

# mentMAINZ Mentoring-Agreement

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## BETWEEN

Name of the mentor:

Address:

Telephone/Email:

## AND

Name of the mentee:

Address:

Telephone/Email:

## AGREEMENT OF ARRANGEMENT

The mentoring contact is arranged for the **length of one year**

from \_\_\_\_\_ to \_\_\_\_\_.

**Four meetings should take place.**

Mentor and mentee agree to meet each other \_\_\_\_\_.

The time between the meetings should not exceed a term of 4 months. Ideally, meetings will take place face-to-face. In cases of long distances, at least 2 meetings should take place face-to-face. Beyond that, there is always the possibility to contact each other via email or telephone. Specific other arrangements should be made between the mentor and the mentee.

## AGREEMENT OF CONTENTS

The goal of the mentMAINZ mentoring program is to encourage young scientists with outstanding talent in MAINZ. The mentee expresses his or her expectations and wishes in the context of the mentoring relationship and is responsible for his/her own studies and his/her own professional orientation. The mentor supports the mentee professional orientation and serves as a role model and guides as well as agrees to make her or his knowledge and experience available to the mentee.

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**Intended themes of the mentoring cooperation are:**

**Intended goals of the mentoring cooperation are:**

## GENERAL AGREEMENT

Arranged dates are binding.

The mentee is committed to the pursuit of his or her scientific career and implemented the target career steps.

In context of the mentoring relationship he or she agrees to prepare and document the mentoring process.

The mentor is committed to support the mentee's professional orientation by helping to plan his or her career and to give feedback and advice.

Further- more, the mentor can make contacts available and allow access to organizational structures and networks to the mentee. In context of the mentoring relationship the mentor agrees to also take responsibility in arranging meetings.

If there are questions, disagreements or other problems in context of the mentoring relationship, the mentMAINZ Program Manager should be contacted.

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## COMMITMENT

We agree to treat all information in context of our mentoring relationship strictly confidential and assure reciprocal discretion and confidentiality, except both parties agree otherwise.

## CHANGING THE CONTRACT

If you want to change the mentoring agreement, you should contact the MAINZ Coordination Office and state the reasons for any changes required.

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Place

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Date

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Signature of the Mentor

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Signature of the Mentee

**Please send the mentoring contract which has been signed by both parties to:**

Johannes Gutenberg-Universität Mainz  
Graduate School Materials Science in Mainz  
mentMAINZ Mentoring Program  
Edeltraud Eller  
Staudinger Weg 9  
D-55128 Mainz, Germany  
mainz@uni-mainz.de or  
eller@uni-mainz.de

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## NOTES