**Guideline**

**Arqus Online Mentoring Programme 2021-2022**

**Framework & Recommendations for the**

**Mentoring Partnership**

*Time Frame*

The mentoring partnership between mentee and mentor lasts for a duration of six months and includes at least three online calls/e-meetings, with optional collaboration in between. The recommended duration of each call/meeting is at least one hour.

*Mentoring Standards*

Effective mentoring is based on sharing individual experiences in and tacit knowledge of the academic world. Hence, mentors may not only address their academic successes but also name obstacles and how they dealt with them. Feedback given in the mentoring talks is constructive and future-oriented. It is based on mutual appreciation and aims at supporting the development of the mentee (and, ideally, also of the mentor) as a researcher *and* as a human being. The information exchanged between mentor and mentee is considered confidential and will not be shared with anyone not present at the mentoring meetings.

*Online Mentoring*

To make the most of the mentoring, mentee and mentor might discuss how they want to incorporate the following online-based activities into the mentoring process:

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| --- |
| Suggested online-based activities |
| Mentee can attend meetings and similar events in which the mentor participates as a guest online |
| Mentor and mentee can both participate in (subject-specific) webinars, attend online conferences and discuss insights afterwards |
| Mentor and mentee can have a mock interview for a position the mentee is interested in. |
| Mentee can be put in touch with postdocs/doctoral researchers at the mentor’s home university or in their larger network and can also become part of the mentor’s online-exchange networks, etc. |
| Mentor and mentee can discuss a research paper produced by the mentee. |
| Mentee is given guest access to the mentor`s department’s online lectures and events and can hold research presentations at online events |

Additionally, there could be a strong emphasis on sharing resources and providing access to scholarly/research material. The mentoring partners can also agree to use digital tools (i.e. blogging, forums, other digital platforms) to support their work and reflection processes.

*Wrap-up of the Mentoring Process*

In a final call six months after starting the process, mentee and mentor discuss outcomes of the mentoring and decide on modes of future collaboration/keeping in touch.Mentee and mentor will receive certificates confirming their participation in the Arqus European Alliance mentoring programme. Both mentee and mentor are asked to fill in an online questionnaire on their experiences in the mentoring process The aim of this questionnaire is to provide a basis to further improve the Arqus mentoring scheme.

**Arqus Mentoring Agreement**

Mentee (name):

Mentor (name)

**Goals of the mentoring partnership in terms of research and career development**

1

2

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**Confidentiality and secrecy**

We will respect each other’s privacy. We undertake to treat the contents of our discussions confidentially. We will only talk to third parties about the topics and contents of our mentoring partnership, if we have expressly reached an agreement about this together. The obligation of secrecy continues, even after the mentoring partnership has ended.

Place/Date

Signature Mentee

Place/Date

Signature Mentor

**Minutes of the Mentoring Session[[1]](#footnote-1)**

Mentee (name):

Mentor (name)

**Recommended activities in terms of research**

**Recommended activities in terms of career development**

**Further comments/recommendations**

1. The mentee is responsible for writing the minutes. The mentor is responsible for confirming them and, if necessary, for adding further recommendations/advice. [↑](#footnote-ref-1)