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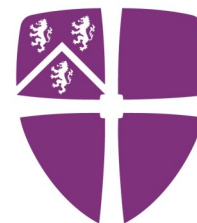
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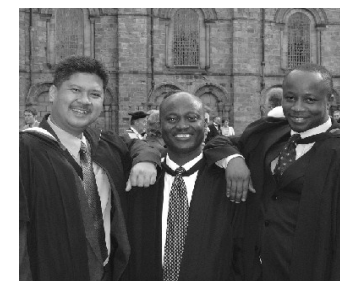
Website: www.dur.ac.uk/business/alumninetwork



Durham
University
Business School

**Durham University Business
School Mentor Scheme
2014/15**

Mentor Form



Mentor Registration for Alumni

Mentoring Scheme

DUBS Alumni Network run a mentor scheme whereby current students are matched with mentor volunteers from the alumni and business community.

How does the Mentoring relationship work?

The Scheme runs for one academic year however this may be longer for those on the Global or Executive programmes. Mentors are from around the globe and this bears no effect on the match.

Most correspondence takes place by telephone, email, Skype or other agreed forms. Some partnerships agree to meet face to face, but this is not essential.

How are the individuals matched?

- The Alumni Relations Team asks for volunteers from across the alumni community, from those who have recently graduated, to those who have been part of the Network for many years.
- Volunteer mentors submit a brief registration form outlining their areas of expertise, current job details, location and contact details.
- Students are asked to submit a brief form outlining contact details and areas of interest. The better and more detailed the information, the better the match will be.
- Matches will be made based on professional interests and programme studied, where possible.

What is expected of the Mentor?

- To initiate the first meeting (can be via telephone or Skype) and prompt mentee to decide what is required.
- To help clarify mentee's objectives and outcomes and prompt mentees to fulfil their objectives.
- To be available to take appropriate 'ad hoc' questions and be a point of contact for students work/life balance questions.
- To be aware of the mentee's programme of study and impart relevant support based on own experiences.
- To be an 'ambassador' for DUBS and liaise with the Alumni Relations Team.
- If appropriate, to introduce other reliable contacts to enable the mentee to expand on their own professional network.
- To submit feedback to the Alumni Relations Office (when prompted) after 3 months on the Scheme and submit the final Evaluation Form to the Alumni Relations Office on completion of the partnership.
- For further mentor guidance visit our website and view our webinars delivered by Bob Garvey.

To register as a mentor on the DUBS Mentor Scheme please email:

Business.alumni@durham.ac.uk

Data Protection:

Durham University is registered under the Data Protection Act.

The information you provide will be used exclusively for advancing the interests of Durham University, for promoting links between the University