

MENTORING AGREEMENT ON THE ARRANGEMENT OF THE MENTORING RELATIONSHIP

between

and

Mentor

Mentee

Work Place

Career stage/ position

Telephone/ Email

Telephone/ Email

I. Duration and Scope of the Mentoring

The agreement is valid for the period _____ (Month/ Year – Month/ Year).

In this time regular (personal or virtual) meetings (every 4-6 weeks) are supposed to take place.

Duration of the meetings _____

Time interval between contacts _____

Preferred form of contact: Personal meetings/ telephone/ email/ video-telephony

It is recommended to fix the next date for each meeting together directly. Should a meeting have to be cancelled, the mentee will take the initiative for a new date!

You as a mentor promise to report back reliably and quickly.

II. Agreement on content

The mentoring partners work together to achieve the following goals:

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The following topics and procedures are planned:

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III. General Agreement

Change option

Changes in the mentoring agreement are of course possible in the course of the mentoring relationship. These should be made in writing.

Exit option

Both mentoring partners have the possibility to terminate the mentoring relationship early. In this case, please inform the coordinator of the mentoring programme.

Confidentiality

The confidentiality of the discussions between mentor and mentee is a basic requirement for the mentoring relationship. Both mentoring partners therefore commit themselves to maintain confidentiality even after the mentoring relationship has ended.

Please send a copy of this agreement to the coordinator of your mentoring programme, if so provided for in the programme guidelines. Otherwise, a signed copy will be sent to each side of the mentoring tandem.

Place, Date

Place, Date

Signature Mentor

Signature Mentee
