



### **BioMentoring: Mentoring Agreement**

Agreement for a mentoring partnership between

\_\_\_\_\_ (mentor)

\_\_\_\_\_ (mentee)

To range from \_\_\_\_\_ to \_\_\_\_\_

The mentor agrees to be honest and provide constructive feedback to the mentee. The mentee agrees to be open to the feedback.

#### **Specific goals of mentoring partnership:**

#### **Mentoring Advisory Committee:**

The mentee, mentors, and the mentee's supervisor shall convene at least once at the beginning and once at the end of the mentoring period in a Mentoring Advisory Committee (MAC) meeting. It is possible to hold the meetings via video chat or phone. The Mentees shall submit in the MAC-form, to the coordinators after each meeting. Less formal meetings between the mentee and mentor should take place at least once per semester. It is the responsibility of the mentee that these obligations will be fulfilled.

Contact information:

Mentor: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mentee: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Confidentiality notice:**

The privacy of both mentor and mentee, shall be respected. In particular, all matters of the conversations between mentor and mentee shall be treated confidentially. Matters of the mentoring-partnership shall not be discussed with other parties, unless agreed on explicitly in advance by both parties. The commitment to discretion shall persist even after the termination of the mentoring-partnership.

**Problems and premature termination:**

Despite this agreement, problems in the mentoring partnership may appear. In such cases, the first step shall be to express the problems. If differences of opinions persist or if there has been a breach of the mentoring agreement, the programme coordinators shall be involved. If the problem cannot be solved, mentee or mentor may terminate the mentoring partnership prematurely after consulting the programme coordinators.

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Date, signature mentor

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Date, signature mentee

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The following attachment is part of the mentoring-agreement and shall only be signed by the mentee.

**Attachment to the mentoring-agreement:**

1. I hereby affirm, that I will provide a written report after or during the mentoring program describing the outcome. In addition, I agree to participate in the evaluation of the program.

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Date

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Signature mentee