised closing dates.

Following acceptance by the relevant dept/division and JAC, the administrative contact within the partner institution sends applicant details to the dept/division within King's.

The academic dept/division contacts students via email, advising them to apply via the online portal.

The Admissions Office assesses applications via the portal according to normal requirements and refers these to the dept/division for approval. The dept/division consults their internal JAC then lets Admissions and the partner institution know the outcome.

Offer letters are sent out by both institutions. The depts/divisions confirm when offers are accepted. **Students must be registered at both institutions from the start of their programme and re-enrol every year.**