



Mentoring Agreement Form: „MEiN – Mentoring with Experts and international Networking“

Foundation of the mentorship is respect and fairness. The relationship is mutually based on trust, confidentiality, commitment and open mindedness.

Agreement for a mentoring partnership between

_____ (mentor) and _____ (mentee).

We are entering into a mentoring relationship from which we both expect to benefit. To this end, we have mutually agreed upon the terms and conditions of our relationship as outlined in this agreement.

Objectives of the mentoring partnership

The aim of the mentoring relationship is to support a productive and enjoyable stay at

_____ (host institution/lab)
for the mentee, thereby further developing her academic career. Consequently, the following topics will be discussed between mentor and mentee

Career aspects:

Scientific aspects:

Miscellaneous:

Roles of mentor and mentee

The mentee will • Act responsibly towards her career goals

- Reflect on her career goals and accept feedback by the mentor
- Keep contact with the mentor and organize agreed meetings
- Ask for support whenever needed

The mentor will • Offer orientation at the host institute

- Give feedback on career goals
- Support the mentee in expanding her network
- Offer her help whenever he/she is willing and able to help

Encounters

Planned meeting/s: _____

Planned duration of meetings/contact: _____

Planned duration of the mentorship: from _____ to _____

The mentee is in charge for holding the contact and asking for additional support.

Meeting times, once agreed, should not be cancelled unless this is unavoidable.

Confidentiality notice

We respect the privacy of both, mentor and mentee, and treat the matter of our conversations confidentially. We only talk about the matters of our mentoring-partnership with other parties if both agreed explicitly to do so in advance. The commitment to discretion persists even after the termination of the mentoring-partnership.

Problems and premature termination

We are committed to open and honest communication in our relationship. We will discuss and attempt to resolve any conflicts as they arise. Despite this agreement, problems in the mentoring partnership may appear. In such cases, both parties agree to verbalize the problems. In the event of differences or if there has been a breach of the mentoring agreement, the program manager must be called. If problem solving is not possible, then mentor and mentee may terminate the mentoring partnership prematurely after consulting the program manager.

(date, signature mentee)

(date, signature mentor)