

# 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?

- Promote meetings twice a term, as a minimum, to talk about your mentees' progress, wins and challenges;
- Academic support and guidance to your mentees' studies, tailored to their programme and discipline;
- Guidance and signposting on where to seek well-being support in their department and the School;
- Implement the provisions outlined in [Inclusion Plans](#) for students.

## What can you expect from your mentees?

- Mentees are responsible for scheduling and attending regular meetings with their Academic Mentors. Group meetings are generally scheduled by the Academic Mentor;
- Prepare for the meetings and talk about things that are relevant to them;
- Engage in this scholarly relationship, ask questions, and show interest;
- Communicate clearly and openly, and stay in touch by email;
- Raise issues that could impact their studies to get support and guidance.

## Areas in which Academic Mentors can offer guidance:

Studies

Life

Future

Well-being and  
Mental Health

Key dates and  
resources

Report an issue

## When can your mentee contact you?

- When they need specific advice on their academic performance;
- When they are dealing with difficult situations and need support finding help;
- When they need an extension, deferral or report exceptional circumstances;
- When they need to report an issue (including harassment or an emergency);
- When they want to share their progress, including wins and challenges.

Academic Mentors are expected to be students' allies in their Departments, guiding mentees through academic challenges and directing them to the support available in the School to manage any issues affecting their well-being and mental health. They should also **provide clear guidance on processes, procedures, and expectations.**

You might 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.

## Not all mentors are created equal!

Similar to the students, this might be your first experience as a mentor, or you might have some experience with a similar role. From what we have observed, each mentor has their own style of delivering mentoring. You might feel more comfortable dealing with academic issues rather than personal ones; others might be more interested in students' general well-being, lifestyle and personal situations. The diversity of styles should not be an issue as long as you can provide the support students need, whether directly using your knowledge and academic skills or directing students to services available in the School.

Similarly, your mentees will have different personalities, and you will have to adapt your mentoring style to their level of engagement, areas of interest, and relationship style. **As long as you are aware of their interests and needs, you should be able to support them in their study journey at LSE.**

## How can you plan and prepare for your mentoring meetings?

At the Academic Mentoring Portal, you can find multiple resources that will help you navigate your mentorship practice. These include sets of questions to ask your mentees and information on what services are available in the School to support students' well-being and academic journey.

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)

## 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.

## Resources

The Eden Centre provides training on Academic Mentoring. For more information, visit [info.lse.ac.uk/staff/divisions/eden-centre](http://info.lse.ac.uk/staff/divisions/eden-centre)

Resources and general information about Academic Mentoring at LSE can be found in the Academic Mentoring Portal at [info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal](http://info.lse.ac.uk/staff/divisions/Academic-Mentoring-Portal)

To find more about the different services available at the School, you can visit the Student Support Map at [lse.ac.uk/find-support](http://lse.ac.uk/find-support)