



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

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RE-ENROLMENT GUIDE FOR HIGHER DEGREE by RESEARCH CANDIDATES

UON 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. C9801457
- Enter your current University password
- Enrol for the whole year. Any changes that are necessary throughout the year will be made by UONGR
- If you are experiencing any difficulties with your enrolment please refer to the FAQ 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 the pages on the 'To Do List – Mandatory' before you are able to re-enrol.

Your Enrollment has been put on Hold.

STOP, READ and ACTION items on this page to remove the Hold.

Welcome to a new period of study at the University.

You will be blocked from completing enrollment until you action each of the following Mandatory To Do Items.

What must I do?

1. For each item in the following list click on the "View Details" link.
2. Depending on the item you will be asked to either:
 - * View the page,
 - * Confirm the information displayed is correct, or
 - * Complete a form.
3. When you have completed the action click on the HOME button on the left hand menu.
If there are more To Do items to complete you will be returned to this screen.

What if I can't complete all items now?

- * If you cannot complete all To Do items immediately click the "Go to myHub" button.
- * You can access all myHub options - BUT will not be able to complete your enrolment.

How do I see my To Do items again?

- * The To Do Items and Enrolment Hold are displayed in panels on the right within myHub.
- * Click the "Details" hyperlink in the panel to view this information.

To Do List - Mandatory

Accept Terms and Conditions	View Page
View/Update Address Details	View Page
View/Update Emergency Contacts	View Page
Do you have a Disability?	View Page
View Campus Organisations	View Page

[Go to myHub](#)

- **Read the Terms, Conditions and Informed Consent (ENROLMENT)** and accept them by checking the relevant box then press 'Save' and then click on 'HOME'.

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myHub

HOME
SIGN OUT

participate in a placement.

17. I understand that the University of Newcastle is collecting the information in this form under the Higher Education Support Act 2003, and I authorise wider use and disclosure of personal information collected for the purpose of the Act.

a. I understand that the University of Newcastle will disclose this information to the Department of Education (DoE) for the above purposes and that the Commonwealth Government department with responsibility for tertiary education (currently DoE) will store the information securely in the Higher Education Information Management System (HEIMS), and that the information may be used in connection with the National Data Collection on University Applications and Offers and/or other collections as the Commonwealth Government department with responsibility for tertiary education (currently DoE) may lawfully require from time to time.

b. I accept that the Commonwealth Government department with responsibility for tertiary education (currently DoE) may disclose the information to the Australian Taxation Office (ATO).

c. I understand that the Commonwealth Government Department with responsibility for tertiary education (currently DoE) may disclose the information to:

i. Commonwealth officers to assist them in their official employment;

ii. the Tertiary Education Quality and Standards Agency (TEQSA) and members of its staff for the purposes of the Tertiary Education Quality and Standards Agency Act 2011;

iii. the National VET Regulator (currently the Australian Skills Quality Authority (AQSA)) and members of its staff for the purposes of the National Vocational Education and Training Regulator Act 2011;

iv. officers employed or engaged by State and Territory agencies, officers of higher education providers, and officers of vocational education and training providers for the purpose of improving the provision of, or research into the provision of, higher education or vocational education and training; and

v. officers employed or engaged by bodies or associations determined by the responsible Minister including Universities Australia, the Council of Private Higher Education Incorporated, the Australian Council for Private Education and Training, and Tertiary Admissions Centres for the purpose of improving the provision of, or research into the provision of, higher education or vocational education and training.

18. I understand that the University will not otherwise disclose the information I have supplied without my consent unless required or authorised by law.

19. I understand that it is a requirement to complete the Consent Matters Module and Academic Integrity Module made available through UONline within this term of study, if I have not already done so. Failure to complete these modules will result in suspension of services, including your ability to view grades or enrol in courses

For students enrolling in Research Higher Degrees, additional terms and conditions exist and are viewable [here](#).

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](#)

[Return to myHub](#)

[Save](#)

- Click on 'View Page' next to '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 'edit' buttons. Once any changes have been made return to home by clicking the 'HOME' button on the left.

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myHub

Addresses

View, add, change or delete an address.

Address Type	Address	
Home	address NSW 230	edit
Mail	address NSW 230	edit

[HOME](#)
[SIGN OUT](#)



[ADD A NEW ADDRESS TYPE](#)

- View/Update Emergency Contacts then click on 'HOME'.

Personal Details | **Emergency Contacts** | Statistical Details | Disability Details | Bank Account Details | Campus Organisations | Add

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>	[REDACTED]	Friend	[REDACTED]			

- **Confirm whether you have a disability, impairment or other long term medical condition which may affect your studies.**

Personal Details | Emergency Contacts | Statistical Details | **Disability Details** | Bank Account Details | Campus

Disabilities

Question 1


Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

[Return to myHub](#)

[Confirm](#)

- Click on 'View Page' next to
- View Campus Organisations and once you have read the information click on 'HOME' on the left hand side.



myHub

HOME
SIGN OUT

Campus Org MShip

There are a number of organisations on campus which provide services and facilities to the student body. Membership is voluntary and provides students with access to a wide range of facilities listed below.

UoN Services is the organization that provides non academic services and facilities for the University community on the Callaghan campus. We put on a range of entertainment, from the free fun stuff like lunchtime bands, trivia and beer bingo, to bigger celebrations like the O-Week Expo, Oktoberfest, and the annual Cultural Awakenings Festival as well as the huge events like O-Ball, Autonomy Day and Beach Party. We also coordinate a fantastic program of touring bands at the Bar on the Hill and are pleased to support student dubs and societies - the fun times you have and the friends you make will be with you long after you have graduated.

We aim to make your everyday life on campus more pleasant by managing a range of food and retail outlets on campus. Some of these outlets (the Ushops, Uprint, the GT Bar and the Bar on the Hill) give you discounts all year with your Ucard, as well as across Newcastle, NSW and Australia through the Ambassador Discount Program. The Ucard will cost you only \$50 for the year - check our website for the super fabulous early bird Ucard prize.

Campus Central is the student association at the Ourimbah Campus. We provide non-academic services to the Campus Community, including entertainment, sport, representation, clubs and societies, food, beverage and retail services. Campus Central has also arranged many discounts with local businesses and through the Ambassador Card, to provide national discounts to Campus Central members. To find out more or to download a membership form, follow the link above to our website.

NUSA (Newcastle University Students' Association) is the peak representative body for undergraduate students on Callaghan campus and the only undergraduate organization that is completely student organized and focused. NUSA provides you with independent complaints advice, representation and advocacy, clubs and societies, collectives and a wide range of services to make uni life that bit easier and more enjoyable.

NUPSA (Newcastle University Postgraduate Students' Association) ALL postgraduate students studying at the University of Newcastle are members of NUPSA, with there being no charge for membership.

Newcastle University Sport (NUSport) is here to help make your Uni experience as enjoyable and memorable as possible. There are loads of exciting sporting, fitness and recreational activities that will help you make new friends, keep fit and have a whole load of fun! Students can take advantage of huge discounts on membership, Olympic pool use, group fitness classes, tennis, squash and sporting clubs like rugby and mountaineering. Whether you are looking to stay active or try something new, NUSport offers students award winning health and fitness solutions from the convenience of The Forum Sports & Aquatic Centre at the University's Callaghan campus and The Forum Health & Wellness Centre at the Harbourside precinct in the heart of Newcastle. We look forward to welcoming you to a membership base that is built upon active minds and healthy bodies.

If you are interested in joining or finding out more information just click on the link to their website.

When you have finished viewing this page click the HOME button on the left menu to return to your previous page.

Step 2: Enrol via 'My Course Enrolment'

a) Click on: My Course Enrolment

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

myHub

HOME
SIGN OUT

▼ my Enrolments

Enrolment Terms and Conditions
My Course Enrolment
My Academics
My Scholarship
My Research

i 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

▼ my Finances

My Account

Account Inquiry
View or Re-print My Bills
View my HECS or FEE-HELP eCAF
View My SA-HELP eCAF
View My eCAN

i You have no outstanding charges at this time.

▼ Holds

No Holds.

▼ To Do List

No To Do's.

▼ Enrolment and Timetable

Class Timetables
Exam Timetables
Enrolment Guide

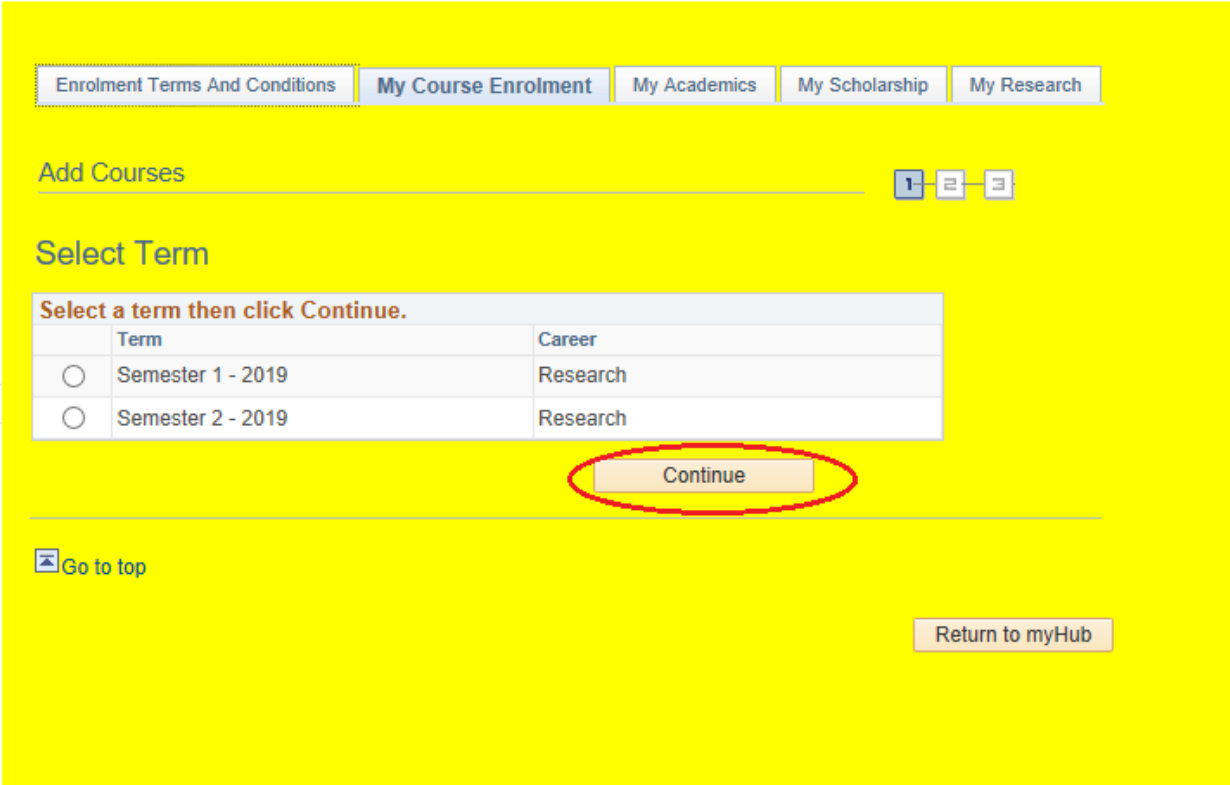
▼ Student Services

Adverse Circumstances
Scholarships

▼ Other Services

Online Services
Online Forms
My Computer Accounts

b) Select Semester 1, then click on 'continue'.



The screenshot shows the myHub interface with a yellow background. On the left, the myHub logo is written vertically. Below it are links for HOME and SIGN OUT. The main content area has a navigation bar with tabs: Enrolment Terms And Conditions, My Course Enrolment, My Academics, My Scholarship, and My Research. Below the navigation bar is the 'Add Courses' section with a page indicator '1' and navigation icons. The 'Select Term' section contains a table with two rows and two columns: Term and Career. The first row is 'Semester 1 - 2019' with 'Research' as the career. The second row is 'Semester 2 - 2019' with 'Research' as the career. Below the table is a 'Continue' button, which is circled in red. At the bottom left is a 'Go to top' link, and at the bottom right is a 'Return to myHub' button.

myHub

HOME
SIGN OUT

Enrolment Terms And Conditions | My Course Enrolment | My Academics | My Scholarship | My Research

Add Courses

Select Term

Select a term then click Continue.


	Term	Career
<input type="radio"/>	Semester 1 - 2019	Research
<input type="radio"/>	Semester 2 - 2019	Research

Continue

Go to top

Return to myHub

c) Click on 'Find Courses'.



myHub

HOME
SIGN OUT

Enrolment Terms And Conditions | **My Course Enrolment** | My Academics | My Scholarship | My Research

Add Courses 1 ≡ ≡

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 - 2019 Change Term

Find Courses

Semester 1 - 2019 Shopping Cart					
	Section	Subject	Course Nbr	Course Name	Location
Your enrolment shopping cart is empty.					

▼ **My Semester 1 - 2019 Course Schedule**

You are not registered for courses in this term.

[Go to top](#)

[Return to myHub](#)

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

The screenshot shows the myHub interface with a yellow background. On the left, the myHub logo is vertical, and there are links for HOME and SIGN OUT. The main content area has a navigation bar with tabs: Enrolment Terms And Conditions, My Course Enrolment (selected), My Academics, My Scholarship, and My Research. Below this is an 'Add Courses' section with a search bar and a '1' button. The 'Search Results' section shows 'Semester 1 - 2019' and a message: 'The following courses match your search criteria:'. Below this, it specifies 'Course Career: Research' and 'Campus: Newcastle City Precinct'. There are radio buttons for 'Open' (selected) and 'Closed'. A 'New Search' button is present. A summary bar indicates '1 Course Offering(s) found'. Below this, a dropdown menu shows 'ACFI 9501 - Research Thesis - Full Time'. A table displays the search results:

Section	Location	Status	
DCTY	Research Off Campus	Open	Select

The 'Select' button in the table is circled in red. Below the table is another 'New Search' button. At the bottom, there is a 'Go to top' link and a 'Return to myHub' button.

d) Click on 'Continue'.

The screenshot shows the myHub interface with a yellow background. On the left, the 'myHub' logo is written vertically. Below it are links for 'HOME' and 'SIGN OUT'. At the top, there is a navigation bar with tabs: 'Enrolment Terms And Conditions', 'My Course Enrolment', 'My Academics', 'My Scholarship', and 'My Research'. The 'My Course Enrolment' tab is active. Below the navigation bar, there is a section titled 'Add Courses' with a search icon and a list of courses. The selected course is 'ACFI 9501 - Research Thesis - Full Time - Research Off Campus'. Below this, the program is listed as 'Program PhD (Accounting & Finance)'. At the bottom of the course selection area, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle. Below the course selection area, there is a 'Go to top' link and a 'Return to myHub' button.

myHub

HOME
SIGN OUT

Enrolment Terms And Conditions | My Course Enrolment | My Academics | My Scholarship | My Research

Add Courses

Select the Program this Enrolment applies to

Semester 1 - 2019

ACFI 9501 - Research Thesis - Full Time - Research Off Campus

Program PhD (Accounting & Finance)

Cancel Continue

Go to top

Return to myHub

- e) Your course has now been added to your Shopping Cart. Click on 'Continue' to complete your enrolment.

myHub

Enrolment Terms And Conditions | **My Course Enrolment** | My Academics | My Scholarship | My Research

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.

✔ ACFI 9501 has been added to your Shopping Cart.

Semester 1 - 2019 Change Term

Find Courses

Semester 1 - 2019 Shopping Cart

Delete	Section	Subject	Course Nbr	Course Name	Location	Units	Status
🗑️	DCTY	ACFI	9501	Research Thesis - Full Time	Research Off Campus	40.00	●

Continue

▼ My Semester 1 - 2019 Course Schedule

You are not registered for courses in this term.

📄 Go to top

Return to myHub

f) Click on 'Confirm Enrolment'.

myHub

HOME

SIGN OUT

Enrolment Terms And Conditions | **My Course Enrolment** | My Academics | My Scholarship | My Research

Add Courses

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 - 2019

Open Closed

Section	Subject	Course Nbr	Description	Location	Units	Status
DCTY	ACFI	9501	Research Thesis - Full Time (Thesis)	Research Off Campus	40.00	<input checked="" type="checkbox"/>

[Go to top](#)

- 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.
- You will receive a warning to remind you to enrol in all semesters (i.e. Semester 1 & 2). **Enrol for the whole year. Any changes that are necessary throughout the year will be made by UON GR.**
- Click 'Add Another Course' to complete your enrolment for Semester 2.

myHub

[HOME](#)
[SIGN OUT](#)

3. View results

View the following status report for enrolment confirmations and errors:

Semester 1 - 2019

✔ Success: enrolled
✘ Error: unable to add course

Course	Message	Status
ACFI 9501	Message: Course previously taken and may be subject to institutional repeat policy. When graded, this course may be subject to the Institution's Repeat Rules. It should be verified that this course will apply toward the course of study.	✔

myHub Home
Add Another Course

- Select 'Change Term'.

Enrolment Terms And Conditions | **My Course Enrolment** | My Academics | My Scholarship | My Research

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 - 2019 Change Term

Find Courses

Semester 1 - 2019 Shopping Cart					
Section	Subject	Course Nbr	Course Name	Location	
Your enrolment shopping cart is empty.					

▼ My Semester 1 - 2019 Course Schedule

Enrolled
 Dropped

Section	Subject	Course Nbr	Description	Location	Units	Status
CCC	AART	9501	Research Thesis - Full Time (Thesis)	Ourimbah	40.00	✓

Go to top

Return to myHub

Repeat for Semester 2

- Repeat from Step 2, however this time at b) select Semester 2. Click 'Continue'.

myHub

HOME
SIGN OUT

Enrolment Terms And Conditions | My Course Enrolment | My Academics | My Scholarship | My Research

Add Courses

Select Term

Select a term then click Continue.

Term	Career
<input type="radio"/> Semester 1 - 2019	Research
<input checked="" type="radio"/> Semester 2 - 2019	Research

Continue

Go to top

Return to myHub

- You will now follow through the same process to enrol for Semester 2 as you did to enrol for Semester 1.
- Once you have successfully completed the enrolment process for Semester 2 you can click 'myHub Home'.

myHub

HOME
SIGN OUT

3. View results

View the following status report for enrolment confirmations and errors:

Semester 2 - 2019

✔ Success: enrolled		✘ Error: unable to add course	
Course	Message	Status	
ACFI 9501	Message: Course previously taken and may be subject to institutional repeat policy. When graded, this course may be subject to the Institution's Repeat Rules. It should be verified that this course will apply toward the course of study.	✔	

[myHub Home](#) [Add Another Course](#)

- Once your enrolment has been completed successfully for Semester 1 & 2 you will be able to see your enrolment details from the myHub home page.

myHub

HOME
SIGN OUT

my Enrolments

Enrolment Terms and Conditions
My Course Enrolment
My Academics
My Scholarship
My Research

This Week's Schedule

	Class
Semester 1 - 2019	ACFI 9501 - Research Thesis - Full Time
Semester 2 - 2019	ACFI 9501 - Research Thesis - Full Time

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

my Finances

My Account

Account Inquiry
View or Re-print My Bills
View my HECS or FEE-HELP eCAF
View My SA-HELP eCAF
View My eCAN

my Account You have no outstanding charges at this time.

Holds
No Holds.

To Do List
No To Do's.

Enrolment and Timetable
Class Timetables
Exam Timetables
Enrolment Guide

Student Services
Adverse Circumstances
Scholarships

Other Services
Online Services
Online Forms
My Computer Accounts

THANK YOU



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CONGRATULATIONS

you've successfully re-enrolled!

If you would like to discuss your enrolment further or you have any comments or issues to raise please contact UON 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 48.164.

Why can't I re-enrol? I am so frustrated!

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 don't panic, contact UON 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 an [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 – learn more at [UON Graduate Research Nearing Completion](#).

- **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 fully endorsed [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 only 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 UON Graduate Research of the date of your withdrawal in writing. Email advice is sufficient. Failure to notify UON GR of withdrawal will result in termination of your candidature, and will be recorded on your transcript.