

## Mentoring Agreement

### Between the mentor

Name

Telephone

Email

### and the mentee

Name

Telephone

Email

### Content and topic of the mentoring cooperation

Mentee and mentor plan to exchange on the following topics:

**Forms of cooperation**

Mentee and mentor agree on the following form of cooperation (e.g. meetings, job shadowing,...):

**Objectives of the mentoring cooperation**

Mentee and mentor agree with their cooperation to the following goals:

The goals are achieved when:

**Duration, design and end of the mentoring cooperation**

The cooperation starts at:

And ends at:

Mentee and mentor agree to meet regularly.

Place of the meetings:

Duration of the meetings:

Time interval between the meetings:

Mentee und Mentor agree to get into contact by

telephone

e-mail

The meetings were prepared

by mentee

from both

At the end of the mentoring cooperation will be a final evaluation.

In case of discrepancies, the project coordinators will be informed. On request, they mediate.

The termination of the mentoring cooperation is possible. Mentee and mentor inform the project coordinator about the reasons.

### **Confidentiality**

Mentee and mentor agree to keep in strict confidence all and any information that is shared as part of the mentoring cooperation. Confidentiality continues also after the termination of the cooperation.

Date

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Signature Mentor

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Signature Mentee