

# Register HDR Supervisors – Viewer 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 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 specific users 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



#### Welcome to INSPIRE

Inspire is a candidature management tool for higher degree by research students, their supervisors, external examiners and related support staff.

**HDR Students** can use Inspire to submit degree management forms, manage their Milestones, plan, record and manage their skills development, manage their thesis submission and examination.

**HDR Supervisors** can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

**External Examiners** can download a thesis for examination and upload their final report.

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

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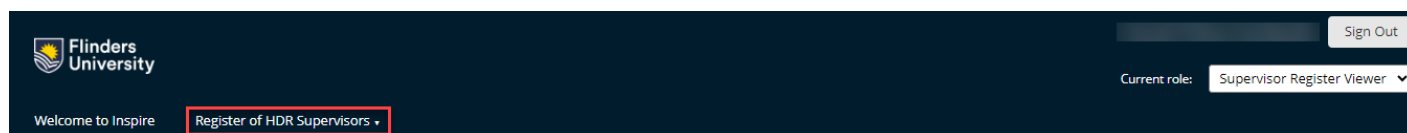


## 2. What is the Register of HDR Supervisors?

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 4.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. Saikia | 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 4.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](mailto:HDR.Development@flinders.edu.au).

Search: Saikia | Takarangi Show 25 entries

Researcher	College	Research Active	Employment Criteria	Training	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	Status	Compliance Date
Associate Professor Udoy Saikia	Humanities, Arts and Social Sciences	✓	✓	compliant until 24 Aug 2024	4	3	0	9	Registered	24 Aug 2024
Professor Melanie Takarangi	Education, Psychology and Social Work	✓	✓	compliant until 02 Sep 2024	7	2	0	5	Registered	02 Sep 2024

Showing 1 to 2 of 2 entries (filtered from 1,562 total entries) Previous 1 Next

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Flinders University Sign Out

Welcome to Inspire Register of HDR Supervisors Current role: Supervisor Register Viewer

## Register of HDR Supervisors

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Researcher	College	Research Active	Employment Criteria	Training	Current Students (Principal)	Current Students (Associate)	Current Overtime Students (Principal)	Completed Students (Last 5 Years)	Status	Compliance Date
	Medicine and Public Health	✓	✓	compliant until 30 May 2025	0	0	0	0	Registered	30 May 2025
	Medicine and Public Health	✗	✓	✗	0	0	0	0	Registered	not compliant
	Nursing and Health Sciences	✓	✓	✗	0	0	0	0	Registered	not compliant
	Science and Engineering	✓	✓	compliant until 27 Jul 2024	2	1	0	0	Registered	27 Jul 2024

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

Flinders University Sign Out

Welcome to Inspire Register of HDR Supervisors Current role: Supervisor Register Viewer

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	Medicine and Public Health	✗	✓	✗	0	0	0	0	Registered	not compliant
	Nursing and Health Sciences	✓	✓	✗	0	0	0	0	Registered	not compliant
	Science and Engineering	✓	✓	compliant until 27 Jul 2024	2	1	0	0	Registered	27 Jul 2024

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## 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.
  - **Required by [date]** – a researcher has until this date to complete the training/update ongoing compliance points
  - **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

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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
  - **Not approved** – a researcher has left the university and has no current students or has asked to be removed from the register.
  - **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.
  - **registered phasing out** – a researcher is currently registered and is supervising one or more students. However, the researcher is leaving the University or does not wish to supervise any new students in the future
- **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.

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Welcome to Inspire Register of HDR Supervisors Current role: Supervisor Register Viewer

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 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)	
✘	✔	compliant until 26 Jul 2024	0	0	0	0	<a href="#">Open compliance record</a>

Registration and Exemption forms

Form Title	Due Date	Submitted Date	Status	
HDR Supervisor Exemption Application Form	22 Jun 2022		In Progress	
HDR Supervisor Registration Application Form	12 May 2022	12 May 2022 at 19:04	Submitted	
HDR Supervisor Registration Approval Form	19 May 2022	16 May 2022 at 15:57	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.

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Flinders University

Welcome to Inspire Register of HDR Supervisors

Showing Supervisor Registration record for:

Registration status  
Registered not compliant

Sign Out

Current role: Supervisor Register Viewer

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✘	✔	compliant until 26 Jul 2024	0	0	0	0	<a href="#">Open compliance record</a>

## 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](mailto: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.

## 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).