The Career Mentoring Programme links students with professionals who are willing to share their experience and expertise. The initiative is designed to help students make contacts in specific employment areas and to provide them with an opportunity to enhance their professional skills and employment knowledge outside of their academic study. Work placements, internships or future graduate employment are NOT guaranteed as part of the programme. Participation in the University’s Career Mentoring Programme assumes full understanding of and adherence to the content of this policy. Please read it carefully and contact the Work Placement & Mentoring Officer (mentor@abdn.ac.uk) if you have any questions about its content before you commence your mentoring relationship.

**Mentors and Mentees**

- Participation in the Career Mentoring Programme is voluntary for both mentors and student mentees.
- Mentors and mentees are expected to maintain regular contact with each other for the duration of the mentorship.
- Participants are expected to commit to a minimum of 1-2 hours per month to the programme.
- Mentors and mentees are expected to keep a record of all interactions for the purposes of the end-of-programme evaluation. Mentees are expected to take the lead in arranging, keeping track of and recording any actions from mentoring meetings.
- Mentors and mentees are required to prepare for each meeting to maximise benefits from mentoring interactions.
- Mentors and mentees may contact the Work Placement & Mentoring Officer at any time during normal office hours (9-5pm, Monday to Friday) for assistance or advice, or to discuss mentoring issues: mentor@abdn.ac.uk, 01224 273601.
- As far as possible, mentors and mentees should endeavour to reply to communications from their assigned mentor/mentee and from the University within 5 days.
- Participants should inform their mentor or mentee of any major absences such as illnesses that limit their ability to respond to communications.
- Mentors and mentees will inform the Work Placement & Mentoring Officer immediately if they are unable for any reason to continue to participate in the programme.
- Mentors and mentees should respect confidentiality. Confidentiality should be discussed during the first meeting when boundaries are established. Mentees should be prepared to sign confidentiality agreements when required by their mentor’s organisation.
- Participants are reminded that the mentorship represents a professional relationship. It is the responsibility of both mentors and mentees to conduct themselves appropriately. Face-to-face meetings should be arranged at the mentor’s place of work, at the University or in a public place such as a café. If required, the Work Placement & Mentoring Officer can suggest suitable meeting venues on campus.

Email: mentor@abdn.ac.uk  
Tel: 01224 273601  
www.abdn.ac.uk/mentoring
Mentors wishing to park free of charge on campus must contact the Work Placement & Mentoring Officer at least 72 hours prior to their visits to allow their request to be processed. Car parking is normally allocated behind Elphinstone Hall.

All mentees will be expected to attend an introductory and mid-session workshop and then complete the end-of-programme evaluation in order to help the Work Placement & Mentoring Officer to improve the quality of the programme for future cohorts.

The Careers Service will:

- Provide support for all student mentees and mentors, and distribute supporting mentoring documentation in advance of each mentorship commencing.
- Provide a Career Mentoring Toolkit to support mentors in their interactions with mentees.
- Provide a supporting workshop programme for student mentees.
- Be available to provide support and guidance and to respond to requests for room bookings or car-parking space for mentors.
- Address problems arising in a mentoring relationship providing these are brought to the attention of the Work Placement & Mentoring Officer in a timely manner.
- Ensure that all personal details are maintained in a secure environment and are not revealed to a third party.
- Monitor student participation in the Career Mentoring Programme and determine final approval of the Programme onto the Enhanced Transcript to demonstrate students' wider university learning.

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