

be a serious issue and it is important that students make themselves aware of what is meant by plagiarism and how to avoid it. The regulation concerning Academic Offences for research degree students is outlined in the 'General Regulations and procedures Affecting Students'.

22. Induction and Training

All research degree students are required to attend a number of generic and discipline specific courses during his/her period of study. For further information students should consult the relevant Researcher Development Programme Handbook. Please contact the Graduate School to obtain a hard copy. The handbooks are also available on the website.

Students on the International PhD Programme must undertake all mandatory elements of the Researcher Development Programme which are available to them as defined in their Study Protocol document.

23. Fieldwork Process

Students who wish to undertake field work of 30 days or greater are required to complete a Field Work Request form through myResearch prior to undertaking a Field Trip as part of their research. The approval process is:

- Trips of 30-60 days - First supervisor and Immigration Compliance manger (if applicable) approval required
- Trips of 60 days or more - require a Field Trip Request and Absence Request Form to be completed and approved by First supervisor and Immigration Compliance manger (if applicable)

Engagement during fieldtrips will be monitored by the completion of monthly progress reports.

24. Doctoral Extension Scheme

Monitoring and Reporting

Students who are successful with their DES application must confirm this to the Graduate School and provide their new visa. The Graduate School update the QL system or any equivalent system and student record. A student who is awarded the DES is permitted to re-enter the UK at any time during the validity of the leave.

The University will maintain at least 3 instances of contact with the student whilst the DES visa is valid to ensure the student is adhering to the conditions of this visa. This contact will be from the Graduate School at 3, 9 and 12 months via email, or telephone. Records of contact will be maintained by the Graduate School. It is important that students respond promptly to all communications sent by the Graduate School as failure to do so will oblige the University to report the matter to the Home Office.