

## Information for writing the semester report

**The semester report is a mandatory component of the mentoring programme and serves as a basis for the semester meeting.**

- Write a semester report **after each semester** during your participation in the mentoring programme (4x).
- Send your report as a **PDF file** to your **mentor** and to the **programme administration** ([mentoring@unisg.ch](mailto:mentoring@unisg.ch)).
- The report should range in size between **1 to 3 pages**.
- Deadlines will be announced via email. Submission will be at latest **by the notification of grades** (spring and autumn).
- Personal information will be treated with confidentiality and will not be shared with third parties.

Through the semester report, you inform your mentor consistently and clearly about your main experience of the past semester. This written preparation for the semester meeting should motivate you to think about your studies and formulate ideas, plans and projects. Reflect on the following topics and write them down:

- Personal situation at the beginning of the semester: study-specific attributes, personal goals, athletic, musical, and artistic pursuits;
- Self-assessment of strengths and weaknesses;
- Brief presentation of the course of your studies: activities and developments, satisfaction with the academic curriculum, progress in learning, exam performance;
- Special challenges and difficulties;
- Successes;
- Additional extracurricular, non-academic pursuits inside and outside the university;
- Significant experiences;
- Personal assessment of the relationship between mentor and mentee;
- Future developmental needs and personal goals for the following semester and beyond.