



Mentee / Student / Client & Mentor / Consultant Contract - Global Student Mentors 2020

As a mentee /student / client and mentor/consultant committed to taking part in this Mentoring / Consultancy programme, we understand and agree to abide by the guidelines listed below:

- The mentoring / consultancy relationship is voluntary. Payment will only be given you the Client and accepted by the mentor / consultant once the T&C's in this document have been agreed in writing. (or by email)**
- The mentoring relationship should last for a mutually agreeable time period, after which it will formally terminate (time period to be agreed on an individual basis) Consultations can be carried out as often as required as per the individuals requirement/need.**
- The mentor / consultants role is to respond to the client / mentee / students career related learning and development needs. The agenda is driven by the client / mentee / student (and agreed by the mentor/consultant).**
- The mentor / consultant does not offer study or dissertation support. The focus is on future careers, advice on further education, assistance in career choices.**
- The mentor / consultant and client / mentee / student should be open and honest with each other, and agree the boundaries of the mentoring / consulting relationship (i.e. areas they will/ won't discuss and/or do).**

- **Meetings should take place at a mutually convenient venue, where both parties feel comfortable and safe. It is expected that clients / mentees / students will travel to mentors / consultants workplace.**
- **Where face to face meetings are not possible, emails and telephone calls will be used instead. Timeframes for responses and etiquette will be agreed by both parties; normally 3 days for email responses and professionalism is expected through all emails.**
- **The mentor / consultant and client / mentee / student should respect each other's time and other responsibilities.**
- **Commitments made should be honoured. If meetings are cancelled or delayed, adequate warning should be given. Postponed meetings should be re-booked promptly. All fees will be submitted in advance of mentoring / consultancy sessions. No refunds given for missed appointments. Refunds or replacement sessions will be considered if paid sessions are interrupted / disturbed through no fault of the client. All payments will be made via Moneygram / Western Union in GBP.**
- **The client / mentee / student will proactively keep in touch with the mentor / consultant. Emails or phone calls should not be ignored by either party. There is an expectation for a reply within 3 days.**
- **Should a mentor / consultant recognise that there is a conflict of interest between the mentoring / consulting relationship and any other role, the mentor / consultant should make this known to the client / mentee / student as soon as is practicable.**
- **Either party has the right to withdraw from the mentoring / consultation contract if, after genuinely trying, the relationship is not satisfactory.**

- **Notice to end the mentoring / consulting should allow for a closure meeting where a final review can take place. As a minimum, an email with an explanation is to be sent.**
- **Both mentor / consultant and client /mentee / student share responsibility for the smooth running and smooth winding down of the relationship.**
- **Confidentiality is ensured at all times. Agree not to discuss the content of mentoring / consultation discussions with others, unless agreed by both parties.**
- **Any notes made about the client / mentee / student or consultations / mentoring meetings, should be kept confidential.**
- **I understand that I cannot hold my mentor, career adviser or consultant responsible, if the actions and decisions I make do not lead to the results that I hoped for**

We both agree to abide by the guidelines outlined above in all our mentoring sessions.

Signature (Mentee/Student)

Date:

(& PRINT NAME)

Signature (Mentor/Consultant)

Date:

(& PRINT NAME)

Please email this back to us once you are happy with the T&C's. THANK YOU.