UPDATE 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 candidate management and skills development tool for HDR supervision. HDR supervisors can use Inspire to complete the HDR Supervisor 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.

Useful Resources
- Office of Graduate Research Contacts
- Inspire Quick Reference Guides
- Information for HDR Supervisors
- HDR Supervisor Development FLO
- Inspire Technical Support
- Calendar Settings for course bookings

March 2021
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.

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.
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.

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

b) If your PhD award date is less than five years ago, you qualify for Early Career Researcher
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.
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:
  a) 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
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.

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

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

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

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.
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.