

# CSC Mentoring Programme- Mentee Agreement

The CSC Mentoring Programme connects Commonwealth Scholars and Alumni to support knowledge and skills and development and a practical understanding of how these can be implemented post-scholarship to achieve development impact.

The CSC aims to pair current Scholars with an alumnus working in a related or relevant field to their studies to provide individual advice and guidance during their studies.

Role Descriptions

The primary role of a CSC Mentee is to seek advice and support from a Commonwealth Alumnus (Mentor) to gain knowledge and skills required in your chosen field and area of study. You will also seek to understand how your Mentor’s skills and expertise will guide you in your studies and prepare you to return home and successfully implement your development impact plans.

**As a Mentee you will have the opportunity to:**

* Ask for guidance on how to ensure your studies will support your development impact goals and be applicable to your home country context
* Seek support in developing soft skills required for your personal and professional growth
* Learn from your Mentor’s experiences and expertise to develop your skills and knowledge and support your academic and development goals
* Ask questions about how to apply your studies to the workplace, or for support in identifying key employability skills to help you secure relevant employment on your return home
* Seek support in adjusting to living and studying in the UK

Expectations of Mentees

**Code of conduct**

You are an ambassador for both the CSC and your home country, and your actions and remarks will have an impact on the reputation of both. You are therefore expected to adhere to high standards of conduct and behaviour and to show respect to others and your surroundings at all times, as outlined in the CSC Code of Conduct for Award-Holders, available on the [CSC website](https://cscuk.fcdo.gov.uk/wp-content/uploads/2020/08/CSC-Code-of-Conduct-for-Award-holders-1-1.pdf).

**Confidentiality**

Confidentiality is a core requirement of the Mentor-Mentee relationship. As a Mentee, you must **not** disclose any personal information (including name and contact email address), conversations, or issues raised by your Mentee with a third-party. Your Mentor will also agree not to disclose this information. If you have any concerns about confidentiality, you should notify [alumni@cscuk.org.uk](mailto:alumni@cscuk.org.uk)

## CSC safeguarding policy

The CSC is committed proactively to safeguard and promote the welfare of our beneficiaries, and to protect its staff, Commissioners, beneficiaries and all those with whom the CSC comes into contact. As a Commonwealth Scholar or Fellow, you should familiarise yourself with the [CSC Safeguarding Policy](https://www.gov.uk/government/publications/csc-safeguarding-policy) and act consistently with requirements for safeguarding. Any safeguarding concerns should be reported to the Commission at [csc.safeguarding@cscuk.org.uk](file:///\\acu.local\common\SCHOLARSHIPS\CSC\SCHEMES\CSFP-IN\CSFP-ALUMNI\Mentoring%20programme\2021-2022\Handbooks%20&%20resources\Handbooks\csc.safeguarding@cscuk.org.uk)

**Feedback and communications**

You are expected to complete all surveys related to the CSC Mentoring Programme and respond to any emails asking for information about your role and experiences as a Mentee.

Declaration

I confirm I will adhere to the expectations set out in the CSC Mentoring Programme- Mentee Agreement, and that I have read and understood the role and responsibilities as given in this document and the [Mentee Handbook](https://cscuk.fcdo.gov.uk/mentoring-programme-resources/). I confirm I will adhere to the [CSC Code of Conduct for Award-Holders](https://cscuk.fcdo.gov.uk/wp-content/uploads/2020/08/CSC-Code-of-Conduct-for-Award-holders-1-1.pdf).

I confirm that the following contact email address **and/or** online profile can be shared with my Mentor so they can contact me to begin the mentoring cycle.

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| --- | --- |
| **Email address:** |  |
| **Online profile:** |  |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |