

Mentoring guidelines

Although some guidelines and potential structure of the programme are suggested below, ideally the programme will be entirely individual to the relationship between the mentor and the mentee. This document, however, provides an oversight and some ideas for the scheme.

Frequency of meetings

This is entirely up to the mentor and mentee. Participants have previously met between 2-7 times. We would suggest around 4 times in a year would be a suitable amount. It is suggested that the start of a semester is a good time to meet and then an additional meet up during or after each semester.

Meeting

Most of the meetings take place online. This can be done on a platform that suits both the mentor and mentee. These meetings are suggested to last between 30 minutes to 1 hour.

Duration of the mentoring scheme

Each cycle runs for one year. After that year we delete all your data and you will need to reapply.

Meeting topics

Again, we assume this will be entirely individual however some suggestions of topics could be: research publications, time management, pushing for promotion, planning for a PhD/Post Doc, accessing funding streams.

Initial meeting

This meeting should:

- Outline rules/boundaries of the partnership
- Agree the scope and direction of the partnership
- Agree time commitments
- Manage expectations on both parties – for example informal contact between meetings

Expectations of the mentor

- Provide time for the relationship to develop and allow a mutually beneficial outcome.
- Provide challenge and support to allow the mentee to think about the topics raised more deeply and allow them to address issues and strive for higher ambitions.
- Listen to the mentee and provide learning opportunities.
- Be open and honest about thoughts, feelings and experiences.
- Maintain confidentiality; this is essential for building a successful relationship.
- Only provide guidance and advice when this is needed and allow the mentee to understand that they can make their own choice.

Expectations of the mentee

- Know your goals and what you want to achieve out of the relationship.
- Learn to accept feedback.
- Drive your career development.
- Be prepared for challenging questions.