

Mentor Programme

Faculty of Medicine, University of Jaffna

Guideline for Mentors

Each new entrant to the Faculty of Medicine is assigned a mentor.

The first meeting with your mentee(s) will be arranged by the Faculty of Medicine (unless you inform the Mentor Programme team that you will initiate the first meeting).

At the first meeting, please assess whether the mentee has difficulties with regards to English language, finances, academics, adjusting to university life, health or any other matter. The form for mentee's details has been designed to facilitate this process.

Mentees are expected to initiate meetings with their mentors once in six months to review their progress with personal and professional development activities; an introductory session for new mentors will be held to orient new mentors. Detailed information regarding the [Mentor Programme](#) and [PPDS](#) are available on the faculty website.

The Dean's Office will inform mentors regarding their mentees' academic performance at in-course assessments in the pre-clinical phase and at the barrier examinations.

If mentees require additional support, the mentor may direct the student to available services. Alternatively the mentor may reach out to specified contact points at the Faculty of Medicine for the necessary direction (see Annexure 1).

If a mentor leaves Jaffna for an extended period, this should be informed to the Coordinator/Mentor Programme (fommentoring@univ.jfn.ac.lk). Another mentor will be assigned to provide mentorship during the period of absence.

Mentors are advised to file and maintain records for each mentee for future reference. **The records must be kept confidential.**

Mentors should notify the Dean (rsuren@univ.jfn.ac.lk) regarding the following:

- Problems of a serious nature that require attention and closer follow up;
- Ragging or any other form of harassment/violence reported by the mentee.

If either party wishes to end the mentor-mentee relationship, the student will be re-allocated to another mentor as early as possible. Please inform the Coordinator/Mentor Programme (see Annexure 1 for contact details).

Please refer to the *Handbook for Mentors* available on the Faculty website (under the 'Student' tab) for additional information regarding mentoring.