

# 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:		
The following topics and procedures are planned:		



## 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