

Re-enrolment Guide for HDR Candidates





Re-enrolment Guide for Higher Degree by Research Candidates

Graduate Research

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Instructions for re-enrolment

- Log into myHub at <https://myhub.newcastle.edu.au>
- Username: your student number pre-fixed with a 'C' e.g. C1234567
- Enter your current University password
- Enrol for the whole year. Any changes that are necessary throughout the year will be made by Graduate Research
- If you are experiencing any difficulties with your enrolment please refer to the FAQ section at the end of this guide – or contact the [Graduate Research](#) team.

Step 1. View and Action To Do List - Mandatory

- Once logged in to myHub you will see the page below.
- You will be required to view and action all items on the ‘To Do List’ before you are able to re-enrol.

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myHub

Tasks

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✓✓✓ To Do List

5

👉 Holds

1

To Do List

5 rows

⬆️⬆️

Task	Due Date	Status	
Accept Terms and Conditions		Initiated	>
Career Readiness		Initiated	>
Do you have a Disability?		Initiated	>
View/Update Address Details		Initiated	>
View/Update Emergency Contacts		Initiated	>

- **Read the Terms, Conditions and Informed Consent (ENROLMENT)**

Accept by checking the relevant box then press ‘Save’ and then click on ‘Tasks’

← Tasks

Enrollment Conditions

Terms, Conditions and Informed Consent (ENROLMENT)

I certify that all information and documentation I have supplied to the University is true, accurate and complete including all information supplied with my application for admission and/or credit.

I agree to comply with the University's Rules, By-laws, policies, procedures and applicable Faculty guidelines (as may be amended from time to time) and understand that failure to do so may result in termination of my enrolment.

I authorise the University to collect and use my personal and administrative information (including student images and information about my enrolment, progress and performance) ("Personal Information") for educational, research, administrative, quality assurance, learning and business analytics and accreditation purposes and other purposes in accordance with the University's Privacy Management Plan ("Permitted Purposes"). I authorise the University to disclose my Personal Information to the University of Newcastle Students' Association Ltd (UNSA), Australian Federal and State Government agencies, research and educational organisations and accrediting bodies, including the Commonwealth Government department with responsibility for tertiary education, Centrelink, Australian Health Practitioner Regulation Agency (AHPRA), the Commonwealth Department with responsibility for immigration, Universities Australia, the Social Research Centre, Tertiary Education Quality and Standards Agency (TEQSA), NSW Education Standards Authority (NESA) and the Catholic Education Office (if I enrol in a Teaching or Education program), other educational institutions, and tertiary admission centres for the Permitted Purposes and otherwise as required or authorised by law or Government requirements.

I understand that the University of Newcastle is collecting my Personal Information under the Higher Education Support Act 2003, and I authorise wider use and disclosure of my Personal Information collected for the purpose of the Act. I consent to the sharing of information between the University, other educational institutions, Universities Australia and tertiary admissions centres in relation to any academic or other misconduct. I also understand that the University can use my Personal Information for learning and business analytics purposes to assist the University to make better informed decisions regarding operations, infrastructure and services, resourcing, strategic planning, student learning experiences and outcomes, student support services and the promotion of academic excellence. Learning and business analytics may also be used to offer me personalised services and support, or for research purposes in line with the University's research ethics protocols.

I understand that in order to pass a course, I must maintain the required level of attendance as specified in the relevant Course Outline. I understand that the University may monitor my attendance through a web based application which may use beacons or geolocation services and that data created by my use of this application will form part of my Personal Information.

I understand the University operates closed circuit television (CCTV) systems at its campuses, locations, residence and colleges, primarily for personal security, the protection of University assets, and Government and legislative requirements and other purposes in accordance with the University's CCTV Policy.

I understand that if my program has inherent requirements, I have read the relevant Inherent Requirements Statement (<https://www.newcastle.edu.au/current-students/support/personal-accessability/inherent-requirements>) and am able to meet those requirements.

For students undertaking placements in a NSW Health Facility, I understand that I must complete a National Criminal Record Check and that I must inform NSW Health and my Course Coordinator if I am subject to any serious allegation or am charged or convicted of any criminal offence during my enrolment. I understand I cannot attend further clinical placements until I am granted clearance by NSW Health.

I understand that I must complete the Consent Matters Module and Academic Integrity Module made available through UOnline within this term of study (if not already done) and failure to do so will result in suspension of services, including my ability to view grades or enrol in courses.

I understand it is my responsibility to regularly access and monitor the student portal and my University student email account. I understand that I must use my University student email for all email correspondence with the University, unless otherwise agreed by the University. I understand the University may contact me via my University student email or any personal email address or mobile number (including by SMS) that I have provided. I may be contacted to participate in surveys, to receive offers of services provided by the University or otherwise related to my education and in connection with the University's Alumni Services.

I understand that the University's IT services and platforms (including University student email and UOnline) may be delivered using cloud services from external service providers and that data may be hosted locally or overseas.

I accept that any assessments I submit will be checked for plagiarism and my assessment may be held in the plagiarism database for future matching purposes.

I understand that I must follow the program structure as described in the Program Handbook, and choose only courses which comply with the requirements of my program. I further understand that I cannot exceed the maximum unit value for my program and will be charged additional fees should I request permission to do so.

I understand that failure to pay fees and charges owed to the University and/or its partner organisations by the due date may result in my access to University services being restricted, the cancellation of my enrolment, and/or action to recover any remaining debt. This may also result in my grades and testamur being withheld until debts are fully paid.

Students enrolling in Research Higher Degrees must comply with the additional terms and conditions available at: http://www.newcastle.edu.au/_data/assets/pdf_file/0011/78959/RHD-Enrolment-Terms-and-Conditions.pdf

☐ I have read and agree to the Terms & Conditions of Enrolment outlined above. Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

Go to top



Save

- **View and complete the Career Readiness section**

Select an answer to Q1 and Q2, then click on ‘Confirm’ and then ‘Tasks’

← Tasks

Career Readiness



[Career Readiness](#)

Career Readiness Questions

Q1. Please select a statement which best represents your current careers position

☒ I am not ready to start thinking about my career yet

☐ I am unsure about my future career but would like to start exploring the options

☐ I have some ideas about my career and I am ready to start finding out more

☐ I have a career in mind and I am ready to gain relevant experience

☐ I know what I want to do but I'm not sure how to get there

☐ I am planning to apply for further study

☐ I am planning to start my own business

☐ I am ready to apply for graduate jobs and/or professional opportunities

☐ I have been applying for opportunities and so far I have not been successful

☐ I am currently employed / self-employed and not seeking assistance

Industry and Community Experience Questions

Q2. What kinds of employability or professional experience have you undertaken in the past 12 months?

☐ A work placement during your program (for example: internship/co-operative year/practicum / clinical placement)

☐ Part time/Casual work alongside my studies (related to my Program)

☐ Part time/Casual work alongside my studies (not related to my Program)

☐ Currently working full time alongside my studies

☐ Industry Project related to program

☐ Self-employment / running my own business

☐ Work shadowing or unpaid work experience

☐ Full time work prior to starting my program

☐ A global experience (Exchange/Study Tour/ Global Leadership Program) of less than a year

☐ Volunteering

☐ A position of responsibility in a club or society

☐ Engaged in a mentoring partnership (as a mentor or mentee)

☐ No Experience to date

Confirm

- **Confirm whether you have a disability, mental health condition or medical condition**

[< Tasks](#)[Disability Information](#)

Disabilities

Question 1

Do you consider yourself to have a disability, mental health condition or medical condition?
☐ Yes ☒ No

[Register with AccessAbility](#)

[Confirm](#)

- **View/Update Address Details**
 - The home and mailing address the University has recorded for you will be shown.
 - Changes to addresses can be made by clicking on the address. Once any changes have been made click on ‘Tasks’.

Addresses

Home Address	
<div><div>+</div></div>	
Address	From
1 TEST STREET CALLAGHAN NSW 2308	Current >

Mailing Address	
<div><div>+</div></div>	
Address	From
1 TEST STREET CALLAGHAN NSW 2308	Current >

- **View/Update Emergency Contacts then click on ‘Tasks’**

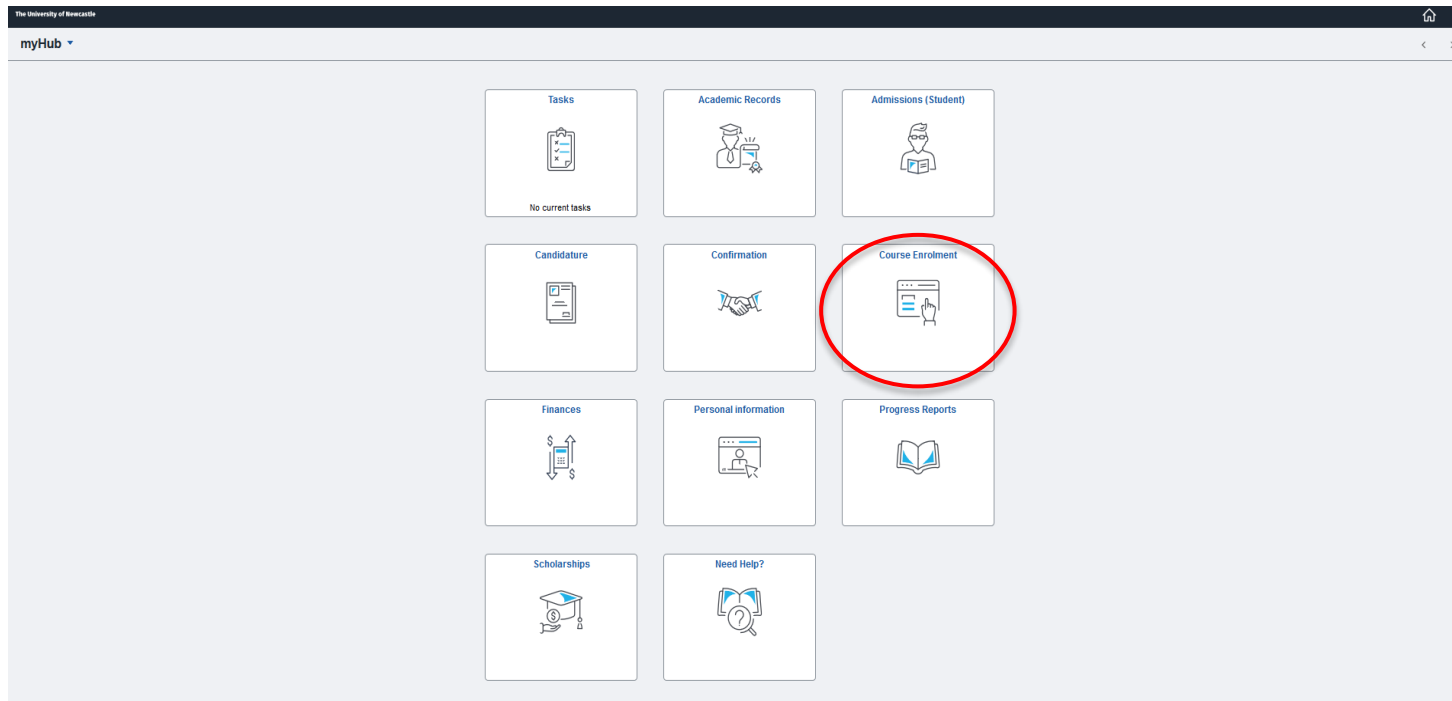
Emergency Contacts

<div><div>+</div></div>			
Contact	Phone	Preferred	
Sample Person	123456789	✓	>

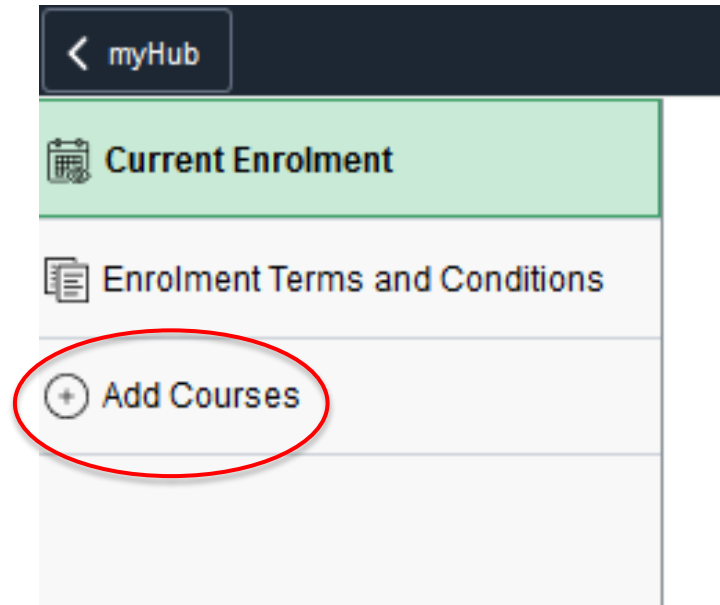
Step 2. Enrol

a. Click on the 'Course Enrolment' tile

- **Note:** You will not be able to enrol if you have outstanding charges on your account. Please contact Graduate Research if this presents a problem.



b. Click on 'Add Courses'



c. Click on ‘Find Courses’

< myHub

my Course Enrolment

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📅 Current Enrolment

📄 Enrolment Terms and Conditions

➕ Add Courses

Add Courses

1 2 3

1. Select courses to add

If you are unsure what courses to enrol in, you should refer to your [Program Handbook](#) and Program Plan for advice. Your Program Plan can be found in [ASKUON](#), and provides an outline of the courses you should enrol in for your program to ensure you stay on track to graduate.

Click on Find Courses below to begin enrolment.

Semester 1 - 2022

Find Courses

Semester 1 - 2022 Shopping Cart

	Section	Subject	Course Nbr	Course Name	Location
Your enrolment shopping cart is empty.					

▼ My Semester 1 - 2022 Course Schedule

You are not registered for courses in this term.

d. Your thesis details will be displayed. Click on 'Select'

[Add Courses](#)

Search Results

Semester 1 - 2022
The following courses match your search criteria:

Course Career: **Research**
Campus: **Callaghan Campus**

☒ Open ☐ Closed

[New Search](#)

1 Course Offering(s) found

BIOL 9502 - Research Thesis - Part Time		
Section	Location	Status
CAL	Callaghan	<input checked="" type="radio"/>

[Select](#)

[New Search](#)

f. Your course has now been added to your Shopping Cart. Click on ‘Continue’ to complete your enrolment.

< myHub

my Course Enrolment

🏠 🔍 ⋮

📅 Current Enrolment

📄 Enrolment Terms and Conditions

➕ Add Courses

Add Courses

1 2 3

1. Select courses to add

If you are unsure what courses to enrol in, you should refer to your [Program Handbook](#) and Program Plan for advice. Your Program Plan can be found in [ASKUOLN](#), and provides an outline of the courses you should enrol in for your program to ensure you stay on track to graduate.

Click on Find Courses below to begin enrolment.

✔️ BIOL 9502 has been added to your Shopping Cart.

Semester 1 - 2022

Find Courses

Semester 1 - 2022 Shopping Cart

Delete	Section	Subject	Course Nbr	Course Name	Location	Units	Status
🗑️	CAL	BIOL	9502	Research Thesis - Part Time	Callaghan	20.00	●

Continue

▼ My Semester 1 - 2022 Course Schedule

You are not registered for courses in this term.

g. Click on 'Confirm Enrolment'

Enrolment Terms and Conditions

Add Courses

Add Courses

123

2. Confirm courses

Click Confirm Enrolment to process your request for the courses listed below. To exit without adding these courses, click Cancel.

Semester 1 - 2022

● Open

■ Closed

Semester 1 - 2022 Enrolment Shopping Cart

Section	Subject	Course Nbr	Description	Location	Units	Status
CAL	BIOL	9502	Research Thesis - Part Time (Thesis)	Callaghan	20.00	●

Cancel

Previous

Confirm Enrolment

A green tick will appear in the Status column if you successfully complete enrolment.

If you see a red cross your enrolment has not been successful – check to make sure you have no outstanding items in your to-do list or have any outstanding debts. You will need to address these items before you are able to enrol.

[Enrolment Terms and Conditions](#)

[Add Courses](#)

Add Courses

3. View results

View the following status report for enrolment confirmations and errors:

Semester 1 - 2022

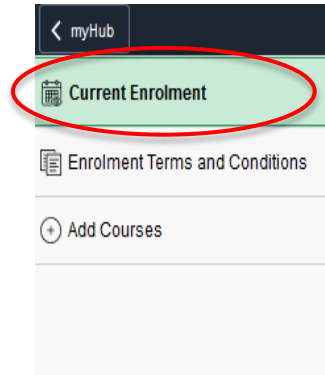
✓ Success: enrolled
✗ Error: unable to add course

Semester 1 - 2022 Enrolment Shopping Cart

Course	Message	Status
BIOL 9502	Success: You are now enrolled in this course.	✓

Add Another Course

Once your enrolment has been completed successfully you will be able to see your enrolment details on the 'Current Enrolment' page within the Course Enrolment tile.



Current Enrolment

Class	
Semester 1 - 2022	BIOL9502 - Research Thesis - Part Time

Thank you for successfully re-enrolling!

If you would like to discuss your enrolment further or you have any comments or issues to raise please contact Graduate Research on (02) 4921 6537 or send us an email at: Graduate-Research@newcastle.edu.au

Frequently Asked Questions

What happens if I don't enrol?

Re-enrolling in your program is a requirement under the Rules Governing Higher Degrees by Research and the Dean of Graduate Research is authorised to terminate your candidature if you fail to enrol or re-enrol by the date specified per clause 48.165.

Why cant' I re-enrol?

Do you have Outstanding Debt?

Check to see if you need to clear any debts before attempting to re-enrol. If you are unable to pay outstanding charges please contact Graduate Research for advice.

Has your Candidature End Date passed?

If your candidature end date has passed you will not be able to complete the enrolment process until you apply for and have an approved Extension of Candidature. Extension approvals are at the discretion of the Dean of Graduate Research and require evidence of exceptional circumstances. Send the signed form to Graduate Research so they are aware that you are trying to resolve your enrolment.

Have you Submitted your Thesis?

Congratulations! As you have submitted prior to census date, your enrolment will be dropped. You will not need to enrol.

Have you returned from a Leave of Absence?

If you are returning from leave and are on a living allowance scholarship, please complete the re-enrolment process then email graduate-research@newcastle.edu.au to advise the team of your recommencement date to restart your payments.

Are you applying for a Leave of Absence?

If you are planning to apply for a Leave of Absence, or are due to return from a leave of absence and wish apply for further leave of absence, please submit a Leave of Absence request for consideration. Please note that the maximum period of leave a candidate can take over the course of their program is 2 Semesters (12 months). Periods that extend beyond this will only be considered in exceptional circumstances and approval will be at the discretion of the Dean of Graduate Research.

Do you wish to Withdraw from Candidature?

If you wish to withdraw from your program, you **must** notify Graduate Research of the date of your withdrawal in writing. Email advice is sufficient. Failure to notify Graduate Research of withdrawal will result in termination of your candidature, and will be recorded on your transcript.