

**Memorandum of Understanding**  
**RECORDING THE UNDERSTANDING OF THE MENTEE OF HIS/HER RESPONSIBILITIES**  
**AND THE RECIPROCAL RESPONSIBILITIES OF THE WBS MENTOR**

The purpose of this Memorandum of Understanding (MoU) is to clarify the principal roles and responsibilities of both Mentor and Mentee. Please note that in order to be appointed by WBS as a Mentor, the Mentor will have agreed with WBS to certain obligations relating to confidentiality and the use of personal data. A number of the more relevant obligations agreed to by the Mentor are repeated in this document.

**MENTOR**

1. Has agreed to be responsive to requests for contact from the Mentee and, if unavailable, to so advise the Mentee and where possible offer alternative help;
2. Has agreed to provide the Mentee with personal guidance which will be given at all times solely in the best interests of the Mentee;
3. Has agreed to ensure that the guidance given is provided in a way that ensures it is the Mentee who makes the required decisions for themselves;
4. Has agreed to always seek help in confidence and with the agreement of the Mentee, where it is needed, in order to provide the Mentee with information which may be beyond the immediate experience of the Mentor;
5. Has agreed to always keep any and all information provided by the Mentee to the Mentor strictly confidential;
6. Has agreed not to have any financial or business relationship with the Mentee;
7. Has agreed to always advise the Mentee and WBS if at any time the Mentor is unable/unwilling to continue the relationship with the Mentee;
8. Has agreed to always abide by and honour the terms of this MoU;
9. Has agreed to participate promptly in all requests from WBS for information and feedback, including surveys;
10. Has agreed to initiate contact with the Mentee where there has been unplanned lack of contact for in excess of (30) thirty days.

**MENTEE**

1. Agrees to ensure that initial contact is made within (15) fifteen days of the WBS formal introduction to the Mentor;
2. Will contact the Mentor as and when needed in order to seek advice and/or assistance;
3. Will co-operate with any non-confidential requests for information from WBS;
4. Will keep any and all information provided by the Mentor to the Mentee strictly confidential;
5. Will not have any financial or business relationship with the Mentor;
6. Will advise the Mentor and WBS if at any time the Mentee is unable/unwilling to continue the relationship with the Mentor;
7. Will initiate contact with the Mentor where there has been unplanned lack of contact for in excess of (30) thirty days.
8. Agrees any decisions or actions made as a result of the WBS Global Mentoring Programme are entirely the responsibility of the Mentee and that both the Mentor and WBS accepts no liability arising from the WBS Global Mentoring Programme whatsoever.
9. Upon paying the fee of £345 to WBS for this two-year programme, you, the Mentee understand that WBS operates a 'no refund' policy in the event that the above responsibilities are not fulfilled by you, the Mentee, and the relationship is concluded.

This agreement will be in place for a (2) two year period from the date below. You have the right to request the termination of this agreement (on a 'no-refund' basis) on the provision of 7 days written notice. Please note that your Mentor is engaged on a voluntary basis and is also able to give notice. In the event that your Mentor ceases to act as a volunteer Mentor on the WBS Global Mentoring Programme or in the event that the relationship between you and your Mentor is unable to continue, we will endeavor to identify and introduce you to another Mentor.

Data Protection: For information about why and how we process your personal data, who it is shared with, retention periods, your rights etc. please see: <https://warwick.ac.uk/fac/soc/wbs/central/corporate-relations/careersplus/wbsmentoring/privacy-policies>

I agree I have read and understand the Mentee Privacy Notice.  
 I consent to the business school processing my personal data for the purposes set out in the Mentee Privacy Notice.  
 I understand I can withdraw my consent to processing at any time

Signed as agreed and understood

ALUMNI/STUDENT NO:  NAME OF MENTEE :  SIGNATURE:   DATE:	NAME OF WBS STAFF MEMBER:  POSITION:  SIGNATURE:   DATE:
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