

Code of Conduct Agreement between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the University of Westminster for a place on the Postgraduate and MBA International Mentoring Programme

By undertaking the Postgraduate and MBA International Mentoring Programme, I agree to abide by the regulations detailed in this document. I agree that if any serious issues arise regarding my mentoring, which cannot be resolved with my employer, then I will contact the Business Experience Team (BET) immediately.

1. **Before the Mentoring**
	1. By submitting my Application form and CV for a place on the International Mentoring Programme, I agree to fully participate in preparation for the programme and to make myself fully available to attend the necessary workshops (including, but not limiting to, the ‘Mentoring Information Evening’ and ‘Student Mentoring Training Evening’), my allocated group meeting appointment and to complete any preparation tasks on time.
	2. I understand that applications for the International Mentoring Programme are competitive; choosing to participate in the application process does not a guarantee me a mentor.
	3. I understand that in order to apply for the International Mentoring Programme, I must fully complete the application form and ensure that all questions are answered and adhere to the suggested word count. I am aware that I must also submit my CV and Code of Conduct form.
	4. I am aware that in order to be accepted onto the International Mentoring Programme, I must follow the mentoring process (outlined in the Student Mentoring Seekers Guide) and be successful at each stage.
	5. I agree to inform the BET *Postgraduate Programmes Coordinator* if I make any independent applications for a mentor and if successful, I will provide details of this mentor for support during the programme.
	6. By submitting my Application form and CV for a place on the International Mentoring Programme, I confirm that I will not to apply for a mentor through any other programme or scheme held through the University.
	7. I am aware that I will be representing the University of Westminster and I will act with professionalism and commitment toward my mentor and the University, throughout the application process and the mentoring itself.
	8. I understand that the mentoring experience is not a form of employment and the mentor is not obligated in any way to find me employment.

1. **During the Mentoring**
	1. I am expected to attend a minimum of 3 one-hour appointments over a period of 4 months (the dates and times of the meetings are to be negotiated between the mentee and mentor).
	2. I understand that it is my responsibility to initiate the mentoring relationship, to continue to drive it forward and to establish and maintain regular contact with the mentor.
	3. I do not expect to take any holiday absences that will clash with my mentoring meetings; if this does occur, I agree to contact my mentor well in advance and must also keep the BET *Postgraduate Programmes Coordinator* informed of the arrangements made.
	4. I understand that failure to attend the mentoring meetings on the agreed days and times without a valid reason agreed with my mentor may result in loss of my place on the International Mentoring Programme.
	5. I understand that I must act respectfully towards my mentor. In addition, I must be punctual for all mentoring meetings and should respond to any emails or telephone calls from my mentor within 24-48 hours. Failure to comply with this may result in loss of my place on the mentoring programme.
	6. I agree to respond to all emails from the BET regarding the progress of my mentoring within 24 - 48 hours.
	7. I understand that I must complete a timesheet after each mentoring meeting (once a month) and will submit this to the BET on time.
	8. I agree to advise the BET *Postgraduate Programmes Coordinator* at the earliest opportunity of any problems encountered during the mentoring, which may materially impact on the success/validity of my mentoring and that cannot be resolved with my mentor.
	9. The BET will fully investigate any problems I report about my mentoring and will liaise between yourself and your mentor to resolve any issues; you will be kept fully informed about the outcome of this process.
	10. As the mentoring will involve lone working (e.g. the student will attend mentoring meetings unaccompanied and without immediate access to another individual), the mentee must make every effort to ensure that he/she meets the mentor in a ‘low-risk’ environment, which may include:
2. Preferably the mentor’s workplace
3. A public open space / neutral setting (e.g. coffee shop or library)
4. This must not include either the mentor’s or the mentee’s residence
5. **Withdrawal**
	1. I understand that unless there are acceptable mitigating circumstances, I am unable to withdraw from the mentoring without a reason that is considered to be valid by the BET and that in order to withdraw from a mentoring, I must follow the withdrawal procedures.
	2. The reasons for your request to withdraw from the mentoring will be fully investigated by the BET *Postgraduate Programmes Coordinator* and if your reasons are found to be valid you will be allowed to withdraw from the mentoring.
	3. I understand that if I fail to attend or decide to withdraw from the mentoring for a non-valid reason then the BET will not offer any further assistance to find a replacement mentoring and I will be unable to apply for the Postgraduate/MBA Internship Programme.
	4. Prior to the BET sourcing you a place on the mentoring programme, the deadlines to withdraw are as follows:

**September 2015 starters: Thursday 12November 2015**

**January 2016 starters: Friday 11 March 2016**

* 1. I understand that once the withdrawal deadline has passed, I will be unable to withdraw my mentoring application and the BET will actively begin sourcing a mentor for me.
1. **After the Mentoring**
	1. I agree to participate in any feedback exercises that may be appropriate and understand that I may be asked to provide the BET with information about my mentoring experience.
	2. I understand that in order to be awarded a ‘Certificate of Participation’, I must submit at least 3 Mentoring Timesheets and be open to providing feedback when requested.

**Declaration:**

I am aware that by choosing to sign this document that I agree to abide by the regulations detailed herein.

**Name** (Please print in block capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** (dd/mm/yy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*\*\* If you do not have access to a scanner, you may electronically sign the forms by typing your name in the space provided and filling out the date.*