**ASMCF Mentorship Scheme Participation Guidelines**

**Purpose and Rationale**

The main idea behind the ASMCF Mentorship Scheme is to establish a supportive research network between junior and senior colleagues that will allow interdisciplinary, cross-institutional discussion to flourish between people working on similar topics or using the same methods in French and Francophone Studies. Establishing these relationships early on in their careers will provide postgraduate researchers with practical and hands-on advice for conducting research, getting published, preparing and delivering papers, drafting grant applications, and expanding their academic network. Having a mentee will benefit faculty members by allowing them to engage in a rewarding exchange of knowledge, and widening their research network by playing an active role in ASMCF’s international and cross-institutional community of scholars.

**Role of the mentor:**

* Share experiences, call for papers, interesting articles, contacts, thoughts and ideas
* Listen, encourage, and ask questions
* Suggest action when you identify something as important or useful for your mentee (and encourage them to receive the consent of their supervisor)
* Advice and guide within areas of expertise
* To look out for your mentee’s general wellbeing and offer friendly advice (*If serious welfare concerns arise, as a mentor you will have to tell your mentee that you are not permitted by the ASMCF Mentorship Scheme to give advice, and instead will signpost them to their supervisor, who in turn will guide them towards Student Support Services available at their institution*).

**Role of the mentee:**

* Keep in touch with your mentor
* Ask for advice and arrange meetings in the same way as you would with your PhD supervisor or appropriate colleague (*It is important that you remember they are volunteering to mentor you, and therefore you must be aware and respectful of the fact that their time with you may be limited!*)

**How to apply**

1. Email a brief description of your current research to ASMCF Membership Secretary \_\_\_ at (email address)
2. Await an email from the ASMCF Membership Secretary (on average 2 weeks) that contains the name of your proposed mentor/mentee. You will also receive a copy of the ASMCF Data Privacy Notice, Code of Ethics, and Mediation Policy, which you must read and accept.
3. Email your new mentor/mentee to introduce yourself as soon as possible! Arrange a virtual or face to face conversation to discuss your mutual expectations.
4. Email the ASMCF membership secretary, cc in each other, to confirm that you have both had a discussion, what you have agreed, and that you are happy to take part in the ASMCF Mentorship Scheme as a pairing.

**Applications open at the Annual Conference each year.** There is no set duration for your participation in the ASMCF Mentorship Scheme as a mentee or mentor. However, the suggested timeframe for an initial pairing is one year. If either mentee or mentor would like to end their partnership early or to extend it for another year, they may jointly decide to do so, and should notify the ASMCF Membership Secretary of their plans. We ask that you keep us up to date on how things are going by responding to our touching-base emails.

**You must be a member of ASMCF to participate in our Mentorship Programme. If you would like to become a member of the ASMCF, please visit the Membership section of the ASMCF website:** [**https://asmcf.org/memberships/**](https://asmcf.org/memberships/)**. Before signing up, please read the ASMCF Data Privacy Notice, Code of Ethics and Mediation Policy on the ASMCF website.**