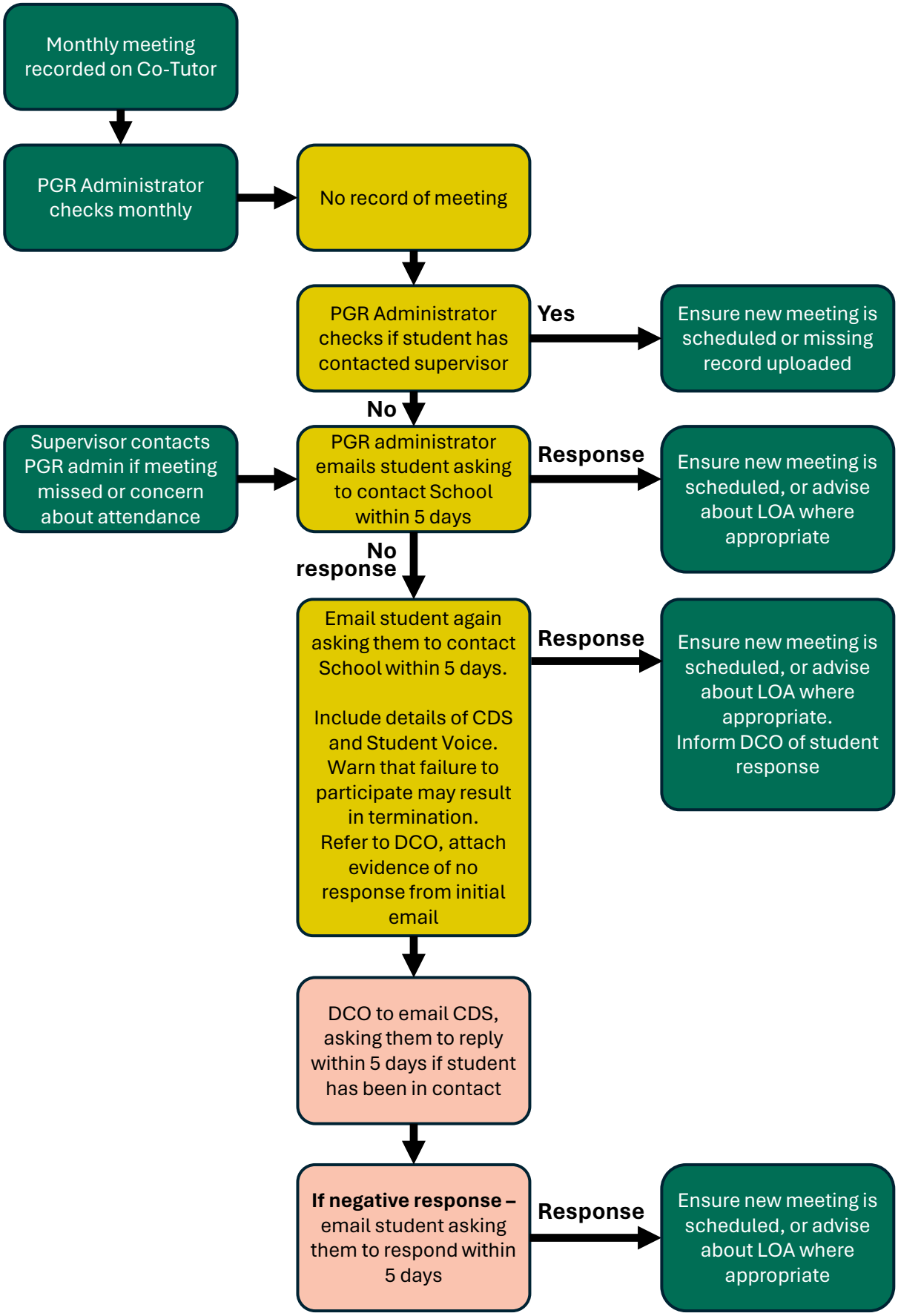Appendix A - Process when there are concerns over a doctoral researcher's attendance or engagement