



## **Cambridge–Oxford Alumni Club of Hungary**

### **Mentoring Programme Guidelines**

#### **What is the COACH Mentoring Programme?**

Mentoring supports talented individuals in fulfilling their potential and identifying suitable career pathways. In the COACH Mentoring Programme, Members of the COACH Alumni Community are matched with current students and recent graduates of the Universities of Cambridge and Oxford. As part of the Programme, Mentors provide career guidance, professional insight, encouragement, and constructive support.

The aim of the Programme is to create opportunities for bilateral personal and professional development, enabling Mentors and Mentees to inspire each other, exchange ideas, and reflect on career goals and professional growth.

Participation in the Programme is voluntary and does not involve financial remuneration.

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#### **Why does COACH run a Mentoring Programme?**

COACH seeks to foster a supportive and closely connected Cambridge and Oxford alumni community and to strengthen engagement between COACH members, students, and recent graduates of the Universities of Cambridge and Oxford. The Mentoring Programme is designed to support these objectives.

By signing up as a Mentor, you can share your knowledge and experience with someone at the early stages of their professional journey. Mentoring also provides an opportunity to reconnect with your alma mater and contribute to the alumni community.

By signing up as a Mentee, you gain access to career guidance from someone with relevant professional experience. Participation offers an opportunity to discuss career plans and develop strategies for professional development.

Regardless of participation as a Mentor or Mentee, the Programme aims to facilitate meaningful connections, broaden perspectives, and encourage mutual learning.

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#### **Who can sign up?**

Mentor applications are open to COACH Members who have at least three years of professional experience following completion of their first university degree and who are willing to support current Oxford and Cambridge students or recent graduates.

Mentee applications are open to:

- Current students (undergraduate, Master's, and doctoral candidates),
- Graduates within approximately five years of completing their degree.

Recently graduated COACH Members may apply either as Mentors, Mentees, or both, depending on their professional experience and development objectives.

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### **Time Commitment and Communication**

The frequency and format of mentoring meetings are determined jointly by each Mentor–Mentee pair. However, the Committee recommends holding at least three structured meetings during the Programme period.

While in-person meetings can help strengthen mentoring relationships, virtual meetings (e.g. video calls, telephone or email communication) are fully acceptable and encouraged where geographical distance makes physical meetings impractical.

Mentoring pairs are encouraged to agree early on communication expectations, preferred meeting formats and availability.

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### **Matching Process**

Following submission of applications, the COACH Committee will match Mentors and Mentees based on professional interests, skills compatibility, career objectives and preferences indicated in applications.

While every effort will be made to match applicants appropriately, COACH cannot guarantee that all applicants will be matched immediately or within the same Programme cycle.

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### **Programme Principles and Code of Conduct**

Mentoring relationships rely on trust, respect and professionalism.

Participants are expected to:

- Maintain strict confidentiality regarding discussions within the mentoring relationship.
- Treat each other with respect, openness and empathy.
- Avoid discrimination, harassment or inappropriate conduct.
- Commit to the duration of the Programme and actively engage in meetings.
- Prepare appropriately for mentoring discussions.

Mentoring relationships must remain professional. Participants should avoid providing medical, psychological, legal or financial advice beyond their professional competence.

Participants must disclose potential conflicts of interest to the COACH Committee.

When meeting in person, participants are advised to meet in safe and appropriate public or professional settings.

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### **Safeguarding and Boundaries**

Participants must maintain appropriate boundaries within the mentoring relationship. Mentoring is designed to support academic and professional development and should not replace professional counselling or personal support services.

If either party feels uncomfortable or wishes to withdraw from the mentoring relationship, they should inform the COACH Committee.

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### **Advice for Mentors and Mentees**

Before initiating contact, participants are encouraged to reflect on their expectations and goals for the mentoring relationship.

Mentors may wish to reflect on:

- Career progression and key professional experiences
- Challenges overcome and lessons learned
- Skills and competencies valuable for early career development

Mentees are encouraged to reflect on:

- Short- and long-term career goals
- Skills development priorities
- Areas where guidance or feedback is sought

After matching, participants will receive each other's contact details. An introductory email is recommended as the first step in establishing communication.

Mentoring pairs are encouraged to:

- Agree on meeting frequency and duration
  - Define mentoring objectives early in the relationship
  - Review progress periodically
  - Agree on confidentiality and communication rules
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### **Additional Guidance for Mentors**

Mentors are encouraged to:

- Share professional and educational background and mentoring motivation
- Actively listen and support Mentee development goals

- Provide constructive and actionable feedback
  - Share relevant professional experience and, where appropriate, introduce Mentees to professional networks
  - Remain open to learning from the mentoring relationship
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### **Monitoring and Feedback**

COACH may request voluntary feedback from participants to improve future mentoring cycles. Participants may be invited to complete short evaluation surveys.

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### **Data Protection**

Personal data provided during the application and matching process will be used solely for the administration of the Mentoring Programme and handled in accordance with applicable data protection regulations.

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### **Contact**

If you have any questions or would like to discuss your mentoring relationship, please contact the Committee at [committee@oxcam-hungary.org](mailto:committee@oxcam-hungary.org).