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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.

Launching RHD Progress Reporting
To launch the system, click on the my rhd progress reports tab on the My Research page.
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)

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.

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.

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

<table>
<thead>
<tr>
<th>2014</th>
<th>Mid-year Round</th>
<th>Finalised</th>
<th>Section A</th>
<th>Submitted</th>
<th>Section C</th>
<th>Submitted</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>2015</th>
<th>Annual Round</th>
<th>Open</th>
<th>Section A</th>
<th>Due 01-Dec-2015</th>
<th>Section C</th>
<th>Due 01-Dec-2015</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>2014</th>
<th>Mid-year Round</th>
<th>Review In Progress</th>
<th>Section A</th>
<th>Submitted</th>
<th>Section C</th>
<th>Submitted</th>
</tr>
</thead>
</table>

- 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.

<table>
<thead>
<tr>
<th>2014</th>
<th>Annual Round</th>
<th>Overdue</th>
<th>Section A</th>
<th>Not Submitted</th>
<th>Section C</th>
<th>Not Submitted</th>
</tr>
</thead>
</table>
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.

### 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

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-graduates@newcastle.edu.au; phone - 4921 6577.

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.

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.
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.

Section C is divided into two separate tabs.

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

All questions to be answered are on the "Joint Progress Report" tab.

The read only header contains important candidature information.

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All questions to be answered are on the "Joint Progress Report" tab.

The read only header contains important candidature information.
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