**Mentee & Mentor Agreement - IoD/UWBS Student Mentoring Programme (Oct 2023)**

As a mentee and mentor committed to taking part in the IoD Student Mentoring programme, we understand and agree to abide by the guidelines listed below:

* The mentoring relationship is voluntary. No payment or goods should be exchanged between mentee and mentor.
* The mentoring relationship should last for a mutually agreeable time period, after which it will formally terminate (time period set is 9 months.)
* The mentor’s role is to respond to the mentee’s career related learning and development needs. The agenda is driven by the mentee (and agreed by the mentor).
* The mentor does not offer university, study or dissertation support. The focus is future careers.
* The mentor and mentee should be open and honest with each other, and agree the boundaries of the mentoring relationship (i.e. areas they will/won’t discuss and/or do).
* Meetings should take place at a mutually convenient place/time, where both parties feel comfortable and safe. It is expected that mentees will travel and/or Teams/Zoom will be used.
* Where meetings are not possible, emails and telephone calls/texts will be used instead. Timeframes for responses and etiquette will be agreed by both parties; normally 3 days for email/text responses and professionalism is expected through all communication channels.
* The mentor and mentee should respect each other’s time and other responsibilities.
* Commitments made should be honoured. If meetings are cancelled or delayed, adequate warning should be given. Postponed meetings should be re-booked promptly.
* The mentee will proactively keep in touch with the mentor. Emails or phonecalls should not ignored by either party. There is an expectation for a reply within 3 days.
* Should a mentor recognise that there is a conflict of interest between the mentoring relationship and any other role, the mentor should make this known to the mentee as soon as is practicable. The conflict of interest should also be reported to the UWBS Co-ordinator.
* Either party has the right to withdraw from the mentoring programme if, after genuinely trying, the relationship is not satisfactory.
* Notice to end the mentoring relationship should allow for a closure meeting where a final review can take place. As a minimum, an email with an explanation is to be sent.
* Both mentor and mentee share responsibility for the smooth running and smooth winding down of the mentoring relationship.
* Confidentiality is ensured at all times. Agree not to discuss the content of mentoring discussions with others, unless agreed by both parties.
* Any notes made about the mentee or mentoring meetings should be kept confidential.
* I understand that I cannot hold my mentor, mentee or the University responsible if the actions and decisions I make do not lead to the results that I hoped for

We both agree to abide by the guidelines outlined above in all our mentoring sessions.

Signature (Mentee) Date:

(& PRINT NAME)

Signature (Mentor) Date:

(& PRINT NAME)

***Please give this back signed to the IoD Mentoring Co-ordinator asap: Jenni Jones*** [***jenni.jones@wlv.ac.uk***](mailto:jenni.jones@wlv.ac.uk) ***THANK YOU.***