If there is no mentoring programme available you can still use other counselling options offered at the University of Kassel:

- by other students, such as tutors in introductory lecture modules
- by supervisors in practical modules
- by lecturers in their office hours
- by members of your faculty’s student association or the General Students' Committee
- by contact persons in the university’s central service facilities or the Studentenwerk

**HOW TO PREPARE FOR A MENTORING SESSION?**

**Continuous Preparation: Use your Studien-Portfolio**

- Keep track of your course of studies, your completed academic work, additional qualifications and skills you obtained as well as your reflections on these.
- Properly file feedback you get on your academic work and certificates of additional qualifications. Write down what learning and working techniques you used for which purpose and at what time. Also note to what degree you mastered them. In so doing, you will have all documents ready to hand!

**Preparation immediately before mentoring session**

- Think carefully what exactly you want to talk about.
- You can use our guideline in preparation for your mentoring session: you may want to take notes.
- Keep the minutes so that you can recapitulate each session for future reference: topics you talked about, important remarks and results. This may come in handy in the future!

Everyone who offers advice and support will be glad if you are well prepared for your mentoring session.

**YOUR STUDIEN-PORTFOLIO WILL MAKE IT EASIER FOR YOU AND YOUR MENTOR TO UNDERSTAND YOUR INDIVIDUAL COURSE OF STUDIES AND, TAKING THIS AS A BASIS, PLAN YOUR PROGRESS MORE CAREFULLY.**