

# PROSE

## Postgraduate Record of Student Experience

### User Requirements

You will need a computer (minimum requirements: processor 500MHz and RAM 512Mb) with a web browser such as Internet Explorer or Firefox and continuous access to a reliable and secure internet connection.

### Getting Started in PROSE

To have access to PROSE as a '**student**' you will need to **create an account** yourself using your university student email address and password. To create a 'student' account use the 'Create an account' button at the bottom of the **Sign In** section of the PROSE front page.

1. Go to PROSE at <https://prose.le.ac.uk> .
2. Enter your University of Leicester **email address** and **password** to log in.
3. If you are currently enrolled in PROSE you may have used an email address other than your university one. In the coming months all emails accounts to access PROSE will have to be **university email accounts only**.

### Student Role

The role of 'student' in PROSE has been designed to support and manage your postgraduate (PGR) progress as well as the supervisory relationship and enables you to do the following:

### Available Events

You will be able to view all available training events that you can register on.

#### Home

- Dashboard
- Available Events
- Recent Events
- View Notifications (15)

These events are College or Department specific events or centrally run events.

These events will be wide ranging in topic and will cover the four domains of the Researcher Development Framework (RDF) <https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework> .

#### Profile

- Edit Profile
- Change Password

1. Domain A - Knowledge and intellectual abilities
2. Domain B - Personal effectiveness
3. Domain C - Research governance and organisation
4. Domain D - Engagement, influence and impact

#### Student

- Supervisor Meetings
- My Current Events
- My Past Events
- My External Events
- Invite Supervisor
- Event Recommendations

As a PGR, you will be guided by your supervisor(s) through the appropriate training needs analysis and planning. They will recommend appropriate events both internal to the University of Leicester and external events.

All events are in chronological order. Click on the **Event title** to find out more details about the event. If you wish to attend the event select the **Register** button. You will receive an email confirmation of your attendance. If the event is already oversubscribed, you will be placed on a waiting list.

If you sign-up to an event and you are no longer able to attend it, cancel your registration at least 48 hours in advance. You will need to confirm cancellation of your registration at the top of the browser page.

## Recent Events

You will be able to navigate all recent events and view details of the event description. This will assist you in selecting appropriate events after discussions with your supervisor. You will also be able to register using the 'I attended this event' button if you attended a recent event but had not registered on it.

## View Notifications

Here you can see all pending supervision requests sent, received messages from PGR tutors, administrative and training staff and notifications and news created by College and Department administrators.

## Profile

### Edit Profile

Under **Student Details** you can add the email address of your supervisor(s). This will send an email to the entered supervisor email address, asking to assign you as their student. You can also manage and edit your own PROSE profile and change or update your PROSE password.

## Student

### Supervisor Meetings

You can keep full records of meetings with your supervisor(s) on PROSE. From the main navigation menu select **Supervisor Meetings**. To add a meeting record, click on the 'Add a Meeting' button. In the meeting edit screen you can select which supervisor the meeting was with, the date and write details about matters discussed, targets/actions agreed, details of any written work submitted and attach a file (Word and PDF documents, PPT presentations and images (JPG and TIFF) by using the 'Attachment' button at the bottom of the form. All attached files must be less than 10Mb in size.

Once complete, select **Update**, and this will send a notification to your supervisor. They can then add comments and sign-off the meeting if they agree with what you have written. Once signed off you can no longer edit the details. *Please Note: To avoid unnecessary emails or misunderstandings to occur with your supervisor, please discuss with your supervisor(s) prior to using this feature, so that they are aware of forthcoming meeting sign offs.*

### My Current Events

You will be able to see a list of all of the training you have signed up for.

### My Past Events

You will be able to see a history of all training that you registered for and attended. Check that this is the correct list.

### My External Events

In discussions with your supervisor, you will be able to add external conference and training event details that you plan to attend. These events will need to be approved by your supervisor.

### Invite Supervisor

You will be able to add your supervisor's university email address to invite them to be your supervisor.

### Event Recommendations

Your supervisor(s) will be able to recommend internal events for you and they will appear here.