

Imperial Membership and Accredited Recognition Scheme (MARS)

General Guidance for Mentees

1. You must be registered at Associate Member or higher with the appropriate professional body for your subject area before joining the Membership Accreditation Recognition Scheme (MARS).

2. Contact the Senior Mentor (SM) for the appropriate MARS Programme or a Co-Director.

- MARS Royal Society of Biology (RSB) Programme Coordinator – Dr Doryen Bubeck
- MARS Royal Society of Chemistry (RSC) Programme Coordinators – Dr Olga Kuzmina/Dr Trevor Ferris
- MARS Institute of Physics (IOP) Programme Coordinator – Professor Lesley Cohen
- MARS Co-directors - Dr Paul Seldon and Dr Janet De Wilde.

Contact the Senior Mentor (SM) for an initial consultation. This will involve discussing your experience and choosing your mentor.

- The target level of award will be agreed - Based upon your prior experience, and your level of membership, we will agree the award you are aiming to achieve (i.e. what part of the programme to follow).
- A mentor for your programme be assigned to you - It is recommended that a mentee has a minimum a quarterly meetings with their mentors which need to be recorded and uploaded for assessment by the Programme coordinators/ professional body representative (as appropriate). Therefore, ideally a student's supervisor should act as the MARS mentor.

3. Plan research experience and training to meet competencies.

- Identifying development opportunities to evidence competencies.
In discussion with your mentor or the senior mentor, plan how you will meet the required competencies of the level you have targeted.
- Evidence can be achieved by completing Graduate School courses which have been mapped to required competencies or by keeping a record of your experience and the competency it demonstrates.

NB. Evidence submitted for one award cannot be used for a subsequent award.

4. Start and complete your competency records i.e. evidence:

- Create just one file for yourself filling in the required fields of the form on the "[Mentee Competencies record](#)" page. The record will then be sent to your mentor for approval.
- When ready to submit a new competency record open your existing record and press '+Add another competency' at the bottom of the existing form. Press 'Submit' to forward for approval from your mentor.
- Alternatively, collect printed evidence in you dedicated evidence folder.
- Once you have collected enough evidence to cover the required competencies for the part of the programme you are on, and you have completed the required time period, complete the appropriate application form and get it signed off by your mentor.
- Once the form is completed and signed off by your mentor it should be sent to the Senior Mentor for review/revision, before submission to the MARS committee for approval and forwarding to your professional body. Typically, following a successful evaluation the designation will be granted within 2-3 months.

