

Course of the Mentoringprogramm

1. Application

Every year, two rounds of application and selection of new Mentoring pairs take place. You can apply if you are a female student or doctoral student at the University of Konstanz or the Konstanz University of Applied Sciences (HTWG). You can also apply if you are a recent alumna of either of the two universities (up to one year after graduation). The application takes place online and additionally requires a one-page letter of motivation, CV (tabular form), and copies of certificates (leaving certificate, internships, employer's reference). A personal consultation with the director of the coordination office is also mandatory.

2. Selection Process

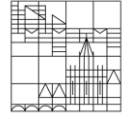
Applicants to the Mentoringprogramm need to demonstrate great willingness to engage with their professional aims and competencies. After the application deadline and a personal consultation, the coordination office looks for a suitable Mentor to support the applicant.

3. Making Contact

After consultation with the potential Mentor, we pass on the contact details to the Mentee. The Mentee contacts the Mentor and they agree on a date for a first meeting. This way the Mentee and the Mentor have a chance of getting to know each other and deciding whether they want to work together in a mentoring relationship for a year. The "chemistry" between them must be right. At this first meeting, they discuss the professional and personal interests, opportunities for cooperation and aims. If the Mentee and the Mentor agree, they fill in the Mentoring Agreement. This can also be done at a second meeting, if some time for consideration is needed. The Mentee informs the coordination office about whether the potential Mentor and the Mentee want to cooperate.

4. Agreeing on the Aims

The aims of the Mentoring pair depend on the individual interests of the Mentee and the Mentor and can therefore freely be agreed on. We aim to match pairs with similar interests. Depending on field of work, preferences, wishes, and time budget of the Mentor and the Mentee, the aims can vary greatly. Possible topics are: subject-specific advice on the final thesis or seminar papers, regular exchange about specialist subjects or subjects such as career entry and advancement, work-life balance, networking etc. In any case, it is advisable to formulate concrete steps.



5. Exchange and Keeping in Touch

The Mentor and the Mentee arrange regular meetings and spoken or written contact. The active cultivation of contact is essentially the responsibility of the Mentee. It is recommended to meet and exchange ideas in person about every four to six weeks. In addition to directly agreed dates, meetings in connection with conferences or talks, joint lunches, company events, etc. are also a possibility. Unfortunately, the coordination office cannot cover travel and accommodation costs that are susceptible to this. In the meantime, a regular exchange by telephone or e-mail is recommended, in which questions, suggestions, information, topics for the next meeting etc. can be communicated.

6. Accompanying Program

For the selected Mentees, participation in the events of the accompanying program is obligatory. These events include a workshop on the subject of "Goal Orientation and Positioning", the "Communication" workshop and the workshop on "Networking" as well as an official kick-off event and an official closing event. A facultative accompanying program is offered for the Mentors.

7. Completion of the Program

The program ends after 12 months with a closing event. All Mentors and Mentees who have participated in the accompanying program events and can look back on a good Mentoring cooperation receive a certificate of their participation in the Mentoringprogramm Konstanz. With this celebration, the formal Mentoring relationship is officially dissolved. However, many former Mentees maintain an exchange with their Mentor far beyond the agreed period.

8. Evaluation

Evaluations give us the opportunity to examine the success of our program and its effects on the later professional situation of the former Mentees. The results can help to adapt the program even better to the needs of the participants. Therefore, we ask every applicant to support us with her answers in later surveys.

9. Advice

The coordination office of the Mentoringprogramm is always available for advice and information. Despite mutual agreements and arrangements, critical situations can arise in the Mentoring relationship. The coordination office will be happy to advise you in such cases and can be consulted for moderation in conflict situations. If the problems cannot be solved, the Mentoring Agreement can be terminated prematurely in the mutual interest of both parties.

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