

# 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 the MARS Director.

- MARS Royal Society of Biology (RSB) Programme Coordinator – Dr Paul Seldon
- MARS Royal Society of Chemistry (RSC) Programme Coordinator – Dr Lisa Haigh
- MARS Institute of Physics (IOP) Programme Coordinator – Professor Lesley Cohen
- MARS Director - Dr Paul Seldon

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:

- Register on MARS filling in the required fields of the form, including the name of your mentor. When registered you will have access to further support information and a storage site that will allow you to save evidence of your competencies for MARS accreditation.
- Your MARS mentor should register to gain access to your uploaded evidence. They will be able to review and provide feedback on submitted evidence.
- 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, completed 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.

\*Alternatively, a hardcopy portfolio is also acceptable. Discuss storage of evidence with you mentor.