# **Elemental Mentoring Agreement Template**

This agreement is intended to help mentors and mentees establish a shared understanding of their mentoring relationship. It is not a formal contract but a guide to support clear communication, mutual expectations, and productive collaboration.

### **Section 1: Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Mentor** | **Mentee** |
| Name |  |  |
| Job Title / Role |  |  |
| Institution / Organisation |  |  |
| Email Address |  |  |

### **Section 2: Purpose of the Mentoring Relationship**

Briefly describe the key aims or focus areas of this mentoring relationship (e.g., career development, research guidance, confidence building):

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| --- |
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### **Section 3: Goals and Objectives**

(Optional: use SMART format—Strategic, Measurable, Achievable, Realistic, Time-bound)-

## **Section 4: Meeting Arrangements**

|  |  |
| --- | --- |
| **Item** | **Agreed Details** |
| Preferred method of contact | (e.g., Email, Zoom, Phone, In-person) |
| Frequency of meetings | (e.g., monthly, quarterly, biannually) |
| Approximate length of each meeting | (e.g., 1 hour) |
| Initial duration of relationship | (e.g., 6 months, 1 year) |
| Agreed meeting location (if in person) |  |

## **Section 5: Ground Rules**

* We will respect each other's time, views, and boundaries.
* We will maintain confidentiality as outlined in the Elemental Mentoring Guidance.
* We agree to be punctual and communicate in advance if a meeting needs to be rescheduled.
* We will periodically review how the mentoring relationship is progressing.
* We will aim to keep our discussions focused and constructive.

Other agreed ground rules (optional):

|  |
| --- |
|  |

## **Section 6: Review and Ending the Relationship**

* We agree to review progress:
 ☐ Midway through the agreed timeline
 ☐ At each meeting
 ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* We understand that the mentoring relationship may end early or be extended by mutual agreement.

## **Signatures (Optional)**

Mentor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_
Mentee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Please keep a copy of this agreement for your own reference. You do not need to submit this form to the Elemental team unless requested.**

For questions or support, contact **elementalmetalhub@kent.ac.uk**.