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 '**supervisor**' you will need to be invited by your PGR. You will receive an email requesting you to click on the **activated hyperlink** to create your supervisory PROSE account. If you receive an email without a hyperlink please contact the system administrator at prose@le.ac.uk .

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 on PROSE you may have used an email address other than your university one. In the coming months all email accounts to access PROSE will be **university email accounts only**.

Supervisor Role

The role of 'supervisor' in PROSE has been designed to support and manage the progress of your PGRs and enables you to do the following:

Available Events

Home
Dashboard
Available Events
Recent Events
View Notifications (4)

Profile
Edit Profile
Change Password

Supervisor
My Students

Here you will be able view an array of available training events that PGRs can attend. These events will be either 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) developed by VITAE. You can find the RDF here: https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework .

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

As a supervisor, you will be guiding PGRs through relevant training needs analysis and planning as well as recommending both internal and external events where relevant.

Recent Events

You will be able to navigate all recent events and view detailed descriptions of events. You will then be able to recommend specific events to your PGR(s).

Notifications

Here you will be able to read all pending supervision requests, email messages from PGR tutors, administrative staff and PGRs that you supervise. You will also see notifications and news created by College and Department administrators as well as your PGR(s).

Profile

Here you will be able to manage and edit your own PROSE profile as well as change or update your PROSE password.

My Students

Details
View Meetings
View Current Events
View Past Events
View External Events

You will be able to view your PGR's details which include their name, email address, the programme they are registered on and when they registered on PROSE.

You will be able to view all **supervisory** meetings **reports** and relevant **electronic files** (common files such as MS Word, PDF, MS Excel, Ms Access) uploaded by your PGR. You will be able to add comments where you deem relevant to supervisory meetings by clicking on the **Add Comments** button and then typing in your comments and saving it. Also, when you are satisfied that a supervisory meeting report is accurate you will be able to sign off the supervisory meeting by clicking on the **Sign-Off Meeting** button. It is important for you to perform this action as only then is the Supervisory Meeting Record 'officially signed off'. Once this is done, PGRs will not be able to make any modifications the record.

You will be able to review your PGR's training record by viewing their **Current Events**, **Past Events**, and **External Events**. You will also be able to approve external conference and training events your PGR has attended. Once you have approved a training event the record cannot be modified.

PROSE Standard Navigation

Home
Dashboard
Available Events
Recent Events
View Notifications
Profile
Edit Profile
Change Password

All users see the following options in PROSE:

Home/Dashboard - Your personalised dashboard with all your activity.

Available Events - View and search all forthcoming events on PROSE.

Recent Events - Revisit information about previously run events.

View Notifications - See all your personal notifications and messages.

Edit Profile - Update your details.

Change Password - Change your PROSE password.