

REGISTER OF HDR SUPERVISORS – QUICK REFERENCE GUIDE FOR SUPERVISOR REGISTER VIEWER

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 Supervisor Register Viewer user can access and view the records of HDR Supervisors and answers some common questions.

APPLIES TO

- Supervisor Register Viewers

REGISTER OF HDR SUPERVISORS

The Register of HDR Supervisors allows to view registration and compliance records of HDR Supervisors for all Colleges.

The Register of HDR Supervisor data are extracted from University systems including WorkDay, ResearchNow, and Student Management system.

COMMON QUESTIONS

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

You can access the Register of HDR Supervisors via the [Inspire](#) system.

Please note that the Inspire chicklet is not automatically allocated to your Okta dashboard. Please refer to [Frequently Asked Questions](#) in the Quick Links section to add it manually.

Once in the system, you will be presented with the below view. If you have multiple roles in Inspire, please ensure that you have selected the **Supervisor Register Viewer** role from the drop-down menu next to your name in order to access the Register of HDR Supervisors.



Flinders UNIVERSITY

Supervisor Register Viewer

Sign Out

Welcome to Inspire

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors, examiners and related support staff. You can use Inspire to submit degree management forms for recommendation, assess your research skills, plan your research training, book into available training courses, complete an intention to submit, nominate examiners and submit your thesis for examination. Examiners can download a thesis for examination and upload their final report. Please [contact us](#) if you would like more information.

Useful Resources



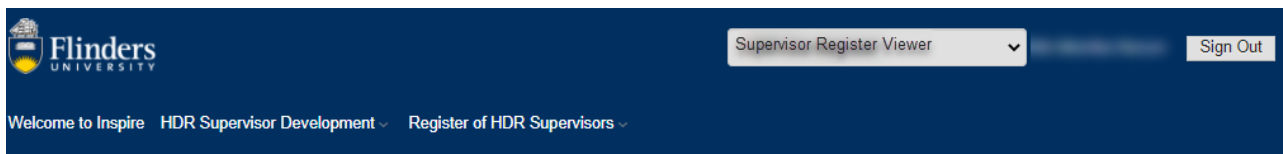
- [Forms Requiring Attention](#)
- [Office of Graduate Research Contacts](#)
- [Inspire Quick Reference Guides](#)
- [REST FLO Website](#)
- [Turnitin text-matching website](#)
- [Inspire Technical Support](#)
- [Calendar Settings for course bookings](#)

2. What is the Register of HDR Supervisors?

The Register of HDR Supervisors shows all registered HDR Supervisors and researchers who could be considered as potential HDR Supervisors against each of the criterion in section 5.b. as per the [HDR Supervisor Policy](#).

You can access the Register of HDR Supervisors by navigating to the **Register of HDR Supervisors** tab and selecting the **Register of HDR Supervisors** from the drop-down menu.

Once on the Register of HDR Supervisors page, you can search for a specific researcher by typing their name in the **Search** field. You can also search for multiple researchers/HDR Supervisors by using the pipe '|' separator, e.g. Brabazon | Takarangi. (Note: to insert a pipe separator hold the Shift key and then push the backslash key "\").



Register of HDR Supervisors

This table shows all Registered HDR Supervisors and potential researchers who could be considered as HDR Supervisors against each of the criterion in section 5.b. as per the [HDR Supervisor Policy](#). The Office of Graduate Research and College HDR Coordinators can use this table to search for supervisory teams. Please refer to the [Quick Reference Guide](#) for a detailed description of the elements in the table below.

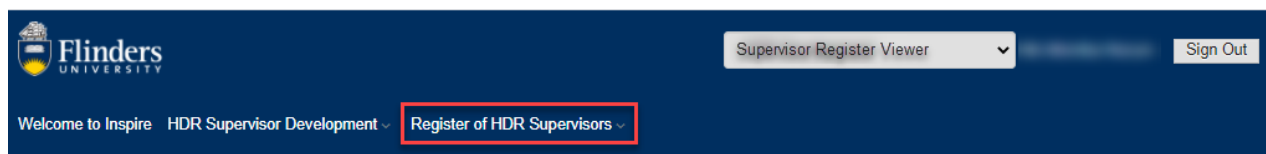
If you have any questions please contact the HDR Development Team to discuss: HDR.Development@flinders.edu.au.

Search: Show 25 entries

Researcher	College	Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	Status	Compliance Date
Associate Professor Melanie Takarangi	Education, Psychology and Social Work	✓	✓	compliant until 18 Nov 22	7	2	0	4	Registered	18 Nov 22
Professor Tara Brabazon	Office of Graduate Research	✓	✓	compliant until 18 Mar 22	9	6	0	28	Registered	18 Mar 22

Showing 1 to 2 of 2 entries (filtered from 1,844 total entries) Previous 1 Next

In addition, you can change the number of records displayed on one page by changing the number in the **Show** field.



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Search: Show 25 entries

Researcher	College	Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	Status	Compliance Date
	Nursing and Health Sciences	✓	✓	compliant until 4 Mar 23	1	0	0	0	Registered	4 Mar 23
	Science and Engineering	✓	exempt until 31 Dec 21	compliant until 4 Mar 23	0	2	0	0	Registered	31 Dec 21
	Science and Engineering	✓	✓	compliant until 18 Feb 23	2	2	0	9	Registered	18 Feb 23

3. How do I read the information contained on the Register of HDR Supervisors page?

Please find below the elements of the Register of HDR Supervisors table explained. Please always refer to the [HDR Supervisor Policy](#) and the [HDR Supervisor Procedures](#) for full details.

- **Research Active** – this field indicates how many publications a researcher has published in the last five years. There are two pathways for a researcher to be considered research active and they depend on the PhD award date:
 - **green tick - PhD award date is more than five years ago** – a researcher is considered as research active if they have published at least five research outputs, non-traditional outputs or their equivalent recognised by Excellence in Research for Australia (ERA) in the previous five years.
 - **exempt until [date] – PhD award date is less than five years ago** – a researcher qualifies for an **Early Career Researcher (ECR)** status. 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.
 - **red cross** – a researcher does not meet the criteria, as per the two options specified above.
- **Employment Criteria** – this field indicates the employment type:
 - **green tick** – a researcher is employed as an academic or a research staff member by Flinders University (but not a teaching specialist) on a continuing or a contract appointment for a minimum of three years duration, or have been awarded a Full Academic Status (FAS) under the Academic Status Policy.
 - **exempt until [date]** – a researcher is employed as an academic or a research staff member by Flinders University (but not a teaching specialist) on a contract appointment for less than three years duration. The date displayed in the table shows the end of the contract appointment.
 - **red cross** – a researcher does not meet the criteria, as per the two options specified above.
- **Training** – this field indicates the completion of the [HDR Supervisor Development Program](#):
 - **compliant until [date]** – a researcher has completed the initial HDR Supervisor Development Program compliance by achieving a least a minimum of 15 points every two years.
 - **red cross** – a researcher does not meet the criteria, as per the option specified above.
- **Students (Principal)** – the number of students a researcher supervises as a Principal Supervisor.
- **Students (Associate)** – the number of students a researcher supervises as an Associate Supervisor
- **Students (Overtime)** – the number of students a researcher supervises that are overtime as per their Funding Expected Completion date.
- **Students (Completed)** – the number of students a researcher has successfully led through to their completion.
- **Status** – this field provides a HDR Supervisor registration status for the researcher:
 - **not applied** – a researcher has not applied for the Register of HDR Supervisors.
 - **applied** – a researcher has applied and the application is in progress.
 - **registered** – a researcher has applied for the Register of HDR Supervisors, the application has been approved and the researcher is compliant.
 - **registered with exemption** – a researcher has applied for the Register of HDR Supervisors, the application has been approved and an exemption has been granted by the Dean of Graduate Research. The exemption can be awarded either on

research or employment. The exemption is valid for a set period, as displayed in the table and the researcher is compliant during this time.

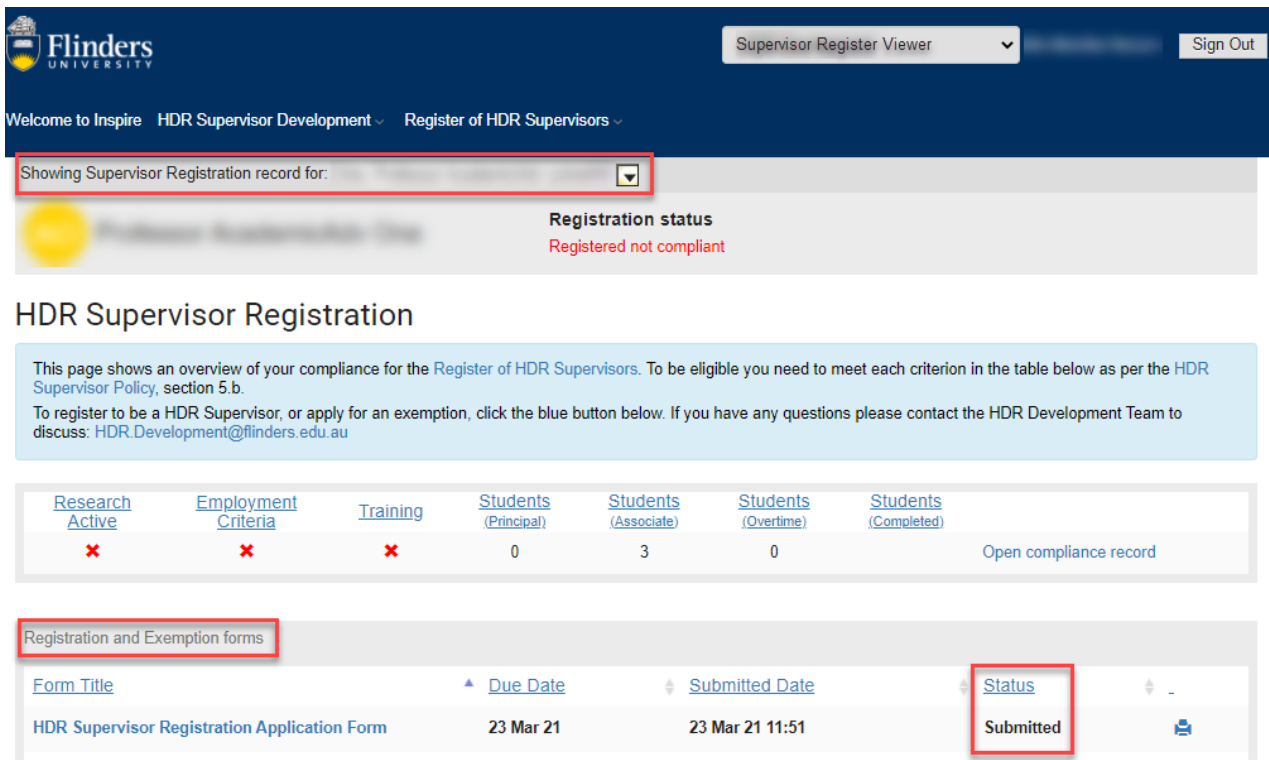
- **registered not compliant** – a researcher has applied for the Register of HDR Supervisors, the application has been approved, however the researcher is not compliant at this point of time.
- **Compliance Date** – this field displays the end date of the researcher’s compliance with the Register of HDR Supervisors. This is either the Research Active exempt until date, the Employment Criteria exempt until date or the Training compliant until date, whichever is sooner.
 - **[date]** – the end date of the validity of the compliance record.
 - **not compliant** – although a researcher is registered, they are not compliant at this point in time and need to rectify their status or apply for an exemption.

4. What is the HDR Supervisor Registration page?

The **HDR Supervisor Registration** page displays an overview of the compliance record for a specific researcher.

You can search for a specific researcher by typing their name in the **Showing Supervisor Registration record for** field.

The bottom table shows any registration or exemption forms that have been submitted by the researcher and their status.



Showing Supervisor Registration record for:

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)
x	x	x	0	3	0	

[Open compliance record](#)

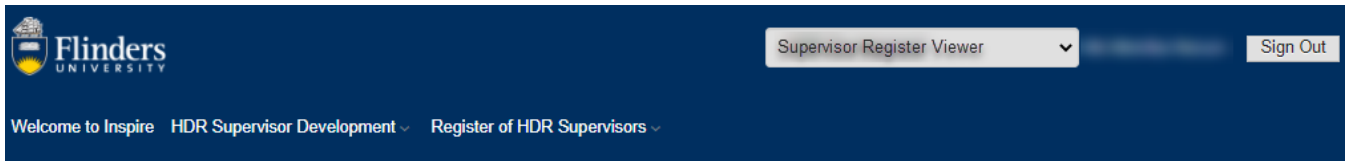
Registration and Exemption forms


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

5. What is the Supervisor Compliance Record and how can I access it?

The **Supervisor Compliance Record** shows a detailed record of compliance against each criterion for a specific researcher.

You can access this form from the HDR Supervisor Registration page by following the **Open compliance record** link.



Showing Supervisor Registration record for:  **Registration status**
Registered (compliant until 18 Mar 22)

HDR Supervisor Registration

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Research Active	Employment Criteria	Training	Students (Principal)	Students (Associate)	Students (Overtime)	Students (Completed)	Open compliance record
✓	✓	compliant until 18 Mar 22	9	6	0	28	Open compliance record

6. What reports will I be able to access?

The following reports are available in the Register of HDR Supervisors:

- All currently registered and eligible supervisors for decision-making by Colleges and the OGR.
- ECR Reports based on PhD awarded date.
- Potentially eligible supervisors to help Colleges build supervisory capacity.
- Exemption expiry dates for follow-up by the OGR.
- HDR Supervisor Development Program training compliance data.

If you require any of the above reports, please contact our HDR Development Team via hdr.development@flinders.edu.au.

7. I've noticed that the information contained in the Register of HDR Supervisors is incorrect. How can this be corrected?

The information included in the **Supervisor Compliance Record** has been obtained from various data source systems at Flinders University, including Workday, ResearchNow and Student Management System. If you believe that any of the data in Inspire are incorrect, they need to be remedied in the source system.

8. Who can I contact if I have any questions?

If you have any questions or require assistance, please contact our HDR Development Team via hdr.development@flinders.edu.au.