



**Faculty of Allied Health Sciences**  
**University of Ruhuna**



**Terms of Reference**  
**For mentoring**

## **1. Purpose**

To support and encourage the undergraduates to manage their academic activities effectively and assist in resolving the tense conditions in life to maximize their potential, develop their skills, improve their performance throughout the university life.

## **2. Introduction**

Mentoring is a process in which an experienced individual helps another person develops his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities. The mentor will have the opportunity to share his/her wisdom and experiences, evolve own thinking, develop a new relationship, and deepen skills as a mentor. The mentoring relationship may be either formal or non-formal. The non-directive guidance will be provided by the mentor to align the mentee towards their own goals.

## **3. Process of mentoring**

### **3.1. Appointing mentors**

- a) At the same time of commencing the academic activities of undergraduates, respective department should allocate the mentors according to the nomination made by the head of the department
- b) A mentor should be a permanent academic staff member of the Faculty of AHS.
- c) The mentor for a mentee (student) should be appointed by the Board of Faculty of AHS before commencing the academic programme. An academic staff member can be appointed as a mentor for many mentees.
- d) The approved list of the mentors and mentees should be displayed at the main notice board of the Faculty of AHS and the notice boards at the departments.
- e) An appointment letter should be issued to the mentor including all the names and registration numbers of the mentees.
- f) A mentor for a mentee should be appointed for a period of four years or until that mentee completes his/her degree programme.
- g) A copy of the approved list of mentors should be kept in a separate file in each department.

### **3.2. Scheduling meetings**

- a) A meeting means an official contact between the mentor and mentee.
- b) Mentors are encouraged holding face-to-face conversations with his/her mentee as far as possible. However, if the face to face conversation is not possible, communication via telephone calls/Skype/any online method which is convenient to mentor and mentee can be arranged.
- c) The mentee should meet his/her mentor at least three times per semester. It can vary depending on the requirement of the mentee/mentor.
- d) The mentee should meet the mentor during the allocated time period in the academic timetable of the respective batch.
- e) Before commencing meetings, mentee should take an appointment from his/her mentor via phone call/e-mail/any other convenient method to the mentor.

### **3.3. Mentor- mentee relationship**

Mentor and mentees should follow the following best practices to uphold good a mentor-mentee relationship.

#### **3.3.1. Best practices for mentor**

- a) The mentor should be an active listener and learning facilitator.
- b) The mentor should explore the issue with the student by deep questioning and answering session.
- c) The mentor can share his/her own experience, lessons learned, and advice upon mentee's request.
- d) The mentor should encourage, inspire, and challenge mentee to achieve his/her goals and help to build the mentee's confidence through supportive feedback.
- e) The mentor should always maintain trustworthy relationship with his/her mentee by keeping conversations and other communications confidential, honoring scheduled meetings and calls, consistently showing interest and support and by being honest with mentee.
- f) Maintain a friendly tone and be positive.
- g) Be aware of the background information of the mentee.

- h) Give positive reinforcement when your mentee is doing something right
- i) Set goals with the mentee concerning the academic activities.
- j) Do not discuss confidential information and do not share private information.
- k) Keep maintaining the highest level of secrecy of the details of the mentee.

### **3.3.2. Best practices for mentee**

- a) The mentee should be punctual when attending to a meeting.
- b) The mentee should be honest and convey the true facts to the mentor at all.
- c) The mentee should be responsible to maintain good relationship with his/her mentor.
- d) Take responsibility for scheduling regular meetings with the mentor.
- e) Acknowledge how busy your mentor is.
- f) Do not be focused on immediate problem-solving just after exposing the problem or matter.
- g) Do not talk about inappropriate topics.
- h) Be receptive to feedback.
- i) Not afraid to tactfully and respectfully disagree with the mentor.
- j) Admit mistakes and take responsibility for them.
- k) Have a goal/goals in mind and stay focused on your goals
- l) Discuss whether your mentor's suggestions were helpful and what positive effects they have had on your academic activities.
- m) Acknowledge your mentor.

### **3.3.3. Responsibilities of a mentor**

- a) Provision of proper guidance for newly enrolled students to be a responsible and respectful university student throughout his/her university life.
- b) Arrangement of suitable mechanisms to contact and discuss with your mentees.
- c) Provision of proper guidance for their education whenever necessary.
- d) Provision of proper guidance and advice to manage challenging issues encountered by the students within the University.

- e) Provision of information about the institutional framework and management process in the Faculty and University.
- f) Provision of information about the services and facilities available in the Faculty and University for students.
- g) Identification of differently able students and their necessities.
- h) Encouragement of students to identify their inherent talents and skills and help them to develop their self-confidence.
- i) Guidance to build up their soft skills, personality, and social responsibilities.
- j) Maintenance of records of mentoring and preserve the secrecy of all the records.
- k) The mentor can be a facilitator if mentee need counseling.

*Overall responsibility of the mentor,*

1. *In each mentoring session, three major aspects should be evaluated and discussed with mentor; mental status, academic performance, and social behavior of the student (financial/family issues, hostel, boarding issues).*
2. *Mentor should review the results of each end semester/term examination and if a student is identified as a weak student according to the established guidelines of the Faculty, necessary actions should be taken to enhance the academic performance and progress of the student.*

#### **4. Maintaining records**

- a) The Mentoring form should be used for keeping records (Annexure 1). Part A of the mentoring form should be completed by the mentee at the first meeting and part B should be completed at the end of each meeting.
- b) The mentor should maintain a separate file for each mentee by fastening the Part A of the mentoring form as the first page and by adding completed Part B after each consecutive meeting to obtain a holistic picture of mentoring process of each and every student.
- c) The mentor should strictly maintain the privacy of all the records.

## **5. Directing for counseling**

- If the mentor detected that the mentee needs counseling in particular situations then the mentee should be directed to the Student counsellors and Deputy Senior Student Counselor at the Faculty of Allied Health Sciences while informing it to the Head of the Department.



# Mentoring form

Department of .....

Faculty of Allied Health Sciences

University of Ruhuna

## PART - A

The following details should be filled by the student at his/her 1<sup>st</sup> visit of mentoring.

1. Name of the student: .....
2. Student Registration No:.....
3. Academic year:.....
4. Gender:.....
5. Marital status: .....
6. Permanent address: .....
7. Contact details: Mobile: ..... Home:.....  
Whom to contact in an emergency: ..... Phone number.....
8. Where do you stay? (Home/ Hostel/ boarding place/ relative's house/specify): .....  
a. If you are not staying at your home/ hostel, please mention the address,.....
9. Are you receiving or expecting Mahapola / Bursary/any other financial assistance:.....
10. a. Are you suffering from any disease/complications (if yes, specify): .....  
b. Have you taken long term treatment for any disease before entering the University (if yes, specify):  
.....
11. Details of the family:

Member of the family	Name	Occupation	Contact information	Remarks (mention their disease or any handicaps)
Father				
Mother				
Guardian				
Siblings 1				
Siblings 2				

.....  
Signature of the student

.....  
Date



# Mentoring form

Department of .....

Faculty of Allied Health Sciences

University of Ruhuna

## PART – B

Reg. No:

The following details should be filled by the mentor after every discussion with each student.

1. Summary of the discussion at mentoring:

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2. Remarks/highlighted things at the discussion:

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3. Actions to be taken:

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### Declaration of the mentor

As the mentor, my signature confirms that I ensure, all the information gathered will be maintained to the highest degree of secrecy and kept as confidential information.

Name of the mentor:.....

Venue:.....

Signature of the mentor:.....

Date and time:.....

Signature of the mentee:.....