

## Mentoring Agreement

This is to declare that

\_\_\_\_\_ (MSc student)

and

\_\_\_\_\_ (Mentor)

agree to engage in a student-mentor relationship while the student is a member of the BCGS.

The BCGS mentoring program gives BCGS Master students access to faculty members at both universities, who will be available for advice and support. Along with the mentoring program come a number of opportunities and responsibilities to which the undersigned agree.

### **Rights and duties of the mentee:**

1. The student actively searches for a mentor during his/her first semester. A list of possible mentors is provided by the BCGS office.
2. The mentee is entitled to contact his/her mentor at any time during his/her MSc studies within the BCGS and ask for additional meetings, if he/she needs support or advice on his/her studies.
3. The mentee submits a copy of the signed mentoring agreement to the BCGS office.
4. The mentee sends electronically a brief report on courses taken and further plans including plans for the Master thesis to his/her mentor and the BCGS office within the second semester by 1 June (or 1 January, respectively).
5. The mentee contacts his/her mentor to organize a meeting shortly after submitting the report to discuss his/her study progress and further plans. After the meeting he/she sends the filled and signed form "BCGS Mentoring Program – Study Progress Meeting" electronically to the BCGS office.
6. If the mentee did not start his/her Master's thesis at the latest 15 months after the start of his/her studies within in the BCGS (typically January in the third semester), he/she will contact his/her mentor for an additional meeting to discuss his/her study progress and further possibilities. After the meeting he/she sends the filled and signed form "BCGS Mentoring Program – Supplementary Study Progress Meeting" electronically to the BCGS office.
7. The mentee is entitled to change the mentor, if the mentor becomes his/her supervisor for the Master thesis or if the mentor does not answer his meeting requests.

**Rights and duties of the mentor:**

1. The mentor answers meeting requests of his/her mentee promptly and offers a meeting within two weeks.
2. The mentor gives advice to his/her mentee and actively supports him/her in finding appropriate possibilities for a research internship or the Master's thesis if necessary.
3. The mentor establishes a contact to the study advisor in case of recurring problems that cannot be solved within the mentoring program.
4. The mentor is entitled to end the student-mentor relationship, if his/her mentee does not actively keep in contact with the mentor.

The mentoring agreement comes into effect with the signing of the agreement and ends when the mentee finishes his/her Master studies within the BCGS.

Name of student		Date: Signature:
Name of mentor		Date: Signature: