

EI Alumni Mentorship Programme

Student Mentee Policy

INTRODUCTION

The European Institute runs a career support scheme which partners LSE European Institute alumni with current students to share insights on their journey into professional life since graduation. The programme will support students who are exploring their options for careers or further study once graduating.

The purpose of this policy is to ensure that:

The expectations of students who have signed up for the programme are set, that the students are aware of their commitments expected during the programme and know the means to contact the EI in relation to the programme.

POLICY

Commitment to the Mentoring Scheme

- 1) If a student signs up to take part in the EI Alumni Mentorship Programme, they agree to:
 - a) Abide by the relevant guidelines provided by the EI associated with this support programme.
 - b) Drive the process of the relationship by reaching out to their matched alumnus in order to arrange the three 'official' meetings of the programme.
 - c) Undertake three 'official' meetings across the programme - either over video call or in person - over the schedule of the programme as outlined in the [guidance](#). If during the course of the programme the student feels unable to continue with the programme, they agree to alert the Events and Engagement team at ei.alumni@lse.ac.uk as soon as possible.
 - d) Commit to ongoing communications with their alumnus over email at a frequency agreed during their first mentoring meeting.
 - e) Commit to advising their alumnus if they expect to be unavailable for contact during any period of more than a month during the mentoring programme.
 - f) Respond to occasional requests for feedback/reflection on the programme via surveys.
 - g) Other LSE school-wide policies relating to safeguarding and privacy
 - h) Respect that alumni are giving up their time to provide guidance and support and appreciate that the alumnus is not providing a formal professional mentorship.

- i) Not inundate alumni with emails and requests for advice beyond the allocated meetings and such communication as is appropriate for arranging said meetings, unless the alumnus gives their permission for further meetings.
- j) Not request alumni to do anything outside their remit or more than is agreed upon: for example, asking assistance in obtaining internships, interviews or work shadowing opportunities (unless offered by the alumnus), asking for assistance in academic work, or legal/financial/personal advice or aid.

Duration of the Mentoring Programme

- 2) Alumni and students will be in a supportive partnership for the programme's duration (December 2025 – April 2026). At the end point of the programme the partnership officially ends. There is no obligation for either party to continue their mentoring partnership outside of the remit of this programme, but both parties can of course choose to stay in touch.
- 3) At the end of the programme, alumni and students will be invited to continue their interest in mentoring in future career mentoring programmes if they so wish.

Matching for the Mentoring Programme

- 4) The information submitted by a student will be used to help find a 'match' with an alumnus and form a supportive partnership.
- 5) If an alumnus is matched with a student, the following information from their communication will be shared with the student:
 - a) Name
 - b) Email address
 - c) course(s) studied
 - d) Year of graduation
 - e) Current geographical location (country)
 - f) Current job role
 - g) Brief bio (if shared)
 - h) LinkedIn profile (if shared)

Other details shared are subject to the discretion of the alumnus.

- 6) Only the following information about a student will be shared with their assigned alumnus:
 - a) Name
 - b) LSE email address
 - c) MSc programme
 - d) Employment sectors of interest
 - e) Areas of support sought from mentorship

- f) LinkedIn profile (if shared)
- g) Brief bio (if shared)

Other details shared are subject to the discretion of the student.

Confidentiality and Safeguarding

- 7) Conversations between alumni and students are not monitored by the EI and are confidential. To protect participants, alumni and students will be able to contact the EI to report any concerns or queries throughout the programme (please contact ei.alumni@lse.ac.uk). These will be responded to as soon as possible.
 - a) Any inappropriate conduct or behaviour by a Mentor or Mentee as part of this programme will be followed up in accordance with wider LSE policy.
 - b) Both alumni and students are responsible for contacting the scheme administrator if there are concerns about the alumni/students' wellbeing, or the wellbeing of a third party. Contact the emergency services if the alumni/student or a third party is in immediate danger.
- 8) The EI works to uphold the School's principles of equity and diversity and aims to ensure that individuals can have equal access to studying and employment opportunities regardless of age, disability, race, colour, nationality, ethnic or national origin, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion and belief, sex, sexual orientation or personal circumstances.
 - a) The support scheme will be delivered in conjunction with this statement and in line with this will provide equal opportunity to eligible mentors and mentees to take part.