

# CSC Mentoring Programme- Mentor Agreement

The CSC Mentoring Programme aims to pair new Commonwealth Scholars with a Commonwealth Alumnus working in a related field to their studies, to provide advice and guidance to support Scholars in gaining the necessary skills and knowledge to achieve their development impact goals.

Role Description

The primary role of a CSC Mentor is to provide a Commonwealth Scholar (Mentee) with advice and support during their studies to help them gain the knowledge and skills required in their chosen field and area of study. You will also help them in feeling prepared to return home and successfully implement their development impact plans. You should also identify the skills and learning opportunities you wish to achieve as a Mentor.

**As a Mentor, you will have the opportunity to:**

* Support your Mentee in understanding how the skills gained through their studies will support their development impact goals and be applicable to their home country context
* Help your Mentee focus on the development impact potential of their studies and provide relevant sector and/or research information to support this
* Provide motivation to your Mentee during intensive study periods, such as examinations, assignment submissions, and vivas
* Support your Mentee in adjusting to UK teaching and culture and create a safe environment for them to ask questions about social aspects of living in the UK
* Provide guidance on how your Mentee can implement their knowledge and skills in the workplace following their Scholarship, and/or advise on employment where these skills are most needed to support sustainable development
* Support your Mentee in developing soft skills required for their personal and professional development

Expectations of Mentors

## 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 Alumni](https://cscuk.fcdo.gov.uk/wp-content/uploads/2020/06/Code-of-Conduct-for-Alumni-.pdf).

## Confidentiality

Confidentiality is a core requirement of the Mentor-Mentee relationship. As a Mentor, you must **not** disclose any personal or sensitive information (including name and contact email address), conversations, or issues raised by your Mentee with a third-party. Your Mentee will also agree not to disclose this information. If you have any concerns for their safety or welfare you should encourage them to share this with their CSC Programme Officer or university. Should you continue to have concerns, you should notify alumni@cscuk.org.uk

## Duty to report

During their studies, your Mentee may experience unexpected issues which may affect their time in the UK. Your Mentee should contact their Programme Officer on matters related to financial aspects of their award, travel arrangements, and visa and welfare issues.

As a Mentor, if you have serious concerns for your Mentee’s welfare and personal safety and understand that the CSC has not been informed, you have a duty to report these concerns to the CSC Alumni Team.

## 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. The CSC requires staff, members of the Commission, applicants for and recipients of CSC awards and suppliers to act consistently with its requirements for safeguarding.

As a Commonwealth Alumnus, 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:///%5C%5Cacu.local%5Ccommon%5CSCHOLARSHIPS%5CCSC%5CSCHEMES%5CCSFP-IN%5CCSFP-ALUMNI%5CMentoring%20programme%5C2021-2022%5CHandbooks%20%26%20resources%5CHandbooks%5Ccsc.safeguarding%40cscuk.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 experiences as a Mentor.

Declaration

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| Declaration | Insert ✓ below |  |
| I confirm I will adhere to the expectations set out in the CSC Mentoring Programme- Mentor Agreement, and that I have read and understood the role and responsibilities as outlined in this document and the [Mentor Handbook](https://cscuk.fcdo.gov.uk/wp-content/uploads/2020/10/Mentoring-Programme-handbook-for-Mentors.pdf) |  | Yes |
| I confirm I will adhere to the [CSC Code of Conduct for Alumni](https://cscuk.fcdo.gov.uk/wp-content/uploads/2020/06/Code-of-Conduct-for-Alumni-.pdf) |  | Yes |
| I confirm my name, country, and Scholarship details (year, university, and course of study), can be shared with my Mentee |  | Yes |
| I understand that as a Mentor, I am responsible for making the first contact with my Mentee and should initiate the first contact by the deadline stated in the pairing communication email |  | Yes |

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| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |