



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

RHD Online Progress Reporting System
Candidate User Guide

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QUICK GUIDE

Login to myHub using your usual UniId and password.

Click on [My Research](#)

Click on the 'my rhd progress reports' tab

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

- progress reports that are due for the current year and round type (e.g. 2014 Annual Round)
- 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)

COMPLETING & SUBMITTING SECTION A

- Click on Section A from the 'my rhd progress reports' tab.
- 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 bottom of each page.
- Some questions generate mandatory text boxes where explanations are required.
- Save Draft if you want to return and complete at a later time
- Submit, Acknowledge, Confirm. Report is always available as read-only but cannot be edited.

COMPLETING SECTION C

- Section C is a joint report that can be read, edited and saved by you and each supervisor.
- The principal supervisor or their nominee should consult with you to agree on expectations.
- Only the principal supervisor or their system-nominated delegate can submit Section C.
- Click on Section C from the 'my rhd progress reports' tab.
- Click on the Joint Progress Report tab
- Answer 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

ABOUT THIS GUIDE

This guide is designed to assist RHD Candidates with completing their Annual and Mid-year progress reports online using the [my rhd progress reports](#) system in myHub.

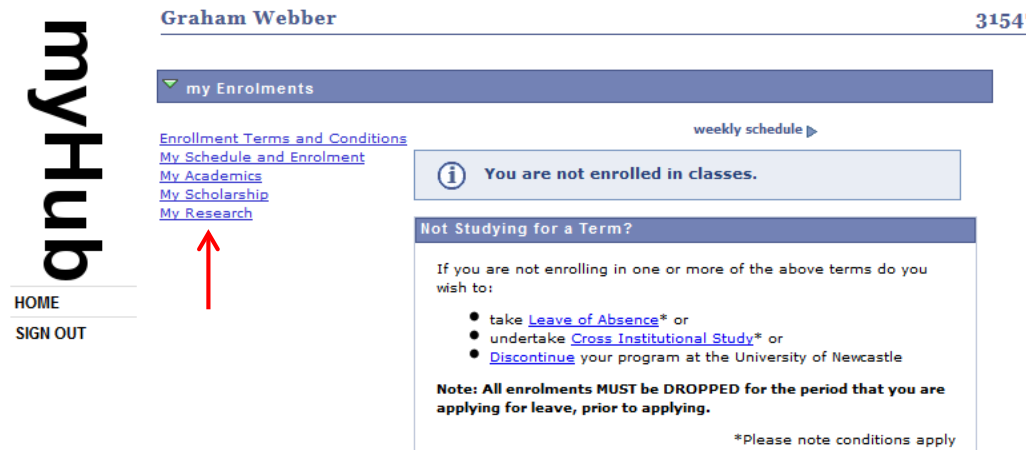
GETTING STARTED

When to complete a progress report

You will receive an email from the Office of Graduate Studies 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 deadline.

Logging in

To get started using the RHD Progress Reporting system, log into myHub using your existing student number and password, then click on the [My Research](#) link, as shown below.



myHub

Graham Webber 3154

my Enrolments

Enrollment Terms and Conditions weekly schedule ▶
My Schedule and Enrolment
My Academics
My Scholarship
My Research

Information You are not enrolled in classes.

Not Studying for a Term?

If you are not enrolling in one or more of the above terms do you wish to:

- take [Leave of Absence*](#) or
- undertake [Cross Institutional Study*](#) or
- [Discontinue](#) your program at the University of Newcastle


Note: All enrolments MUST be DROPPED for the period that you are applying for leave, prior to applying.

*Please note conditions apply

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SIGN OUT

Launching RHD Progress Reporting

To launch the system, click on the [my rhd progress reports](#) tab on the [My Research](#) page.



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Graham Webber

my candidature my scholarship my rhd progress reports

Program PhD (Education)
School School of Education [Apply for Scholarship](#)
Faculty Faculty of Education and Arts
Research Topic A cross-cultural analysis of attitudes to tertiary education
Due Submission Date (end 2/4 years) 02/19/2016
Supervisors

1 Co-Supervisor	Hugh Craig	30%
2 Principal Supervisor	Michael Howard	70%

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Email To: Research@newcastle.edu.au
Links To: [Office of Graduate Studies](#)
[Variation Forms](#)

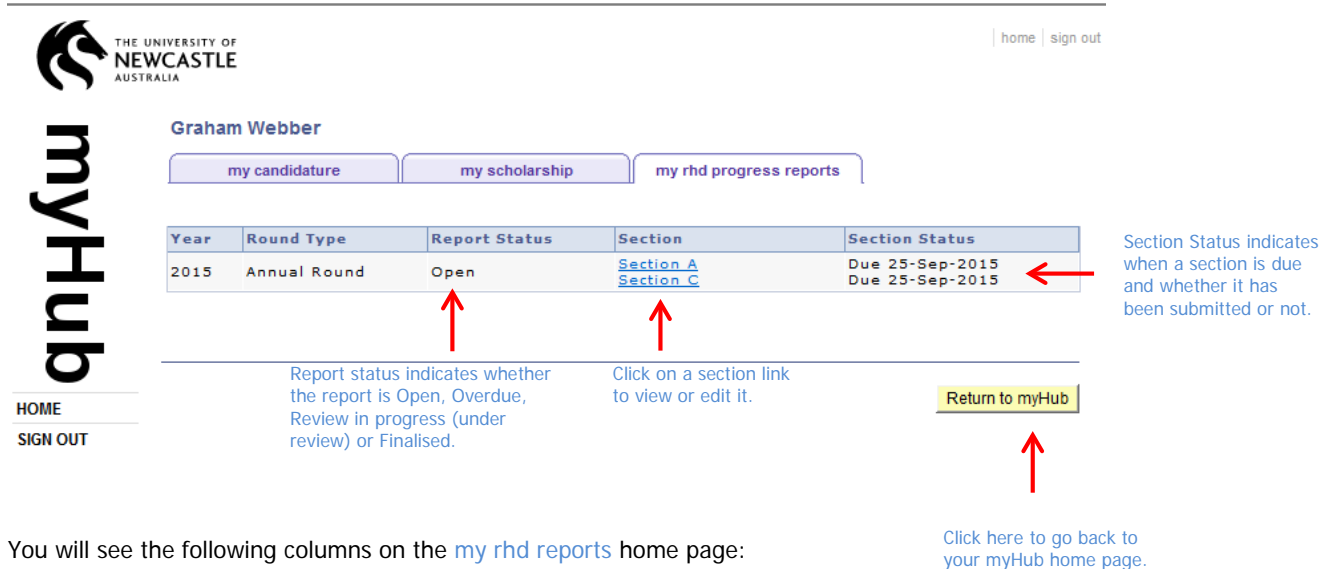
My rhd progress reports home page

My rhd 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 (e.g. 2014 Annual Round)
- 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)



Section Status indicates when a section is due and whether it has been submitted or not.

Report status indicates whether the report is Open, Overdue, Review in progress (under review) or Finalised.

Click on a section link to view or edit it.

Return to myHub

Click here to go back to your myHub home page.

You will see the following columns on the [my rhd reports](#) home page:

Year and Round Type

Each year, the Office of Graduate Studies runs two progress reporting rounds, the Mid-year round (in the middle of the year) and the Annual round (at the end of the year). Not every candidate is required to submit a report for the Mid-year round.

In the above example, the candidate is completing a progress report for the 2015 Annual Round.

Report Status

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

2015	Annual Round	Open	Section A Section C	Due 01-Dec-2015 Due 01-Dec-2015
------	--------------	------	--	------------------------------------

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 Office of Graduate Studies and the relevant Faculty / School.

2014	Mid-year Round	Review In Progress	Section A Section C	Submitted Submitted
------	----------------	--------------------	--	------------------------

If you have not submitted Section A by the Due Date and the round is closed, the Report Status will change to **Overdue** and can no longer be edited or submitted. You must contact the Office of Graduate Studies if you wish to apply for an extension.

2014	Annual Round	Overdue	Section A Section C	Not Submitted Not Submitted
------	--------------	---------	--	--------------------------------

After the review process by the Office of Graduate Studies and the relevant School / Faculty is completed, the report status will change to **Finalised**.

2014	Mid-year Round	Finalised	Section A Section C	Submitted Submitted
------	----------------	-----------	--	------------------------

View Progress Report

Each progress report consists of two sections that you contribute to, Section A and Section C. If you click on a section link, the progress report will be opened enabling you to view or edit the information depending on the report status.

Action Status

Action Status shows the report Due date and whether a section has been submitted or not:

- Each section that has not been submitted will have a due date displayed as follows **Due 11-Aug-2014**. You may edit sections in this action status.

2015	Annual Round	Open	Section A Section C	Due 01-Dec-2015 Due 01-Dec-2015
------	--------------	------	--	------------------------------------

- Once a section is submitted, it will show as **Submitted**. Sections in this status are read only.

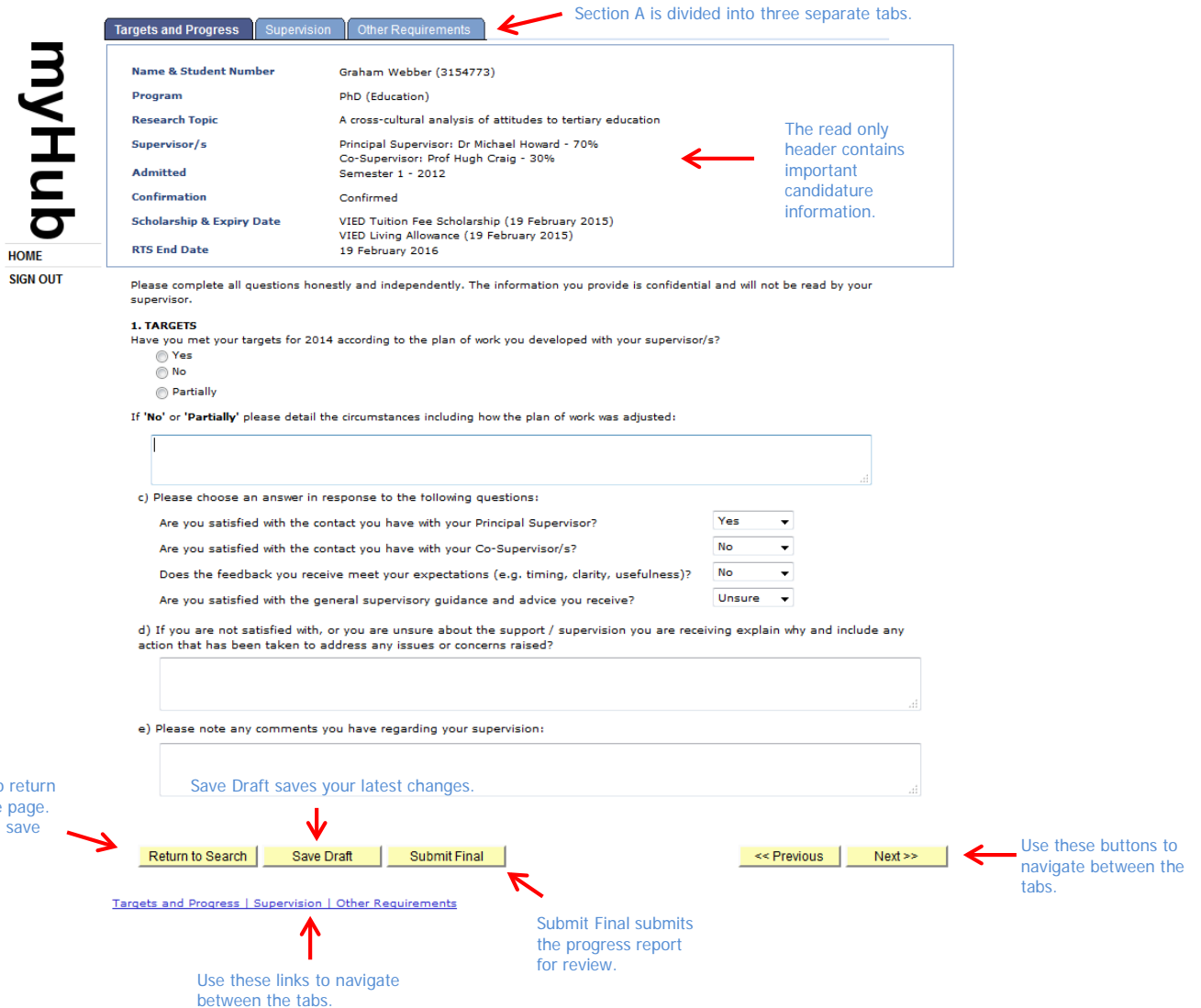
2014	Mid-year Round	Review In Progress	Section A Section C	Submitted Submitted
------	----------------	--------------------	--	------------------------

- Unsubmitted sections that are past their due date will show as **Not Submitted**. Sections in this status are read only; if you wish to submit them you may seek an extension by contacting the Office of Graduate Studies directly.

2014	Annual Round	Overdue	Section A Section C	Not Submitted Not Submitted
------	--------------	---------	--	--------------------------------

COMPLETING SECTION A

You are responsible for completing and submitting Section A of each progress report on your own. This section is confidential and will not be read by your supervisors.



Section A is divided into three separate tabs.

The read only header contains important candidature information.

Click here to return to the home page. This will not save changes.

Use these links to navigate between the tabs.

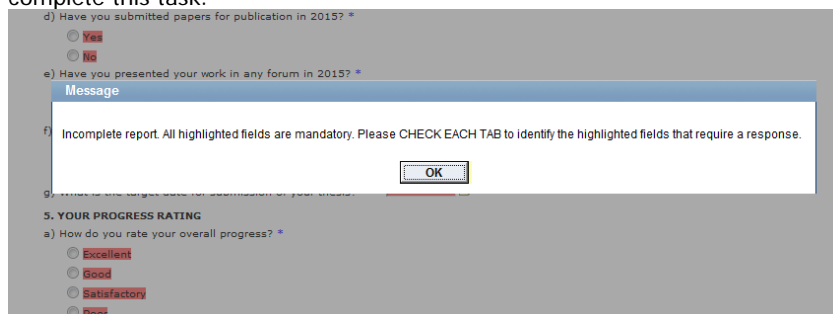
Submit Final submits the progress report for review.

Use these buttons to navigate between the tabs.

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 check all three tabs to complete this task.



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. After reading the information provided, click on [Acknowledge](#) to proceed with the submission, or [Cancel](#) to return to the report and continue editing.

Acknowledgement page

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Submit Progress Report

The review of progress reports can take several weeks. If you have a particular concern that you would like the Office of Graduate Studies to address urgently please notify us by email or phone: research-candidature@newcastle.edu.au; phone - 4921 6537.

All submitted sections of your report will be reviewed by the Dean of Graduate Studies, Head of School/Nominee and Assistant Dean (Research Training). If the Dean of Graduate Studies, the Head of School/ Nominee or the Assistant Dean (Research Training) are part of your supervisory team, your report will be reviewed by an independent senior academic.

If you have raised concerns that have not been addressed or resolved you may be contacted by the Office of Graduate Studies, the Head of School/Nominee or the Faculty Assistant Dean (Research Training). If your progress is felt to be unsatisfactory you will be given the opportunity to address progress concerns.

Your progress report will be stored electronically for future reference.

This is an honest account of my progress and I acknowledge the information provided.

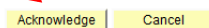
Warning: Once submitted, Section A will be sent to the Office of Graduate Studies and, although you will be able to view the report at any time, you will not be able to make any more changes

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[SIGN OUT](#)

Acknowledge submits the progress report for review.

Click on Cancel to return to the report.



Confirmation page

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 Action status will now show [Submitted](#) for Section A. You will also receive a confirmation email sent to your recorded email address.

myHub

Section A

Confirmation of Submission

✓ 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. If you have any questions or concerns please contact the Office of Graduate Studies on 4921 6537 or email: research-candidature@newcastle.edu.au

[OK](#)

[HOME](#)

[SIGN OUT](#)

COMPLETING SECTION C

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

myHub

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Instructions | **Joint Progress Report** ← Section C is divided into two separate tabs.

WRITING A PROGRESSION OR COMPLETION PLAN

This document should become a reference and tracking point for candidates and supervisors throughout 2014 or the remainder of the candidature.

DETERMINE WHAT STAGE YOU ARE AT IN YOUR RHD

Early - mid stage: Progression Plan required
A detailed plan of anticipated progression should be provided covering the next 12 months. This should state clear targets, how they will be achieved and the timeline for meeting them.

Final stages: Completion Plan required
Provide a Completion Plan which sets out the remaining work to be done and how and when it will occur.

WHEN DRAFTING YOUR PLAN YOU MIGHT LIKE TO CONSIDER THE FOLLOWING:

- o What are your targets?
- o What are the pre-requisites for achieving them?
- o What is the timeline for each target?
- o Why are they important?
- o Are the targets measurable?
- o How will you achieve them?
- o What do you need to meet these targets?

← The Instructions tab contains useful information on how to complete the report.

myHub

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Instructions | **Joint Progress Report** ← All questions to be answered are on the "Joint Progress Report" tab.

Name & Student Number	Graham Webber (3154773)
Program	PhD (Education)
Research Topic	A cross-cultural analysis of attitudes to tertiary education
Supervisor/s	Principal Supervisor: Dr Michael Howard - 70% Co-Supervisor: Prof Hugh Craig - 30%
Admitted	Semester 1 - 2012
Confirmation	Confirmed
Scholarship & Expiry Date	VIED Tuition Fee Scholarship (19 February 2015) VIED Living Allowance (19 February 2015)
RTS End Date	19 February 2016

← The read only header contains important candidature information.

This is a joint report that can be opened and read by registered supervisors and candidates.

The RHD Skills Training program provides training and professional development workshops for all RHD candidates. View the program at <http://www.newcastle.edu.au/research-and-innovation/graduate-research/current-students/support-and-resources> and detail any training that is recommended or planned:

Skills Training	Personalize Find [icon]	First 1 of 1 Last
Training	Recommended	Planned Completion Date
<input type="text"/>	[icon]	<input type="text"/> [B] + -

Other training (Please specify in comments below):
Comments:

Plan of Work, Targets and Milestones for the following 12 months:

Target	Personalize Find [icon]	First 1 of 1 Last
		Planned Completion Date
<input type="text"/>		<input type="text"/> [B] + -

* denotes a mandatory question

While Section C can be separately edited and saved by the candidate and all supervisors it can only be submitted by the principal supervisor or their registered nominee.

Click here to return to the home page. This will not save changes.

← **Return to Search** | **Save Draft** | → Save Draft saves your changes.

Saved by: Graham Webber (C3154773) - 15/09/2014 14:05:15 ← You can see a full history of who updated the report.

GETTING HELP

Technical difficulties

If you have trouble accessing [my rhd progress reports](#), if you experience issues with logging in or any other technical difficulties, you should contact the IT Service Desk on 17000.

Enquiries about progress reports

Contact the Office of Graduate Studies by email or phone: research-candidature@newcastle.edu.au; phone - 4921 6537 for any of the following:

- Clarification about how to complete a progress report
- Requests for a due date extension
- Enquiries about the outcome of the review process