

# IMPERIAL

## Expectations for Activate Mentoring Partnerships

**Activate mentors and mentees are encouraged to meet for an initial “Aligning Expectations” meeting, prior to starting their formal partnership.**

The Aligning Expectations meeting is designed to build rapport, for the mentee to share their aspirations for the mentoring partnership and to establish whether the partnership is a good match. Following this meeting, if either the mentor or mentee have a concern about their match, they should contact the Activate Mentoring Programme Coordinator ([l.lane@imperial.ac.uk](mailto:l.lane@imperial.ac.uk)).

This expectations document is designed to be discussed at the first formal mentoring meeting between Activate mentors and their mentees. Each topic should be considered and tailored to meet the needs of both Parties, setting clear expectations from the start. The list is not exhaustive and can be adjusted accordingly.

At the heart of mentoring is the relationship between the mentee and the mentor. Even though Activate mentoring partnerships will typically last 6 months, the partnership will be dynamic and may change over time. Therefore, mentees and mentors are encouraged to re-visit this document at appropriate stages of their partnership.

## Imperial Values



Imperial has developed a set of values and behaviors which it expects from its community. Activate mentees and mentors are expected to adhere to these values in all aspects of their partnership and in their contribution towards Activate mentoring programme events and activities.

It is expected that Activate mentors and mentees will respect individuals' autonomy, fundamental rights and any cultural and role differences, as well as personal values, attitudes and opinions.

- How will you embed these values in your partnership?
- How will you be supportive and non-judgmental of your partner's views, lifestyle and aspirations?

## Mentoring Meeting Practicalities

It is expected that Activate mentors and mentees will meet up to 6 times over a period of about 6 months. Mentoring meetings will typically last 1 hour. Activate mentors and mentees should commit to arriving on time, at the agreed date and venue and be present and prepared for each meeting.

- How often will you meet and where?
- Will your meetings take place remotely, in-person or a mixture?
- If either of you needs to re-schedule a meeting, or are late for a meeting, how will you inform each other?
- What level of contact outside of the scheduled mentoring meetings can you expect from each other?

## **Trust and Confidentiality**

It is expected that Activate mentors and mentees will work together to build trust to facilitate open and honest dialogue.

All Activate mentoring conversations and meetings should remain confidential unless both Parties agree that it would be helpful to disclose relevant details to another member of Imperial staff who is better placed to advise, or there are safeguarding concerns.

Further, Activate mentors are not permitted to maintain confidentiality, if there is a significant and immediate risk to the mentee's health and safety or that of others.

- What ground-rules will you set for your partnership?
- How will you facilitate open and honest dialogue?
- How will you let each other know when you are not comfortable with a conversation?

## **Outcomes and Objectives for the Mentoring Partnership**

At the Aligning Expectations meeting, the mentee is asked to share their aspirations for the mentoring partnership. Please re-visit these at your first meeting and consider how these might be achieved.

- How often will you check whether the partnership is fulfilling the needs and objectives of the mentee?

## **Commitment to Action**

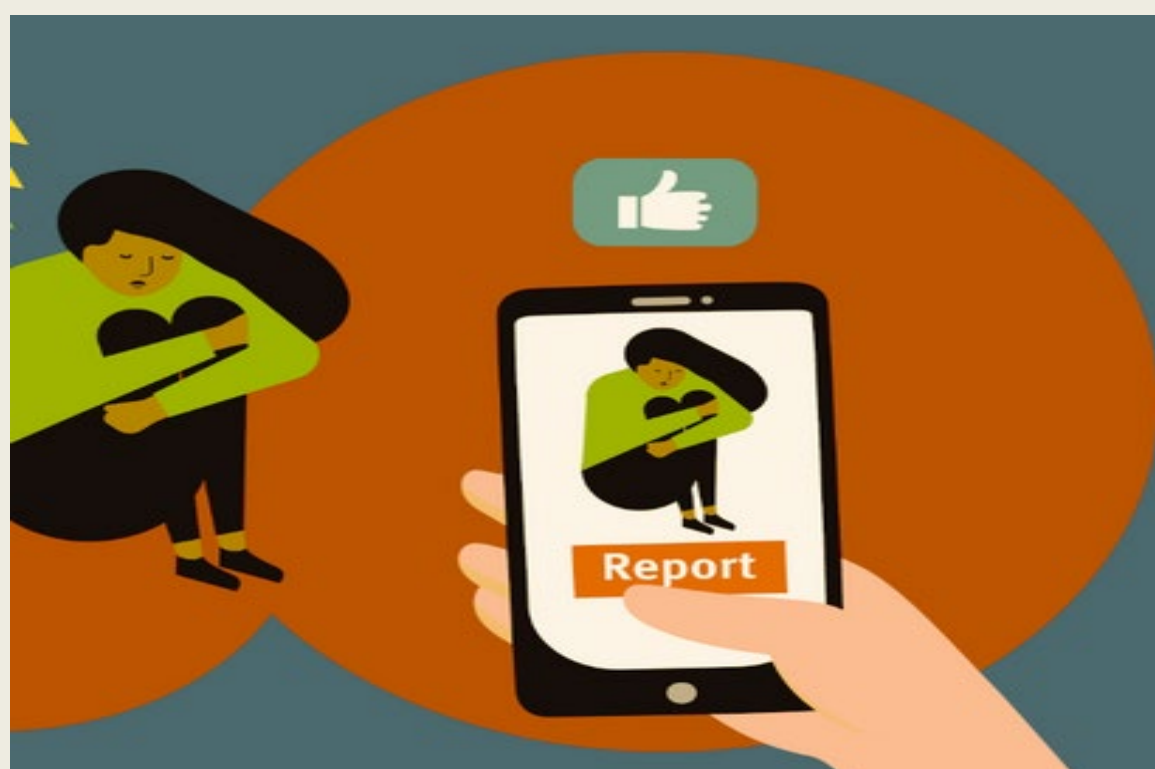
Activate mentees are responsible for their own learning and for taking forward any actions agreed during mentoring meetings. A mentor may also agree to an action or to pursue a line of enquiry between meetings which mentees are free to accept, counter-offer or decline.

- How will you follow-up on any actions agreed at your prior meeting?

## Wellbeing, Support and Signposting

The wellbeing of Imperial's students and staff is paramount. Where a mentor has concerns about the wellbeing of their mentee, they should sign-post the mentee to a member of the Activate Programme team for advice and the College's Student Support Zone. Depending on the nature of the concern, it may also be necessary for the mentor to seek advice from the Activate Programme team and/or College's Student Support Services, noting the confidentiality statement above.

Mentors and mentees are reminded about the College's Report and Support Tool which can be used by staff, students, contractors and visitors to Imperial. The tool can be used if you have witnessed an incident, or experienced bullying or harassment directly. You can disclose something anonymously or you can provide your details to be put in contact with someone.



Postgraduate students and staff of the College also have access to Imperial's race equality network, Imperial as One: [Imperial As One | Administration and support services | Imperial College London](#) and the @ableImperial Network which supports individuals with disabilities: [Able@Imperial | Administration and support services | Imperial College London](#).

The Disability Advisory Service also works with [Diversity & Ability](#) to run on-line study skills workshops which you may find helpful: [Live Webinars | Administration and support services | Imperial College London](#)

Further signposting to support is also provided throughout the programme.

## **When Changes are Needed to your Partnership**

Throughout the partnership, mentees and mentors are strongly encouraged to have regular informal conversations about whether the mentoring partnership is meeting the needs and expectations of the mentee, or if a change in mentor would be in the best interest of the mentee.

How will you approach this conversation?

- How will you address issues raised, or recognise and acknowledge when a change in mentor is needed?

## **Request to Change Mentor**

Where an informal conversation does not resolve the issue and it is clear that a change in mentor would be in the best interests of the mentee, either Party can request a change by contacting the Activate Mentoring Programme Coordinator.

## **Concerns and Complaints**

Mentors and mentees can raise confidential concerns about their partnership with the Activate Mentoring Programme Coordinator, including any safeguarding concerns ([l.lane@imperial.ac.uk](mailto:l.lane@imperial.ac.uk)).

Activate mentors and mentees wishing to make a formal complaint about the Activate Mentoring Programme or an individual, should review the Activate Mentoring Programme Complaints Procedure at the end of this handbook.