

## January 2023 - Rules for Mentors

Read carefully the rules and regulations for participating in the Global Buddies programme. Date and sign below and then email the completed form to [global-buddies@brookes.ac.uk](mailto:global-buddies@brookes.ac.uk). After you download the document, please rename it using your official first name and last name, and save the file (eg. *GB Mentor Rules - John Smith.doc*). If you have any questions before signing, please contact [global-buddies@brookes.ac.uk](mailto:global-buddies@brookes.ac.uk).

If you participate in Global Buddies, there are a number of rules and regulations you must comply with to ensure the smooth running of the programme:

- You must attend the Mentor Training session and the Initial Catch-Up with your group and familiarise yourself with the content of the Mentor Handbook.
- Once you sign up to Global Buddies, you are committing to the whole duration of the programme, which means you must attend 3 activities during the semester and keep in touch with your group at least once a week. Failure to do so means we may not have the numbers to continue running some of the activities and groups, having consequences for the whole programme and disappointing group members. We understand that you may have a heavy workload so we are flexible regarding the 3 activities you need to attend: you can join the [Global Buddies events](#) organised by ISAT, the [Social Events](#) organised by ISAT, or organise your own activity with your group.
- As a Mentor, you will help new international students settle into their new life at Brookes, in Oxford and in the UK. If the new students require further support (immigration or financial advice, counselling, etc), you are not expected to take the responsibility of helping them with this. Please get in touch with the Global Buddies Programme Coordinator or refer the student to the relevant team at Brookes. All contacts will be provided in your Mentor Handbook.
- Please ensure you are on time for all of the activities. As a Mentor, you are responsible for the leadership of your group and therefore are required to set a good example. If a conflict arises in your group that you are not able to resolve, please seek advice from the Global Buddies Programme Coordinators by emailing: [global-buddies@brookes.ac.uk](mailto:global-buddies@brookes.ac.uk).
- At the end of the semester, you will be able to request a Certificate of Participation. In order to receive your certificate, you will need to have attended or organised at least 3 activities with your group. As proof of this, you should send a photograph with your group for 3 of the activities you have attended, together with a 200-word paragraph telling us about your experience as a Global Buddy. The photos must have been taken by you or a member of your group (you cannot use one of the photos taken by ISAT). Each student should email [global-buddies@brookes.ac.uk](mailto:global-buddies@brookes.ac.uk) individually to ask for the Certificate, and requests should be sent by 27 April..
- You are representing Brookes University so please make sure that you are on your best behaviour and act respectfully towards other students and the public.
- Inclusivity is a core value of the programme, so please do your best to involve and communicate with all group members.
- When you email the Global Buddies Programme Coordinators and your group, please always use your Brookes email address.

**Full name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Student number:** \_\_\_\_\_