

# Student Mentoring Programme

## AHSS Student Mentoring Programme 2022

The AHSS student mentoring programme was launched in January 2020 and aims to help enhance students' understanding of the world of work, themselves and their potential work environments.

Mentoring is a great opportunity for students to gain real insight as to what career options are open to them and it is a rewarding experience for Alumni to help someone progress and achieve their full potential in their future career. The purpose of this programme is to help current AHSS Students engage with experienced Alumni. We want to provide students with a supported framework to think about the career options open to them and help them understand the skills they have as well as the skills they need to develop.

This Programme is open to current QUB students studying within the Faculty of Arts, Humanities and Social Science

- Application necessary
- Terms and conditions apply

### Terms & Conditions

1. This award is exclusively for current QUB students studying within the Faculty of Arts, Humanities and Social Sciences
2. Applications will open on 19th September 2022 and close on 12th October 2022
3. Mentee applications will be scored based on information provided. The scoring criteria can be found below. Maximum score available is 40, a to be added to the mentee bank a minimum score of 20 must be achieved.
4. There will be a limited amount of mentors available, not all successful applicants will be guaranteed a mentor match.
5. Mentor applications based on eligibility and information provided.
6. All applicants will be contacted on 14th October and be notified of outcome of applications.
7. All successful applicants' (mentors and mentees) will be invited to attend a mentoring induction. Mentee inductions will be held on 25<sup>th</sup> October (2.00 – 3.30pm) and 27<sup>th</sup> October (10.00-11.30am)  
Mentor Induction will be held online, 3<sup>rd</sup> November (12.30 – 1.15pm)
8. We aim to find a match for mentees by 4th November 2022, but we cannot guarantee the length of time it will take to make a match.
9. We also cannot guarantee a mentoring match. We will endeavour to find a suitable match however this may not always be possible. We will inform you as soon as possible if this is the case.
10. All successful mentees and mentors will be expected to adhere to the Code of Conduct. (Included below)

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## Assessment Criteria for Mentees

Criteria	Scoring Criteria	Mark
Year of study	PGT/ PGR/ Final Year	10
	2 <sup>nd</sup> year	8
	1 <sup>st</sup> year	6
What specific learning goals/objectives would you like to achieve by taking part in this programme	Evidence of learning/ objectives	
	Excellent	10
	Very good	8
	Good	6
	Some evidence	4
	Basic evidence	2
	No evidence	0
How will having a mentor help you develop/ achieve your long-term career goals	Understanding of the benefits of mentoring	
	Excellent	10
	Very good	8
	Good	6
	Basic understating	2
	No understating	0
Tell us why you are seeking a mentor now	Reasoning of why a mentor is needed now	
	Excellent	10
	Very good	8
	Good	6
	Basic reasoning	2
	No reasoning	0

**Total Marks available - 40**

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## Code of Conduct

Your participation in The AHSS Student Mentoring Programme as a mentee or mentor indicates that you agree to our code of conduct.

Though not exhaustive, we hope this code of conduct will assist you in establishing an honest, trusting, and rewarding relationship.

## Confidentiality

- Mentoring is a confidential activity, what you discuss with your mentor/mentee is strictly confidential. You will maintain this confidentiality even after your relationship has ended. You will not use any ideas, products, or materials that the other party has discussed to further business or financial interests
- You will maintain the confidentiality of all ideas, products, or materials that have been entrusted within the mentoring relationship
- Mentors will keep, store and dispose of appropriate and accurate records of their work with Mentees, including electronic files and communications, in a manner that ensures confidentiality, security and privacy, and complies with the Data Protection Act 2018.

## Advice

The Mentee acknowledges that the purpose of providing mentoring is to assist mentees with their decision making process and not to provide advice on decisions the Mentee may take. The provision of mentoring services does not constitute financial, management or consultancy advice.

## Respect

- You will respect each other's time and commitment to the programme
- You will respect each other's view point

## Communication

- You will remain professional
- You will approach situations with sensitivity and honesty

## Conflict of interest

- It is your responsibility to highlight any conflicts of interest that may arise during the mentoring relationship at the earliest opportunity
- You will disclose any conflict openly and agree to withdraw from the relationship if a conflict arises which cannot be managed effectively

## Personal Limitations

You will not work beyond the bounds of your capability and experience. When appropriate, you will seek advice or refer to another point of contact or seek support from the AHSS Development Team.

## Data Protection

Data protection legislation applies to personal data.

Personal data can be factual data about an individual (such as name, address or phone number), details of where an individual was/will be at a certain time, opinions about an individual or a photograph in which an individual can be identified.

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A sub-category of 'personal data' is 'special categories of personal data' (also known as 'sensitive personal data') which is data about racial/ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or sexual orientation or genetic / biometric data. Although all personal data should be held securely, there are even stricter requirements for the careful management of special categories of personal data.

The following are examples of documents that you may hold and may contain personal data.

- Emails (and attachments) that you have sent or received about students, including any from the college (or students directly) providing student contact details
- Handwritten notes that you have made about students, such as following a meeting with them
- Copies of forms that you have completed
- Photographs

Personal data, and especially sensitive personal data, must be held physically secure. You must ensure that personal data cannot be accessed by anyone without appropriate authority to do so. This includes family, friends, colleagues or any third party. Simple steps to help achieve this include ensuring that:

You use an email account for your mentoring role to which only you have access.

- Passwords are used where relevant to prevent access to electronic documents. Passwords must not be shared
- Your pc or mobile computing device (smartphone, iPad, tablet) is locked when not in use and anti-virus software is kept up-to-date
- Paper documents are kept locked away when not in use

## **Personal data must be kept confidential**

- Confidential matters must not be discussed with anyone unless there is a clear and justifiable requirement to do so. No third party (including the police, the council and UK Visas and Immigration) has a right to demand access to personal data without appropriate conditions being met in writing.
- Personal data must not be held longer than necessary
- You should only keep information about mentees/ mentors for as long as it's required for your role. Once the mentee relationship has ended you should safely dispose of personal data and all other information must be destroyed. Paper documents should be shredded. Electronic documents should be deleted.

## **Information Management**

You can help yourself to comply with data protection legislation by managing information well. Good practice includes:

- Creating and/or holding only that information that is necessary for you to perform your role and no more
- Ensuring that the information you create is accurate and can be defended if the individual should ask to see it
- Ensuring that you use appropriate tone and language in your communications with (or about) mentees
- Keeping information (paper and electronic) secure and away from unauthorised access
- Keeping information only as long as necessary