



academic mentoring agreement

voluntary provision of services and advice

Established between the following parties

Last name First name

Title and position

hereafter « the Mentor »
and

Last name First name

Title and position

hereafter « the Mentee »

To make this document easier to read, the generic masculine is used to designate both sexes.

Preamble and respective roles

Mentoring is a relationship in which assistance and key information is passed from an experienced person to someone with little or no practical experience who is interested in benefiting from this exchange for their professional and personal development. Its context is one of «knowledge-evolution». It is a unique opportunity in life to create a relationship which can become a catalyst for knowledge and skills, encouraging academic succession through a powerful tool of professional accompaniment and bequests. This confluence of experience and expectations produces a transfer of knowledge and acts as a reciprocal professional stimulus, bringing together different generations and providing both parties with rewarding personal satisfactions.

The official encounter between the Mentor and his Mentee is accompanied by a sharing of personal information (life paths and careers, respective expectations, elaboration of the Mentee's objective(s), etc.) and the finalising of rigorous operational aspects governed in particular by the present agreement.

The Mentor offers to share his knowledge and experience and to make available his network, while at the same time asking questions in such a way *as to encourage the Mentee to be the architect of his own solutions.*

The Mentee, as the party seeking information, is responsible in principle for organising meetings to suit the availability of the Mentor. At such meetings he will raise questions, problems or other subjects, and will prepare for them according to topics raised or undertakings entered into during previous meetings with his Mentor. In an atmosphere of transparency, the Mentee shall inform his hierarchy of this mentoring process.

Lastly, there is no obligation to achieve results, however commitment on the part of both parties is required to ensure the quality of exchanges.

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Article 1 – Duration and objectives of the mentoring

The duration of the mentoring is at least one (1) academic year but may be renewed for a similar period if agreed jointly by the parties. Article 5 is reserved.

The areas in which a Mentor may bring his experience to bear are generally as follows:

Advice for research activities

- Programming research
- Defining a strategy for the selection of grant-awarding bodies
- Support in compiling the research dossier (design, drafting, listening)
- Assistance in putting together the research team (personnel, students) according to available resources and funds
- Identification of requirements for continuation of the research programme (platforms, colleagues, etc.)
- Advice concerning research output (articles, symposia, conferences, etc.)
- Facilitating access to the professional network

Advice for academic activities

- Information concerning academic careers and help consolidating the areas of Research, Teaching (and where relevant Clinic)
- Advice furthering the work and influence of the academic institution
- Support with integration into the teaching staff
- Advice concerning preparation, planning, delivery and evaluation of courses
- Raising awareness of university values
- Facilitating access to the academic network

The parties shall establish together a list of objectives to be attained and actions to be carried out.

Article 2 – Exchanges and meetings

The Mentor and Mentee undertake to hold regular discussions subject to their availability and in accordance with the methods and frequency outlined below. They must however meet, if necessary on Skype, at least once every three months, but in principle once a month.

One of the first meetings shall take place at the Mentor's workplace so that the Mentee can become familiar with it.

Date of monthly meetings (at least once every three months):

November		March	
December		April	
January		May	
February		June	

The Mentor and Mentee undertake to attend at least one of the *Lunch Room* FBM events including *soft skills* workshops.

Article 3 – Evaluation

The parties agree and undertake to attend an evaluation of the programme, where necessary after termination of the present agreement.

Article 4 – Code of conduct and confidentiality

The Mentor and Mentee enter into the mentoring relationship freely and voluntarily. They are jointly responsible for the development and success of their relationship.

The Mentor, whose role is to listen and to offer advice, undertakes not to interfere in the working relationship between the Mentee and his immediate hierarchy.



The Mentee for his part undertakes not to create interference between his professional hierarchy and what he expects/requests from his Mentor.

Each party is required to keep confidential all facts brought to their knowledge through the operation of this agreement, unless expressly authorised by the competent person to discuss them freely. The duty of confidentiality shall remain in force indefinitely at the end of this agreement.

The Mentor and Mentee undertake to respect their mutual working and private spheres.

The parties may consult with the FBM academic succession unit at any time. This unit can support, assist and orient them and, where necessary, seek a solution to any problems in relation to the mentoring.

In the event of conflict and before bringing the present agreement to an end, the parties undertake to request mediation by the Dean's office of the FBM, which may delegate this task to the person of its choice, either within the University of Lausanne or from outside.

Article 5 – Entry into force and duration

The present agreement enters into force on the date of signature of this document.

It is concluded for one year and may be renewed by tacit agreement for the same duration.

It may be terminated by either party at any time. If terminated before it expires, the parties agree to do so in good time and to take all reasonable steps to avoid inconvenience where possible.

Article 6 - Conservation and restitution of documentation compiled during mentoring

The parties agree that all documents and dossiers which may be compiled during the mentoring period shall remain strictly confidential and may not be disclosed by one party without the formal agreement of the other.

Article 7 - Disputes

The parties agree to settle any disputes on an amicable basis. Should such efforts fail, they shall submit a request for arbitration to the Dean's office of the FBM.

Coordinates and signatures

	Mentor	Mentee
Last name		
First name		
E-mail		
Fixed phone		
Mobile		
Professional address		

Made in two originals

Place and date

Signature

Mentor

Mentee

After completion, each party keeps one original and a signed copy should be forwarded to the address below.

