

# Mentorship & Host Institution Guidelines

## USF International Fellowship

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The expectation for USF International Fellowship awards is that all Fellows will have an appropriate and experienced Mentor within the host institution at which they are based for the fellowship duration. It is intended that the Fellow should benefit from the support and expertise of the Mentor, as well as the wider scholarly community and practical support of the host institution.

The Mentor should be present to help initiate and successfully complete the proposed research plan, and to assist with the Fellow's career development. This role will therefore include interfacing with the host institution and local research community, and perhaps also external bodies if relevant (e.g. research funding bodies, NGOs, industry, etc.).

This document comprises best practice guidelines for the relationship between the Mentor and the USF International Fellow, as well as the expectations of the host institution.

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Questions regarding this document should be addressed to the USF via email:  
[grants@urbanstudiesfoundation.org](mailto:grants@urbanstudiesfoundation.org)

## 1. Mentorship role

The USF expects that discussions over all aspects relevant to the formulation, conduct and presentation of the Fellow's research will be undertaken with the Mentor. The USF does not anticipate needing to intervene in this relationship, and will trust the Mentor to treat the USF International Fellow fairly throughout the award.

However, there are certain expectations that the Mentor should fulfill:

- It is anticipated that the Mentor will be willing to assist the progress of the fellow to ensure that they are able to fully realise their writing ambitions during the sabbatical period, possibly followed by jointly authored publications.
- The Mentor should be willing to commit to regular and frequent meetings with the Fellow at the host institution, and there is an expectation that the Mentor should be readily available for the entire duration of the fellowship.
- The Mentor should ensure that the Fellow is welcomed into the relevant local research groups, networks and community at the host institution, and where available, other useful local institutions.
- The Mentor should be active in seeking out other appropriate academic opportunities for the Fellow. Since whilst some fellowships may be relatively short, it is nevertheless intended that the award should lead to lasting scholarly networks and connections for all parties.
- The Mentor should approach the USF directly (via the USF Managing Director) should they have any concerns regarding the Fellow and their progress throughout the duration of the fellowship. Since, if challenges to a Fellow's progress do occur the USF will always endeavor to assist if possible, and it is therefore crucial that an open line of independent communication exists between all parties.

## 2. Reporting

The International Fellow has an obligation to produce an End of Award Report for the USF, and this report includes an obligatory section for substantive comments from the Mentor. The report is due no later than one month following the completion of the fellowship.

The USF provides a template form for completion of these reports, and it is expected that the Mentor will give due attention to their respective section. The USF considers evidence of a productive, creative relationship between the Fellow and the Mentor as vital to continuing the support of the International Fellowship funding scheme.

The Mentor's contribution should include:

- Confirmation that the Fellow's report is accurate, to the best of his/her knowledge.
- A detailed assessment of the progress of the Fellow over the duration of the USF grant. This should include reference to the wider purpose of the award, such as:
  - fostering global collaborative research networks;
  - developing high quality research that makes a significant contribution to urban studies; and
  - strengthening the international career path of the Fellow.
- A detailed statement of how the Mentor has assisted the progress of the Fellow over the duration of the USF grant (e.g. mentoring arrangements, progress meetings, joint authorship, joint organisation of events, joint impact activity work, etc.)
- A statement of difficulties, if any, the Mentor has encountered with the Fellow over the duration of the fellowship.

The Mentor's section of the Report may be submitted separately from the International Fellow's report if this is deemed appropriate. The Fellow should be informed if this option is chosen, and the Mentor may send the final report with their section completed directly to the USF Managing Director.

### **3. Other support**

The USF is committed to supporting its fellows as best possible throughout the duration of their award. Whilst awards made by the USF are typically final with regard to the terms and conditions of the award (amount of funding, duration, purpose, etc.), the USF recognises that certain circumstances may result in: hardship or other difficulties for the fellow, a limited research support budget, or new and unforeseen opportunities that may justify amendments to the original award and/or small top-ups of funding. Therefore, in some cases, the USF may provide a limited source of additional support funding.

In such instances, the mentor is strongly encouraged (if appropriate) to contact the USF Managing Director to discuss any situations that arise which might give concern and/or reason for the further support of a fellow beyond the original funding award made.

However, in all cases the USF expects the mentor to have first adequately assisted and advised the fellow on what other avenues of support may exist to benefit the fellow, and the USF certainly cannot guarantee any additional funding over and beyond the original award made.

## 4. Host institution role

The USF intends that all International Fellows should benefit from the practical and infrastructural support of the host institution, as well as its scholarly resources and communities.

This must be ensured via a formal visiting affiliation with the host institution that includes the following minimum expectations:

- A practical and dedicated workspace within the host institution for the Fellow, ideally in close proximity to the relevant department or institute where they (and their mentor) are based.
- Shared access to the host institution's scholarly resources and IT services (e.g. library, journal subscriptions, printing, internet, etc.).
- Shared access to the host institution's relevant support services (e.g. visa services, career services, housing services, and other basic support needs).
- Equal access to other shared resources and services that are normally available to all visiting scholars at the host institution.

As a charitable grant-making organisation, seeking to support the careers and research of urban scholars from the Global South, it is expected that host institutions should consider waiving affiliation costs or 'bench fees' for International Fellows. In order to ensure that as many Fellows as possible can benefit from limited funding resources, the USF will not cover excessive bench fees under any circumstances.