

Essential information for Academic Mentors

At LSE, academic mentoring is about building **scholarly partnerships** based on shared purpose and understanding. Every student has an Academic Mentor who acts as their first point of contact with the academic community. As an Academic Mentor, you will keep an overview of your students' **academic progress** and **overall well-being** during their time at the School. Mentors and mentees are expected to interact in one-to-one and/or group sessions at least **twice a term**.

What is Expected of You as an Academic Mentor?

- Encourage students to meet twice a term, as a minimum, to talk about their progress, wins and challenges. Group meetings are generally scheduled by the Academic Mentor
- Academic support and guidance tailored to their programme and discipline
- Signposting to well-being support available in the department and across the School
- Direct students who require additional support to the

[My Adjustments page](#).

What Can You Expect From Your Mentees?

- Mentees are responsible for scheduling and attending regular meetings with their Academic Mentors.
- Prepared engagement with questions and topics relevant to their academic journey
- Open communication about successes and challenges
- Follow through on agreed actions
- Early communication on issues that could impact their studies

Areas Where Academic Mentors Can Offer Guidance:

Studies

Life

Future

Well-being and Mental Health

Supporting students

Report an issue

Mentees can contact you when they need

- **Advice on academic performance** and study guidance
- **Support navigating difficult situations** and finding appropriate help
- **Assistance with extensions, deferrals**, or exceptional circumstances
- **Help reporting issues**, including harassment or emergencies
- **Someone to share their progress with**, both achievements and challenges.

You may have a combination of undergraduate (UG) and postgraduate (PG) students in your practice. For **UG students**, **it is recommended that you take a more proactive role**, inviting students to meet or directly scheduling individual meetings in addition to group meetings to ensure you see them at least twice a term.

For many students, this is their first mentoring relationship, and they may approach it differently. Barriers to engagement can include fears of appearing weak or incompetent and uncertainty about the mentor's role. To address this, **clearly communicate your role** and emphasise the benefits of building a supportive relationship to enhance their study experience at LSE.

How to Provide Effective Mentoring

Know Your Programme

You must be familiar with your mentees' programme structure, course requirements, assessment schedules and module options. Students expect accurate guidance on course selection and academic procedures. If you are new to the department, familiarise yourself with programme details before your first meetings.

Creating Trust

- Show genuine interest in your mentees as individuals and future disciplinary colleagues
- Remember personal details about their interests and circumstances
- Make yourself available – accessibility is fundamental to effective mentoring
- Validate their experience, acknowledge that academic challenges are normal, and offer support within the department and across the School.

Your First Meeting: Critical Foundation

Your first meeting sets the tone for the relationship. Use it to learn about your mentee's background, academic interests and goals whilst explaining your role and approach. Set communication preferences and clarify what support you can offer.

Good Academic Mentoring Practices

- **Structure your meetings:** Have a clear plan to help your mentees stay focused
- **Set goals and tasks:** Agree on specific goals and tasks with your mentees, and check their progress regularly
- **Keep records:** Write down what you discuss in meetings and revisit previous topics
- **Stay in touch:** Communicate proactively with your mentees and schedule regular one-to-one meetings
- **Give tailored advice:** Provide academic advice relevant to your discipline and department
- **Know support services:** Be familiar with the services available in your School and Department for student well-being and mental health support
- **Set boundaries:** Clearly define expectations, taking care of both your needs and those of your mentees
- **Seek support if needed:** Contact the Inclusive Education Team at the Eden Centre for additional guidance.

Academic Mentoring Hub: Resources for Academic Mentors

At the **Academic Mentoring Hub** you can find [**Ideas of Topics to Discuss in Your First Meeting**](#), if you need inspiration.

You can also find a set of [**question ideas for meetings with your mentees**](#), specific information and resources to help you guide and support [**first year**](#), [**second year**](#) and [**final year**](#) undergraduates, as well as [**postgraduate students**](#).

Resources and useful contacts

The Eden Centre provides training on [**Academic Mentoring**](#).

To find out more about the different services available at the School, you can visit the [**Student Support Map**](#).

If you have specific queries about how academic mentoring is organised in your department, consider contacting your:

- **Departmental Tutor**
- **Departmental Senior Student Advisor**
- **Programme Manager**.

If you have any specific questions or want further personalised guidance, please get in touch with the Inclusive Education Team at [**inclusiveedu@lse.ac.uk**](mailto:inclusiveedu@lse.ac.uk)