Mentee Agreement

Mentoring at Nottingham has been an important part of the Careers and Employability Service’s offering to our students for many years. Our mentors have helped inspire and encourage our students with fantastic results. We want to ensure all of you have the opportunity to discuss your career aspirations with professionals in your chosen sectors. This is alongside the information, advice and guidance which you will receive from the Careers and Employability Service. This agreement describes what you can expect from us, and what we hope from you within your role as a mentee.

The University of Nottingham

- Will provide clarity on the expectations of the mentee and guidance for health and safety, equality and diversity and safeguarding
- Will provide the mentee with a contact within the Careers and Employability service throughout the period of the eMentoring scheme
- Will provide induction and relevant training/information on procedures/policies to ensure the mentee can fulfil their mentoring role to the best of their ability
- Will ensure any communication from the mentee will be responded to in a timely fashion
- Will moderate ‘Partnership Messages Exchanged’ from time to time for monitoring purposes

The Mentee

- Will be expected to create and maintain a professional mentoring relationship
- Will complete training and inductions where necessary
- Will read through the FAQs and guides provided
- Will maintain contact with the mentor throughout the duration of the scheme and will give reasonable notice where this cannot be met
- Understands that any advice received from the mentor in the course of the mentoring relationship is solely for the purpose of guiding the mentee in his/her career
- Understands that the mentee/mentor relationship is an educational resource to discuss career issues requested by the mentee and the role of the mentor is to provide relevant advice and suggestions
- Will not rely upon the mentors advice and/or statements as legal advice, nor as a substitute for his/her own independent judgment or professional opinions
- Understands that either party may terminate their involvement in the University of Nottingham eMentoring Program at any time without notice or liability.

All student information is held securely on the University’s central database and will be treated confidentially and in accordance with the Data Protection Act 1998. The data will not be disclosed to any external organisations, other than those acting as agents of the university. This may include organisations such as the Higher Educational Survey Agency (HESA). If you do not wish your information to be used in this way please email eMentoring@nottingham.ac.uk