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# NUSS-NUS Mentorship Programme AY2019/2020

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## Programme Details

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An initiative brought to you by the Alumni Development and University Relations (ADUR) Sub-Committee, in collaboration with NUS Office of Student Affairs

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## Background

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Launched in AY2012/2013, the NUSS-NUS Mentorship Programme, previously known as the NUSS-UTown Mentorship Programme and thereafter NUSS-Residential Colleges Mentorship Programme, is a joint collaboration between The National University of Singapore Society (NUSS) and National University of Singapore (NUS).

The programme is currently open to all NUS undergraduates (with active status i.e. students who are not undergoing study deferment) matriculated in 2018\* and before (\*Year 2 and above students).

## Objectives

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The programme is developed to:

- Establish a platform for students to share and learn from mentors for their holistic development;
- Facilitate smoother university-to-work transition for students in areas of communication and interpersonal skills by providing them with professional and industry guidance; and
- Promote networking opportunities between students and the graduate communities.

## Period of Commitment

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The programme will last for one year from **October to September**, during which mentees are expected, as a general guideline, to commit to and initiate a minimum of four meetings (e.g. face-to-face discussions, tea/lunch appointments, office visits etc.). These could take place on campus or off campus, with one of the meetings to take place in NUSS.

Meetings can include advice on matters relating to their personal development, specific job sectors or industries, planning for career progression, how to achieve work-life balance etc. The programme is less formally structured with no explicit parameters set to better cater to the different types of mentors and mentees.

## Programme Structure

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- A briefing session will be held prior to the Welcome Dinner to prepare mentors and mentees for the mentorship programme.
- The programme will begin after both mentors and mentees have confirmed their match post the Welcome Dinner and will end with an Appreciation Dinner.
- A mid-year gathering will be held in the middle of the programme to allow for networking opportunities and information exchange between past and current batches of mentors and mentees.
- Other mentorship activities can be introduced at various points of the programme. NUSS, NUS Office of Student Affairs (OSA), Residential Colleges and Halls of Residence are free to include and engage the participants of the programme in various events during the mentorship period as well.
- Mentors will have the option to provide a testimonial for their mentees at the end of the programme.
- Feedback will be gathered from mentors and mentees periodically throughout the programme.

## Timeline for Mentees (Dates are subject to change)

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Last week of August 2019	Notification of selection outcome
2 <sup>nd</sup> September 2019	Mentorship Programme Mandatory Briefing (Prospective mentees are free to choose one of the dates)
4 <sup>th</sup> September 2019	
September/October 2019	Welcome and Networking Dinner
September/October 2019	Notification of match and confirmation
September/October 2019	Mentors and mentees are matched and one-year Mentorship Programme commences
March 2020	Mid-Year Gathering
September/October 2020	Appreciation Dinner and End of Mentorship

## Criteria for Mentors

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Mentors are individuals who are keen to guide NUS students and advise them about life after graduation. Mentors should be eager to engage young people in assisting in their holistic development, exploring possible career opportunities, and be willing to share about their own life experiences in the working world.

The programme is open to all NUSS members with Active membership status. The selection criteria are as follows:

- NUSS Members who have been in the workforce for 10 years or more
- Altruistic and have a heartfelt commitment to work with individuals and/or teams
- Willingness to impart experiences, knowledge and skills
- Be receptive to mentoring students from diverse backgrounds

## Criteria for Mentees

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Students come from diverse disciplines and are exposed to multidisciplinary learning. As such, their interests could be fairly wide-ranging. Apart from gaining depth in their respective majors back at the home faculties, they are also trained in writing and critical thinking skills.

The programme is open to all NUS Year 2 and above undergraduates with Active status i.e. students who are not undergoing study deferment) The selection criteria are as follows:

- Be keen and proactive to engage their mentors
- Be eager to keep an open mind about possible career options
- Priority will be given to those who are not away for more than two months during the mentorship period (e.g. due to Student Exchange Programme)

Given the limited vacancies of the programme, the selection will be based on the applicant's suitability for the programme, and the slots will be assigned on a first come, first served basis.

## Endorsement of Mentors and Mentees

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- Shortlisted mentors will be endorsed by the Society's Management Committee. A letter of appointment will be given to all selected mentors.
- Shortlisted mentees will be endorsed by the National University of Singapore (NUS).

## Matching Process

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- Mentors may state a preference for the kind of mentees they are keen to engage (e.g. in terms of number of preferred mentees, key area of interests, faculty etc.), which will be matched with mentees' interests and preferences as far as possible.
- Mentors will be matched to a maximum of two mentees each should no preferences on the number of mentees be stated.
- To facilitate the matching process, the following information\* will be shared with NUS for dissemination to interested students via email when the mentee recruitment process begins:
  - Degrees obtained
  - Areas of industry experience
  - Designation and general description
  - Years of working experience
  - Areas of expertise
  - Short write-up of mentor
  - Personal interests/Hobbies
  - Short write-up on contributions to the programme
  - Preferred mode(s) of engagement
  - Preference for mentees (e.g. in terms of number of preferred mentees, key area of interests, faculty etc.)

\*Selected information may be included in the publicity material to students during recruitment process. No names or identifiable information will be included.

Names will only be released to endorsed mentees prior to the Welcome Dinner to facilitate the networking process.

- A Welcome Dinner will be held for shortlisted mentors and mentees. The profiles of the mentees will be sent to shortlisted mentors for information. **Mentees will choose and rank their top five preferred mentors post-dinner.** Both NUSS and NUS OSA will coordinate the match thereafter, based on mentee's preferences first, follow by mentor's preferences, the relevance of the mentor's expertise, and the course in which the mentee is undertaking.
- Once the match is completed, mentors and mentees will be informed of the outcome via email.
- Requests for a different match should preferably be made after the first formal meeting between the mentor and mentee. Mentors and mentees are encouraged to share with each other the goals of the mentoring relationship at the first meeting.
- As a best match practice is adopted, not all mentors and mentees will be successfully matched. Mentors who are unmatched will automatically be included in next year's programme should mentors' schedules permit.

## Extension of Mentorship Period

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- At the end of the programme, mentors who would like to continue mentoring their mentees are recommended to make private arrangements separately.
- Mentors who are keen to engage new mentees in the next academic year for more students to be exposed to the programme are welcome to do so by sending in their applications in the next recruitment window.

## Mentor's Resignation from Programme

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- Mentors should inform the Secretariat on their resignation from the programme one month in advance. This would cater time for the Committee to assign another mentor for the mentee. The mentor assigned would be from the existing pool of mentors.
- Secretariat will inform the mentee of the resignation and the mentorship shall discontinue if both parties are agreeable.
- However, if the mentor ceases to be a member of the Society for any reason whatsoever, the mentorship shall discontinue and the Committee will assign another mentor for the mentee.

## Mentee's Resignation from Programme

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- Secretariat will inform the mentor of the resignation and the mentorship shall discontinue if both parties are agreeable.
- Mentor will automatically be included in next year's programme should mentor's schedule permits.

## Enquiries

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For any enquiries, please email the Office of Student Affairs, Community Engagement at [mentorship@nus.edu.sg](mailto:mentorship@nus.edu.sg).