



## NEXT STEP: Industry Mentoring Terms & Conditions for Mentees

### Privacy and Intellectual Property

Participants will maintain the confidentiality of all matters discussed in a mentoring situation. Mentors, mentees and representatives of Curtin University shall not disclose to any person the whole, or any part of, the confidential information, nor use any part of the confidential information for their own purposes, or for the benefit of any third party, without the prior written consent of all parties involved.

Each party shall be entitled to disclose any confidential information received to the extent it is required to comply with statutory or legal obligations, provided that the party first gives notice to the other party and complies with any reasonable direction of the other party. This clause shall survive the termination of a mentoring relationship. The mentor and mentee agree to have no rights to the intellectual property of the other. The mentor shall not have any pecuniary or non-pecuniary interest in the mentees' business and vice versa. Any conflict of interest should be declared to the NEXT STEP: Industry Mentoring Coordinator.

### Professional Standards of Behaviour

Mentees shall at all times maintain professional standards of behaviour consistent with the Curtin University Code of Conduct, available at [complaints.curtin.edu.au/conduct/](https://complaints.curtin.edu.au/conduct/), and relevant University policies outlined at [policies.curtin.edu.au](https://policies.curtin.edu.au).

### Contact Requirements

As participation in NEXT STEP: Industry Mentoring is based on a professional relationship, Curtin University asks that meetings do not take place in private homes.

### Occupational Health and Safety

Should a workplace visit take place, mentors should ensure that a mentee's visit is compliant with occupational health and safety policies and procedures.

If a mentee obtains unpaid work experience through his or her mentor (whether at the mentors workplace or at the workplace of their contacts), the mentee should read the [Work Experience For Students](#) information sheet to learn about eligibility for free work experience insurance.

### Mentoring Relationship

Whilst best efforts are undertaken to match mentors and mentees based on the criteria of degree studied and/or profession, Curtin University cannot guarantee that the resulting match will align with this criteria.

There should not be an expectation of the mentee to gain work experience or a job from their mentors.

Curtin University is committed to providing services and programs of the highest quality. If you have any concerns relating to Curtin University's mentoring programs, please visit [complaints.curtin.edu.au](https://complaints.curtin.edu.au).

The mentee is not entitled to payment by the mentor or Curtin University.

Any participant who experiences any uncertainty or discomfort with the mentoring relationship can confidentially contact the NEXT STEP: Industry Mentoring Coordinator via [nextstep@curtin.edu.au](mailto:nextstep@curtin.edu.au).

## **Ending the Mentoring Relationship Early**

Either party can terminate the relationship early. However, out of respect to their program partner, the participant must notify the NEXT STEP: Industry Mentoring Coordinator, via [nextstep@curtin.edu.au](mailto:nextstep@curtin.edu.au), as soon as possible to inform them that they wish to withdraw. The NEXT STEP: Industry Mentoring Coordinator will then notify their program partner.

It is important that we receive feedback if a participant decides to withdraw so we can continue to improve the program. The reasons for withdrawing will remain confidential and will not be passed on to the other party without the participant's consent.

If the mentoring relationship ends early by mutual consent, both parties must notify the NEXT STEP: Industry Mentoring Coordinator to inform them that the mentoring relationship has ended.

If a mentee ends their enrolment at Curtin University, either by completion of degree or withdrawal from all units, the mentoring relationship also ends. Mentees are responsible for contacting the NEXT STEP: Industry Mentoring Coordinator and their mentor if they are no longer enrolled as a Curtin student.

## **Release**

The mentee waives all rights and entitlements to any claims, actions, suits, legal proceedings, demands, costs, losses, damages and expenses against the mentor and Curtin University, now and at any future time, that are in any way related to any act or omission of the mentor and/or Curtin University to the student done in good faith under the program.

## **Termination of a Participant's Role**

A participant shall be suspended from the program if he or she is found to have contravened the Terms and Conditions outlined above.