



Mentoring Guidelines

About This Guide

This guide presents the rules guiding the relationship between the mentors and the mentees. This includes all mentoring processes that will be done within the Academic Mentoring Program at the German-Syrian Research Foundation e.V. (DSFG e.V.)

This mentoring guideline is a general guidance protocol; therefore, it does not contain strict rules to be followed.

About German-Syrian Research Foundation "DSFG"

The German-Syrian Research Foundation e.V. (DSFG e.V.) is a non-profit non-governmental organization established in Germany and founded in 2016 by Syrians and Germans of Syrian origin. It was built out of the will, the establishment of a Syrian community for research and science in Germany, as well as the creation of a Syrian advocacy group within the German Centers for Research and Science. The aim is to support Syrian students and scholars in their studies and work in Germany and, in addition, to obtain relevant scholarships so that they can continue their scientific careers in Germany. For more information, please visit the following webpage:

<https://ds-fg.com>





What is Mentoring?

Sharing knowledge and expertise in a specific field between an experienced person, i.e. mentor, and an inexperienced person, i.e., mentee, who needs his advice. The aim is, among other things, to support the mentees in developing their professional identity and reflecting on their current and future professional activities. Mentoring aims to promote support outside the usual manager–employee relationship. It is thus a type of relationship between the mentor and the mentee, who agree with each other on how they want to proceed and which topics they work on.

Mentoring, therefore, requires a high degree of openness, trust, and commitment from both sides. In the context of mentoring programs, mentors should therefore be prepared for their task, because in contrast to coaching, they are usually not trained for this activity. Deutsch-Syrische Forschungsgesellschaft

Mentorship processes are not a guarantee for achieving the goals of the mentee and it is not an alternative to counseling. It is the responsibility of the mentee to achieve their progress and apply to the intended scholarships, study programs, or academic positions.





Towards An Effective Mentor-Mentee Relationships

Effective mentor-mentee relationships ensure the benefits for all parties involved.

Our tips for such successful relationships include:

- **Get to know each other: Mentor and Mentee: Get to know each other on an individual basis.**
- **Establish clear communications**
 - **Mentor: keep the mentee posted about your unavailability due to business or personal travel. Determine the best communication times and tools.**
 - **Mentee: Be upfront. Keep your mentor posted about your goals and the intended outputs of the mentoring program.**
- **Offer assistance**
 - **Mentor: Encourage communication & deadlines. Establish an action plan.**
 - **Mentee: Remember that your mentor is there for you but he is only a guide and your efforts are essential.**
- **Define expectations**
 - **Mentor: Help create a system to measure and follow achievement.**
 - **Mentee: Review your goals . Deutsch-Syrische Forschungsgesellschaft**
- **Maintain contact**
 - **Mentor: Respond to your emails. Answer the mentee requests.**
 - **Mentee: Be polite and not insistent. Respond to your e-mails and ask questions.**





- **Be honest**
 - **Mentor:** Be truthful in your evaluations but be diplomatic.
 - **Mentee:** Inform your mentor about misunderstanding or a differing opinion.
- **Actively participate**
 - **Mentor:** Engage in your own learning while you are mentoring.
 - **Mentee:** Listen, ask and act.
- **Be innovative and creative**
 - **Mentor:** Share your opinion, give advice and new ideas.
 - **Mentee:** Offer ideas on which activities you can do together.
- **Be reliable and consistent:** Mentor and Mentee: The more consistent you are, the more you will be trusted.
- **Stay positive**
 - **Mentor:** Recognize the work and the progress done by the mentee.
 - **Mentee:** Remember that your mentor is giving feedback and not criticizing.

Establishing & Performing A Mentorship Process

A mentoring process can be established as follows:

- The mentee fills the application form on become a mentee page
- An executive coordinator will enter the data of the mentee in the project database and give him/her a unique Mentee number.
- An executive coordinator will contact the available mentors, who are appropriate to the needs of the mentee.





- **Once the mentor gives his acceptance, the executive coordinator will connect the mentor and the mentee. This date will be assigned as the starting of the mentorship status.**
- **The mentee should contact the assigned mentor to start the mentorship process.**
- **The executive coordinator will follow up on the mentorship process with both the mentor and mentee every 14 days.**
- **The executive coordinator will close the mentorship process when both parties inform him/her that the process is finished. This date will be assigned as the closing mentorship status.**
- **Certificates will be handed to the mentor and the mentee.**





Mentorship Meetings

A successful mentor-mentee communication can be achieved following these general guidelines:

- **The first communication steps can be done via Email, in which the mentee can specify his/her expectations and send their CV, cover letter, and certificates.**
- **A first “get to know each other” meeting in which the mentee can share his/her goals, expertise, and deadlines. During this meeting, both parties should discuss the topics that will be covered, the regular meeting schedule and platform, the duration of the mentorship, and confidentiality terms.**
- **Setting up a schedule for regular meetings including the topics and the outcomes.**
- **Discuss who will be responsible to set up the next meetings and how a meeting can be canceled due to any emergency.**
- **Doing some preparatory work before each meeting to make them more efficient.**
- **Sharing in advance documents to discuss in the next mentoring meeting.**
- **Keeping a track record and notes of each meeting.**





Mentorship Duration

It is recommended that the mentorship process be done within a maximum of two months. However, both parties can decide to keep in touch after the official end of the mentoring process.

Confidentiality & Privacy

This involves responsibility by all parties to ensure that information should be treated with the utmost confidence. Confidentiality is important for building a trusting relationship. Mentors sign a data privacy agreement once joining the Academic Mentoring Program.

Role of The Coordination Team

The DSFG Academic Mentoring Program coordination team will be responsible for receiving the mentorship request, registering the case in the system, connecting the mentee with the appropriate mentor, following up periodically on the mentorship process, and closing up officially the mentorship process.

The mentor and the mentee are requested to keep the program coordination team informed about their mentoring meetings outcomes and are encouraged to contact the team in case of any issue.





Solving Mentorship Problems

- Discuss to solve the issue!
- Contact your executive coordinator
- Either parties can end the mentoring process anytime

Closing The Mentoring Process

After closing any mentorship process, both parties will be invited to share their opinions and experience to improve our mentoring program. Each mentoring party will receive a certificate from the German-Syrian Research Foundation.

**THANK YOU FOR BEING PART OF AND FOR
PROMOTING OUR ACADEMIC MENTORING PROGRAM!**

