



Eliminating barriers to postgraduate  
research study in the West Midlands



**BIRMINGHAM CITY**  
University

# FIELDWORK DESIGN TEMPLATE

## REVERSE MENTORING PILOT PROGRAMME INDUCTION

# THAT'S ME!

ELIMINATING BARRIERS TO  
POSTGRADUATE RESEARCH STUDY  
IN THE WEST MIDLANDS

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## Name of Fieldwork Activity:

Reverse mentoring pilot programme induction

## Content of the Activity:

**Research Statement (50-100 words):** Summarise the fieldwork activity, including information about target groups. This will be used as part of promoting fieldwork. Please draft in appropriate terms.

This informal session will introduce the principles and structure of the Birmingham City University Reverse Mentoring Pilot Programme, which has been co-designed with Postgraduate Researchers, and enable mentors and mentees to meet.

**Contribution to project outputs:** Confirm outputs in the table

Output	Output description
30	Reverse mentoring programme established at UoW and BCU
31	Report on the implementation of reverse mentoring as established practice in HE

## Design:

**Facilitation Plan:** Describe the planned approach for facilitating the fieldwork, including a structure (e.g., introductions, question themes and prompts, role of the moderator and any physical or virtual prompts or stimuli to be used).

### **For Focus Groups, Workshops, Interviews etc:**

This induction workshop will be co-facilitated by members of the Reverse Mentoring sub-team within the Routes Through Action Research Team. This will be a relatively informal session where the team will introduce the principles and structure of the Reverse Mentoring Pilot Programme at Birmingham City University, which has been co-designed with postgraduate researchers, and enable mentors and mentees to meet. Depending on recruitment, and the availability of mentors and mentees, more than one session or different formats of the session may need to be delivered.

### **Workshop Outline**

#### **Part 1 - Mentee Induction**

9.30-10

##### Coffee, Tea, Welcome and Introduction

- » Overview of Scheme and Project
  - Documentation Submission (Have them pre-read and sign)
- » What we hope to achieve that others have not
  - Briefing document will be provided
- » Matching Commentary – How we matched mentors and mentees, what we looked for in matches

10.00-10.30

##### Mentee Induction

- » Goals of the project – Senior Leader AS MENTEE
- » Expectations from Mentees
- » Advisory Support and Implementation

10.30 - 11

##### Meet Up! And Scheduling (while covering some admin)

- » Introductions and hellos!
- » Requirements and overview of Mentoring Session Structure
- » Scheduling and keeping track of 'pairs'

## Facilitation Plan continued:

### Part 2 - Mentor Induction

11.00 - 12.30

#### 11-11.45 Coffee + Tea and Hello and Welcome Introduction

- » Overview of Scheme and Project – Co-Creation and Decision Making
  - Documentation Submission (attendees to pre-read and sign)
- » What we hope to achieve that others have not
  - Briefing document will be provided
- » Matching Commentary – How we matched, what we looked for in matches
- » Q&A

11.45-12.30

#### Mentor Induction

- » Goals of the project – Postgraduate Researcher as Mentor
- » Dealing with difficult situations/Confronting difficult topics
- » Support provision
- » Dynamics of relationship/partnership
- » Q&A

**Duration:**

3.5 hours per session

## Delivery Information:

**Location:** Specify the location(s) where the fieldwork will be conducted, including any details about the venue or facilities.

The first induction session will take place on 24th May 2024 at Birmingham City University. The date of the second session will be either that week or the week after, depending on availability of mentors and mentees. If not feasible, we will reschedule as appropriate. We may need to switch to individual induction sessions, followed by a joint social meetup as an alternative model.

**Logistical Requirements:** [List any logistical requirements for the fieldwork, such as equipment, seating arrangements, refreshments, creative resources etc.]

We require a room big enough for 15-20 people (depending how many mentors and mentees we recruit) and refreshments for the morning for the Mentees at 9.30am and then again at 11am for the Mentors.

**Delivery team:** Identify the members of the research team involved in delivery of the fieldwork, along with their roles and responsibilities.

Melisa Oleschuk (Postgraduate Researcher)

Dr Stephanie DeMarco

Dr Karen Patel

**Budget:** Provide an overview of the budget for the fieldwork, including any expenses related to participant compensation, materials, etc.

We require budget for catering for roughly 15-20 people.