

## Code of Conduct for Professional Mentees:

We want the scheme to be a powerful and positive experience for you, our Code of Conduct has been developed to support this. All potential mentees must read and sign the following code of conduct.

If you are selected as a mentee you will be expected to fully commit to the role and be aware that you are representing the University. It is a rigorous developmental opportunity on a professional and personal level. If you are selected as a mentee you are entering into a collaborative agreement with your mentor, and a commitment agreement with your relationship manager, requiring a significant investment of your time, energy and personal input on top of your academic studies.

Any questions regarding why your mentor has been chosen for you, any requests for advice on how to act or approach a situation you are unfamiliar with within the mentoring relationship context, or any feelings of dissatisfaction should be addressed *immediately and directly* to the Professional Mentoring staff. The Professional Mentoring leader and/or Professional Mentoring Officer will be on hand to talk you through the matching process and find solutions for problems that might present themselves.

The scheme is not intended as a fast track to work experience or visa sponsorship, and is not intended to lead to a direct offer of employment or internship within the mentor's company or field. Unsolicited requests by you for employment, sponsorship, or work experience through your mentor may result in your removal from the scheme. If there is a question you would like to ask your mentor and you do not know the best way to ask please contact the team for advice.

You are committing to:

- Attending both the mandatory training session and introduction evening
- Taking a proactive approach to your relationship with your mentor – which means taking the initiative and actively seeking to make contact with your mentor to organise regular appointments (which means one every month)
- Respecting meeting times arranged by you and your mentor, travelling to a meeting place convenient to your mentor if asked, and arrive 5 minutes earlier
- Understanding that this is not a placement or work experience scheme - if you ask directly for a job or work visa it may lead to your removal from the scheme
- Giving your mentor as much notice as possible if it is likely you may miss an appointment, and trying every possible channel of communication
- Understanding the structure of the scheme and reporting any grievances to a member of the Team first - they will deal with the situation accordingly
- Committing to completing the tasks set by your mentor within a designated time frame
- Keeping you mentor fully informed of any reason why the above cannot be adhered to
- Keeping your mentor notified about your availability (especially during exam season)

**Cancelling more than 3 appointments in a row is not acceptable**



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If the Code of Conduct is not adhered to a written warning will be issued. Those who receive two written warnings will be removed from the scheme.

Instances of gross misconduct include anything from telling your mentor you want to discontinue your relationship to being disrespectful. In these circumstances the professional mentee will be immediately removed from the scheme and no certificate of participation will be issued.

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I agree to abide by the above code of conduct:

<b>Applicant Signature</b>	
<b>Applicant Full Name</b>	
<b>Date</b>	

#### Contact:

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