



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

www.newcastle.edu.au

RE-ENROLMENT GUIDE FOR HIGHER DEGREE **by** RESEARCH CANDIDATES

Graduate Research

NIER Block C Room G30

T +61 2 4921 6537

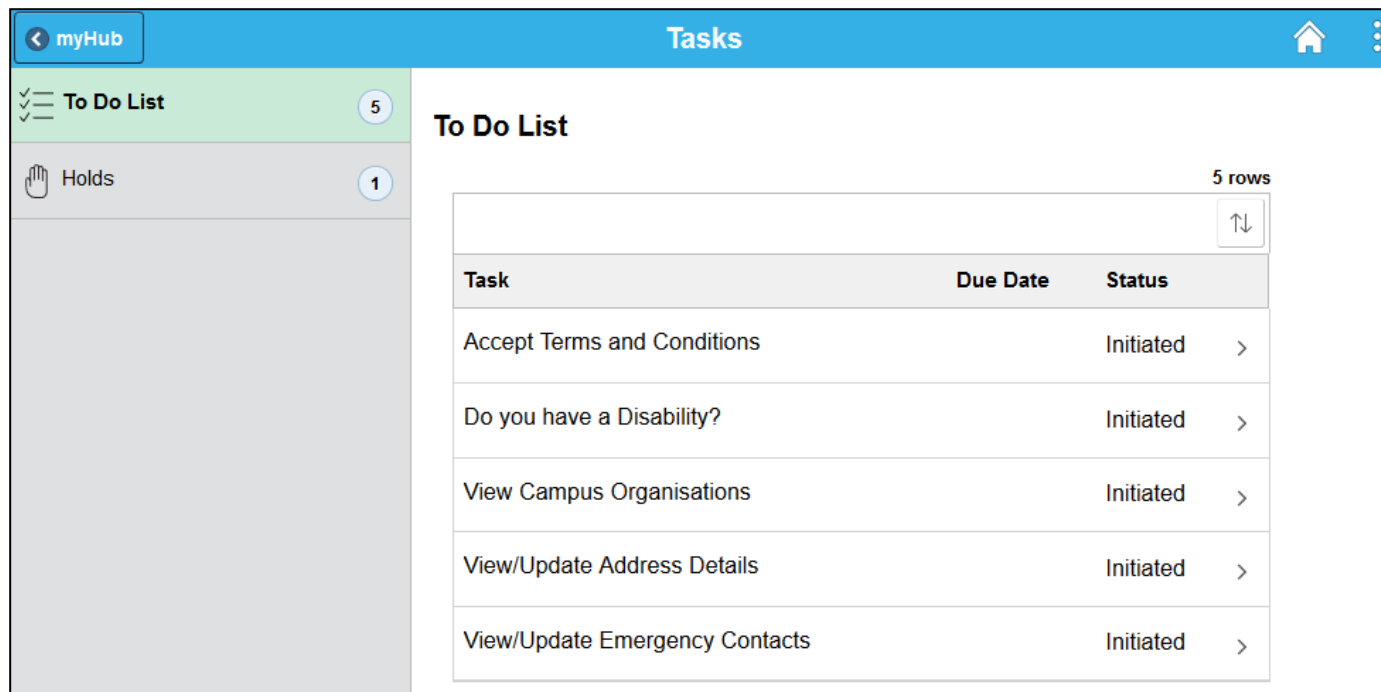
Graduate-Research@newcastle.edu.au

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 Graduate Research
- 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' before you are able to re-enrol.



The screenshot shows the 'myHub' interface with a 'Tasks' header. On the left, there is a sidebar with two main sections: 'To Do List' (indicated by a checkmark icon and a count of 5) and 'Holds' (indicated by a hand icon and a count of 1). The main content area is titled 'To Do List' and shows a table with 5 rows. The table has columns for 'Task', 'Due Date', and 'Status'. All tasks listed have a status of 'Initiated' and a right-pointing arrow for further action.

Task	Due Date	Status
Accept Terms and Conditions		Initiated >
Do you have a Disability?		Initiated >
View Campus Organisations		Initiated >
View/Update Address Details		Initiated >
View/Update Emergency Contacts		Initiated >

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

Tasks
Terms and Conditions
⌂ 🔍 ⋮

Terms, Conditions and Informed Consent (ENROLMENT)

I certify that all information and documentation I have supplied to the University is true, accurate and complete including all information supplied with my application for admission and/or credit.

I agree to comply with the University's Rules, By-laws, policies, procedures and applicable Faculty guidelines (as may be amended from time to time) and understand that failure to do so may result in termination of my enrolment.

I authorise the University to collect and use my personal and administrative information (including student images and information about my enrolment, progress and performance) ("Personal Information") for educational, research, administrative, quality assurance and accreditation purposes and other purposes in accordance with the University's Privacy Management Plan ("Permitted Purposes"). I authorise the University to disclose my Personal Information to Australian Federal and State Government agencies, research and educational organisations and accrediting bodies, including the Commonwealth Government department with responsibility for tertiary education, Centrelink, Australian Health Practitioner Regulation Agency (AHPRA), the Commonwealth Department with responsibility for immigration, Universities Australia, the Social Research Centre, Tertiary Education Quality and Standards Agency (TEQSA), NSW Education Standards Authority (NESA) and the Catholic Education Office (if I enrol in a Teaching or Education program), other educational institutions, and tertiary admission centres for the Permitted Purposes and otherwise as required or authorised by law or Government requirements.

I understand that the University of Newcastle is collecting my Personal Information under the Higher Education Support Act 2003, and I authorise wider use and disclosure of my Personal Information collected for the purpose of the Act. I consent to the sharing of information between the University, other educational institutions, Universities Australia and tertiary admissions centres in relation to any academic or other misconduct.

If I am in my first year of study and new to the University in 2020, I understand that in order to pass a 1000 level course I must attend a minimum of 80% of all teaching sessions for that course which are not classified as lectures (unless a higher attendance requirement is specified in the Course Outline). I understand that the University may monitor my attendance through a web based application which may use beacons or geolocation services and that data created by my use of this application will form part of my Personal Information.

I understand the University operates closed circuit television (CCTV) systems at its campuses, locations, residence and colleges, primarily for personal security, the protection of University assets, and Government and legislative requirements and other purposes in accordance with the University's CCTV Policy.

I understand that if my program has inherent requirements, I have read the relevant Inherent Requirements Statement (<https://www.newcastle.edu.au/current-students/support/personal/accessibility/inherent-requirements>) and am able to meet those requirements.

For students undertaking placements in a NSW Health Facility, I understand that I must complete a National Criminal Record Check and that I must inform NSW Health and my Course Coordinator if I am subject to any serious allegation or am charged or convicted of any criminal offence during my enrolment. I understand I cannot attend further clinical placements until I am granted clearance by NSW Health.

I understand that I must complete the Consent Matters Module and Academic Integrity Module made available through UONline within this term of study (if not already done) and failure to do so will result in suspension of services, including my ability to view grades or enrol in courses.

I understand it is my responsibility to regularly access and monitor the student portal and my NUmmail account and must use NUmmail for all email correspondence with the University. I understand the University may contact me via NUmmail or any personal email address or mobile number (including by SMS) that I have provided. I may be contacted to participate in surveys, to receive offers of services provided by the University or otherwise related to my education and in connection with the University's Alumni Services.

I understand that the University's IT services and platforms (including NUmmail and UONline) may be delivered using cloud services from external service providers and that data may be hosted locally or overseas.

I accept that any assessments I submit will be checked for plagiarism and my assessment may be held in the plagiarism database for future matching purposes.

I understand that I must follow the program structure as described in the Program Handbook, and choose only courses which comply with the requirements of my program. I further understand that I cannot exceed the maximum unit value for my program and will be charged additional fees should I request permission to do so.

I understand that failure to pay fees and charges owed to the University and/or its partner organisations by the due date may result in my access to University services being restricted, the cancellation of my enrolment, and/or action to recover any remaining debt. This may also result in my grades and testamur being withheld until debts are fully paid.

Students enrolling in Research Higher Degrees must comply with the additional terms and conditions available at: http://www.newcastle.edu.au/data/assets/pdf_file/00117/8959/RHD-Enrolment-Terms-and-Conditions.pdf

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](#)

Save

- **View and Update Address Details**

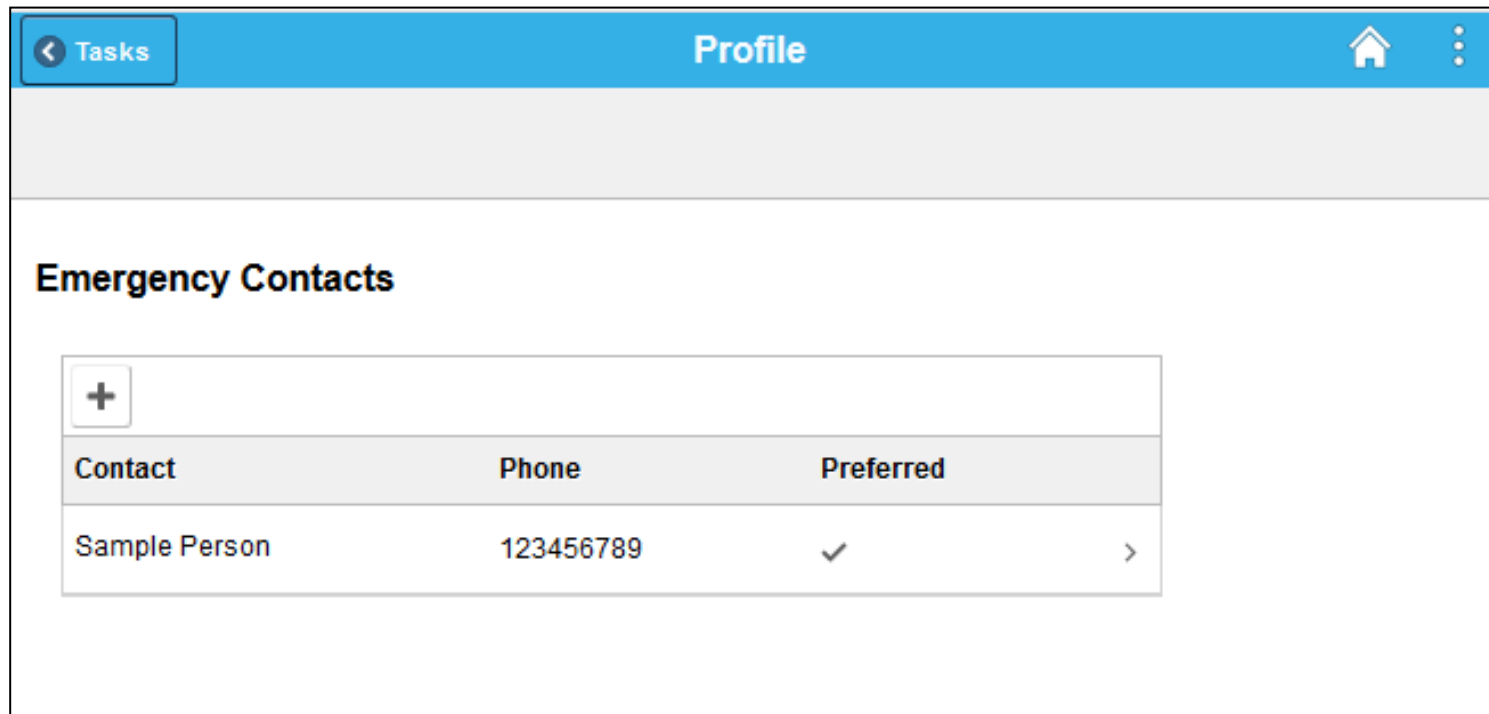
- The home and mailing address the University has recorded for you will be shown.
- Changes to addresses can be made by clicking on the address. Once any changes have been made return to Tasks by clicking the 'Tasks' button on the top left.

The screenshot shows a mobile application interface for a 'Profile' page. At the top, there is a blue header bar with a 'Tasks' button on the left, the word 'Profile' in the center, and a home icon and a three-dot menu icon on the right. Below the header, the page is titled 'Addresses'. There are two sections: 'Home Address' and 'Mailing Address'. Each section contains a table with two columns: 'Address' and 'From'. The 'Home Address' table shows '1 Test Street, Callaghan, NSW 2308' and 'Current' with a right-pointing arrow. The 'Mailing Address' table shows the same address and 'Current' with a right-pointing arrow. Each table has a plus sign icon in the top left corner, indicating an option to add a new address.

Address	From
1 Test Street Callaghan NSW 2308	Current >

Address	From
1 Test Street Callaghan NSW 2308	Current >

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



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

Tasks Disability Details

Disabilities

Question 1

Do you consider yourself to have a disability, mental health condition or medical condition?

Yes No

[Register with AccessAbility](#)

Confirm

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

← Tasks
Campus Organisations

Campus Organisations

There are a number of organisations on campus which provide services and facilities to the student body.

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The University of Newcastle Students' Association (UNSA) is for students studying at all mainland campuses as well as students studying through the cloud campus (programs offered online). All UNSA's services are student driven and have been identified by students, for students.

UNSA offers range of services and support to help you make the most of your out-of-class time here and to give you the best uni life they can. There's fun stuff like craftersnoons, colour scrambles, trivia, twilight markets, live music and other entertainment. They support groups like the clubs and societies and the Collectives to help you make new friends, expand your interests or just find your people.

UNSA provides support specifically targeted to postgraduate student needs, such as academic workshops, advocacy and social events. There's also a range of support services identified by and for international students, including subsidised learn to swim and self-defence classes and a range of cultural and social events.

UNSA also offers a substantial welfare and wellbeing program to students. You can build your skills through discounted training courses (First Aid, RSA and RCG), cooking classes, yoga classes and even Mental Health First Aid training. They understand finances can be tight and provide fruit, breakfasts, tea/coffee, BBQ lunches and pancake breakfasts as well as Free Food Friday at Callaghan and the Hungry Students program at Ourimbah – and it's all free. UNSA also helps in other practical ways by facilitating advice from tenants' rights and Centrelink experts, and offering discounted bike kits and trailer hire (trailer hire comes with a moving kit to help if you need to relocate).

Best of all, UNSA does not charge for membership! Join UNSA and take the first step in getting the most out of your time at the University of Newcastle.

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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, social 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 membership discounts and semester membership options on its diverse range of facilities and activities. Use the indoor heated pool, group fitness classes, tennis, squash and sporting clubs including rugby and mountaineering.

Whether you are looking to stay active or try something new, NUsport offers students award winning health and wellness 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.

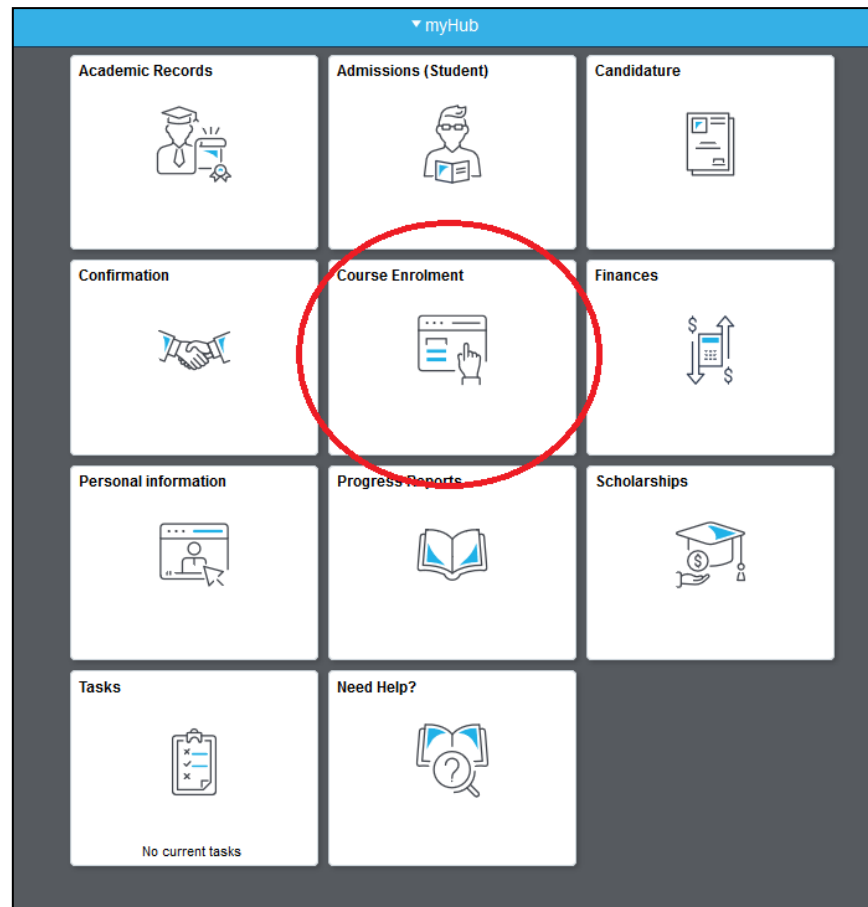
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If you are interested in joining or finding out more information just click on the link to their website.

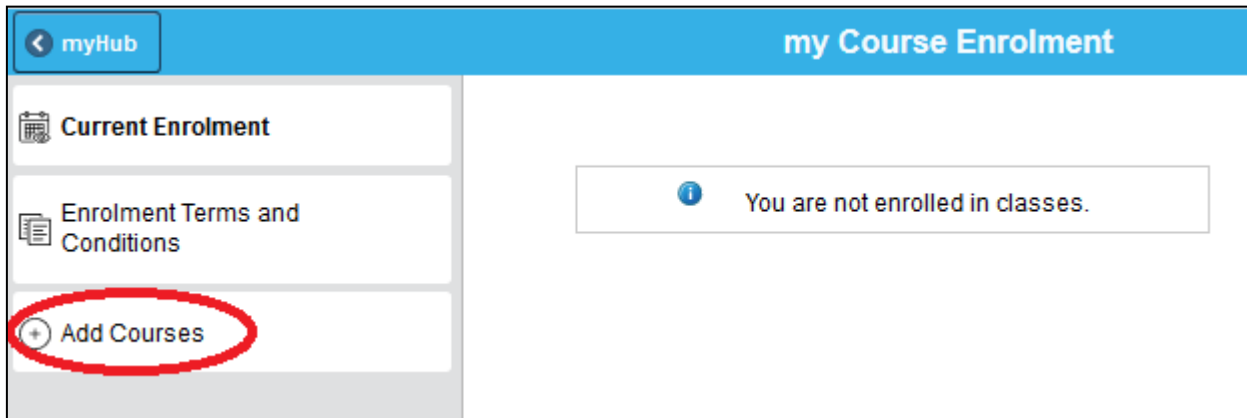
Step 2: Enrol via 'My Course Enrolment'

a) Click on the Course Enrolment tile.

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

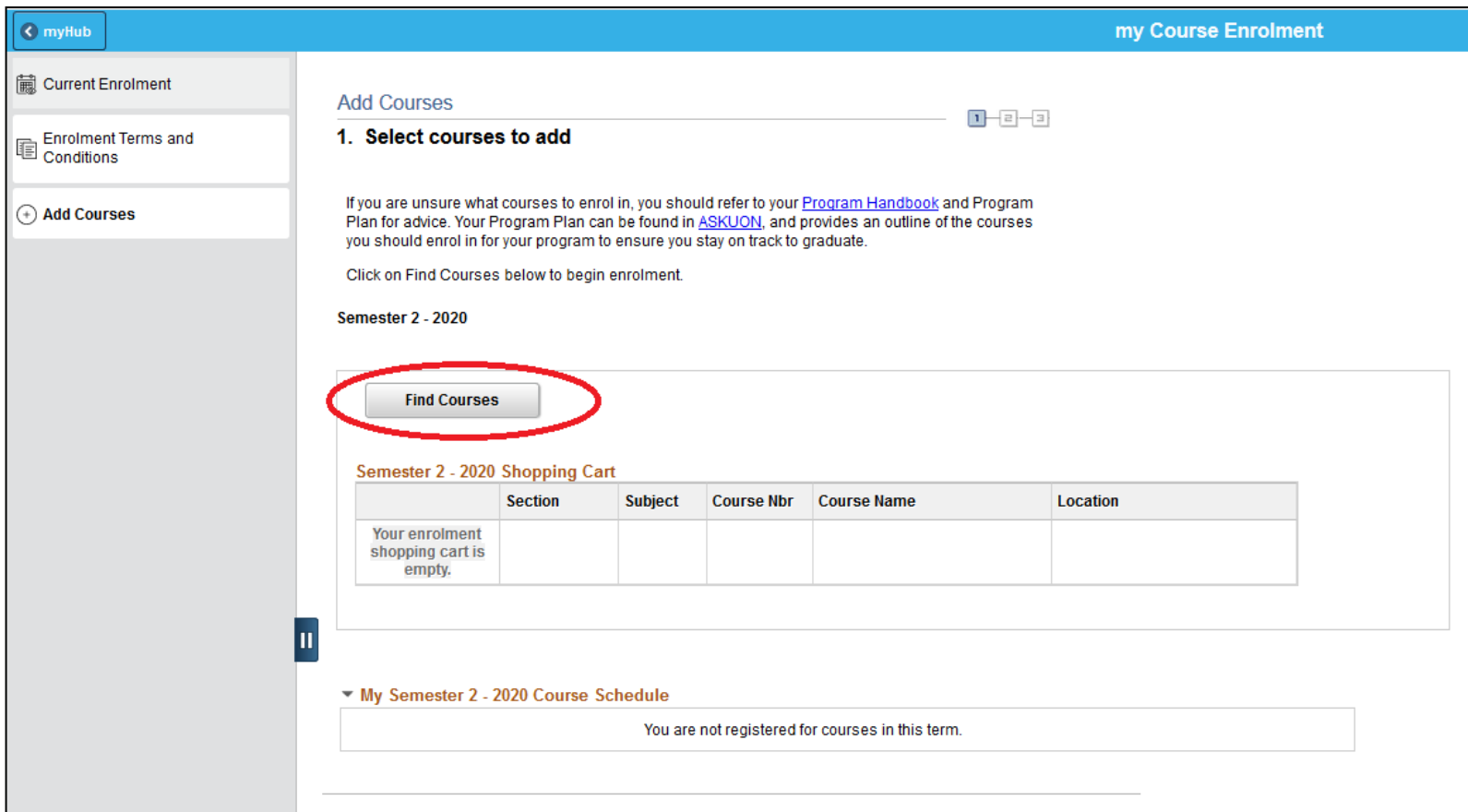


b) Select Add Courses.



The screenshot displays the 'my Course Enrolment' interface. On the left, a sidebar contains three menu items: 'Current Enrolment', 'Enrolment Terms and Conditions', and 'Add Courses'. The 'Add Courses' item is highlighted with a red circle. The main content area on the right features a blue header with 'my Course Enrolment' and a central message box stating 'You are not enrolled in classes.' with an information icon.

c) Click on 'Find Courses'.



The screenshot shows the 'my Course Enrolment' page in the myHub system. The page has a blue header with 'myHub' on the left and 'my Course Enrolment' on the right. A left-hand navigation menu contains 'Current Enrolment', 'Enrolment Terms and Conditions', and 'Add Courses'. The main content area is titled 'Add Courses' and includes a sub-section '1. Select courses to add'. Below this, there is a paragraph of text and a 'Find Courses' button, which is circled in red. Underneath the button is a 'Semester 2 - 2020 Shopping Cart' table with columns for Section, Subject, Course Nbr, Course Name, and Location. The table is currently empty, displaying the message 'Your enrolment shopping cart is empty.' At the bottom, there is a section for 'My Semester 2 - 2020 Course Schedule' which shows a message: 'You are not registered for courses in this term.'

myHub my Course Enrolment

Current Enrolment

Enrolment Terms and Conditions

+ Add Courses

Add Courses

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 2 - 2020

Find Courses

Semester 2 - 2020 Shopping Cart

	Section	Subject	Course Nbr	Course Name	Location
Your enrolment shopping cart is empty.					

My Semester 2 - 2020 Course Schedule

You are not registered for courses in this term.

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

The screenshot shows the 'myHub' interface for adding courses. The left sidebar contains 'Current Enrolment', 'Enrolment Terms and Conditions', and 'Add Courses'. The main content area is titled 'Add Courses' and 'Search Results'. It displays search criteria for Semester 2 - 2020, Course Career: Research, and Campus: Callaghan Campus. A 'New Search' button is present. Below, it states '1 Course Offering(s) found' and lists 'HIST 9502 - Research Thesis - Part Time'. A table shows the course offering details:

Section	Location	Status	Action
CAL	Callaghan	Open	Select

The 'Select' button in the table is circled in red. A second 'New Search' button is located at the bottom of the page.

d) Click on 'Next'.

The screenshot shows the 'my Course Enrolment' interface. On the left is a sidebar with three items: 'Current Enrolment', 'Enrolment Terms and Conditions', and 'Add Courses' (which is highlighted with a plus icon). The main content area has a blue header with 'myHub' on the left and 'my Course Enrolment' on the right. Below the header, there's a section titled 'Add Courses' with a progress indicator showing '1' of 3 steps. The main heading is 'Select the Program this Enrolment applies to'. Below this, it says 'Semester 2 - 2020' and 'HIST 9502 - Research Thesis - Part Time - Callaghan'. There is a dropdown menu for '*Program' with 'PhD (History)' selected. At the bottom right, there are two buttons: 'Cancel' and 'Next'. The 'Next' button is circled in red.

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

myHub my Course Enrolment

Current Enrolment

Enrolment Terms and Conditions

➤ Add Courses

Add Courses

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.

✔ HIST 9502 has been added to your Shopping Cart.

Semester 2 - 2020

Find Courses

Semester 2 - 2020 Shopping Cart

Delete	Section	Subject	Course Nbr	Course Name	Location	Units	Status
	CAL	HIST	9502	Research Thesis - Part Time	Callaghan	20.00	●

Continue

▼ My Semester 2 - 2020 Course Schedule

You are not registered for courses in this term.

f) Click on 'Confirm Enrolment'.

myHub
my Course Enrolment

- Current Enrolment
- Enrolment Terms and Conditions
- + Add Courses

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 2 - 2020

Open
 Closed

Semester 2 - 2020 Enrolment Shopping Cart

Section	Subject	Course Nbr	Description	Location	Units	Status
CAL	HIST	9502	Research Thesis - Part Time (Thesis)	Callaghan	20.00	●

Cancel
Previous
Confirm Enrolment

- 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.

myHub
my Course Enrolment

Current Enrolment

Enrolment Terms and Conditions

Add Courses

Add Courses

3. View results

View the following status report for enrolment confirmations and errors:

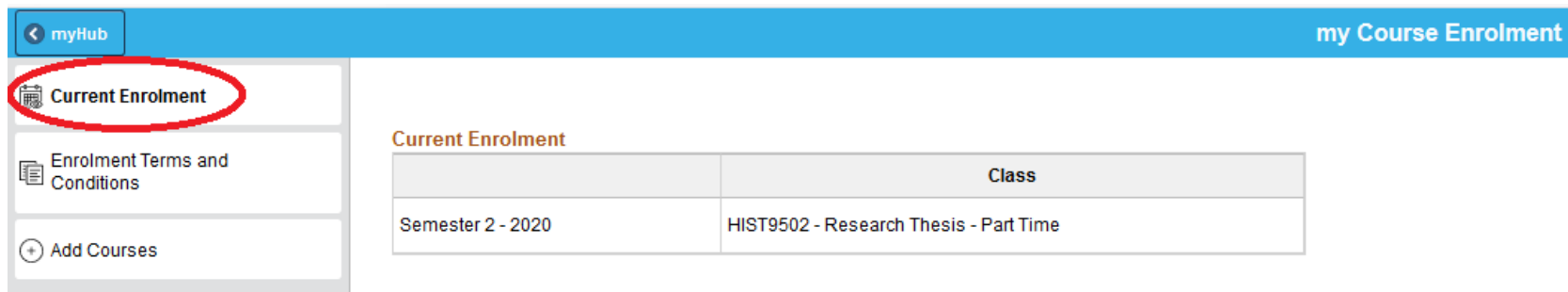
Semester 2 - 2020

✔ Success: enrolled
✘ Error: unable to add course

Semester 2 - 2020 Enrolment Shopping Cart

Course	Message	Status
HIST 9502	Success: You are now enrolled in this course.	✔

- Once your enrolment has been completed successfully you will be able to see your enrolment details on the Current Enrolment page within the Course Enrolment tile.



myHub my Course Enrolment

Current Enrolment

Enrolment Terms and Conditions

+ Add Courses

Current Enrolment

	Class
Semester 2 - 2020	HIST9502 - Research Thesis - Part Time

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