My Confirmation
HDR Candidate User Guide
ABOUT THIS GUIDE
This guide is designed to assist HDR Candidates with completing their confirmation online using the my confirmation system in myHub. For more detail on the Confirmation requirement for HDR Candidates please read the Confirmation Guidelines available from the UON’s Current Research Student’s page.

GETTING STARTED

When to begin
The University of Newcastle requires Higher Degree by Research (HDR) candidates to undertake a confirmation process within twelve months of commencement of candidature on a full-time basis (or part-time equivalent).

Confirmation Requirement - Advance Notice (email)
You and your supervisors will receive an email from UON Graduate Research 12 weeks before your confirmation is due. This email is a reminder that your confirmation is approaching.

Confirmation scheduled (email)
After your Confirmation Convenor schedules the confirmation presentation, you will receive an email asking you to complete your candidate coversheet and submit your proposal.

Logging in

To get started using the Confirmation system, log into myHub using your existing student number and password.

Click on the My Research link.
**my confirmation**

On the My Research page, my confirmation tab contains all the details of your confirmation. It displays each confirmation attempt separately with the most recent attempt shown at the top.

The example below depicts a first confirmation attempt that is assigned to you to complete the Candidate Coversheet and submit your proposal.

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**Emma Webber**

**my candidature** | **my progress reports** | **my confirmation**

<table>
<thead>
<tr>
<th>Program</th>
<th>Confirmation Status</th>
<th>Confirmation Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Philosophy (Education)</td>
<td>Provisional</td>
<td>09/02/2016</td>
</tr>
</tbody>
</table>

3. **Confirmation Attempt**

First

4. **Candidate Coversheet Due Date**

20/01/2016

5. **Workflow Status**

With Candidate

6. **Confirmation Date**

31/01/2016

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1. **To launch the system, click on the my confirmation tab.**

2. **The due date of your confirmation. This is usually 12 months from the start of your program if you are full-time student.**

3. **Confirmation Attempt indicates whether this is your First, Second or Third attempt (third attempts must be approved by the Dean of Graduate Studies).**

4. **The due date for your Coversheet submission (including the proposal).**

5. **Workflow Status indicates the progress of your confirmation once it begins. This record is in ‘With Candidate’ status, awaiting your submission of the candidate coversheet and proposal.**

6. **The date of the confirmation presentation.**

7. **Click here to view your confirmation details, including the Committee, the presentation venue etc. After your confirmation is completed, you will access the evaluation form from here as well.**

8. **Click on this button to complete and submit the Candidate Coversheet and attach your proposal.**
Please Note:

❖ If your confirmation presentation has been scheduled and you are due to submit your proposal, you will see a Complete Candidate Coversheet button on the my confirmation page.

❖ After you submit the Candidate Coversheet, you can access the confirmation record by clicking on the View Confirmation Record link. The read-only record contains your submission, the details of the Confirmation Committee members and the Evaluation form once it is completed.

❖ On my confirmation page, Workflow Status indicates the progress of your confirmation the process begins. The status is …

 Unscheduled if your confirmation has not yet been scheduled. You do not need to do anything.
 With Candidate if your confirmation has been scheduled and is with you to complete the candidate coversheet and submit your proposal.
 With Supervisor if you have submitted your proposal and the record is with your principal supervisor for review and sign off.
 Scheduled after your supervisor signs off your submission, but before the confirmation hearing takes place.
 Under evaluation after the confirmation hearing takes place. This indicates that the Confirmation Committee is completing the evaluation or the evaluation is with your school and faculty for review.
 Complete after a confirmation outcome has been determined and communicated to you. This is the final status for a confirmation attempt.
COMPLETING THE CANDIDATE COVERSHEET

You are responsible for completing and submitting the Candidate Coversheet once you receive the email asking you to do so. This section will be read by your supervisor, the Confirmation Committee as well as by the Head of School and the Assistant Dean, Research Training from your school and faculty.

1. The date of the confirmation presentation.
2. The due date for your Coversheet submission (including the proposal).
3. Mandatory questions are marked with an asterisk (*).
4. Attach your proposal under Attachments.
5. To save data, select Save Draft. This will save what you have entered so far but it does not submit the form.
6. To submit, click on the Submit Final button. This will submit the completed coversheet and proposal to your Principal Supervisor for sign off.
Acknowledgement page

After you select Submit Final, you will see an Acknowledgement page asking you to confirm your submission.

Submit Candidate Coversheet

Are you sure you want to proceed with submission? Once submitted, the coversheet and all attachments will be forwarded to your supervisor for sign off, and you will not be able to make any further changes.

1. Click on Acknowledge to submit the completed coversheet and proposal for review.
2. Click on Cancel to return to the coversheet.

CONFIRMATION EVALUATION PROCESS

After you successfully submit the Candidate Coversheet, the Workflow status for this attempt on your my confirmation page will change to With Supervisor. The record is now with your supervisor for sign off.

1. The record is now with your Principal Supervisor for their review and sign off.
2. View Confirmation Record: After you submit your Candidate Coversheet for a confirmation attempt, you can view it by clicking on the View Confirmation record link.
View Confirmation Record

After the evaluation process has been completed, this link will allow you to access your complete confirmation record, including the completed evaluation form and the reviews from your school and faulty representatives.

1. **Final Confirmation Outcome** for this attempt. Note that this may differ from the outcome recommended by the Confirmation Committee on the evaluation form.

2. Click on each link to access the relevant page:
   - Confirmation Details (Date, Venue, Committee Details)
   - Candidate Documents (that you submitted)
   - Committee Evaluation Form (completed by the Confirmation Committee).

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Research Higher Degree - Confirmation Requirement

<table>
<thead>
<tr>
<th>Name and Student Number</th>
<th>Emma Webber (3197462)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>M Philosophy (Education)</td>
</tr>
<tr>
<td>School</td>
<td>School of Education</td>
</tr>
<tr>
<td>Faculty</td>
<td>Faculty of Education and Arts</td>
</tr>
<tr>
<td>Study Load</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Research Topic</td>
<td>The Christian School Movement in Australia: Achieving Outcomes or Maintaining the Status Quo?</td>
</tr>
</tbody>
</table>
| Supervisor/s            | Principal Supervisor: Prof Ronald Leue - 89%  
Co-Supervisor: A/P Nell Morpeth - 20% |
| Admitted                | Semester 1 - 2014 |
| Residency Status        | Domestic |
| Location                | Callaghan - On Campus |
| ETS End Date            | 09 February 2018 |
| Confirmation Status     | Provisional |
| Workforce Status        | Complete |
| Confirmation Attempt    | Second |
| Confirmation Date Due   | 10 February 2016 |
| Committee Chair         | Maxwell Smith |
| Committee Number/s      | James Bennett |
| Confirmation Outcome    | Third Attempt Required |
| Confirmation Date       | 31 December 2015 |
| This is Urgent          | ☐ |

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View Documents
- Confirmation Details
- Candidate Documents
- Committee Evaluation Form
GETTING HELP

Technical difficulties

If you have trouble accessing my confirmation, if you experience issues with logging in or any other technical difficulties, you should contact the IT Service Desk on 17000.

Enquiries about the confirmation process

Contact UON Graduate Research by email or phone: graduate-candidature@newcastle.edu.au; phone - 4921 6537 for any of the following:

- Clarification about how to complete a candidate coversheet for your confirmation
- Requests for a Confirmation Due Date extension
- Enquiries about the outcome of the confirmation process