



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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).

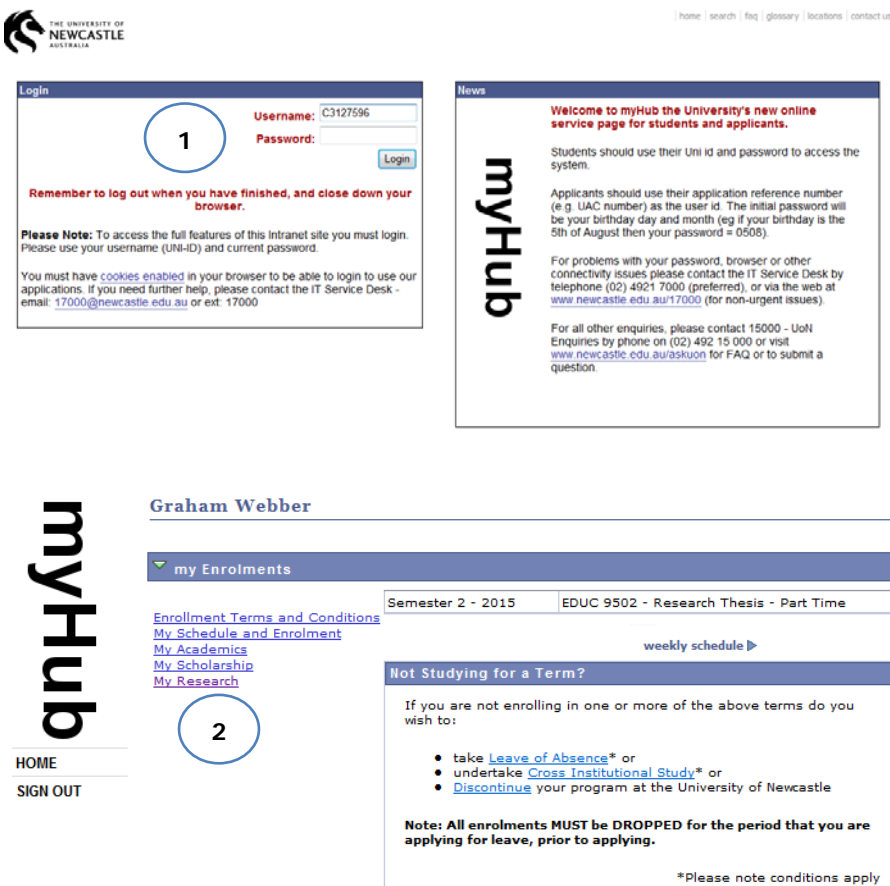
Confirmation Requirement - Advance Notice (email)

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



The screenshot shows the myHub interface. At the top left is the University of Newcastle logo. At the top right are navigation links: home | search | faq | glossary | locations | contact us. The main content area is split into two columns. The left column is the 'Login' page, featuring a form with 'Username: C3127596' and a 'Password:' field, followed by a 'Login' button. A red circle with the number '1' is drawn around the login form. Below the form is a 'Remember to log out when you have finished, and close down your browser.' message and a 'Please Note' section. The right column is the 'News' section, titled 'Welcome to myHub the University's new online service page for students and applicants.' It contains information about Uni ID and passwords, and contact details for the IT Service Desk. Below the news section is the user's profile for 'Graham Webber' with a '31' next to it. Underneath is a 'my Enrolments' section with a dropdown menu. Below that are links for 'Enrollment Terms and Conditions', 'My Schedule and Enrolment', 'My Academics', 'My Scholarship', and 'My Research'. A red circle with the number '2' is drawn around the 'My Research' link. At the bottom of the dashboard is a 'Not Studying for a Term?' section with a list of options and a note: 'Note: All enrolments MUST be DROPPED for the period that you are applying for leave, prior to applying.' and a footer note '*Please note conditions apply'.

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

2 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.

Emma Webber

my candidature | my progress reports | my confirmation **1**

| | | | |
|---|--|--------------------------------------|---------------------|
| Program | M Philosophy (Education) | Confirmation Due Date | 09/02/2016 2 |
| Confirmation Status | Provisional | Confirmation Attempt 3 | First |
| Confirmation Attempt 3 | First | Workflow Status 5 | With Candidate |
| Candidate Coversheet Due Date | 20/01/2016 4 | Confirmation Date | 31/01/2016 6 |
| View Confirmation Record 7 | Complete Candidate Coversheet 8 | | |

- 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 Confirmation Date 23/12/2015 **2** Candidate Coversheet Due Date 09/12/2015

Are you applying for a downgrade to M Phil as part of this process? * **3**

Has your research topic changed? *

What is the planned format of your research thesis? *

Please attach your written proposal and any other documents relevant to your confirmation below:

| Attachments | | | | |
|----------------------|----------------------|---------------|-------------|---|
| Document Title | File Attachment | Date Uploaded | Attached by | |
| <input type="text"/> | <input type="text"/> | | | <input type="button" value="+"/> <input type="button" value="-"/> |

4 **If you did not attach your written proposal above, please specify below how and when you will submit it. Note that you will not be able to attach it using this system once this form has been submitted:**

Declaration and signature:
I have read and understood the Confirmation Guidelines and the Code of Practice for Research Higher Degree Candidature in relation to confirmation requirements:
<http://www.newcastle.edu.au/students/research-higher-degree/current-students>
<http://www.newcastle.edu.au/policy/000061.html>

I have read and understood the issues related to:

Ethics and Safety:

Intellectual Property:

i Extension to OSHC Information:

Data Retention:

Detailed information is available:
Ethics and Safety <http://www.newcastle.edu.au/research-and-innovation/graduate-research/current-students/support-and-resources/ethics-and-safety>
Intellectual Property Policy <http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document?RecordNumber=D09/2007P>
Data Retention <http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document?RecordNumber=D09/2044P>

5 **6**

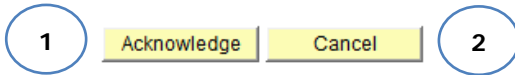
- 1** The date of the confirmation presentation.
- 2** The due date for your Coversheet submission (including the proposal).
- 3** Mandatory questions are marked with an asterisk *
- 4** Attach your proposal under Attachments.
- 5** To save data, select **Save Draft**. This will save what you have entered 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.

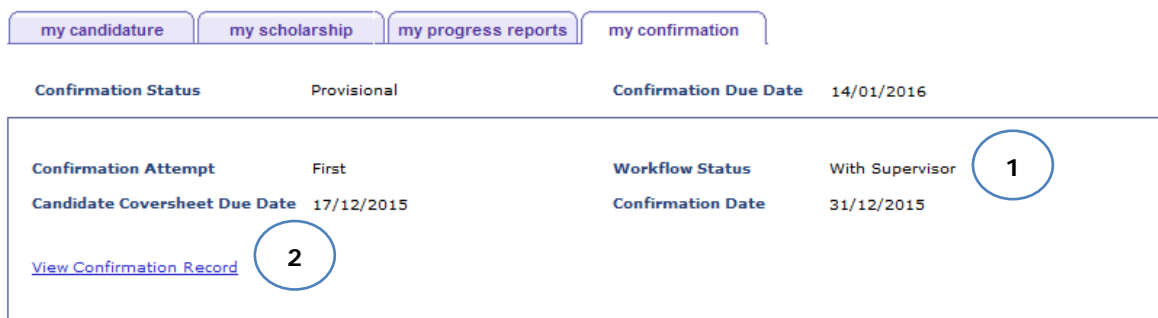


1 Click on [Acknowledge](#) to submit the completed coversheet and proposal for review.

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.



| | | | |
|---|--------------------------------|-------------------------------------|---------------------------------|
| my candidature | my scholarship | my progress reports | my confirmation |
| Confirmation Status | Provisional | Confirmation Due Date | 14/01/2016 |
| Confirmation Attempt | First | Workflow Status | With Supervisor 1 |
| Candidate Coversheet Due Date | 17/12/2015 | Confirmation Date | 31/12/2015 |
| View Confirmation Record 2 | | | |

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 faculty 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).

Research Higher Degree - Confirmation Requirement

| | |
|--------------------------------|---|
| Name and Student Number | Emma Webber (3197662) |
| Program | M Philosophy (Education) |
| School | School of Education |
| Faculty | Faculty of Education and Arts |
| Study Load | Part-Time |
| Research Topic | The Christian School Movement in Australia: Achieving Outcomes or Maintaining the Status Quo? |
| Supervisor/s | Principal Supervisor: Prof Ronald Laura - 80% Co-Supervisor: A/Pr Neil Morpeth - 20% |
| Admitted | Semester 1 - 2014 |
| Residency Status | Domestic |
| Location | Callaghan - On Campus |
| RTS End Date | 09 February 2018 |
| Confirmation Status | Provisional 1 |
| Workflow Status | Complete |
| Confirmation Attempt | Second |
| Confirmation Due Date | 10 February 2016 |
| Committee Chair | Maxwell Smith |
| Committee Member/s | James Bennett |
| Confirmation Outcome | Third Attempt Required |
| Confirmation Date | 31 December 2015 |
| This is Urgent | <input type="checkbox"/> |
| View Documents | Confirmation Details Candidate Documents Committee Evaluation Form 2 |

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