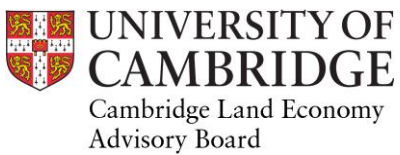




Department of Land Economy Mentoring Scheme Guide 2023-2024

Supported by



Cambridge University
Land Society

Contents

GENERAL OVERVIEW	3
THE APPLICATION PROCESS.....	3
ALLOCATION OF MENTEES TO MENTORS	4
ANNOUNCEMENT OF ALLOCATION OF MENTORS.....	5
ESTABLISHING FIRST CONTACT	5
NOTIFYING THE OUTREACH AND COMMUNICATIONS ADMINSTRATOR ONCE CONTACT HAS BEEN MADE.....	5
WITHDRAWAL FROM THE MENTORING SCHEME.....	5
CHANGE OF MENTOR.....	6
FEEDBACK	7
CONCERNS AND COMPLAINTS.....	7
ADDITIONAL GUIDANCE FOR MENTORS AND MENTEES.....	7
GENERAL GUIDANCE FOR MENTORS ONLY	8
USEFUL LINKS.....	8
MENTORING SCHEME NETWORKING EVENTS.....	9

General Overview

Our current Land Economy Mentoring Scheme was established in 2011 (following reorganisation of the original scheme founded in 2006) to provide support and advice to all Land Economy Postgraduate and Tripos Part II students and is fully supported by the Cambridge Land Economy Advisory Board (CLEAB), Cambridge University Land Society (CULS), external Associates and Land Economy Alumni.

The aim of the Mentoring Scheme is to provide students with a point of contact within a land economy sector who can provide:

- information on the structure and organisation of their sector and insights into the specialist areas of activity within it.
- general advice on employment prospects, career paths and the nature of work in their sector.
- updates on the state and developments within their sector.
- suggestions on research topics and/or data sources relevant to their sector.
- general support and advice on business matters and the working environment

The Land Economy Mentoring Scheme Committee consists of:

Head of the Department

Directors/Deputy Directors of all Postgraduate Programmes

Director of the Part II Tripos

LE Administrative Officer

LE Mentoring Scheme Coordinator

The Application Process

For Mentors

Eligibility: We seek mentors who have been working professionally in any of the following fields for at least 5 years:

<p>Real estate, property, and fund management Urban and rural planning Investment, asset management and banking Law and legislation Environmental economics and policy</p>	<p>Environmental and biodiversity policy Climate change policy and land development Sustainability and conservation Planning and regeneration Macroeconomy and housing</p>
--	--

The mentor recruitment and mentor/mentee allocation process start in August and run through to late October/early November. Mentors who complete an application after the mentee allocation deadline will be added to our database to participate in the following academic year depending on their availability.

The Mentor Application Form (including consent for GDPR compliance) can be found here:

<https://www.landecon.cam.ac.uk/page/mentoring-scheme>

Any information provided on the application/consent form will be securely stored by the Department of Land Economy. A GDPR statement can be provided on request by contacting Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk).

If a Mentor's job position and/or company or other details change, they must contact the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) to provide their new details which will be considered as new consent for the use of their updated contact details.

For Mentees

The Mentoring Scheme is ONLY open to students on the following Department of Land Economy courses:

- MPhil in Real Estate Finance (REF)
- MPhil in Environmental Policy (EP)
- MPhil in Planning, Growth and Regeneration (PGR)
- MPhil in Land Economy by Thesis (LET)
- MPhil in Land Economy Research (LER)
- PhD students

To participate in the scheme please complete the application form here:

<https://www.landecon.cam.ac.uk/page/mentoring-scheme>

IMPORTANT: Once you have submitted your online application form, you have fully committed yourself to the Scheme. It is expected that you contact your Mentor within a week of receiving their contact details and follow the regulations and procedures outlined in this Guide.

Note for PhD students only

PhD students who have at least two terms left prior to submitting their PhD dissertations are eligible to apply. However, PhD students who will be undertaking fieldwork in the following term outside of Cambridge should wait until they have finished and apply on their return.

Allocation of Mentees to Mentors

Individual Mentees are allocated to their Mentors considering both the preference listed on the Mentee application form and the areas of expertise/interest of our pool of Mentors.

IMPORTANT: It is not always possible to exactly match each student's preferences with those of our mentors. The matching process is not perfect, and it mainly depends on the number and expertise/interests of those mentors who have applied for the academic year in question.

In rare cases when there is a shortage of mentors in a specific industry field, the Outreach and Communications Administrator will try to allocate a general mentor, so the student still gets some support/advice.

Students are not permitted to request a specific mentor by name or choose the company of the mentor nor their seniority.

Announcement of Allocation of Mentors

The announcement of each pairing of Mentors and Mentees is done via email to both parties by the Outreach and Communications Administrator. This is usually done in November. Once the allocations are announced, Mentees are expected to email their Mentor to make first contact within a week of the notification email.

Establishing First Contact

In preparation for contacting their Mentor - students are advised to 1) identify the goals from the mentoring process that they would like to achieve from their relationship with the mentor and 2) Undertake research on their mentor and the organisation they work for, as well as their specialism/s and career path to date.

Our Mentors range from junior to retired professionals in related Land Economy fields, and some are Cambridge graduates themselves. Please visit the Mentor profiles website where we have short biographical details of our current Mentors:

<https://www.landecon.cam.ac.uk/page/department-land-economy-mentoring-scheme-current-mentor-profiles>

In their initial email to their Mentor, Mentees are advised to introduce themselves by:

- stating their field of interests
- provide short description of their dissertation topic
- highlight their work experience (preferably provide CV)
- provide a short overview on their career goals including the sector they wish to work in
- state the name and title of their supervisor
- any other matters that are related to their studies in Cambridge and career aspirations
- arrange a meeting in person or via Zoom/MS Teams/Skype

Notifying the Outreach and Communications Administrator once contact has been made

All mentees are required to notify the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) once they have successfully established contact with their mentor i.e., they have emailed their mentor and the mentor has responded.

From this point on, the number of email exchanges and/or video calls or phone conversations you have depends on the availability of the Mentor and Mentee. As a minimum, we expect that there will be two email exchanges and one meeting either by video call or in-person (if possible) per term.

Withdrawal from the Mentoring Scheme

For Mentees

Participation in the Scheme should not be undertaken lightly as it reflects negatively on the reputation of the Department and the Scheme, the University and associated organisations including the Mentors themselves who are very kindly giving up their free time to offer their guidance and support.

If a Mentee wishes to withdraw from the Mentoring Scheme before the mentors have been allocated, they should email the Outreach and Communications Administrator immediately on outreachcomms@landecon.cam.ac.uk

If a Mentee wishes to withdraw from the Mentoring Scheme after the Mentors have been allocated, they must, in a first instance, informally discuss this with the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) who will advise accordingly.

In order for a Mentee to formally request withdrawal from the Mentoring Scheme, the Mentee will need to write a formal letter (email is acceptable) to the Mentoring Committee explaining the change of circumstances and provide the reasons why they are no longer in a position to participate in the Mentoring Scheme. The Committee will then review the case and decide if the Mentees participation can be waived.

If the request is granted, the Outreach and Communications Administrator will formally write to the allocated Mentor and apologise on the Mentee's behalf, which is something we prefer to avoid. The Mentee is then expected to write to the Mentor themselves apologising and offering an explanation as to why they are unable to continue with the Scheme. If the request is denied, the Mentee will have to proceed and continue with the correspondence with the allocated Mentor.

For Mentors

If a Mentor feels that they are unable to continue being a Mentor to a particular student during the year, or need to withdraw from the Scheme for other reasons, they should first inform the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) of the decision and the reasons for it. If possible, it would be helpful if the Mentor could suggest an alternative Mentor within or outside of their organisation.

Change of Mentor

Only under extreme circumstances, can Mentors be changed upon approval from the Mentoring Committee. For a Mentee to request a new Mentor once the Mentors have been allocated, the Mentee is advised in the first instance to discuss the request with the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) who will advise accordingly.

If the problem cannot be resolved by the Outreach and Communications Administrator, the Mentee is required to write a formal letter (email is acceptable) to the Mentoring Committee explaining their reasoning.

If the request is granted, the Outreach and Communications Administrator will formally write to the allocated Mentor and apologise on the Mentees behalf. NB: There is no guarantee that a new Mentor can be allocated at this stage.

If the request is denied, the Mentee will have to proceed and continue their communication with the allocated Mentor.

Feedback

All Mentees and Mentors are encouraged to complete our Mentoring Scheme Feedback Online Form – an email link is usually circulated in June. We have adopted an active approach in changing and improving the Scheme and we try to include the Mentors and Mentees, as key players in the Scheme, and to help shape its future. We value your opinions, experience and suggestions for improvement and will make every effort to develop the Scheme in the future years.

Concerns and Complaints

Concerns

Please feel free to discuss any concerns you might have in the first instance with the Outreach and Communications Administrator (outreachcomms@landecon.cam.ac.uk) who will be happy to give further advice and guidance about the Mentoring Scheme and/or your Mentee/Mentor.

Complaints

In the unlikely case where any concerns about the Mentoring Scheme cannot be resolved, Mentors and Mentees are free to place a formal complaint. All formal complaints are made in writing and should be addressed to the Department of Land Economy Mentoring Scheme Committee via outreachcomms@landecon.cam.ac.uk

Additional Guidance for Mentors and Mentees

The Department expects that all Mentees will follow these recommendations:

- Respect your Mentor's time. They are very busy, and you will need to be flexible in arranging meetings. Always remember to thank your Mentor and provide feedback (if appropriate)
- Keep all emails short and to the point and always respond to emails in a timely manner
- Keep all questions precise and related to the relevant LE topics– academic and career oriented only
- Be prepared to ask questions during your meetings. Write notes of your meetings/ correspondence - a brief summary of the key points of the meeting and (if agreed) the date of the next meeting with an outline agenda
- Remember that it is not your Mentor's responsibility to identify a research project for your dissertation, or to provide you with data. However, they may well be able to guide you as to topics of interest, provide valuable feedback on your proposed research or suggest contacts who may be able to help with data requests
- Remember that it is not your mentor's responsibility to find you a job. They may well be able to give you valuable advice and contacts, but that is not the primary aim of the Mentoring Scheme

- Behave professionally! Always, treat all members of the mentoring scheme (Mentors, the Outreach and Communications Administrator, LE Board Members and other students) with respect, courtesy, and consideration. Support and sustain a positive and professional relationship with the Mentor, free from any form of inappropriate and unacceptable behaviour (all forms of bullying and harassment, including sexual harassment and misconduct). Do not compromise the health and safety of others, and comply with University and Departmental safety requirements, especially due to the ongoing covid situation. Do not agree to meet in-person if you do not feel safe and comfortable doing so.

General Guidance for Mentors only

Mentors are not obliged to obtain job placement for their Mentees nor to provide data for dissertations. The primary aim of the Mentoring Scheme is to provide students with an insight into the operation of a sector relevant to land economy.

A valuable contribution will be to help students understand which areas of land economy they may want to specialise in and, therefore, what type of company or organisation may suit them and what additional professional qualifications or knowledge would enhance their career prospects.

Students may also benefit from assistance with research topics and data provision. The Mentor should not direct the student to a particular topic but can provide guidance on current areas of interest in their sector or suggest avenues whereby the student might obtain relevant information - this might be data sources, contacts for interviews and similar assistance.

Your Mentee should contact you in the first instance to arrange a meeting: it is not your responsibility to make that first contact. However, it would be helpful if you could respond to enquiries promptly and establish a formal meeting.

It is expected that Mentors and Mentees meet at least once in the Michaelmas and Lent terms. However, a greater frequency of meetings is encouraged where appropriate. In general, Video call (MS Teams/Zoom) contact is preferred to telephone or email exchanges. In-person meetings are allowed but must be held with both parties' health and safety in mind.

If a Mentor is unable to meet the student or the student's areas of interest are outside the field of expertise of the Mentor, the Mentor may suggest an alternative Mentor within or outside their own organisation. It would be helpful if the Mentor could assist with the introduction and that the Outreach and Communications Administrator is informed of the change on outreachcomms@landecon.cam.ac.uk.

Useful links

LE Mentoring Scheme: <https://www.landecon.cam.ac.uk/page/mentoring-scheme>

LE Mentor Profiles: <https://www.landecon.cam.ac.uk/page/department-land-economy-mentoring-scheme-current-mentor-profiles>

Department of Land Economy LinkedIn Group: <https://www.linkedin.com/groups/8565581/>

CLEAB: <http://www.cleab.org/>

CULS: <https://www.culandsoc.com/>

Mentoring Scheme Networking Events

The Department of Land Economy Mentoring Scheme in association with CULS and CLEAB typically organise two Mentoring Scheme events per academic year.

- A Networking Drinks Reception in November usually hosted by LaSalle at their London Offices shortly after the announcement of the Mentor allocations
- A Networking Drinks Reception in May, usually hosted by Grosvenor at their London Offices

The aim of these events was to provide an opportunity for all Mentees and Mentors to informally meet and socialise, offering a valuable opportunity for networking and meeting other Mentors, associates, senior professionals, academics, and members of the CLEAB and CULS.

CULS organise a calendar of events throughout the year: <https://www.culandsoc.com/>