

MGA Mentoring Agreement

RECITALS

The Monash Graduate Association Inc. (MGA), registered office 21 Chancellors Walk Monash University Victoria 3800, is a not-for-profit, Monash University recognised representative organisation for Monash University (Australian campuses) enrolled graduate students.

The MGA is an incorporated entity under the Associations Incorporation Reform Act 2012 (Vic) and is subject to the Constitution of the MGA. The MGA among other support offers advocacy, academic support, social events.

This agreement incorporates all applicable MGA regulations and policies including the Privacy Regulations. In the event of a dispute this agreement will be subject to the exclusive jurisdiction of the courts of Victoria.

The Parties are the Mentor and the Mentee as they may be from time to time.

THE PARTIES AGREE

1. MGA Role

As part of its functions, the MGA facilitates and supports the MGA Mentoring program. The MGA values its Mentors and Mentees and will provide:

- 1.1 A written code of conduct in the registration form explaining the roles of Mentors and Mentees so the Parties can understand their respective roles and responsibilities as specified in this agreement;
- 1.2 An orientation session;
- 1.3 A safe environment in which the Mentoring program is facilitated;
- 1.4 A Mentor who in the opinion of the MGA is professionally and academically well suited to the Mentee.

2. Mentor and Mentee agree to:

- 2.1 Participate in an orientation session;
- 2.2 Commit to the minimum requirement of the number of meetings as specified during the orientation session being up to one hour but in any event not less than 45 minutes per meeting;
- 2.3 Act in good faith, in a considerate and respectful manner in all interactions with each another;
- 2.4 Maintain a respectful, supportive and professional relationship;
- 2.5 Support the MGA's aims and objectives as contained in the MGA Constitution;
- 2.6 Comply with MGA rules including social media regulations, health and safety rules and privacy regulations;
- 2.7 Notify MGA staff of any health and safety issues or potentially hazardous situations that may pose a risk to any Mentor or Mentee, student, staff member or a member of the public and report any accidents or incidents to their MGA and Monash University as soon as practicable;
- 2.8 Behave professionally and courteously to all staff, students and members of the public;
- 2.9 Advise the MGA of any changes in circumstances which may render their role inappropriate, unsuitable or unable to be performed;
- 2.10 Disclose and advise of any medical, physical or relevant condition which has the potential to interfere with or impair the Mentor-Mentee relationship;
- 2.11 Comply with the law at all times;
- 2.12 Take reasonable care of their own health and safety.

3. Mentor agrees:

- 3.1 Neither the MGA nor the Mentor intend any employment or contractual relationship to be created between them simply by virtue of this agreement;
- 3.2 A Mentor is not an employee, independent contractor or consultant at, or to, the MGA;
- 3.3 The position of a Mentor is voluntary and any role associated costs will not be remunerated or

reimbursed under any circumstances by the MGA.

And the Mentor further agrees to:

- 3.4 Complete an orientation session in person, online or by reading the information emailed by the MGA but in any event prior to commencing the Mentor role;
- 3.5 Complete the mandatory online training modules prior to commencing as a Mentor;
- 3.6 Provide objective, supportive, and constructive feedback and advice to the Mentee if needed;
- 3.7 Support and help the Mentee set and achieve realistic goals;
- 3.8 Act professionally at all times in the manner of a leader and role-model.

4. Mentee Agrees:

- 4.1 Neither the MGA nor the Mentee intend any employment or contractual relationship to be created between them simply by virtue of this agreement;
- 4.2 A Mentee is not an employee, independent contractor or consultant at, or to, the MGA;
- 4.3 The position of a Mentee is voluntary and any role associated costs will not be remunerated or reimbursed under any circumstances by the MGA.

And the Mentee further agrees to:

- 4.4 Complete an orientation session in person, online or by reading the information emailed by the MGA but in any event prior to commencing as a Mentee;
- 4.5 Carry out tasks as may be specified by the MGA during MGA inductions or training sessions in general or for specific events. Directives may also be provided in any MGA Mentor handbooks, instructional materials, codes of conduct or similar publications;
- 4.6 Prepare for meetings and take initiative in raising issues or concerns for the Mentor's attention;
- 4.7 Discuss the type of advice and guidance they may reasonably need;
8Assess and identify their goals and objectives;
- 4.8 Engage in open discussions with the Mentor and be receptive to constructive feedback and advice; and
- 4.9 Take responsibility for their own growth and development.

5. Monash University

Where the Parties are current students of Monash University, the Parties did as at enrolment agree to abide by relevant University rules including: [Monash University Student Charter](#) [Social Media Policy](#) [Student General Conduct Policy](#)

6. Induction and Training

The MGA runs an orientation session for all Mentors and Mentees in the first week of the program. Slides from the orientation session can be emailed to the Parties in the event they are unable to attend in person or online. The session covers expectations, how to make the most of their mentoring relationship, timeline of the program and descriptions of the roles.

7. Information Required

The Parties agree to provide personal details to the MGA in order to be registered as part of the Mentoring program.

Personal details include:

- full name;
- student email;
- student identity number;
- contact telephone number;
- emergency contact details.

8. Termination of this agreement

Both the Mentor and Mentee are entitled to end this agreement for any reason. A decision to end the relationship must be communicated to the MGA Program Coordinator as soon as practicable.

9. Insurance

The University provides insurance for its students. All Monash University students are covered by the University's insurance scheme when participating in the MGA Mentoring program. Insurance does not cover loss of personal property. The Parties should make their own inquiries as to the details of the Monash University insurance scheme.

10. Confidential information

- 10.1 The Parties agree that all Confidential Information, conversations and communications made between the Mentor and Mentee as a part of this program are to be kept confidential. This includes but is not limited to contact details and personal or sensitive information.
- 10.2 An exception applies where there has been permission provided by all relevant parties to disclose information, or if not disclosing the information poses a significant risk to the health and safety of others, or is required by law.

Confidential information includes any information relating to MGA, its business, services and constituents which has been designated by the MGA as confidential or which is, by its nature, confidential or proprietary to the MGA. The Parties agree they are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of their respective roles.

11. Privacy

The Parties accept and acknowledge that confidential information provided to the MGA will be stored and handled in accordance with the MGA Privacy Regulations and Information Handling Procedures. Contact information of the Mentee and Mentor needs to be shared with one another to facilitate the Mentoring program.

12. Consent to use photographs and images

The MGA may take photographs and video footage of the Parties participating in the Mentoring program and use it for the purposes of marketing and promotion of the MGA and its services. This may include printed and digital marketing, including the use of the Parties' images on social media platforms.

13. Mentoring Program complaints

All complaints by either the Mentor or Mentee are to be directed in writing to the MGA Program Coordinator in the first instance and if the matter is not resolved then to the MGA Student Experience Manager.