

NWCDTP Mentoring Programme Guidelines

These guidelines are designed to support you throughout your time as a Mentee. It provides information about your role and responsibilities, the objectives of the Mentoring Programme, and ways you can learn from your Mentor. Please use the Handbook to refer to any information on the programme structure, expected outcomes, and resources to support your mentorship. The programme covers a 3-month period starting from November.

Confidentiality

Confidentiality is a core requirement of the Mentor-Mentee relationship. You must not disclose any personal information, conversations, or issues raised with or by your Mentor with a third party. Your Mentor will also agree not to disclose this information.

Roles, responsibilities and opportunities

During the programme it is important that both Mentors and Mentees understand their roles and responsibilities.

What kind of goals should I set with my mentor?

The type of goals you set will of course depend on your personal and career objectives, and on the background and areas of expertise of your mentor, but here is a list of goals you might consider, which will help to guide your discussions:

- To research a specific area of arts and humanities, ie. [pathways](#)
- To gain a better understanding of a particular aspect of a PhD life and studies you are unsure of
- To discuss how you can increase your chances of getting into a PhD (The Dos and Don'ts)

- To improve a CV (headers and important points), application form and funding essays (The Dos and Don'ts), or your interview technique
- To gain greater confidence regarding your PhD application

Your Mentor can:

- Provide motivation during intensive application periods
- Create a safe environment for you to ask questions about any insecurities or concerns you might have about the PhD application process
- Provide guidance and advice on how you can make a strong application for your NWCDTP funding application
- Encourage you to take advantage of the seven universities' webinars and events regarding PhD open days and scholarship webinars.

Your Mentor will not:

- Draft, write, or proof-read essays or applications on your behalf. They may advise on plans, or small sections of work, but will not complete work on behalf of their Mentee.
- Disclose personal or sensitive information about their Mentor with a third party.

As a Mentee, you will not:

- Expect your Mentor to draft, write, or proof-read essays or applications
- Try to contact your Mentor outside of the agreed communication channels, that are emails and zoom meetings
- Disclose personal information about your Mentor or sensitive discussions with a third-party

What does the NWCDTP expect from mentees?

To make the most of your mentoring relationship, you will need to adopt a pro-active approach – the more effort you yourself put into mentoring, the more you will get out of it. It is important that you:

- Give some time and consideration to thinking about which skills you would like to improve or develop, and some thought to your application
- Message your mentor regularly through emails and reply promptly to any messages from them – preferably within 3-5 working days.

Please feel free to contact us at excy@liverpool.ac.uk if you have any questions.