

# Register HDR Supervisors Quick Reference Guide



## 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.

The screenshot shows the top navigation bar of the Inspire system. On the left is the Flinders University logo. In the center, there are three breadcrumb-style links: "Welcome to Inspire", "HDR Supervisor Development", and "Register of HDR Supervisors". On the right, there is a "Sign Out" button and a dropdown menu labeled "Current role:" with "Researcher" selected.

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
29-Apr-23	<a href="#">View your HDR Supervisor Registration status</a>

#### Registration and Exemption forms

You have no Registration and Exemption forms pending

# Register HDR Supervisors Quick Reference Guide



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.

Flinders University  
Welcome to Inspire   HDR Supervisor Development ▾   **Register of HDR Supervisors**   Sign Out  
Current role: Researcher ▾  
Registration status: Not Applied

## 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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures). 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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	0	0	0	0	<a href="#">Open compliance record</a>

[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.

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out

Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Current role: Researcher

**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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures). 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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	5	4	0	10	<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 4.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
There are no supervisor registration/exemption applications			

## 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.

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out

Welcome to Inspire   HDR Supervisor Development ▾   **Register of HDR Supervisors**

Current role: Researcher ▾

Registration status  
Not Applied

## 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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures). 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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	0	0	0	0	<a href="#">Open compliance record</a>

[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:

- a) 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

# Register HDR Supervisors Quick Reference Guide



## HDR Supervisor Registration Application (SR-R)

[Help](#)

History:

Use this form to apply for the [Register of HDR Supervisors](#). To be eligible you need to meet each criterion in section 4.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](mailto:HDR.Development@flinders.edu.au).

Forms submitted in previous stages during this workflow ▼

### Researcher Details

Staff ID

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) \*

b) 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

# Register HDR Supervisors Quick Reference Guide



## HDR Supervisor Registration Application (SR-R)

Forms submitted in previous stages during this workflow

### Researcher Details

Staff ID

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) \*

28 Jun 2023

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.

Quota used: 0.00MB out of 1000.00MB

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

**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.

# Register HDR Supervisors Quick Reference Guide



Flinders University  
Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Sign Out  
Current role: Researcher

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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures).

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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	5	4	0	10	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 4.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
There are no supervisor registration/exemption applications			

### 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

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out

Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Current role: Researcher

**Registration status**  
Not Applied

## 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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures). 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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	0	0	0	0	<a href="#">Open compliance record</a>

[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



# Register HDR Supervisors Quick Reference Guide



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

History:

### Exemptions

Please apply below if you are eligible for an exemption against the criteria of the [Register of HDR Supervisors](#) as per section 4.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 1000.00MB

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

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

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out

Welcome to Inspire HDR Supervisor Development **Register of HDR Supervisors** Current role: Researcher

Registration status  
Registered not compliant

## HDR Supervisor Registration

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Please apply below if you are eligible for an exemption against the criteria of the Register of HDR Supervisors as per section 4.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
There are no supervisor registration/exemption applications			

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

# Register HDR Supervisors Quick Reference Guide



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

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 4.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 1000.00MB

[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

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out

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**Registration status**  
Registered not compliant

## HDR Supervisor Registration

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Research Active	Employment Criteria	Training	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	5	4	0	10	<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 4.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
There are no supervisor registration/exemption applications			

## 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

# Register HDR Supervisors Quick Reference Guide



Flinders University Sign Out  
Welcome to Inspire HDR Supervisor Development Register of HDR Supervisors Current role: Researcher

Registration status  
Not Applied

## 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 4.b. Please note: as per section 4.c of the HDR Supervisor Policy, a supervisor cannot accept any new supervisory responsibilities if the eligibility criteria and/or continued compliance with the requirements for registration are not met, except in the case of supervision changes during candidature (see Procedure 4 of the HDR Supervisor Procedures). 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	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	
✓	✓	✗	0	0	0	0	Open compliance record

## Supervisor Compliance Record (Supervisor Compliance)

History: Latest

This record shows the compliance against each criterion for the Register of HDR Supervisors, as per the HDR Supervisor Policy, section 4.b. These elements are from source data systems and should be checked and updated if necessary as directed below.

### Researcher Details

Staff ID

Name

College

FAN

Registration status  
Not Applied

Date PhD awarded  
ECR status applies for 5 years from PhD award date, refer to 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.

# Register HDR Supervisors Quick Reference Guide



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, compliance and ongoing development. Once you have completed the two Core components and 30 program points, you will be able to download your HDR Supervisor Development Program Completion Certificate to demonstrate completion to People and Culture.

To remain eligible and compliant with the [Register of HDR Supervisors](#), you will need to update your training every two years, and keep your ongoing development 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 supervisor development activities completed at Flinders University. If you have completed activities outside of Flinders that you would like to count, please submit this through the [Self-Record HDR Development Activity Form](#). For a list of other 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.

Course Title	Course Category	Points	Activity Date	Expiry Date
There are no completed/recorded supervisor professional development activities				

Showing 0 to 0 of 0 entries

## Need more help?

For more information about the Register of HDR Supervisors refer to the [website](#) and Team: [hdr.development@flinders.edu.au](mailto:hdr.development@flinders.edu.au).