



# **ST. PAUL'S UNIVERSITY**

## **POLICY ON STUDENT MENTORSHIP**

### **ACADEMIC POLICY NO. 023 OF 2015**

**2015**

## 1. Introduction

Mentorship and Academic advising of students are normal expectations for a University. They are essential in ensuring the success of its students both academically and in the world of work. For many younger students, getting into a university is exciting, but at the same time students are apprehensive about the various challenges that they are likely to encounter at the university. Mentorship is therefore designed to assist students to not only navigate through campus life and excel in academics but also to receive psycho-social and spiritual support, and guidance in a holistic manner by more experienced individuals.

St. Paul's University's, in consonance with its vision, mission and philosophy, will seek to provide holistic quality education and excellent scholarship in an atmosphere where both academic and non-academic aspects of university life are catered for through a deliberate mentorship program. .

This policy is informed by the fact, an academic certification is not all that is needed for one to succeed in the job market and in life in general. Employers, and the society at large are looking for people with particular values that enable one to perform their duties well.

## 2. Name of the Policy

This policy may be cited as the “St. Paul's University Mentorship and Academic Advising Policy for New Students”.

## 3. Interpretation

In this policy, unless the context otherwise requires:

“*Mentorship*” shall mean an active and sustained relationship-based process for the formal and informal transmission of knowledge and psychosocial support relevant for personal and professional development

“*Academic Advising*” shall mean the process of advising and monitoring the academic progress of graduate students.

“*Mentee*” shall mean the person who is advised, trained or counselled by a more experienced person (mentor). Mentees will in normal cases be first year students.

“*Mentor*” shall mean the more experienced person in the mentorship relationship with the responsibility of guiding, advising and supporting the mentee.

“*Academic Advisor*” shall mean be a member of Faculty assigned to a first year graduate student for purposes of guiding and advising them on their program of study. He/she is not necessarily the research supervisor.

## 4. Aim and objectives of the Policy

The aim of the Policy shall be to help and support first year students to become acclimated to campus life, both in academics and in non-academic aspects that may affect them as individuals.

The objectives shall be to:

- a) To monitor and supervise the overall academic progress of the student
- b) To help the student grow in Godly values
- c) To provide pastoral insight in non-academic matters affecting the student
- d) To develop a sense of a community where none walks alone
- e) To provide a structured link between the university management and the individual students
- f) To assist students to develop their confidence in communicating with professionals
- g) To help students grow professionally

#### **5. Characteristics of the Mentorship program**

- a. A structured relationship between a mentee and his/her mentor or advisor
- b. The building of trust, respect, support, sharing and understanding in the relationship
- c. Mutual participation and respect

#### **6. Types of Mentorship**

St. Paul's university will appreciate the diversity of gifts and talents within its human resource, as well as the diversity in the campuses. As such the following two types of mentorship shall apply:

- a) Where staff numbers allow, each mentor shall be assigned a maximum of ten new students to mentor for one academic year
- b) Where the number of staff is inadequate for (6a), one staff member shall be designated to mentor/advise all new students in that particular program for the first year of study.

#### **7. Operations of the Mentorship program**

The following guidelines shall apply:

- a) Mentorship will normally last for one academic year
- b) Only first year students shall, in normal circumstance be enrolled into mentorship program
- c) All eligible students shall be expected to join the program upon admission to the university
- d) The mentor shall be expected to give a progress report on each mentee to the office designated by the Senate at the end of each Semester
- e) With the exception of Academic advising for graduate students which shall be restricted to faculty, all graduate university staff shall be expected to participate in the program
- f) Students shall be made aware of the mentorship program during orientation
- g) Training for the staff shall be organized every beginning of an academic year
- h) Meetings shall be at the mentor's office or any other public place
- i) Group mentorship sessions of one hour per week will be the norm, but both mentee/mentor may contact each other on an individual basis if need be

- j) Mentors shall undertake all to fulfil all the objectives of the program as spelt out in (4)

**8. Management of the Policy**

The Policy shall be managed by the “Senate”. The Senate may appoint the office of the Dean of Students, or any other appropriate office to operationalize the policy on its behalf, and report back the progress from time to time.

**9. Amendment to the Policy**

The Policy shall be implemented by the Senate of St. Paul’s University, which alone shall have the power to interpret and amend the Policy or replace the same with another policy.

**REVIEW OF THE POLICY**

This policy shall be reviewed as need arises.

**REFERENCE OF THE MINUTES**

The policy was adopted by the senate on 29<sup>th</sup> June 2015, the 71<sup>st</sup> University Senate Meeting.

**AUTHORIZATION**

Council Chairman:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp

