

## REGISTER OF HDR SUPERVISORS – QUICK REFERENCE GUIDE FOR SUPERVISORS

### OVERVIEW

The Register of HDR Supervisors is a new module delivered to Inspire, the HDR candidature management system used at Flinders University.

This guide explains how a potential or current HDR Supervisor can use Register of HDR Supervisors module and answers some common questions.

### APPLIES TO

- Potential or current HDR Supervisors

### REGISTER OF HDR SUPERVISORS

The Register of HDR Supervisors allows potential or current HDR Supervisors to:

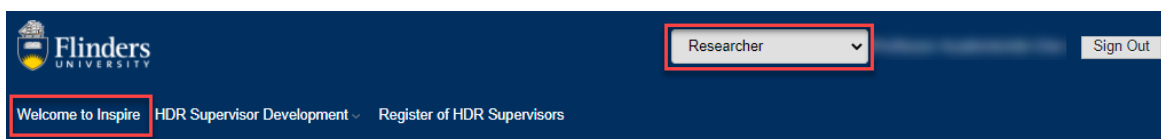
- register for the Register of HDR Supervisors or apply for an exemption online
- manage their compliance with the Register of HDR Supervisors
- track completion of the HDR Supervisor Development Program

### COMMON QUESTIONS

#### 1. How do I access the Register of HDR Supervisors?

You can log on to the system via the [Inspire](#) webpage. Please note that the Inspire chicklet is not automatically allocated to your Okta dashboard, however you can add it [manually](#).

Once in the system, you will be presented with the following view. If you have multiple roles in Inspire, please ensure that you have selected the **Researcher** role from the drop-down menu next to your name.




#### Welcome to Inspire

Inspire is a candidature management and skills development tool for HDR supervision. HDR supervisors can use Inspire to complete the HDR Supervision Development Program, book into development activities, self-record activities and manage compliance with the Register of HDR Supervisors.

Please [contact us](#) if you would like more information.

##### Course Feedback Forms


 You have no feedback forms pending

##### Supervisor Registration

 Your supervisor registration is not active or has expired

Due Date	Title
22-Mar-21	<a href="#">View your HDR Supervisor Registration status</a>

##### Registration and Exemption forms

 You have no Registration and Exemption forms pending

##### Useful Resources

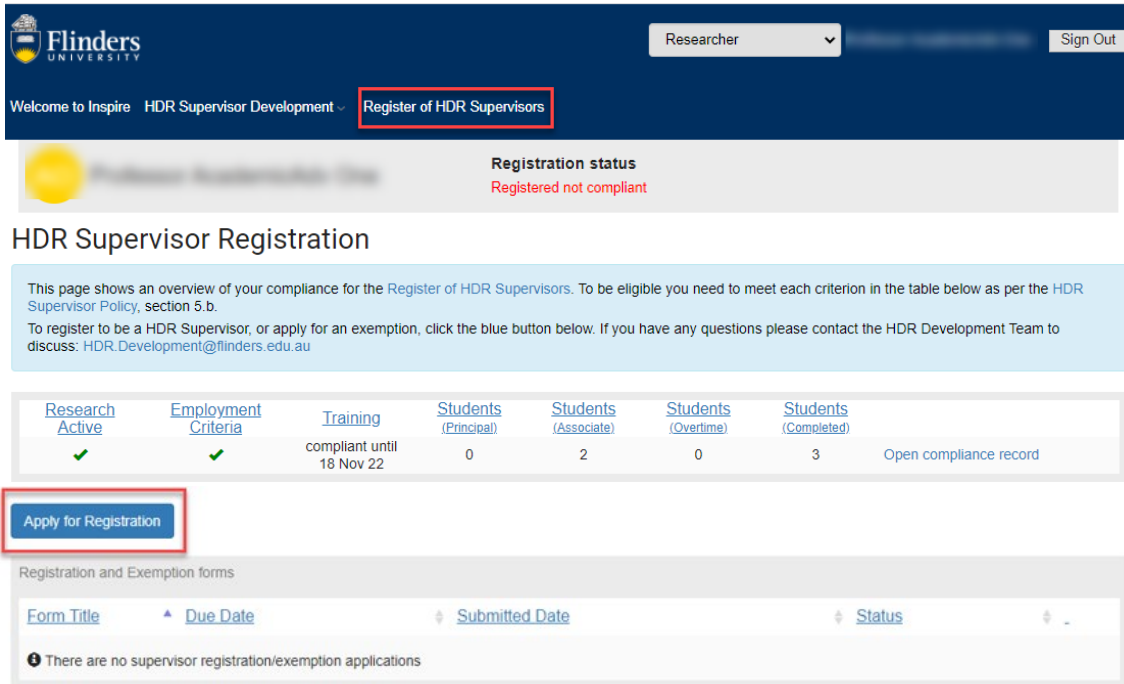


- [Office of Graduate Research Contacts](#)
- [Inspire Quick Reference Guides](#)
- [Information for HDR Supervisors](#)
- [HDR Supervisor Development FLO Website](#)
- [Inspire Technical Support](#)
- [Calendar Settings for course bookings](#)

The Welcome to Inspire summary page provides an overview of your pending forms.

Navigate to the **Register of HDR Supervisors** tab to access the HDR Supervisor Registration page. This page shows your compliance with the Register of HDR Supervisors.

If you have never applied for registration for the Register of HDR Supervisors, the **Apply for Registration** button will be available on this page.



Welcome to Inspire HDR Supervisor Development - **Register of HDR Supervisors** Sign Out

**Registration status**  
Registered not compliant

### HDR Supervisor Registration

This page shows an overview of your compliance for the Register of HDR Supervisors. To be eligible you need to meet each criterion in the table below as per the HDR Supervisor Policy, section 5.b.  
To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

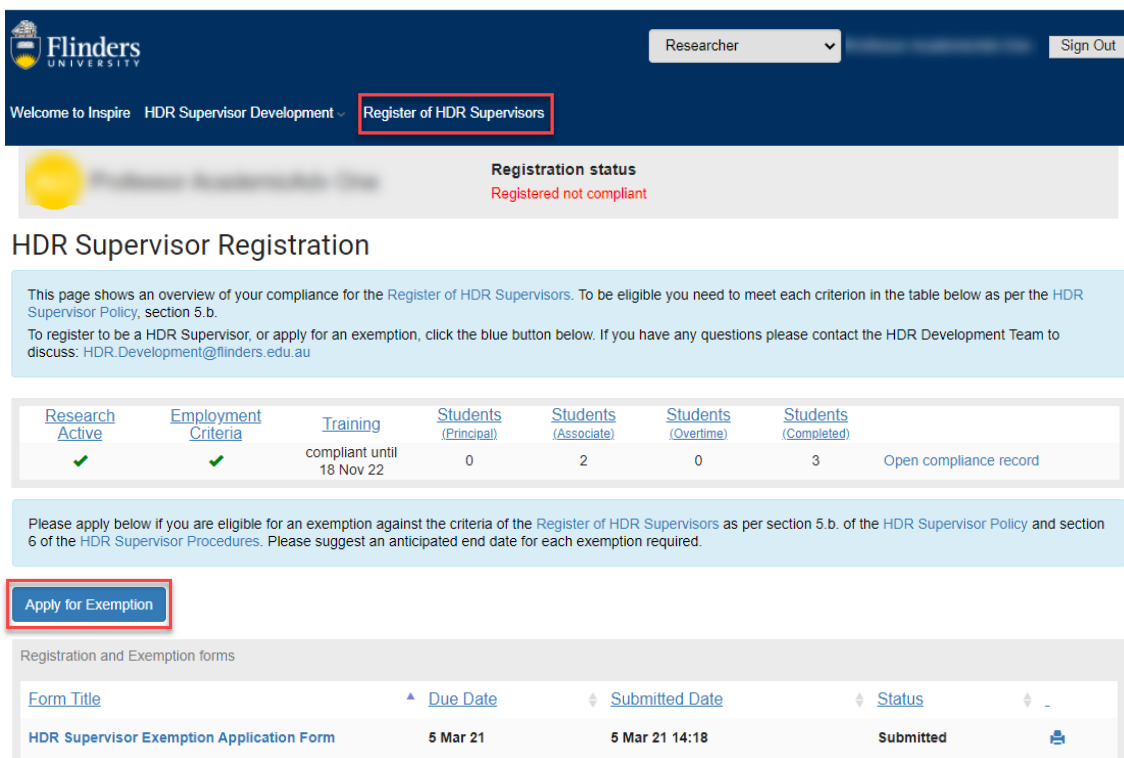
Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

**Apply for Registration**

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status
There are no supervisor registration/exemption applications			

If you are already registered on the Register of HDR Supervisors, the Apply for Registration button will be replaced by the **Apply for Exemption** button.



Welcome to Inspire HDR Supervisor Development - **Register of HDR Supervisors** Sign Out

**Registration status**  
Registered not compliant

### HDR Supervisor Registration

This page shows an overview of your compliance for the Register of HDR Supervisors. To be eligible you need to meet each criterion in the table below as per the HDR Supervisor Policy, section 5.b.  
To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 5.b. of the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures. Please suggest an anticipated end date for each exemption required.

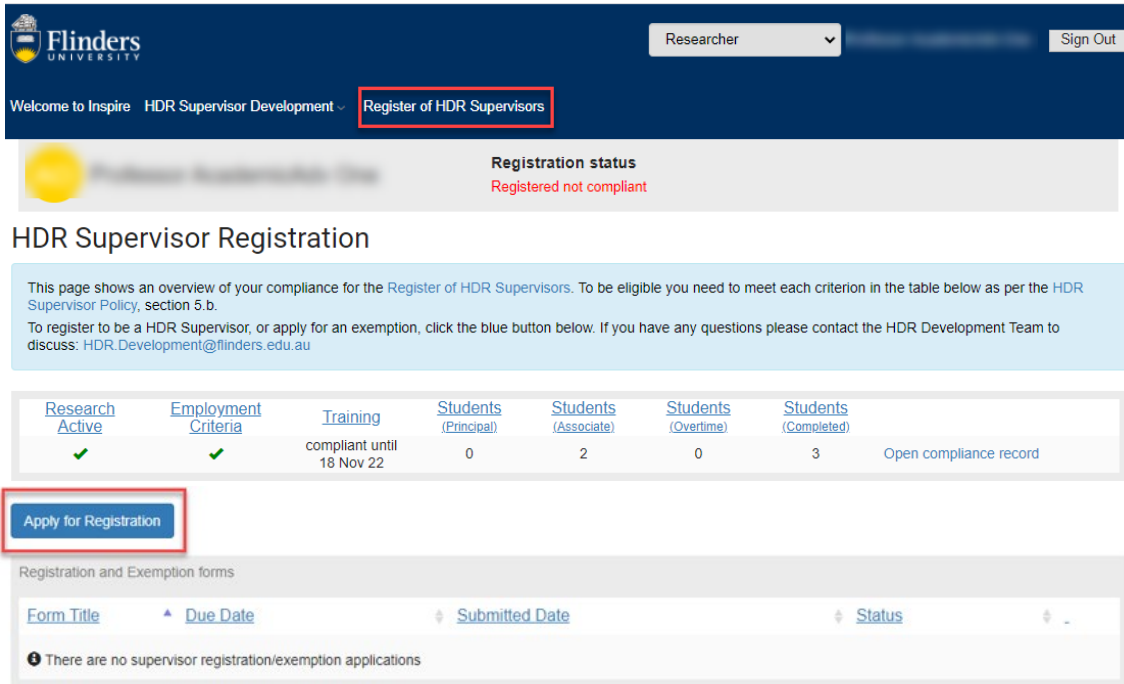
**Apply for Exemption**

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status
HDR Supervisor Exemption Application Form	5 Mar 21	5 Mar 21 14:18	Submitted

## 2. How do I apply for the Register of HDR Supervisors?

Log on to [Inspire](#) and navigate to the **Register of HDR Supervisors** tab. Click on the **Apply for Registration** button.



Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Researcher Sign Out

Registration status  
Registered not compliant

### HDR Supervisor Registration

This page shows an overview of your compliance for the Register of HDR Supervisors. To be eligible you need to meet each criterion in the table below as per the HDR Supervisor Policy, section 5.b.

To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

**Apply for Registration**

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status
There are no supervisor registration/exemption applications			

A HDR Supervisor Registration Application form will open.

Pathways for becoming a HDR Supervisor:

- If your PhD award date is **more than five years** ago, please complete the following:
  - tick that you would like to be added to the Register of HDR Supervisors
  - tick that you have a PhD
  - insert the PhD award date

### HDR Supervisor Registration Application (SR-R-R)

Save Discard

History: Latest

Use this form to apply for the Register of HDR Supervisors. To be eligible you need to meet each criterion in section 5.b. as per the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures.

If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Forms submitted in previous stages during this workflow

#### Researcher Details

Name

College

FAN

I would like to be added to the Register of HDR Supervisors \*

I have a PhD

Date PhD awarded (eg 02 Aug 2020) \*

I am an Early Career Researcher (ECR)  
5 years from PhD completion date, refer to section 6.c of the HDR Supervisor Procedures.

- If your PhD award date is **less than five years** ago, you qualify for **Early Career Researcher**

(ECR) status. Please complete the following:

- tick that you would like to be added to the Register of HDR Supervisors
- tick that you have a PhD
- insert the PhD award date
- tick the ECR status statement

HDR Supervisor Registration Application (SR-R-R)

History: Latest

### Researcher Details

Name

College

FAN

I would like to be added to the Register of HDR Supervisors \*

I have a PhD

Date PhD awarded (eg 02 Aug 2020) \*

23 Feb 2020

I am an Early Career Researcher (ECR)  
5 years from PhD completion date, refer to section 6.c of the HDR Supervisor Procedures.

Supporting Documentation \*

Please upload your award of degree letter for the justification of your ECR status.

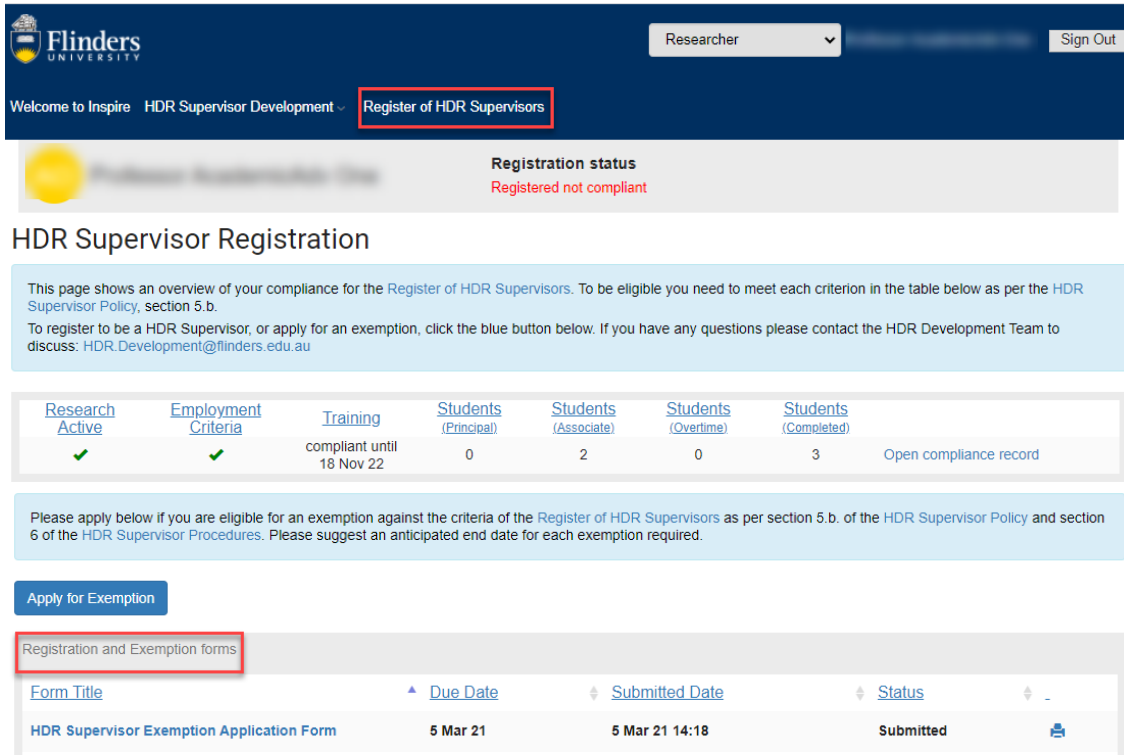
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**ECR status** gives a researcher a five year exemption from the PhD award date to override the research activity requirement, noting that if a researcher is research active according to the [HDR Supervisor Procedures](#), s.6, that will prevail. If a researcher falls below the research active threshold within the five year exemption, the exemption will be activated until the end-date.

The second part of the form covers **exemptions other than ECR** (please refer to Question 3 for more details). If you do not wish to apply for an exemption, choose **No** option, move on to read the Declaration, sign the form and submit it.

Once the form has been submitted, you will receive a notification email.

You can view the progress of your application in the **Registration and Exemptions forms** section of the Register of HDR Supervisors page.



Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Researcher Sign Out

**Registration status**  
Registered not compliant

### HDR Supervisor Registration

This page shows an overview of your compliance for the Register of HDR Supervisors. To be eligible you need to meet each criterion in the table below as per the HDR Supervisor Policy, section 5.b.

To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 5.b. of the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures. Please suggest an anticipated end date for each exemption required.

Apply for Exemption

Registration and Exemption forms

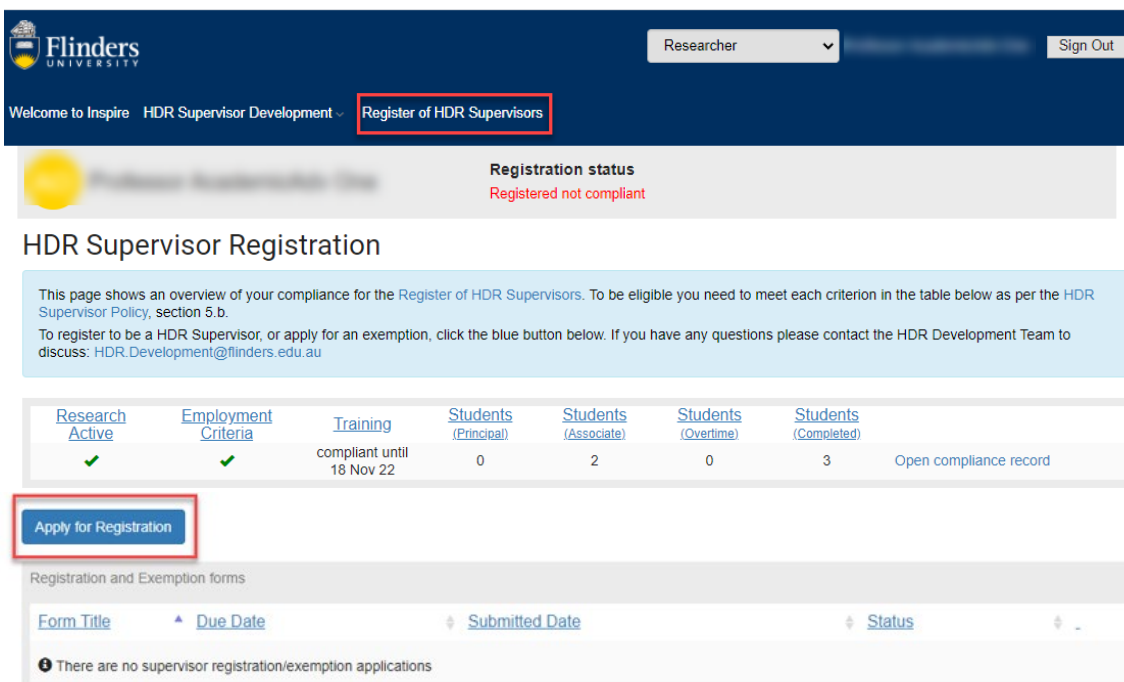
Form Title	Due Date	Submitted Date	Status	
HDR Supervisor Exemption Application Form	5 Mar 21	5 Mar 21 14:18	Submitted	

### 3. I would like to apply for/continue to be a HDR Supervisor, but I do not meet all the criteria. Is this still possible?

Yes, under special circumstances you can still be included on the Register of HDR Supervisors, please refer to the [HDR Supervisor Policy](#). In this case you will need to **apply for an exemption** and the exemption will need to be approved by the Dean of Graduate Research.

Pathways for applying for an exemption:

- New HDR Supervisors (not yet included in the Register of HDR Supervisors) – you can apply for exemption as part of the **Apply for Registration** form



Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Researcher Sign Out

**Registration status**  
Registered not compliant

### HDR Supervisor Registration

This page shows an overview of your compliance for the Register of HDR Supervisors. To be eligible you need to meet each criterion in the table below as per the HDR Supervisor Policy, section 5.b.

To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

Apply for Registration

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status	
There are no supervisor registration/exemption applications				

Open the **Apply for Registration** form and complete the Researcher Details section (please refer to Question 2 for more details).

Move on to the **Exemptions** section, tick the relevant option for your exemption(s), provide a justification and attach any supporting documentation.

## HDR Supervisor Registration Application (SR-R-R)

[Save](#)[Discard](#)

History: Latest

### Exemptions

Please apply below if you are eligible for an exemption against the criteria of the [Register of HDR Supervisors](#) as per section 5.b. of the [HDR Supervisor Policy](#) and section 6 of the [HDR Supervisor Procedures](#). Please suggest an anticipated end date for each exemption required.

Are you applying for any exemption(s)?

Yes  No

 Research Activity Employment Criteria Overtime Students

Justification (required for each exemption) \*

Supporting Documentation

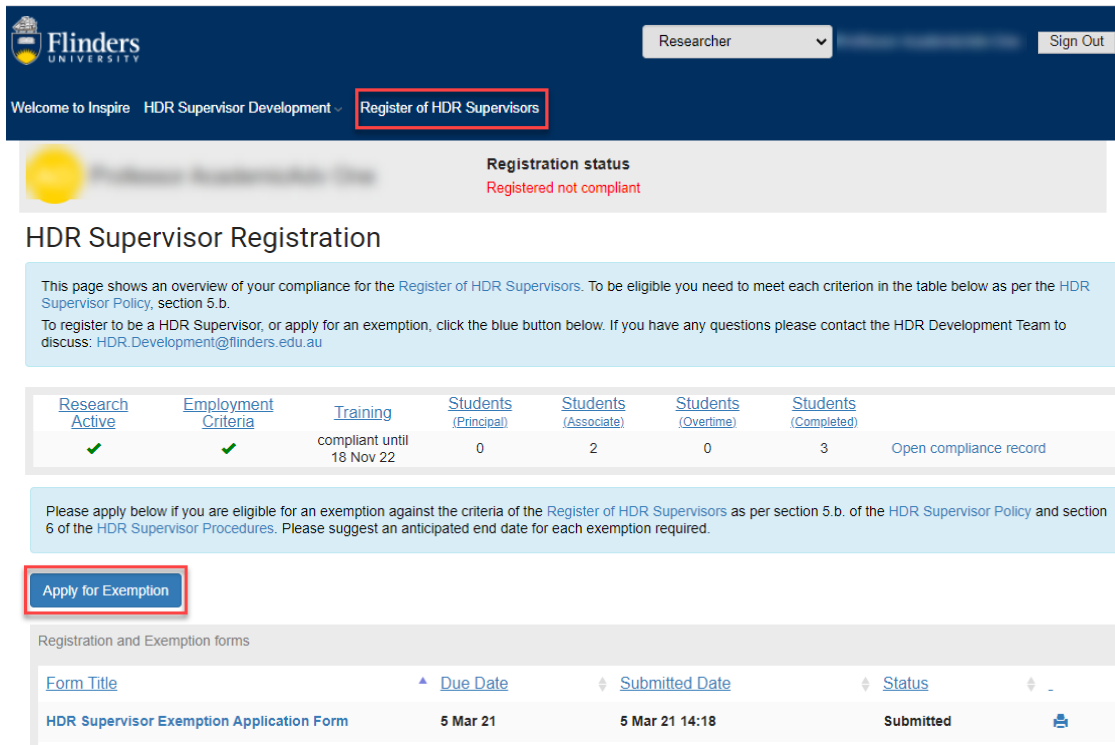
Please upload any relevant evidence for the justification of your exemption(s)

Quota used: 0.00MB out of 500.00MB

[Choose a file to upload...](#)

Once the form has been completed, read the Declaration, sign the form and submit it.

- b) Current HDR Supervisor (already included in the Register of HDR Supervisors) – you can apply for an exemption by using the **Apply for Exemption** form



Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Researcher Sign Out

Registration status  
Registered not compliant

### HDR Supervisor Registration

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To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	Open compliance record

Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 5.b. of the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures. Please suggest an anticipated end date for each exemption required.

**Apply for Exemption**

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status
HDR Supervisor Exemption Application Form	5 Mar 21	5 Mar 21 14:18	Submitted

Open the **Apply for Exemption** form, tick the relevant option for your exemption(s), provide a justification and attach any supporting documentation.

### HDR Supervisor Registration Application (SR-R-R)

Save Discard

History: Latest

## Exemptions

Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 5.b. of the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures. Please suggest an anticipated end date for each exemption required.

Are you applying for any exemption(s)?

Yes  No

Research Activity

Employment Criteria

Overtime Students

Justification (required for each exemption) \*

Supporting Documentation  
Please upload any relevant evidence for the justification of your exemption(s)

Quota used: 0.00MB out of 500.00MB

**Choose a file to upload...**

Once the form has been completed, read the Declaration, sign the form and submit it.

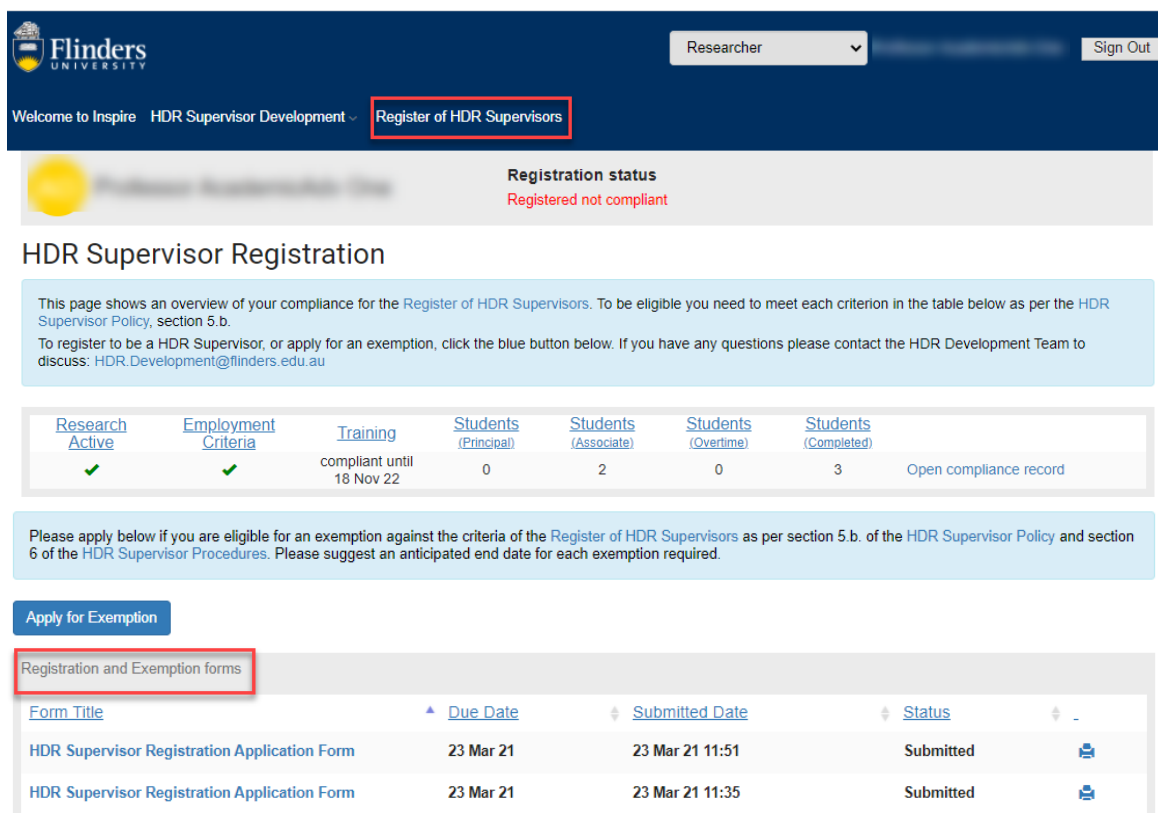
#### 4. How do I know if my registration or exemption for HDR Supervisor has been approved?

You will be notified about the outcome of your registration or exemption for the Register of HDR Supervisors via email.

The status of your application will also be updated on the **Registration and Exemption Forms** section of the **HDR Supervisor Registration** page.

Application outcomes:

- Application approved – your application has been approved, no further action is required
- Application rejected – your application does not meet the criteria at this point of time, you can re-apply if your circumstances change
- More information required – your application is missing some information, provide further information, as per the email notification



Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Researcher Sign Out

**Registration status**  
Registered not compliant

### HDR Supervisor Registration

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Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	
✓	✓	compliant until 18 Nov 22	0	2	0	3	<a href="#">Open compliance record</a>

Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 5.b. of the HDR Supervisor Policy and section 6 of the HDR Supervisor Procedures. Please suggest an anticipated end date for each exemption required.

[Apply for Exemption](#)


**Registration and Exemption forms**

Form Title	Due Date	Submitted Date	Status	
HDR Supervisor Registration Application Form	23 Mar 21	23 Mar 21 11:51	Submitted	
HDR Supervisor Registration Application Form	23 Mar 21	23 Mar 21 11:35	Submitted	


#### 5. How can I access my compliance record?

Log on to Inspire and navigate to the Register of HDR Supervisors tab. You can see the overview of your compliance record in the table presented on that page. To view the detailed record of your compliance, click on the **Open compliance record** link.




Researcher ▼ Sign Out

Welcome to Inspire HDR Supervisor Development Register of HDR Supervisors



**Registration status**  
Registered not compliant

## HDR Supervisor Registration

This page shows an overview of your compliance for the [Register of HDR Supervisors](#). To be eligible you need to meet each criterion in the table below as per the [HDR Supervisor Policy, section 5.b](#).

To register to be a HDR Supervisor, or apply for an exemption, click the blue button below. If you have any questions please contact the HDR Development Team to discuss: [HDR.Development@flinders.edu.au](mailto:HDR.Development@flinders.edu.au)

Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	Open compliance record
✓	✓	compliant until 18 Nov 22	0	2	0	3	

## Supervisor Compliance Record (Supervisor Compliance)

Close

History: Latest ▼

This record shows the compliance against each criterion for the [Register of HDR Supervisors](#), as per the [HDR Supervisor Policy, section 5.b](#). These elements are from source data systems and should be checked and updated if necessary as directed below.

### Researcher Details

Name

College

FAN

Registration status Registered ▼ not compliant

Date PhD awarded   
ECR status applies for 5 years from PhD award date, refer to section 6.c of the HDR Supervisor Procedures.

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### Research Active Details

Please note the Office of Graduate Research uses data from [ResearchNow](#) to assess research active status for the purposes of the Register of HDR Supervisors, as per the [HDR Supervisor Policy, section 5.b.iii](#). If there are publications missing, please update your record in [ResearchNow](#). If you need assistance, please submit a [ServiceOne request](#).

Please note Early Career Researchers (ECR) can apply for an exemption from the research active requirements until the conclusion of their ECR status as per section 6.c of the [HDR Supervisor Procedures](#)

## 6. I've noticed that the information contained in the Register of HDR Supervisors is incorrect. How can I have it rectified?

The information included in the **Supervisor Compliance Record** has been obtained from various data source systems at Flinders University. If you believe that any of the details contained in this form are incorrect, please follow the directions in the blue boxes to remedy the data with the system owners.

If you have further queries, please contact the [HDR Development Team](#).

## 7. Where can I see my HDR Supervisor Development Summary?

You can see your HDR Supervisor Development Summary by navigating to the HDR Supervisor Development tab and selecting the HDR Supervisor Development Summary from the menu.



### Supervisor Development Summary

This page shows your [HDR Supervisor Development Program](#) completion and compliance. Once you have completed the two Core workshops and 30 points, you will be able to download your HDR Supervisor Development Program Completion Certificate to demonstrate compliance to People and Culture.

To remain compliant with the [Register of HDR Supervisors](#), you will need to update your training every two years, and keep your compliance points at a minimum of 15 points at all times. A reminder of your expiry date will be displayed on this page six months before your points expire to help you stay on track.



#### My completed activities

This table lists all completed and recorded supervisor development activities. All Core workshop completions and all supervisor development activities (Electives, Seminars and Steps) completed since January 2016 are listed below. For a full list of training completed at Flinders University refer to your [iEnrol](#) history. Use the headings to sort the content or select an activity title to review the details.

