

## Career Mentoring Programme Policy

The Career Mentoring Programme links students with working professionals who are willing to share their experience and expertise. The initiative is designed to help students make contacts in specific employment areas and to provide them with an opportunity to enhance their professional skills and employment knowledge outside of their academic study. Work placements, internships or future graduate employment are NOT guaranteed as part of the programme.

Participation in the University's Career Mentoring Programme assumes full understanding of and adherence to the content of this policy. Please read it carefully and contact the Careers and Employability Service ([mentor@abdn.ac.uk](mailto:mentor@abdn.ac.uk)) if you have any questions about its content before you commence your mentoring relationship.

### Mentors and Mentees

- Participation in the Career Mentoring Programme is voluntary for both mentors and student mentees.
- Mentors and mentees are expected to maintain regular contact with each other for the duration of the mentorship.
- Participants are expected to commit to a minimum of 1-2 hours per month to the programme.
- Mentees are expected to take the lead in arranging, keeping track of and recording any actions from mentoring meetings.
- Mentors and mentees are required to prepare for each meeting to maximise benefits from mentoring interactions.
- Student-funded or university-funded journeys to visit mentors within or beyond the UK with either an overnight stay or a flight in an aircraft, students must register with the University Insurance ([www.abdn.ac.uk/staffnet/working-here/insurance-367.php](http://www.abdn.ac.uk/staffnet/working-here/insurance-367.php)).
- Mentors and mentees may contact the Careers and Employability Service at any time during normal office hours (9-5pm, Monday to Friday) for assistance or advice, or to discuss mentoring issues. Email [mentor@abdn.ac.uk](mailto:mentor@abdn.ac.uk).
- As far as possible, mentors and mentees should endeavour to reply to communications from their assigned mentor/mentee and from the University within 5 days.
- Participants should inform their mentor or mentee of any major absences such as illnesses that limit their ability to respond to communications.
- Mentors and mentees will inform the Careers and Employability Service immediately if they are unable for any reason to continue to participate in the programme.
- Mentors and mentees should respect confidentiality. Confidentiality should be discussed during the first meeting when boundaries are established. Mentees should be prepared to sign confidentiality agreements when required by their mentor's organisation.

- Participants are reminded that the mentorship represents a professional relationship. It is the responsibility of both mentors and mentees to conduct themselves appropriately. Face-to-face meetings should be arranged at the mentor's place of work, at the University or in a public place such as a café.
- Mentors and mentees can informally extend the mentoring process beyond the 3 month period if both wish to do so.

### **The Careers and Employability Service will:**

- Provide support for all student mentees and mentors, and provide supporting mentoring documentation in advance of each mentorship commencing.
- Provide a Career Mentoring Toolkit to support mentors in their interactions with mentees.
- Address issues arising in a mentoring relationship providing these are brought to the attention of the Careers and Employability Service in a timely manner.
- Ensure that all personal details are maintained in a secure environment (our SUMAC system) and are not revealed to a third party.
- Provide help with travel expenses, subject to available funding, for student mentor visits outwith Aberdeen City and Shire. Note financial support must be approved by the Careers and Employability Service prior to the visit.
- Recognise and reward a mentor's contribution to the programme via an e-certificate (available on request).

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