Career Mentoring Programme Policy

The Career Mentoring Programme links students with working 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 Careers and Employability Service (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.
- Normally mentoring interactions occur via face-to-face meetings or via e-mentoring i.e. online, Skype or telephone. 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.
- Student-funded or university-funded journeys to visit mentors within or beyond the UK with either an overnight stay or a flight in an aircraft, students must register with the University Insurance (https://www.abdn.ac.uk/staffnet/working-here/insurance-367.php).
- Mentors and mentees may contact the Careers and Employability Service at any time during normal office hours (9-5pm, Monday to Friday) for assistance or advice, or to discuss mentoring issues. Email mentor@abdn.ac.uk or telephone 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 Careers and Employability Service 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 Careers and Employability Service can suggest suitable meeting venues on campus.

• Mentors wishing to park free of charge on campus must contact the Careers and Employability Service at least 72 hours prior to their visits to allow the request to be processed. Car parking is normally allocated behind Elphinstone Hall. All mentees will be expected to complete an introductory online session and then complete the end-of-programme evaluation in order to help the Careers and Employability Service to improve the quality of the programme for future cohorts.

• Mentors and mentees can informally extend the mentoring process beyond the 6 month period if both wish to do so.

The Careers and Employability Service will:

• Provide support for all student mentees and mentors, and provide 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 introductory online session 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 issues arising in a mentoring relationship providing these are brought to the attention of the Careers and Employability Service in a timely manner.

• Ensure that all personal details are maintained in a secure environment and are not revealed to a third party.

• Provide help with travel expenses, subject to available funding, for student mentor visits outwith Aberdeen City and Shire. Note financial support must be approved by the Careers and Employability Service prior to the visit.

• 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.

• Recognise and reward a mentor’s contribution to the 6 month programme via a continuing professional development certificate. Mentors should apply for the certificate by contacting the Careers and Employability Service.

Tracey Innes, Head of Careers and Employability Service
University of Aberdeen
Students’ Union Building
Elphinstone Road, Aberdeen, AB24 3TU
Email: t.innes@abdn.ac.uk
Telephone: 01224 273601

October 2019