Dear student,

Congratulations on passing your exams and progressing into the second year of your course. We would like to enquire whether you would be interested in participating in a project as a mentor for new first year undergraduate students starting in September this year. We would anticipate that new students could benefit greatly from your experience during this last year and can learn from the strategies that helped you to progress successfully.

Gaining experience as a mentor offers you the opportunity to

* Further develop your communication/interpersonal skills
* Improve your own learning and reflect on your achievements
* Gain personal satisfaction in the knowledge that you have helped a fellow student
* Gain insight into alternative perspectives
* Share your insights and experiences in a productive way and to benefit others
* Further develop your professional network

The mentoring will take place at the beginning of the first term only, (insert dates), to help new students settle into HE study. Our mentors will allow new students to voice their expectation, hopes and concerns to help them start at Birkbeck with as much confidence as possible. We anticipate that mentoring will take place mainly by email, with two face-to-face meetings.

If you would like to participate we would ask you to fill in the attached Mentor Application form and to return it to your mentoring coordinator (name of administrator in Department/School). We would be grateful if you could indicate on the form whether you would prefer to mentor one first year student only or a small group of students.

We would also ask you to participate in a training session on (insert date and time). A full programme for the day will be sent to you in advance. At this session you will be given a mentors handbook with clear guidelines which outline the objectives of the scheme and you will, of course, have plenty of opportunity to ask questions.

(signed by designated School contact)