

EU Mentoring Programme Guidelines

The EU Mentoring Programme has been created with the aim of connecting Hertie students with alumni working in the EU sector in the framework of a mentoring scheme. It offers an opportunity for interested students to gain an insight into the workings of EU institutions and for alumni to reconnect with their Hertie community. If you are considering a career in the EU and would like to gain a better understanding of it, this programme is for you! Whilst the programme offers guidance and assistance along the journey, it is up to the mentor-mentee pairs to make the most out of this opportunity.

The EU Mentoring Programme in a nutshell:

- Length: 1 academic year (Oct 2024 – May 2025)
- Eligibility: All MPP/MIA/MDS Hertie students depending on capacity (students with demonstrated interest in the EU will be prioritised)
- Application: Candidates should submit a short online form **by 22nd Sept 2024**
- Commitment: Time and effort dedicated to the programme depends on the mentor-mentee pairs, but a minimum of four 1-hour sessions is recommended
- Meetings can take place either in person or online (e.g. Skype/ Zoom)
- Additional one-off events related to careers in the EU and on Europe
- An opportunity to gain an insight into work conducted on Europe at the national and international level, discover more about the various institutions of the EU, learn from each other's experience, and offer advice, support and guidance where helpful

Eligibility and application

All MPP/MIA/MDS Hertie students are eligible to apply to partake in the EU Mentoring Programme, regardless of degree programme or year of study. However, there will be limited capacity depending on the number of alumni who sign up to be mentors. Students with a demonstrated interest in the EU will be given priority – particularly those doing the EU Governance concentration.

Applicants interested in becoming mentors need to fulfil the following criteria: 1) be a Hertie alum or have a close connection to Hertie/ the Jacques Delors Centre (e.g. instructors, fellows, members of the advisory board); 2) be employed by an EU institution; have worked for the EU for a substantial period of time; or have worked for an institution (think tanks, public affairs, national ministries etc.) in close cooperation with the EU. Mentors can take up to two mentees, depending on the time and commitment they would like to invest in the programme.

Interested applicants should fill out an application form. Please see the link to these on the last page of the document. Students should detail their reason for applying to the programme and briefly outline their specific policy interests, including the EU sectors where they would like to develop their careers. Based on these responses, we will do our best to match up students with mentors who work in their interest areas.

Roles and responsibilities

As the EU Mentoring Programme functions on a voluntary basis, it is crucial that both sides establish a professional and reliable relationship to achieve a successful outcome. Students should be the driving force during the mentoring process, should respect the mentor's time and perspective, and should provide guidelines of how the mentor can best meet the student's personal needs, goals and interests. Students should also organise and prepare for meetings, using talking points and questions. Mentors should give the student room to explore their interests, provide reasonable time and advice, and encourage proactivity and honest feedback.

Code of Conduct

- 1.) Treat your mentor/mentee with the same courtesy and respect you would extend to your colleagues. This is a mutual learning experience.
- 2.) Agree on mutually acceptable expectations and boundaries at the outset of your mentoring relationship
- 3.) If you are unable to make an agreed session with your match, let them know as far in advance as possible, but at least 24 hours in advance.
- 4.) Respect the fact that your mentor/mentee is likely to have different values and experiences to your own.
- 5.) Commit to "meeting" (online or in person) with your mentor/mentee at least once a quarter, for at least an hour.
- 6.) If you find that the match between mentor and mentee is not working, please let us know so we can do our best to resolve this.
- 7.) All conversation content is confidential, unless otherwise agreed.

For mentees

- 1.) Be conscious of the fact that our mentors have very busy schedules and might not be able to respond to your communication right away
- 2.) Keep in mind that mentoring is not a gateway to your mentor's contacts and networks. If your mentor suggests to put you in touch with someone, great, but it is not to be taken for granted!
- 3.) Do not expect your mentor to give you detailed feedback or proofread your application materials. Again, if the mentor offers to do this, great, but it is preferred that you use your limited time with each other wisely and use other resources for this.
- 4.) Be aware that mentoring is not about asking your match for a job, an internship or a scholarship at their organization. If in the end this is one of the results, great, but this is not the objective of the programme.

Outline of the Programme

The mentor-mentee pairs will be announced in early October. There will be a kick-off reception around this time to introduce the participants to one another. After, the pairs will be expected to arrange their meetings independently. These meetings can be face-to-face or online. We recommend a minimum of four 1-hour sessions, but if found useful, more frequent meet-ups are encouraged. When scheduling sessions, please keep in mind both the mentor's and the mentee's schedule and note that students' workload tends to get heavier towards the end of the semester and around exams.

In addition to the one-on-one sessions, the JDC will offer additional events related to careers in the EU throughout the year. Please keep an eye out for these.

The First Meeting

The first meeting between mentor and student defines the course of the mentoring process and should therefore be prepared for in advance by the mentee. This is a suggested structure for the first session:

- Learn a bit more about each other, and about what you would like to get out of the mentoring process. We advise that you explicitly discuss your expectations and boundaries so that you are on the same page.
- Define the terms of communication between sessions: How and when will you meet? How will these meetings be arranged? Will you have an agenda for the meetings, or will you allow for a spontaneous flow of the conversation?
- Share your further contact details, where appropriate (e.g. Skype/ Zoom)
- Discuss what you would like to get out of the mentoring process, and what you think you have to give.

Sample Questions for Mentors

- What do you do in your day-to-day job?
- What is the best/worst thing about working for the EU?
- How can I best navigate an EU career?
- What has been one of the best learning experiences you had over the last year?
- What mistakes have you made and what have you learnt from them?

Sample Questions for Mentees

- What field of EU affairs interests you the most?
- Do you have an idea of where you would like to be in 1 year/5 years/10 years?
- What goals would you like to achieve at the EU? Have you thought about how you can go about achieving them?
- Are there any particular topics/methods/contexts that you are keen to learn about?
- What are you hoping to get out of the mentoring relationship?

We recommend that you define the terms of your mentoring relationship early on, ideally during the initial meeting. You will be provided with a template for a mentoring agreement at the start of the programme.

Feedback

Mentors and mentees will be asked to complete a short feedback form 6 months in and at the end of the programme. We highly encourage all participants to fill out these forms and provide suggestions for improving the mentoring scheme. As the programme is still in its developing stages, the feedback we receive is crucial for improving the experience of future mentor-mentee pairs.

Should there be any issues throughout the programme, mentors and mentees are encouraged to reach out.

Questions and queries

If you have any questions or queries about the mentoring programme, we are always happy to answer them as best as we can. Please get in touch at j.betegh@hertie-school.org.

Apply here to become a mentor!

Link: https://survey.hertie-school.org/jfe/form/SV_1FZ4d9IRdCbs6Ls



Apply here to become a mentee!

Link: https://survey.hertie-school.org/jfe/form/SV_cSxjaAsTO2VpBSS

