

MENTORING BOOKLET 2024

INTERNATIONAL MENTORING PROGRAM
2024/2025

MENTORSHIP

A KEY TO UNLOCKING
ACADEMIC AND
PERSONAL GROWTH

GUIDANCE

YOUR ROLE IN SHAPING
FUTURE MEDICAL
PROFESSIONALS

CONNECTION

BRIDGING CULTURES,
FOSTERING SUCCESS





The aim of this booklet is to serve as a comprehensive guide for mentors participating in the International Students Mentoring Program, emphasizing mentorship best practices, academic support strategies, and resources available to facilitate student success at Semmelweis University's Medicine Faculty.

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INTRODUCTION TO THE PROGRAM



The International Students Mentoring Program at Semmelweis University's Medicine Faculty aims to provide comprehensive support and guidance to incoming students, particularly international students, throughout their academic journey. By fostering mentor-mentee relationships, the program seeks to enhance student success and facilitate a smooth transition into university life.

Prospective mentors must be **third-year students or above** and undergo an application process, including submission of a motivational letter and CV, followed by an interview. Successful completion of program requirements earns mentors 2 credits per semester. Application through our [website](#), [email](#), or through the application form. Registration through Neptun.

Program Regulations and Requirements:

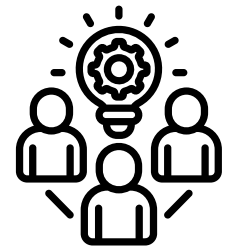
<https://semmelweis.hu/magtud/en/education/elective-courses/>

<https://semmelweis.hu/mentorprogram/en/>

Mentors are expected to adhere to program regulations, including maintaining regular contact with mentees, updating logbooks, attending supervision sessions, and upholding professional boundaries. Non-compliance may result in consequences such as loss of credit points.

- **Regular Contact with Mentees:** Maintain consistent communication with mentees through weekly online interactions and at least two in-person meetings per semester.
- **Logbook Updates:** Keep detailed records of mentor-mentee interactions and submit logbooks by specified deadlines each semester.
- **Attendance at Supervision Sessions:** Attend scheduled supervision sessions to share experiences, seek guidance, and contribute to discussions.
- **Professional Boundaries:** Maintain professional boundaries and prioritize mentoring responsibilities over personal relationships.
- **Consequences for Non-Compliance:** Failure to fulfill program requirements may result in the loss of credit points and program eligibility.

WORKSHOPS, LECTURES AND SUPERVISION SESSIONS



Participation in **workshops** and **supervision sessions** is essential for mentor skill development and staying updated on mentorship techniques. Supervision sessions provide opportunities for mentor feedback and growth. Besides the obligatory sessions, we organize elective sessions and activities to help the mentors with their work and their personal development.

Supervision: (week in semester)

- *Fall Semester:* Week 6; week 12
- *Spring Semester:* Week 3; week 12.

Workshop: (week in semester)

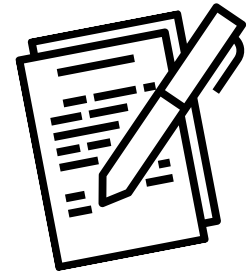
- *Fall Semester:*
 - Introduction session (week 2)
 - Training for new mentors (week 4)
 - General workshop (week 7)
- *Spring Semester:*
 - Week 3 (Training)
 - Week 6

Lecture: (week in semester)

- *Fall Semester:*
 - Introduction session (week 2)
 - Psychological support (week 3)
- *Spring Semester:*
 - Additional programs will be announced during the year.



LOGBOOK GUIDELINES AND DEADLINES



Mentors are required to maintain detailed logbooks documenting mentor-mentee interactions and activities. Logbooks must be submitted by specified deadlines each semester to track progress and ensure accountability. You have to use a given template and submit it via Moodle.

Estimated Deadlines Fall Semester:

- 1st logbook: 5th week
- 2nd logbook: Exam period

Estimated Deadlines Spring Semester:

- 1st logbook: 5th week
- 2nd logbook: Exam period

MENTAL HEALTH SUPPORT

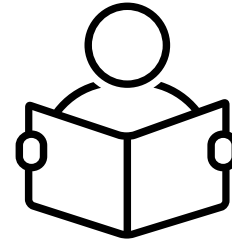


The program offers resources for mentors and mentees to address mental health challenges, including access to counseling services and referrals to professional assistance when needed.

- [Student counseling](https://semmelweis.hu) – Institute of Behavioural Sciences (semmelweis.hu)
- [International Mentoring Program Instagram](#) - where you can find specific mental health content on a weekly basis.



TIPS FOR GUIDING FIRST-YEAR STUDENTS



Mentoring in Revision and Exam Preparation

Revision Tips:

- Identify strengths and weaknesses by reviewing the provided topic list.
- Utilize resources such as Amboss (accessible through the university's email), Osmosis, YouTube, and recommended departmental books.
- Revise according to the topic list for each subject, creating comprehensive notes.

AMBOSS	An online learning platform to assist you throughout your medical career. It includes a Library and Question bank. (University Access)
UpToDate	Accurate medical articles with credible information. Can be accessed from home with the Semmelweis VPN! (University Access)
ANKI	Flashcards that you can personalize with a multitude of features such as spaced repetitions.
Osmosis	Access to videos that are condensed and easy to understand (Free Trial)
Other resources include Ninja Nerd, Kenhub (for anatomy) and Lecturio!	

Exam Strategy:

- Focus on understanding structural concepts, formulae, and graphs, as these are frequently assessed.
- Approach oral exams with confidence, prioritizing clarity of communication.
- Practice active recall and utilize study techniques promoting organized learning and repetition.

Schedule:

- Collaborate with mentees to create a schedule, set goals, and develop a study plan.
- Emphasize preparation for the exam period well in advance.
- Provide strategies for scheduling exams effectively during the exam period.

Please find more information regarding 1st year medicine courses, obligatory electives and elective subjects in the appendix chapter of this booklet.

Please familiarize yourself with the midterm schedule for first-year students. For your reference, detailed information and requirements for the major subjects in the first year of medical school at Semmelweis University can be found on the following webpages:

- [Anatomy department](#) (Macroscopic anatomy, Microscopic anatomy)
- [Medical Biophysics](#)
- [Medical Chemistry](#)
- [Medical Biochemistry](#)
- Cell Science - [Institute of Genetics, Cell-, and Immunology](#)

Familiarization with Neptun System:

Guidance on navigating the Neptun system for exams, course registration, and other administrative tasks is provided to ensure students are equipped with essential tools for academic success.

STUDENT RIGHTS AND RESPONSIBILITIES

An overview of student rights and responsibilities within the university is outlined to promote a positive learning environment and uphold academic integrity ([Examination regulation 2023](#))



EXTRACURRICULAR ACTIVITIES AND STUDENT SUPPORT SERVICES



At Semmelweis there are a wide range of extracurricular activities and student support services, including academic advising and tutoring, are provided to enhance the student experience outside the classroom. Please check the:

- Programs offered by the **Mentoring Program** - check our [social media](#)
- **International Semmelweis Students Association (ISSA)** - [ISSA - Linktree](#), [ISSA - Instagram](#), [ISSA - Facebook](#)
 - Tailored resources for international students, such as visa information, student card, housing assistance, and cultural adjustment support, are provided to facilitate a smooth transition to university life in a new country: [ISSA's Freshmans' Guide](#)
- **Deutschsprachige Studentenvertretung Semmelweis (DSVS)** - [DSVS Website](#)
- **Students' Union (HÖK)** - [English website](#), [Linktree](#)
- Semmelweis International Relations - [Webpage](#)

COMMUNITY ENGAGEMENTS

Opportunities for students to engage with the local community through service-learning projects and outreach programs are emphasized to promote personal growth and cultural exchange. For more details, please refer to the student organization webpages mentioned before.

