



Mentoring agreement

between

(name of mentee)

and

(name of mentor)

The mentor and mentee agree to enter into a mentoring partnership within the framework of the Athene Mentoring Program. The goal is to provide individualized support the mentee through regular exchanges of experiences, reflection and guidance.

Goals of the mentoring partnership

The purpose of the mentoring partnership is to provide the mentee with interdisciplinary support in their academic and professional development. This support is based on a mutual exchange of experiences and discussion of the mentee's specific questions.

The following topics should be discussed:

- ☐ Decision regarding the next qualification level
- ☐ Situation of woman in studying and research
- ☐ Compatibility of family with studies and academic work
- ☐ Work-life Balance
- ☐ Structure of the academic system
- ☐ One-to-one practical support in career planning and development
- ☐ Financing of studies and academic qualification process
- ☐ Requirements of a career in academia
- ☐ Publications
- ☐ Research
- ☐ Third-party funding acquisition
- ☐ Teaching
- ☐ Membership in associations and networks
- ☐ Academic conferences
- ☐ Career-relevant time abroad and international contacts
- ☐ Leadership and personnel management tasks
- ☐ Appointment procedures

- Other topics:

Particularly important topics that should be discussed first:

The agreed-upon goal of mentoring is:

Forms of work:

The mentoring partnership should be compatible with the mentee's studies, research activities, and professional responsibilities. The mentor and mentee therefore agree jointly on an appropriate meeting schedule. As a guideline, meetings are recommended every four to eight weeks.

Meetings maybe held in person or online. Telephone calls and email communication may be used as needed.

Both parties can prepare for the conversation. Inform the other person of the topics in advance, if possible.

Preparation can be done by:

- ☐ Mentor
- ☐ Mentee

Early termination of the mentoring partnership:

The mentoring partnership is voluntary and established for a limited period. It may be terminated by either party at any time by written notice without giving reasons and without any legal obligations arising from the termination.

The mentoring agreement remains with the mentor/mentee.

Confidentiality agreement:

The mentoring partnership is based on mutual respect, trust, appreciation, openness, and reliability. Both parties undertake to respect each other's privacy and to treat all information shared during the mentoring relationship as confidential.

Place _____

Date _____

Mentor's signature

Mentee's signature