

# HIGHER DEGREE BY RESEARCH

## Progress Reporting in Nustar

### Candidate User Guide



This guide is designed to assist HDR Candidates with the completion of Annual and Mid-Year progress reports, in line with the [Higher Degree by Research Procedure](#), using the HDR Progress Reporting system available in myHub.

## Table of Contents

|                            |          |
|----------------------------|----------|
| <b>QUICK GUIDE</b>         | <b>1</b> |
| <b>DETAILED GUIDE</b>      | <b>2</b> |
| 1. Login To MyHub          | 2        |
| 2. My Progress Reports     | 3        |
| 3. Reading The Information | 3        |
| 4. Completing Section A    | 4        |
| 5. Mandatory Questions     | 5        |
| 6. Completing Section C    | 5        |
| 7. Submitting Section A    | 6        |
| 8. Getting Help            | 6        |
| 9. FAQs                    | 7        |

## QUICK GUIDE

Login to <http://myhub.newcastle.edu.au/> using your existing student number and password and complete any To Do items that appear upon your initial login.

### 1. CLICK ON THE 'PROGRESS REPORTS' TILE

This page shows all of your progress reports in the following order:

- progress reports that are due for the current year and round type
- progress reports you submitted in the past (only via this system)

Each progress report consists of two sections:

- Section A (Candidate report)
- Section C (Joint Candidate and Supervisor report)

### 2. COMPLETING & SUBMITTING SECTION A

- Click on Section A of the current report from the 'my progress reports' list.
- Answer all of the questions.
- Those with a \* are mandatory. You will receive a message if you try to submit and any mandatory questions are unanswered.
- To move through the report pages (three) either use the blue tabs across the top (Targets and Progress, Supervision, Other requirements) or, use the 'Next' button at the top of each page.
- Some questions generate mandatory text boxes where explanations are required.
- Save Draft if you want to return and complete later

- Submit Final when complete, then Acknowledge and Confirm. Report will always available as read-only but cannot be edited.

### 3. COMPLETING & SUBMITTING SECTION C

- Section C is a joint report that can be read, edited and saved by each supervisor and the candidate.
- The principal supervisor or their nominee should consult with the candidate to agree on expectations.
- Only the principal supervisor or their system-nominated delegate can submit Section C.
- Click on Section C from the My HDR Progress Reports page
- Click on the Joint Progress Report tab
- Answer all of the questions you have agreed to respond to
- Save Draft
- Once submitted by the supervisor, Section C is always available as read-only but cannot be edited.

## DETAILED GUIDE

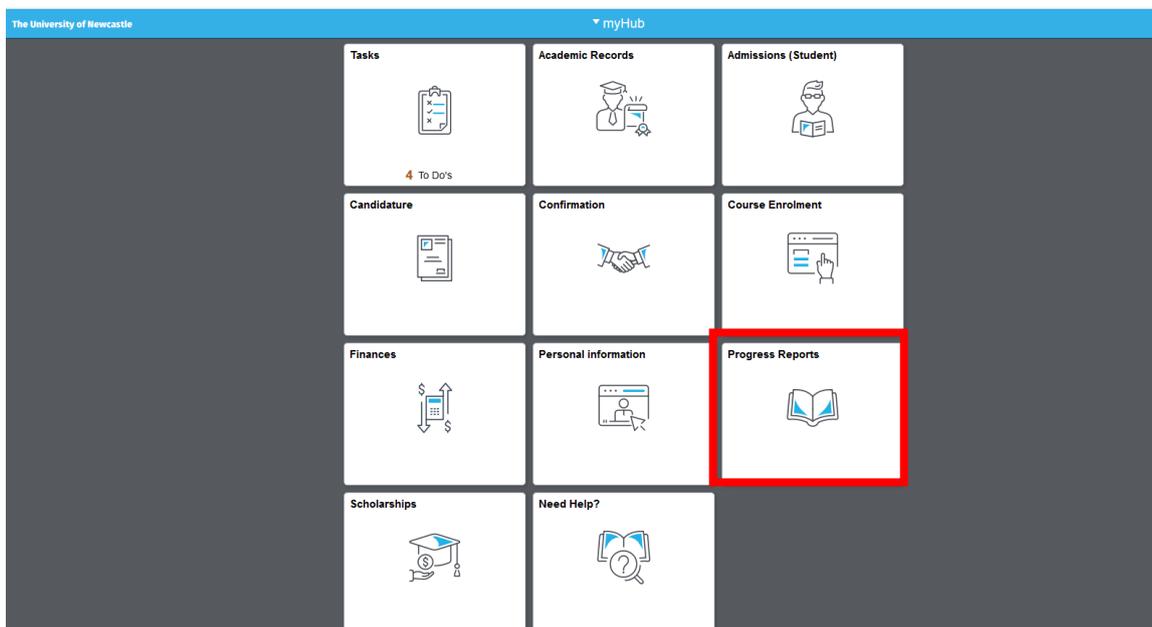
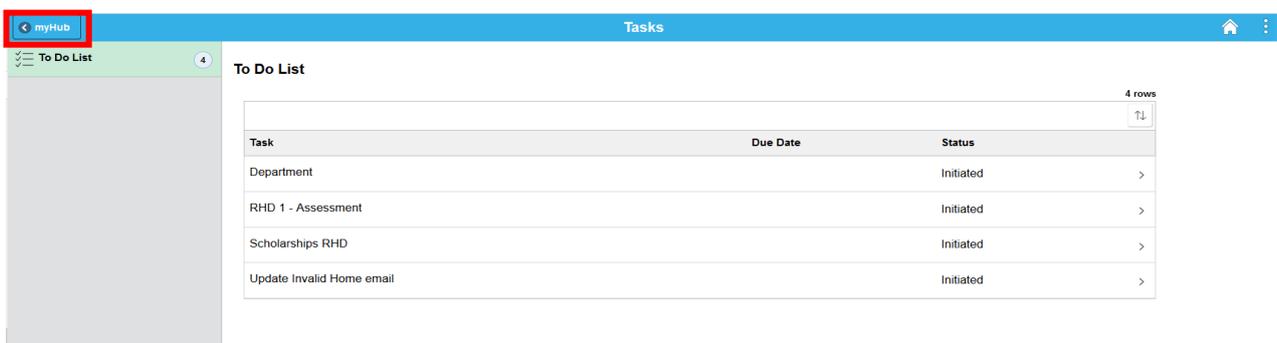
You will receive an email from Graduate Research advising you when a new progress reporting round is about to start. You will also receive follow-up emails reminding you of your progress report submission deadlines.

### 1. LOGIN TO MyHUB

Login to <http://myhub.newcastle.edu.au/> using your existing student number and password. Then click on the 'Progress Reports' Tile.

You may initially see a list of outstanding tasks you need to complete (see first image below). Please complete these tasks before moving on to ensure you are up to date with your University requirements.

To navigate to the homepage, please click the 'myHub' button in the top left corner.



## 2. MY PROGRESS REPORTS

My Progress Reports home page shows all of your progress reports in the following order:

- progress reports that are due for the current year and round type
- progress reports you submitted in the past

Indicates when a section is due and whether it has been submitted or not  
Click on a Section to view, update or submit.

Each progress report consists of two sections:

- Section A (Candidate report)
- Section C (Joint Candidate and Supervisor report)

| myHub |                | my Progress Reports |                 |                 |  |
|-------|----------------|---------------------|-----------------|-----------------|--|
| Year  | Round Type     | Report Status       | Section A       | Section C       |  |
| 2020  | Mid-year Round | Open                | Due 03-Feb-2021 | Due 03-Feb-2021 |  |
| 2016  | Annual Round   | Finalised           | Submitted       | Submitted       |  |
| 2017  | Annual Round   | Finalised           | Submitted       | Submitted       |  |
| 2018  | Annual Round   | Finalised           | Submitted       | Submitted       |  |
| 2019  | Annual Round   | Finalised           | Submitted       | Submitted       |  |
| 2020  | Mid-year Round | Finalised           | Submitted       | Submitted       |  |

**Report Status**  
Indicates whether the report is:  
Open, Overdue, Review in Progress or Finalised.

## 3. READING THE INFORMATION

### Report Status

The Report Status is **Open** until it reaches the Due Date, you may freely edit and submit reports in this status.

| Year | Round Type     | Report Status | Section A       | Section C       |
|------|----------------|---------------|-----------------|-----------------|
| 2020 | Mid-year Round | Open          | Due 03-Feb-2021 | Due 03-Feb-2021 |

If you have submitted Section A by the Due Date, the Report Status will change to **Review in Progress** after the Due Date has passed. This means the report is under review by the School or Dean/Graduate Research. You may still edit and submit reports in this status, if you have not already done so.

| Year | Round Type     | Report Status      | Section A | Section C |
|------|----------------|--------------------|-----------|-----------|
| 2020 | Mid-year Round | Review In Progress | Submitted | Submitted |

After the review process by the School and Dean/Graduate Research is completed, the report status will change to **Finalised**. You can no longer update this report but you may view it at any time.

| Year | Round Type     | Report Status | Section A | Section C |
|------|----------------|---------------|-----------|-----------|
| 2020 | Mid-year Round | Finalised     | Submitted | Submitted |

### Sections

Each section that has not been submitted will have a due date displayed while the round remains open. You may edit sections in this status. Once a section is submitted, it will show as **Submitted**. Sections in this status are read only.

| Year | Round Type     | Report Status | Section A       | Section C       |
|------|----------------|---------------|-----------------|-----------------|
| 2020 | Mid-year Round | Open          | Due 03-Feb-2021 | Due 03-Feb-2021 |

Unsubmitted sections past their due date in rounds that are closed will show as **Overdue** and **Unsubmitted**. Sections in this status are read only; if you wish to submit them you may seek an extension by contacting the Graduate Research directly.

#### 4. COMPLETING SECTION A

You are responsible for completing and submitting Section A. The report is confidential and will not be read by your supervisors.

The read only header contains important candidature information (example greyed out for privacy purposes)

Use this button to move onto the next tab.

Use these to navigate between the tabs

Mandatory questions are marked with \*

Save Draft saves your latest changes

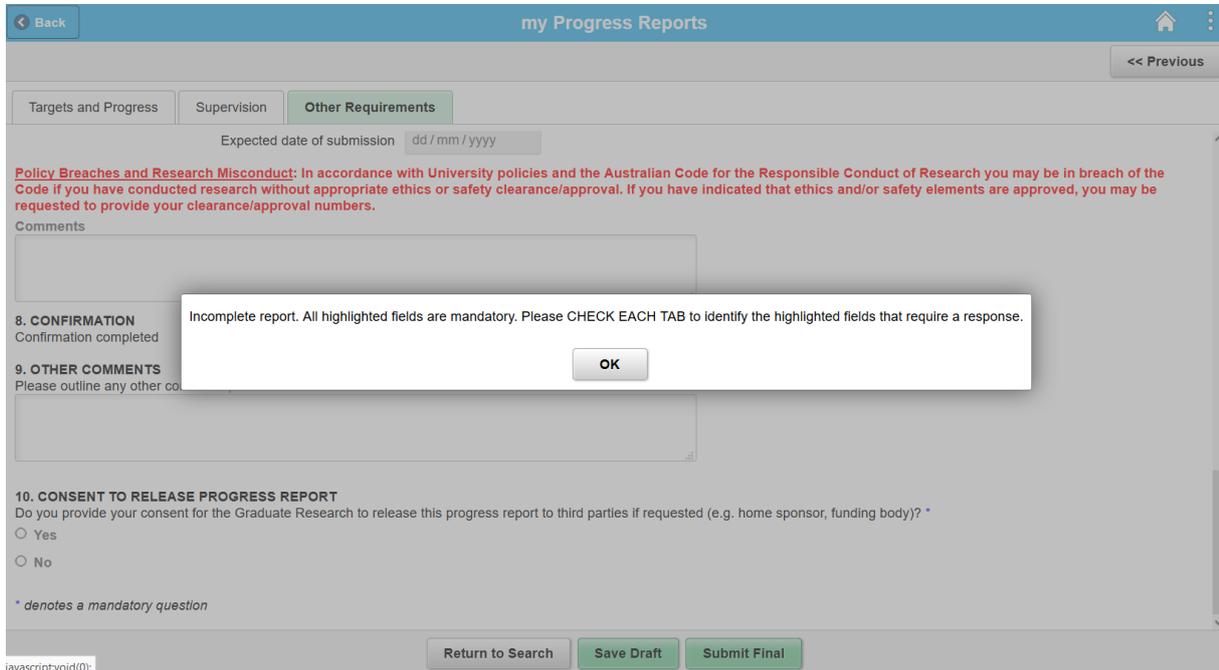
Click here to return to the homepage. This will not save changes made.

Submit Final submits the progress report for

## 5. MANDATORY QUESTIONS

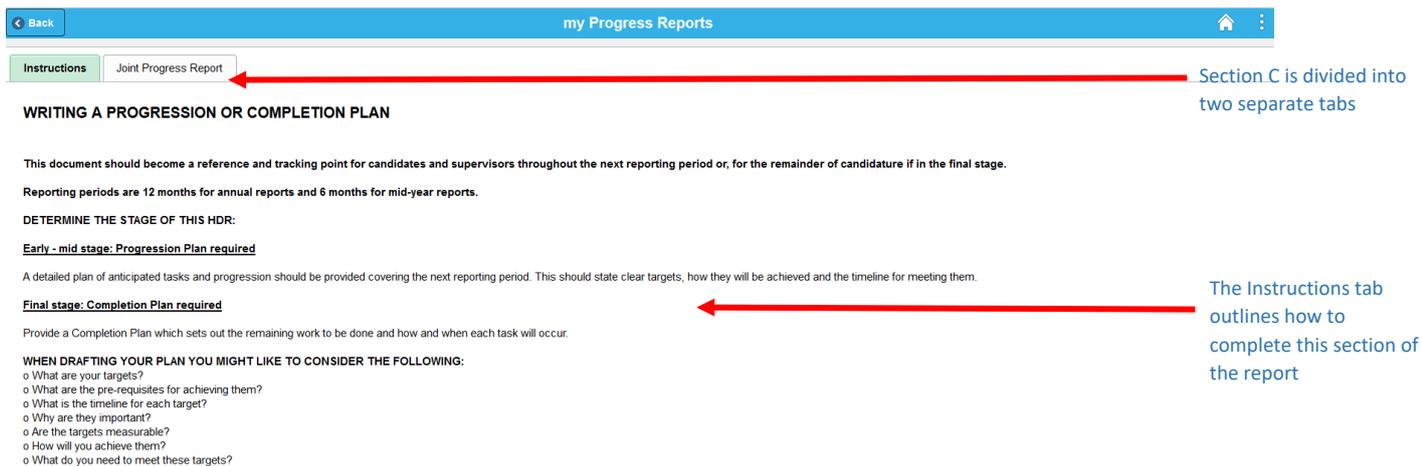
Mandatory questions are marked with an asterisk \* which is displayed at the end of each question.

If you select **Submit Final** without answering all mandatory questions, the system will show an error message as illustrated below. Click OK and answer all fields highlighted in red – you may need to go back through all three tabs to complete this task.



## 6. COMPLETING SECTION C

Section C is a joint report that can be read and edited by all the supervisors as well and you. It is up to the principal supervisor or their nominee to decide how the section is completed and only the principal supervisor or their nominee can submit Section C.



The screenshot shows the 'my Progress Reports' interface. At the top, there's a blue header with 'Back' and 'my Progress Reports'. Below that, there are tabs for 'Instructions' and 'Joint Progress Report'. The main content area is titled 'Candidature Details' and contains a '2020 Mid-year Progress Report' form. The form has several fields: Name & Student Number, Program, Study Load, Research Topic, Supervisor/s, Admitted, Confirmation, Scholarship & Expiry Date, RTP/Candidature End Date, and Target Submission Date. These fields are greyed out. Below the form, there's a note: 'This is a joint report that can be opened and read by registered supervisors and candidates.' followed by a link to the HDR Skills Training program. Then, there's a 'Skills Training' section with a table. The table has a header 'Training' and a column 'Planned Completion Date'. Below the table, there's a text area for 'Other training (Please specify in comments below)'. At the bottom of the form, there are two buttons: 'Return to Search' and 'Save Draft'.

The read only header contains important candidature information (example greyed out for privacy purposes).

Please keep this information concise as there are word limits on the field. Please ensure you enter a date for each separate entry.

Click here to return to the homepage. This will not save changes made.

Save Draft saves your latest changes

## 7. SUBMITTING SECTION A

To submit Section A, click on the **Submit Final** button found at the bottom of each tab. If all the mandatory fields have been completed, you will see an Acknowledgement page asking you to confirm your submission. Click on **Acknowledge** to proceed with the submission, or **Cancel** to return to the report and continue editing.

Once the report is successfully submitted, you will see a confirmation page as shown below. Click on **OK** to return to the home page. Your Section status will now show as **Submitted**. You will also receive a confirmation email sent to your recorded email address.

The screenshot shows the 'Confirmation of Submission' page. At the top, there's a blue header with 'Back' and 'my Progress Reports'. Below that, there's a section titled 'Section A' and a sub-section 'Confirmation of Submission'. The main content area contains a message: 'Thank you for submitting your progress report. You will be able to view this report at any time, however it can no longer be modified. Once all sections of the progress report have been reviewed, you will receive an email with feedback. If you have any questions or concerns please contact Graduate Research on (02) 4921 6537 or email: [fakeENV#graduate-research@newcastle.edu.au](mailto:fakeENV#graduate-research@newcastle.edu.au)'. Below the message, there's a green 'OK' button.

## 8. GETTING HELP

### Technical difficulties

If you have trouble accessing **My Progress Reports** in MyHub or if you experience any other technical difficulties, you should contact the IT Service Desk on 17000.

### Enquiries about progress reports

Contact Graduate Research by email or phone: [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au); phone – (02) 4921 6537 for any of the following:

1. clarification about how to complete a progress report
2. requests for a due date extension

- enquiries about the outcome of the review process

## 9. FAQs

### **Q: Do I have to complete a Progress Report?**

**A:** Yes. If you have received an email from Graduate Research advising that you are required to complete a report, then it is a mandatory requirement. Failure to submit the report or contact Graduate Research may result in referral to next meeting of the Research Training Sub-Committee for the termination of your candidature and scholarship/student visa (if applicable) per Clause 83(f) of the [Higher Degree by Research Policy](#).

### **Q: Can I fill in the report from my iPad or tablet?**

**A:** No. We do not recommend completing the report from your tablet as the MyHub system is not configured for smart phones or tablets.

### **Q: Which internet browser works best for completing the Progress Reports in Nustar?**

**A:** We recommend [Mozilla Firefox](#) is used to complete the reports.

### **Q: How long will it take to complete the report?**

**A:** Section A should only take you around 20 minutes to complete. Section C should be completed in consultation with your supervisor. Your supervisor is responsible for submitting this Section of the report, however you are able to edit this section and save your entries.

### **Q: The candidature information in my summary is incorrect, how do I have this corrected?**

**A:** Please locate and fill in the appropriate form to have the information changed/updated: <https://www.newcastle.edu.au/study/research/forms-guidelines-and-policies> . If you have submitted or had a request approved, please contact Graduate Research at [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au) to query the information.

### **Q: I have only recently commenced and have been asked to complete a progress report. Is this mandatory?**

**A:** Yes. It is a regulatory requirement that progress reports are undertaken early into candidature. We understand the information will be scant and would encourage you to use this as a planning tool in consultation with your supervisor/s.

### **Q: I have experienced extenuating circumstances and require more time to complete my report, what do I do?**

**A:** Please contact Graduate Research at [graduate-research@newcastle.edu.au](mailto:graduate-research@newcastle.edu.au) or (02) 4921 6537 as soon as possible to request an extension.

### **Q: I am on Leave of Absence in the current Semester, do I still have to complete the report?**

**A:** No. If you have been approved to take Leave of Absence (received confirmation from Graduate Research via email approving your leave) then you do not need to complete the report. The system may just need time to catch up with the approval to close the report.

### **Q: I am planning on taking Leave of Absence in the current Semester, do I still have to complete the report?**

**A:** Yes. If you are actively enrolled when the round is open, you are required to complete the report. While you may be planning to take leave, there is an approval process you must go through. If your leave is approved, then the report will be closed.

**Q: I cannot get in contact with my supervisor to complete Section C, what do I do?**

**A:** Please complete and submit Section A and note in the report that you have been unable to contact your supervisor to arrange the completion of Section C.

**Q: I have been asked to complete a Mid-Year Progress Report and I am not usually required to complete a Mid-Year Progress Report. Is this mandatory?**

**A:** Yes. You will have been included in the Mid-Year round per the request of your supervisor, Head of School or Dean of Graduate Research per the information in the prior Annual round.

**Q: I have recently submitted my thesis. Am I still required to submit a report?**

**A:** No. If you have successfully submitted your thesis then you do not need to complete the report. The system may just need time to catch up with the submission to close the report.

**Q: I am planning to submit my thesis soon. Am I still required to submit a report?**

**A:** Yes. If you are going to be actively enrolled when the round is open (between the open and close dates) then you are required to submit a report.