



Regent's mentoring
programme

A guide for mentees



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Welcome to the Regent's Mentoring guide for students

Regent's Mentoring is a prestigious programme, connecting aspiring students with professional alumni and friends who have the sector expertise and experience to help you reach your career goals.

This guide will help you to successfully apply for, engage with, and complete the Regent's Mentoring programme. The Alumni Relations team is here to support you through every step of the mentoring journey. In turn, your commitment and dedication are required throughout.

All our mentors are alumni volunteers who wish to support both you and the University. It is up to you to drive the partnership, be proactive, and make the most of this opportunity.

We hope you both enjoy and benefit from Regent's Mentoring.





Programme overview

Regent's Mentoring connects students with alumni and professionals to help nurture mentees as they take the next steps towards life after university.

As a mentee, you will be paired with an alumnus/a or a friend of Regent's who can share their professional and life experiences through a structured one-to-one programme.

This programme is an opportunity for you to consider your future career ambitions and to make best use of the resources available to you as a student at Regent's.

Many students are uncertain about their career goals, and this is also a great reason to apply to this programme. Our expert mentors can help you progress, shape, and discover your career ambitions.

This guide provides an overview of Regent's Mentoring and sets out the programme's timeline, expectations, and tips on making an application.

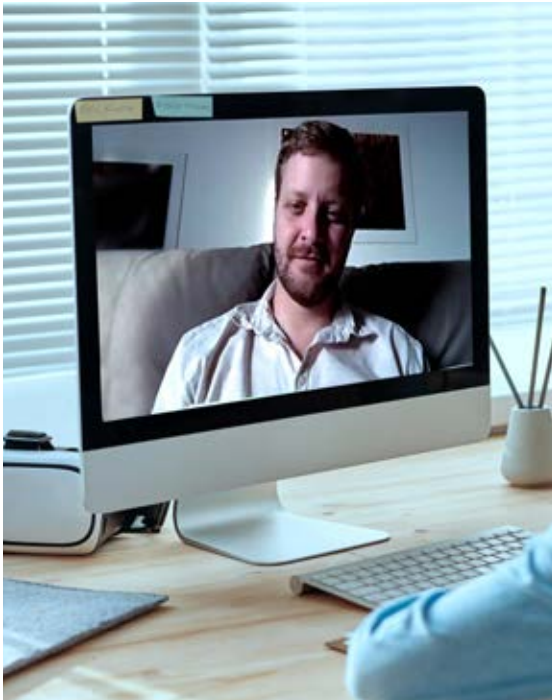
Before starting the programme, you will be asked to sign the Regent's Mentoring Agreement. However, the format, frequency and formality of the mentor-mentee partnership is at the discretion of each set of participants.

How does it work?

- Regent's Mentoring is open to all final-year undergraduate, postgraduate and research students
- Applications for the programme open in the autumn term for the September intake of students, and in the spring term for the January intake
- Successful applicants will be introduced to their mentor at an e-meet event

Unsuccessful application

If your application is unsuccessful, you will receive feedback, and may be placed on a reserve list.



Pre-programme

- Read this handbook
- Complete your application

Outcome and matching

- Outcome emailed to you
- Matching confirmation
- Mentee emails mentor

Initial meeting

- Introductions
- Goal setting
- Set up on-going schedule

Ongoing meetings

- Work on mentoring goals
- Complement skills by engaging with other careers events and training

End of programme

- Conduct final meeting
- Complete feedback

Making a successful application

Regent's Mentoring is both a prestigious programme and a great developmental opportunity for participants. For these reasons, the application process is competitive and requires consideration and effort.

To successfully complete and submit a competitive application, please read and consider the following guidance. These tips, like your mentoring partnership, will help you prepare for entering the job market by honing your application-writing skills.

There are no trick questions. This process is about assisting us to understand your motivation and helping you clarify your skills, including what you need or want to work on. The process will also help to improve your application writing. Please spend some time considering your answers, as only high-scoring applications will be considered for a mentorship.

Grading criteria

Each question carries a maximum of 4 marks.

- **0 marks:** Blank answer, or an answer that does not address the question or provide any relevant information
- **1 mark:** A poor response that briefly addresses the question and provides some basic information
- **2 marks:** A satisfactory attempt to answer the question and provide some relevant information
- **3 marks:** A good attempt that directly answers the question, providing examples
- **4 marks:** An exceptional response that fully answers the question, using examples to explain why Regent's Mentoring would benefit your studies and future employability development





Essential qualities of a mentee

- **Initiative:** You will need to commit to attending meetings as well as doing preparatory and follow-up work in order to maximise the mentoring experience. It is up to the mentee to be pro-active in the partnership.
- **Interpersonal skills:** Regent's Mentoring will require you to utilise a range of skills in order to communicate and develop relationships. You will meet and work with your mentor on a regular basis. In order to work effectively and benefit from the partnership, you will need strong interpersonal skills.
- **Organisation and time management:** This is about showing that you can prioritise work efficiently and productively, and manage your time well. In addition to your studies and other extracurricular activities, you will need to commit time to preparing for meetings and following up on advice and suggestions you may receive from your mentor. It is important that you can demonstrate strong organisational skills.
- **Professionalism:** Remember you are representing Regent's University London, so please be attentive, mature and punctual.

Programme expectations

As a mentee, you are expected to:

- Read all application guidance
- Familiarise yourself with the guidelines and attend any required preparation sessions
- Agree on a schedule and set of objectives with your mentor
- Drive the relationship and take a proactive lead
- Respond to communications in a timely manner —ideally within 48 hours
- Be punctual for all meetings
- Be respectful
- Ideally, give 48 hours' notice to your mentor if you need to cancel or rearrange a meeting
- Contact the Regent's Volunteering Officer if you have any concerns or questions
- Participate in evaluations and provide feedback
- Engage with and complete the Regent's Mentoring programme in a professional and enthusiastic way

The Mentee

As a mentee, you are expected to lead the relationship, and be prepared and engaged. This is your opportunity to engage with Regent's alumni community and learn from their experiences. It will help to give you sector insights that could potentially pave the way forward for you after graduation.

- An initial email introduction will be made by Regent's Volunteering Officer, after which you are responsible for initiating contact with your mentor
- Be proactive and engaged, and prepared to ask questions
- Be open to feedback and comments from your mentor
- Be reliable and show that you value your mentor's time
- Come prepared and be willing to do work outside your meetings
- Be open and honest with your mentor

The Mentor

Your mentor's role is to motivate and encourage you to achieve your objectives and offer inspiration to achieve your goals after graduation. They have been given their own guidelines for the programme, but many of the same principles apply.

Your mentor should:

- Act as an impartial sounding board for your ideas and curiosities
- Try to understand your motivations and share their experiences in an encouraging way
- Challenge you on your perceptions of professions and careers, and offer 'real world' insights
- Help to build your confidence
- Be mindful of any cultural sensitivities

REMEMBER: Mentors are not there to find or give you a job.



Getting started

Below are some useful tips on how to approach your mentorship and build a dynamic and effective partnership with your mentor.

First meeting

- General introductions and learn about each other
- Introduce your personal and professional experiences, career aspirations and ambitions
- Set some expectations: how many meetings can you both commit to?
- Advise your mentor about any travel plans you have during the mentoring period, or times when you might be unavailable
- Discuss any online technical issues you may have to ensure communications are easily organised
- Discuss meeting times and online platforms
- Establish expectations if you need to cancel or amend a meeting
- Set a date for your next meeting and note any actions that you need to complete before then

Breaking the ice with your mentor: questions to get the conversation flowing

- What did you do after graduation?
- How did you get your first job?
- What have been the best and worst experiences in your career?
- How did you end up in your sector/ industry?
- What has been your career highlight?

Further meetings

- Follow up on any actions from the previous meeting
- Update your mentor on your personal and professional development since the previous meeting
- Explore your career goals in more depth
- Set a date for the next meeting

Concluding your menteeship

- Review your progress and conclude any actions
- Revisit your goals and measure your progress
- Complete the Mentoring Survey

Mentoring takes place online

As a result of restrictions imposed by Covid-19, and also to include mentors based around the world, the programme operates online.

It is up to you and your mentor to decide on the most suitable platforms to develop the partnership.

You can hold meetings on Zoom, Teams, Skype or Hangouts, with other interactions over email, WhatsApp, and LinkedIn.

If you are able to meet face-to-face, you can arrange to do so.

A mentor's perspective



Sylvana Caloni

I've found the experience of mentoring valuable in so many ways. I meet and learn from international students, which gives me a glimpse of their cultures and practices – helping me to challenge and broaden my perspectives. I also appreciate the fresh eyes, optimism and creativity of the students, who tend to be much younger than me.

A mentoring initiative is an excellent way to garner impartial advice from people who have experience and expertise in your areas of interest. Mentors share anecdotes and stories to bring your textbook learning to life, and can provide guidance so you can avoid the pitfalls that they have navigated in their careers or businesses. By leveraging your mentor's connections, you can open doors to possibilities that you wouldn't have access to on your own.

While there is value in having a mentor who has trodden the path you want to take, there are also times when a mentor from a completely different background can be particularly useful. Too often we surround ourselves with people who think like us. Someone from a very different background can ask the simple yet profound questions that help you to see a challenge in a much more creative way.

Having a mentor is like having a 'superpower' to accelerate your learning and progress in your chosen career. It's wise to have someone who will respectfully challenge your perspectives – and it's uplifting to have someone who will champion you as you forge your career.

A mentee's perspective



Chonpatu (Roong) Jaidee **MSc Psychology, 2018**

Mentoring is very personal, direct and broad and covers lots of areas that are often not reached via conventional teaching.

As a foreign student, I particularly benefited from being a mentee. It is quite challenging to study and live in a country with a totally different culture, language and style of study. My mentor inspired me by being a hard-working woman with a great attitude towards life and work. Not only did she become a role model to aspire to, she also became a friend to one, one who I truly felt I could talk. She has also helped me develop a lot of important soft skills that will benefit me throughout my future life, such as dealing with stress and achieving my goals.

To benefit most from this programme, you have to be open-minded, receptive and able to take the advice and suggestions of your mentor and apply them in practice. The teachers are there to help guide you through your subject area. The mentors will help guide you through your own ambitions and skills.

Regent's mentoring programme is a fantastic programme that not only helps you to adjust to life at university, but also develop crucial skills for the real working environment.

Being a good mentee

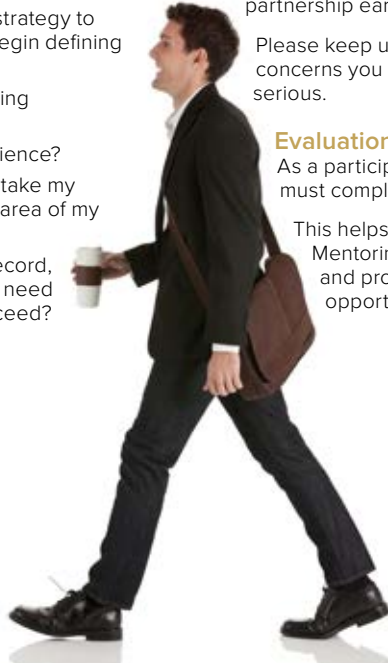
Sign your agreement

Both mentee and mentor must sign the Regent's Mentoring Agreement before starting the programme. This document is based on upholding and practising Regent's values, with the ultimate aim that all parties enjoy a rewarding and enriching experience.

Getting the most out of the programme

Ask yourself the questions below to help clarify your ideas and begin to set your objectives:

- 1 How do I build my plan or strategy to achieve my career goals/begin defining my career goals?
- 2 Do I need to learn networking strategies?
- 3 How can I gain work experience?
- 4 Is there potential for me to take my career path away from the area of my degree?
- 5 Other than my academic record, what qualities do I have, or need to work on, in order to succeed?



What if there's a problem?

As with all relationships, sometimes things don't work out. If you are experiencing concerns with your mentor for whatever reason, please contact Regent's Alumni Manager as soon as possible.

Highlighting any concerns early on gives us the opportunity to try and address problems and diffuse any difficulties.

If a suitable solution cannot be found, a mutual decision can be made to end the mentoring partnership early.

Please keep us informed about any concerns you may have – from mild to serious.

Evaluation

As a participant in the programme, you must complete the evaluation surveys.

This helps us to ensure that Regent's Mentoring continues to improve and provide a great value-added opportunity for future students.

Please remember!

Regent's Mentoring is not a job-finding service. While you may discuss your CV or even find potential intern or graduate opportunities through your mentor, the scheme is about building a partnership with a professional who can provide guidance and advice on achieving your future career objectives. For help and advice on your CV and support finding a job, contact Regent's Careers Service.

hub.regents.ac.uk

Mentoring toolkit

Mentoring action plan

Name _____ Date _____

My goals for the next three months are:

--

My goals between now and the next meeting with my mentor/mentee are:

--

The practical steps to achieve these are:

Action	By whom	By when

How will I know when I have achieved my goal?

Action	Comments on progress



Programme support

Regent's Mentoring offers personal and professional development support and guidance to help you work towards your career aspirations after graduation.

The programme is managed by the Alumni team. For any questions or concerns you might have about Regent's Mentoring, please contact



Olivia Davis
Regent's Alumni Manager
alumni@regents.ac.uk

We hope that you enjoy and benefit from this experience and that once you graduate you may one day wish to become a mentor yourself.

After graduation, please stay in touch. Be sure to update your details at alumni@regents.ac.uk or visit regents.ac.uk/alumni

Student Support & Wellbeing

For any other issues or support needs you have during your time at Regent's, you can contact our Student Support & Wellbeing team. They can help with matters such as:

- Health and wellbeing
- Periods of absence from University
- Personal issues
- Budgeting and finance
- Referrals to counselling services
- Personal safety on campus and around London
- Support for pregnant, new parent, and carer students

regents.ac.uk/student-support
hub@regents.ac.uk
+44 (0)20 7487 7667

'My mentor was incredible and brought a rare combination of agility, insights and technical expertise. To be nominated by such a highly respected person, and for an award that supports the female pipeline, is a huge honour.'



'One of the most valuable and effective development opportunities'

Vanessa graduated from Regent's in 2019 and has already been nominated for a UK Rising Star Award 2020.

The award focuses on the achievements of women below senior management and seeks to recognise the next generation of future female leaders.

Vanessa was nominated after taking part in Regent's mentorship programme. The scheme pairs students with relevant industry experts to provide valuable insights and career guidance.

'For me, the mentoring programme was one of the most valuable and effective development opportunities that helped me to identify and map out my career goals.'

Before joining Regent's, Vanessa worked in finance at UBS and a Singapore-based research firm partner for professional investors. She decided to undertake a MSc in finance as she believed it would help accelerate her financial career.

'I wanted to benefit from international opportunities and work across the globe as a management consultant, and I knew a master's degree in finance from a London university would facilitate such ends.'

She chose to study MSc Finance at Regent's because of its specialist pathway structure, careers service, valuable industry links and alumni networks.

'What I found unique about Regent's MSc programme is that the contents is similar to a classical finance masters but more focused on quantitative research and analytical aspects with the additional benefit of a tailored specialism.'

During her studies, Vanessa was also a student representative and helped trial a new CESIM business simulation platform, which will be offered to future postgraduate students at Regent's.

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