

---

# **SUPERVISOR REGISTRATION**

# **QUEST EFORM USER GUIDE**

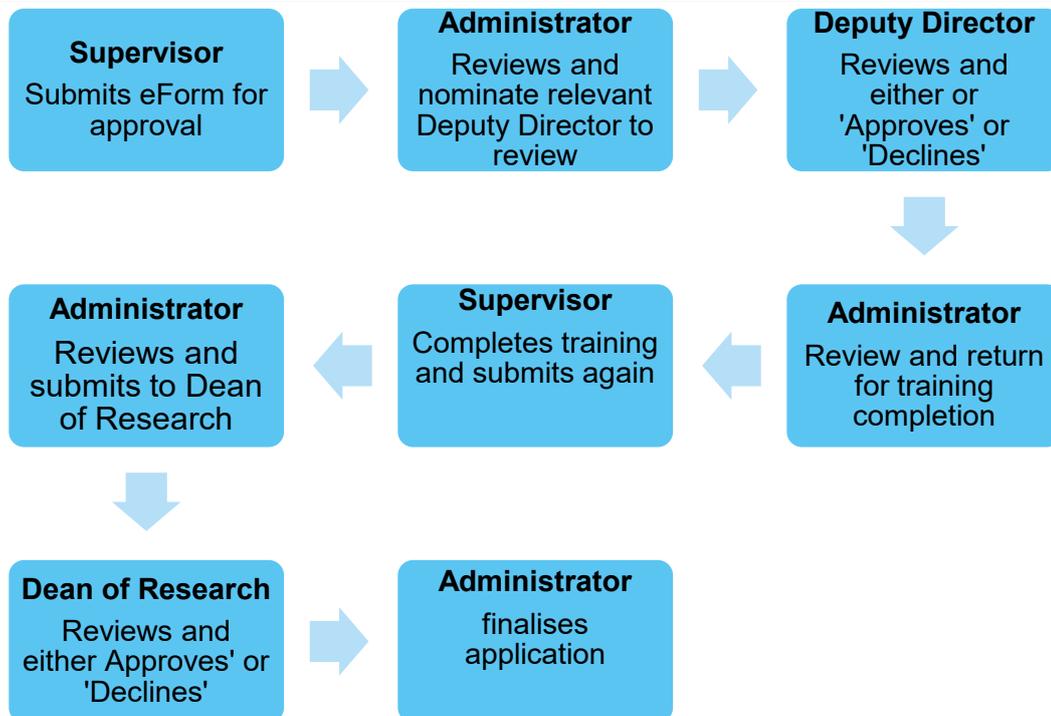
---

**SUPERVISOR USE ONLY**

April 2022  
Version 0.1

## SECTION 1

### Workflow



### Guidelines and Deadlines

#### Supervisor Registration Guidelines

[Supervisor Registration and Development Procedure.](#)

#### Submission timeline

- 4-6 weeks from submission

#### Please ensure you have the following information available;

- ORCID ID
- FOR code
- MORA score
- An updated curriculum vitae for upload

## SECTION 2

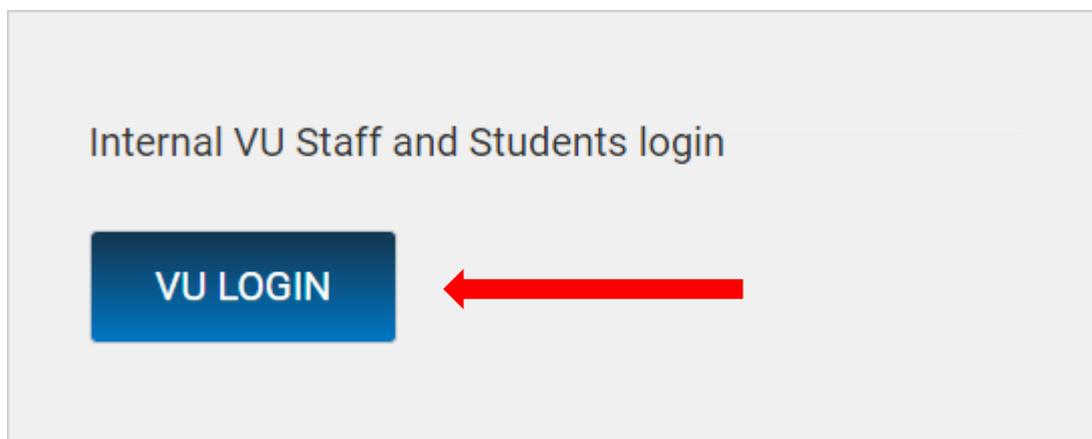
### Supervisor Registration

**Step 1. Enter Quest URL Address <https://quest.vu.edu.au/>** ←

(use Google Chrome or Microsoft Edge web platform)

**Step 2. Select: 'VU Login'**

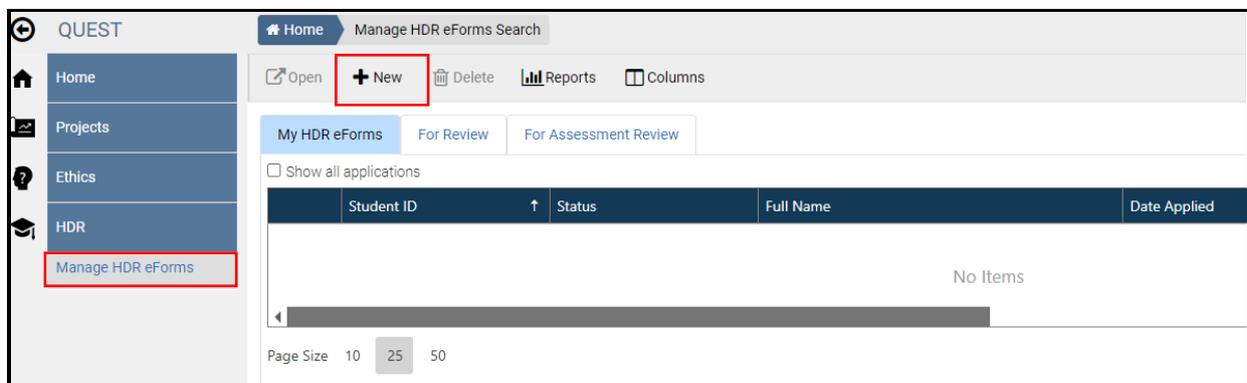
→ Enter user name and password (VU Employer ID and VU password)



**Step 3. Select HDR (refresh screen if icons don't appear)**

→ Manage HDR eForms

→ Select + New



## Step 4 VU-Supervisor Registration Form v0.9

→ Select 'OK'

Create eForm x

eForm Templates

Abbreviation	Template Name	Description	Date Modified
CoP-V0.5.1	Composition of Panel V0.5.1	Composition of Panel V0.5.1 Last Upd...	27/05/2022
VU- SupRegFv0.9	VU-Supervisor Registration Form v0.9	VU-Supervisor Registration Form v0.9	28/04/2022

Page 1 of 1 (2 items) 1

eForm Templates

Abbreviation	Template Name	Description	Date Modified
CoP-V0.5.1	Composition of Panel V0.5.1	Composition of Panel V0.5.1 Last Upd...	27/05/2022
VU- SupRegFv0.9	VU-Supervisor Registration Form v0.9	VU-Supervisor Registration Form v0.9	28/04/2022

Page 1 of 1 (2 items) 1



## Step 5: Complete eForm details

→ Complete each section of the supervisor details toolbar

→ Ensure all mandatory fields, indicated via red \* are completed before progressing

Supervisor Details

- ✓ Introduction
- ▶ Supervisor Details
- ▶ Qualifications
- ▶ Supervisory Experience
- ▶ Training Details
- ▶ Declaration
- ▶ Feedback
- ▶ Final Comments
- ▶ Withdrawal Reasoning



# Introduction

## Introduction

Thank you for applying to register as a supervisor at Victoria University.

Please complete this form and submit for consideration and approval.

Applications can take up to four weeks for processing.

For more information on the expectations and requirements of this Level, please refer to the VU Supervisor Registration and Development Procedure. [VU Supervisor Registration and Development Procedure](#)

If you have any further questions, please don't hesitate to contact us via our email [supervisor.registration@vu.edu.au](mailto:supervisor.registration@vu.edu.au)

To maintain your level of supervision you are required to complete specific supervisor development training. Please see the policy above or the <http://intranet.vu.edu.au/ResearcherDevelopment/Supervision.asp>

for further information about training requirements for each level.

Supervisor development programs are advertised via the University's Researcher Development Calendar, as well as through the Researcher Development Weekly Bulletin. The Bulletin comes out every Monday morning and is delivered via the VU Research staff mailing list. To subscribe to this list please email [QUEST.servicedesk@vu.edu.au](mailto:QUEST.servicedesk@vu.edu.au)



Return to Top

Next page : Supervisor Details >>

## Supervisor Details

Person Code \*

Staff ID

Preferred Full Name

Primary AOU

Email Address \*

Employment

Fellowship Type

Institute \*

ORCID ID \*

I am applying to: \*

Level of supervision applying for \*

[Previous page : Introduction <<](#)

[Return to Top](#)

[Next page : Qualifications >>](#)

## Qualifications

### Qualifications and Awards

Please list your tertiary qualifications, including institution and year of conferral.

You may include additional relevant awards if applicable.

Degree and Award Title	Institution	Country	Year Conferred
No Items			

Page Size    Page 1 of 1 (0 Items)

Please prepare a brief CV with evidence of relevant qualifications and research training and supervisor professional development experience. Please include:

- Details of Academic Qualifications, including awarding institution and year awarded for each;
- Research Publications (referred papers, books, Chapters, referred conference papers) over the past five years (maximum of five publications);
- Competitive or other sources of research funding awarded over the last five years (maximum of five grants);
- Demonstration that you have fulfilled the requirements for the level proposed and wish to be considered for a Supervision Level Upgrade.

Please attach your brief CV here. \*

[Previous page : Supervisor Details <<](#)

[Return to Top](#)

[Next page : Supervisory Experience >>](#)

# Supervisory Experience

## Supervision Details

Student ID	Student Full Name	Enrolled Course	Currently Supervising?	Supervisory Position
No Items				

Page Size 5 10 25 Page 1 of 1 (0 items) 1

## External Supervision Details

Add

Student Name	Institute	Course	Position	From Date	To Date
No Items					

Page Size 5 10 25 Page 1 of 1 (0 items) 1

Provide any additional information related to supervision

If the supervision has occurred at another University, documentary evidence should be provided. Such evidence may include a letter from the Dean of the College, Director or Deputy Director of Institute outlining the supervisory experience. Please add any other details in relation to supervision or examination of doctoral Thesis that may be of relevance.

Upload Additional support documents

Add

Name	Document type	Filename
No Items		

Page Size 5 10 25 Page 1 of 1 (0 items) 1

Current MORA Points

Area of research (FOR codes 4 digit): \*

Previous page : Qualifications <<

Return to Top

Next page : Training Details >>

## Training Details

Please provide details of any training or short courses you have completed which support your application.

Please note you may be required to undertake further prescribed training as advised by the researcher professional development team.

Course Title	Training Type	Provider	Date Obtained	Training Status

Add Training

Course Title \*

Training Type

Provider

Provider (Other)

Expiry Date

Training Status

Comments

Upload Supporting Documents

OK Cancel

Page Size 5 10 25 Page 1 of 1 (1 Items) 1

When your application is provisionally approved, you will be required to undertake Supervisor Induction training and that will be recorded here.

Once you complete the training you will need to mark it as Complete.

[Previous page : Supervisory Experience <<](#)

[Return to Top](#)

[Next page : Declaration >>](#)

## Declaration

I agree to participate in appropriate supervisory development activities as recommended in the [Supervision Policy and Supervisor Registration and Development Procedure and related Guidelines](#). Ongoing registration as a supervisor will be dependent on supervisors engaging in professional development and training activities relevant to the duties and responsibilities of a graduate research supervisor. I agree to supervise graduate research candidates in accordance with the [Supervision Policy and Supervisor Registration and Development Procedure and related Guidelines](#).

- \*

I agree

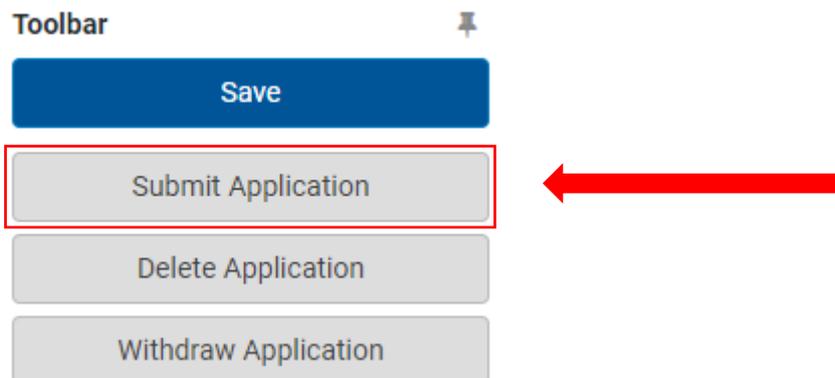
[Previous page : Training Details <<](#)

[Return to Top](#)

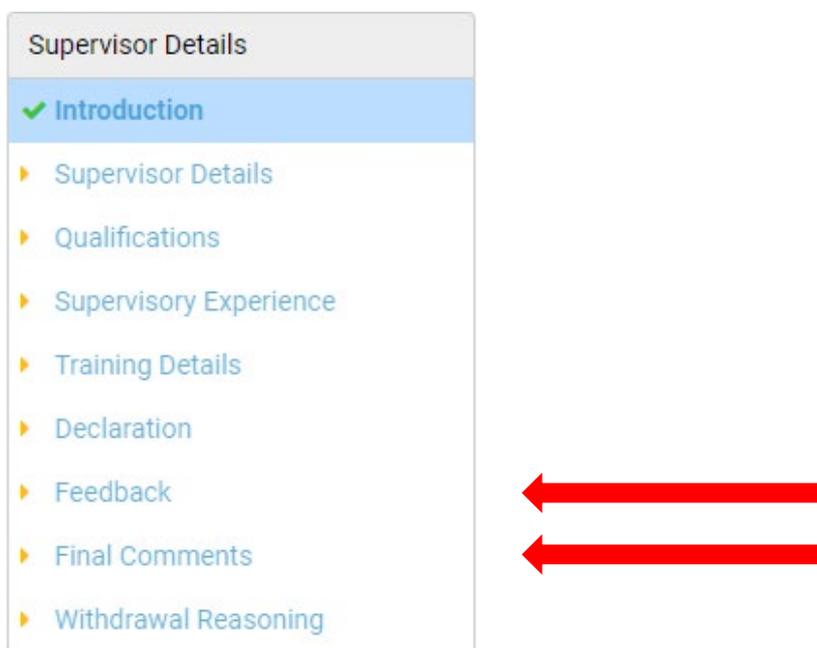
[Next page : Feedback >>](#)

## Step 6: Submit completed Application

→ Select one of the submission toolbar applications



## Step 7: Supervisor Review Feedback and final Comments



→ Feedback will be provided here if there are any issues with the form at submission, This feedback will come from the administrator.

## Feedback

Researcher Professional Development Feedback stating the reason why the application was sent back to the applicant.

Previous page : Declaration <<

Return to Top

Next page : Final Comments >>

→ Final comments from the Deputy Director or Dean of research will be added here by the administrator at completion of the registration process.

## Final Comments

Final Comments from Researcher Professional Development to the applicant

Previous page : Feedback <<

Return to Top

Next page : Withdrawal Reasoning >>

### Step 7: Withdrawing your Application

→ An applicant can with draw their application at any time during the application process.

Toolbar



Save

Submit Application

Delete Application

Withdraw Application



## Withdrawal Reasoning

Do you wish to request withdrawal of the registration application?

- Yes
- No



Previous page : Final Comments <<

Return to Top

Next page : RPD Review >>

## Step 8: Supervisor Review Outcome/s

### 1. APPROVED:

If an application is approved, You will receive an email notification of your approval once all compulsory training is complete and the Dea of research has done the final sign off.

### 2. NOT APPROVED:

If an application is not approved, you will receive an email requesting more information.

→ Log back into Quest eForm to view the Deputy Director feedback in the 'Comments' section and action accordingly.

**NOTE: Approvals can be monitored, under 'MyHDR eForms' when logged into Quest / My HDR eForms**

## SECTION 3

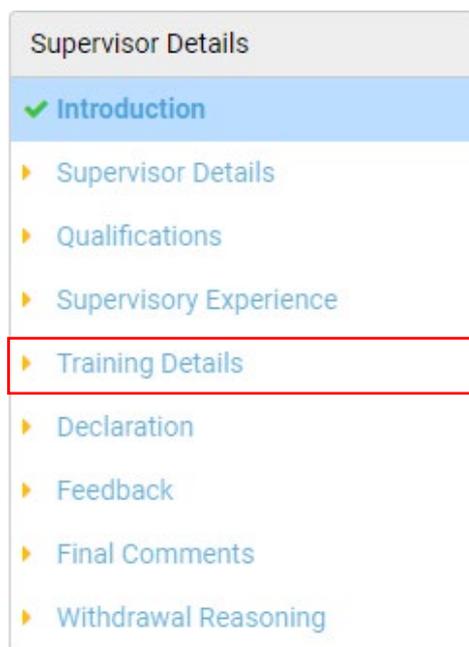
### Step 9: Training Records Update

Once the Deputy Director has approved your application you are required to complete our online Supervisor Induction. You will have one month to complete the induction. If the induction is not completed within this time span then your registration will be cancelled

To access the Researcher Professional Development Collaborate space please log on to the [VU Collaborate page](#) using your VU staff ID and password

From this space you will be able to access and undertake the Supervisor Induction modules. These modules are self-paced, however we recommend that you complete the modules in three stages to help ensure the relevant content is grouped together during your learning experience. Completion and submission of the eight brief reflection exercises over the whole module is required for your training to be marked as complete

→ **Once you have completed this training please log back into your RM eForm and select “Training details”**



The image shows a vertical menu titled "Supervisor Details". The menu items are: Introduction (with a green checkmark), Supervisor Details, Qualifications, Supervisory Experience, Training Details (highlighted with a red box), Declaration, Feedback, Final Comments, and Withdrawal Reasoning. A red arrow points from the right towards the "Training Details" item.

→ select the drop down arrow to expand the training worksheet

Template Name: VU-Supervisor Registration Form v0.9 | eForm Page: Training Details  
Status: Dean Review Enrolment Status: Workflow State: Dean Review

Pages

- Supervisor Details
- Introduction
- Supervisor Details
- Qualifications
- Supervisory Experience
- Training Details**
- Declaration
- Feedback
- Final Comments
- Withdrawal Reasoning

## Training Details

Please provide details of any training or short courses you have completed which support your application.  
Please note you may be required to undertake further prescribed training as advised by the researcher professional development team.

Add

Course Title	Training Type	Provider	Date Obtained	Training Status	
Supervisor Induction	Online Course	Victoria University of ...		To be completed	🗑
Training Completed	Online Course			Completed	🗑

Page Size 5 10 25 Page 1 of 1 (2 items) 1

→ Select "Training Status" and change the options to "Complete".

→ If you would like add a screen shot of your completed training notification you may do so in the "Upload Supporting Documents" section below.

### Edit Training

**Course Title \***  
Supervisor Induction

**Training Type**  
Online Course

**Provider**  
EXT02208 - University of Victoria

**Provider (Other)**

**Date Obtained**  
Please enter the Date Obtained

**Expiry Date**  
21/07/2022

**Training Status**  
Completed

**Comments**

**Upload Supporting Documents**  
No file  
Select file or Drop file here

OK Cancel

→ Select “OK” and submit your form back to the RPD team for review.

**Once the Researcher Professional Development Team have reviewed your training and confirmed the training was 100% completed the application will then be sent to the Dean of Research for final review.**