**MESSAGE TO ALL RESEARCH STUDENTS**

Your obligations as a Doctoral student at DMU

1. **Evidence of active engagement in your studies**

You must submit a Progress Report through ‘myDMU’ every month as evidence of active engagement in your research and with your supervisory team. This will follow the standard procedure of submission by the student, followed by comments, feedback by the supervisor(s) and final logging of the completed report with GSO. The university will monitor compliance carefully so please note the following:

1. If you have not submitted a Progress Report by the end of the month, you will receive an automated reminder e-mail copied to your supervisors.
2. If you have not logged the Progress Report within 21 days of the end of the month, you will be contacted by the Graduate School Office and warned that failure to submit the report within the next fortnight could lead to termination of your registration.
3. In the month that you submit your Annual Review or Transfer Report , you do not need to submit a Progress Report as well.
4. Part-time Home/EU PGR students will be expected to submit progress reports every 2 months rather than every month, but additional evidence of attendance may be required for the small number of UK-resident international part-time PGR students.
5. **Checking that you have the appropriate permission to study here (international students only)**

If you are an international student, you **must** visit the Graduate School Office **in person** with your current passport and visa when you enrol, and annually thereafter[[1]](#footnote-1).

If you have not yet visited the GSO during September with your documentation, you must do so immediately. If you have already contacted us to explain why you cannot attend in person you do not need to contact us again

As you are probably aware, the UK Border Agency (UKBA) has been actively checking the status of international students at universities throughout the UK this summer. At DMU we take our responsibilities as a Highly Trusted Sponsor of international students very seriously. The UKBA regularly audits universities, including DMU, to check that all international students have appropriate visas and are actively engaged in their studies.

UKBA has demonstrated recently that it will act decisively to penalise any university which fails to meet its requirements. To date, DMU has met those requirements but we must ensure that we continue to do so, to guarantee the continuing quality of your academic experience. Consequently, failure to comply with either of the above requirements will ultimately lead to termination of your studies.

If you have any questions regarding submission of your Progress Reports or visiting the GSO with your visa documentation, please contact [researchstudents@dmu.ac.uk](mailto:researchstudents@dmu.ac.uk) or come in to the office and talk to us in person. Thank you in advance for your ongoing cooperation.

1. Alternative arrangements for obtaining passport and visa information by electronic submission may be possible if you are abroad for an extended period – contact GSO to make arrangements. Research students studying under the DMU international PhD scheme in their own country do not need to provide visa and passport details until they visit the UK. [↑](#footnote-ref-1)