

Mentor Contract

Name in block letters:

_____, Mentor in the QA Programme

I hereby sign up as a volunteer mentor for the QA Programme in the following semester, specified by the sign date of the current president of the programme.

This contract specifies what is expected of the mentor, and what the mentor can expect from the QA Programme.

Expectations for the mentor:

- Organize pick-up of mentees from the airport, if they wish so.
- Help mentees get keys for their housing, if necessary.
- Help mentees whenever possible.
- Answer practical questions; where to get a bike, shop, etc.
- Plan and coordinate social events within mentor groups, so that the mentees meet each other and build social relations upon arrival.
 - Each mentor group is expected to plan 2-3 events
 - To spend an appropriate amount of time interacting with their mentees
- To attend the two day Mentor Workshop.
- To attend at least 75 % of all Supergroup meetings. Exceptions can be made after approval from the Supergroup leader(s).
- Be an active member of the international community of the Faculty of Humanities.

Offered by the QA Programme:

- Access to QA member-only activities, such as the QA Lounge, QA events and more.
- A certificate at the end of the term, documenting the mentor's work and experience as a volunteer mentor.
- The QA Programme will provide training in preparation for being a mentor via the Mentor Workshop and the Mentor Handbook
- The QA Programme board members will be available for the mentors to spar with and ask
- The Programme will plan, coordinate, and execute large events that allow mentors and mentees to connect across mentor groups.
- To participate in Supergroup meetings where mentors will be in contact with other groups
- The opportunity to learn employment relevant competencies and skills.

Contract terms

- The contract runs from the start of the upcoming semester, until the last mentee leaves Copenhagen.
- If either party wishes to terminate the contract earlier, it should be done so via written notification, with provided reason.
- Either party can terminate the contract at any time. In order to terminate your contract, please write the Programme at e-mail qaprogramme@qaprogramme.dk.
- This contract is to be understood as a binding document. By signing it, you agree to having read and understood your obligations as a mentor.

Current elected President QA Programme

Maria Olsson

Sign: Maria Olsson Date: 15/04/2020

Student, The Faculty of Humanities

Sign: _____

Date: _____

TO BE EMAILED TO QAPROGRAMME@QAPROGRAMME.DK