



Key Information for LSE Academic Mentors

Academic mentoring is an integral part of education at LSE and critical to building an inclusive scholarly community at the School for everyone. Every student at LSE has an Academic Mentor to advise on academic matters and overall wellbeing. At LSE, academic mentoring is about building scholarly partnerships based on shared purpose and understanding.

Principles of Academic Mentoring (developed by Academic Mentoring Community of Practice in July 2020):

These principles aim to facilitate a positive and valuable relationship between mentor and mentee:

- 1 Naming an academic mentor:** As per the Academic Code, all students should have a **named academic mentor** from their departments.
- 2 Scheduling** regular meetings and establishing good communication. While academic mentoring meetings can vary in length and frequency, mentors should meet with their mentees at least twice per term as set out in the Academic Code. The scheduling and maintaining of regular contacts enable both mentor and mentee to build and maintain a positive relationship.
- 3 Establishing expectations for both staff and students:** Academic mentoring is about empowerment and based on equal contribution to the relationship from both mentor and mentee.
- 4 Ensuring that all academic mentors are made aware of available training and resources** to maintain good and up-to-date practice. This is facilitated via:
 - [Academic Mentoring Portal](#)
 - [Eden Centre workshops](#)
 - and being involved in the Academic Mentors Community of Practice
- 5 Adapting and making use of available technology and resources** from across the School.

Roles of an Academic Mentor (according to the LSE Academic Code):

- 1** Providing students with academic guidance and feedback on students' progress and performance and discussing any academic challenges they may experience.
- 2** Providing pastoral guidance on non-academic issues and refer students, as necessary, to the appropriate support services within the School.
- 3** Implementing the provisions outlined in My Adjustments for students with long-term medical conditions, specific learning differences and/or disabilities in liaison with the School's Disability and Wellbeing Service.
- 4** Students will be invited to meet their Academic Mentor at least twice during each of the Michaelmas and Lent terms. These meetings may take the form of 1-2-1 sessions or small group gatherings, so that mentees can meet one another and discuss issues of mutual interest.
- 5** Commenting on and providing general assessment of students' progression on their termly class reports via LSE for You.
- 6** Informing the department tutor and school of any students whose attendance and progress are not satisfactory.

Information and support:

- [Academic Mentoring Portal](#) – for staff and students: useful source of information on all aspects of the role.
- **Academic Mentoring Community of Practice** – academic mentors meet twice termly. Email j.k.bhogal@lse.ac.uk to join
- [Cause for Concern](#) – guidance to working with students in difficulty
- [Calendar](#) – dates, committees, programme regulations, course information etc.



Resources:

- [LSE Inclusive Education website](#)
- [LSE Inclusive Pedagogy and Digital Accessibility](#)
- LSE Menu of Opportunities
- [LSE for You: Help and Support](#)
- [LSE for You: Introduction for Teachers](#)
- [LSE for You: Introduction for UG Academic Advisers](#)
- [LSE for You: Class Registers](#)
- [Moodle: How to guides](#)
- [Student Hub](#)

If in doubt, do ask!

There is huge expertise across the School:

- Adviser to female students – s.trotter@lse.ac.uk
- Careers – careers@lse.ac.uk
- Disability and Wellbeing Service (DWS) – disability-wellbeing@lse.ac.uk
- Departmental tutors, programme directors, programme managers
- Deputy Head of Student Services (Advice & Policy) – ssc.advice@lse.ac.uk
- Faith Centre – faithcentre@lse.ac.uk
- Financial Support Office – financial-support@lse.ac.uk
- Language Centre – j.heyworth@lse.ac.uk
- Library – library.enquiries@lse.ac.uk
- LSE Eden Centre – eden@lse.ac.uk
- LSE LIFE – lselfe@lse.ac.uk
- LSE Peer Support Scheme – sws.peer.support@lse.ac.uk
- Medical Centre (Emergency surgeries) – enquiries@lsetreatmentclinic.co.uk
- Student Counselling Service – student.counselling@lse.ac.uk
- Student Services Centre (SSC) – ssc.servicedesk@lse.ac.uk
- SU Advisory Team – su.advice@lse.ac.uk
- [Wardens in Residences](#)

