Responsibilities in a Mentoring Relationship

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| **Mentee** | **Both** | **Mentor** |
| **Recognise and respect mentor’s commitment** | **Agree Ground Rules / Boundaries including suitable meeting place & methods of communication & how often you will meet** | **Send first e-mail to mentee** |
| **Set agenda for meetings** | **Keep discussions confidential** | **Challenge thinking and ideas** |
| **Don’t expect mentor to know all the answers** | **Respond to e-mails promptly and commit to mentoring relationship** | **Support mentee in making their own decisions** |
| **Make the most of the mentoring – even if you feel you don’t have any specific questions you can still benefit from hearing about your mentor’s experience** | **Contact Mentoring Team immediately with any issues/concerns** | **Research any questions you don’t know the answers to** |
| **Be open to feedback and to being challenged** | **Complete end of scheme evaluation** | **Refer mentee to School of Study or relevant department if necessary** |
|  | **Respect the views, cultures and beliefs of others** |  |

Dos and don'ts

• Use Aston e-mail for communication where possible (when known), and only share other contact details / social media information if you feel comfortable doing so

• Let your mentor/mentee know in advance if you are unable to make an arranged meeting

• Respect confidentiality of the discussions between mentor and mentee. All discussions are confidential between mentoring partners and the mentoring team, unless there is a risk to anyone’s wellbeing in which case we will have to disclose this to the relevant contacts

• Respect your partner's commitment to you. If you feel you no longer want to continue with the relationship, please let your partner and the mentoring team know - don't just ignore them

• Don't make unrealistic demands on your mentor/mentee

• Don’t criticise other people – other students or university staff

• Mentors should encourage mentees to seek support from other places where appropriate

• Mentors cannot offer legal or immigration advice, mentees must go to The Hub for this service – it is **illegal** to give advice on this area if you are not qualified

If you have any question or need any support at all please contact [mentoring@aston.ac.uk](mailto:mentoring@aston.ac.uk)