

Updating your Elements profile with your PGR supervision experience and interests

Primary support and guidance

This short guide is intended to complement the information and guidance already available to support colleagues to complete their Elements profile. Full guidance, which you are encouraged to consult, is available on the library webpages, including a short video: <https://guides.lib.sussex.ac.uk/elements/profile>. There is now also specific guidance on adding research-based degree supervision information: <https://guides.lib.sussex.ac.uk/elements/supervision>. Queries and issues with making updates should be directed to: elements@sussex.ac.uk.

Why it's important to update your profiles with your PGR supervision

Staff profiles are surfaced on individual PhD admissions webpages (e.g. <https://www.sussex.ac.uk/study/phd/degrees/art-history-phd>). Admissions guidance for applicants who are not applying for specific projects encourages them to reach out to potential supervisors before applying¹. If you do not have information about your supervisory experience and interests in your Elements profile, applicants cannot readily identify you as a potential supervisor from the admissions webpages. This may put them off applying to Sussex, or extend the application process while their interests are matched, which risks them receiving an offer from elsewhere in the meantime. A drive to complete Elements profiles is therefore one strand of the institutional PGR recruitment plan, which seeks to re-establish Sussex's PGR market share.

Where to add the information

- You can access your Elements profile here: <https://elements.sussex.ac.uk/>; you will need to log in to reach your individual profile page.
- From the homepage, select 'Edit my profile' which is to the bottom right of the box containing your photograph (or a blank circle if there is no photograph available) to the right of the screen.
- On the edit page, scroll down to the content box called 'Teaching summary'. Information entered into this section appears in the 'Teaching & Supervision' tab on your profile. This box may already contain information about your teaching interests, such as your current modules.
- Enter information into the box (see advice below) and then scroll down to the end of the section and click the 'Save' button under the 'Professional interests' box. After a minute or two, your edits will appear on your profile page. You can check either by selecting 'View mode' on the current page or by accessing your public profile via the Staff profiles page: <https://www.sussex.ac.uk/profiles/>.
- Please note that your session may expire while you're editing your profile, so it is recommended that you save your edits regularly. If you receive a message asking you to refresh the page to log back in, close the dialogue box and copy (Ctrl + C) the text you've entered before refreshing the page, and then paste (Ctrl + V) the text back in the correct place before saving.

What to add

- An example of a possible approach can be found at the end of this document.
- Keep information clear and brief. Consider utilising bullet points and other available formatting to help readers to identify the information they are seeking.

¹ *These initial points of contact are critical to taking the first steps in establishing supervisory relationships, as this recent paper highlights:* <https://www.tandfonline.com/doi/full/10.1080/02671522.2024.2349989#abstract>.

- Use headers to differentiate between the information about PGR supervision and other information you may wish to include in the Teaching and Supervision section.
- Summarise the areas in which you are interested in supervising PGR projects. Colleagues sometimes put information about projects they've previously supervised. This can be helpful to guide applicants but consider whether this information represents your current interests and research focus. Please also note the below.

What not to add

- **Do not** give the details of individual PGRs (whether past or present); to do so risks GDPR non-compliance. This means avoiding giving the names of PGRs, their dates and/or their specific thesis title. It is OK to make reference to the broad areas of research you supervise in. If *any* area of your profile already includes this type of information, then please edit it to remove details which can tie back to specific individuals.

Example profile

TEACHING & SUPERVISION INTERESTS

Teaching interests

I teach modules in the following areas:

- Module A (undergraduate)
- Module B (undergraduate)
- Module C (Master's)

Research degree supervision

To date I have supervised X PhDs to successful completion, in the following areas:

- Summary of topic 1, avoiding specific project title(s)
- Summary of topic 2, avoiding specific project title(s)
- Summary of topic 2, avoiding specific project title(s)

I welcome enquiries about supervising research degree (i.e. PhD) projects within my broad area of research interests, which includes x, y, z.

Keeping your profile updated

It is recommended that you review your profile at regular intervals (e.g. annually) to ensure that information is current. Setting a reminder in Outlook might help with this.

Additional note

While the Teaching & Supervision tab is the one we request that you to complete, you can of course also make reference to your supervisory experience and interests in other areas of your profile. For example, the overview section and/or the Research & Scholarship tab (via the research summary box) may be places you might choose to also share information about your supervision and wider research interests.