



## MAXMINDS

### MENTOR GUIDELINES AND CODE OF CONDUCT

#### 23-01

We warmly welcome you to the Max Mentoring for Inclusion and Diversity in Science (MAXMINDS) program. If you want to register as a mentor, please first read our Mentor Guidelines and Code of Conduct, which will be a part of your mentor-mentee relationship once you register. Please read the guidelines and code of conduct below before submitting your official application. The link for the official application is [here](#):

1. The platform is designed to support mentees who are students on a bachelor level, who conduct studies in a master level or a PhD level. The program is not designed for students in high school grade or below or who are in their postgraduate studies.
2. The mentors should be currently working in Max Planck Society or should be Alumnae<sup>1</sup> of the Max Planck Society. As the needs of the mentees may vary, the mentors can be among those who work or Alumnae of different departments; research, management, administration.
3. Mentees can only be i) individuals residing in areas affected by the earthquakes in Turkey or Syria in February 2023, or ii) individuals, whose families resided in the earthquake region in February 2023. The organizers or mentors have the right to request additional information in order to evaluate the application of the mentee.
4. The mentors are expected to offer support to mentees in at least one of the following languages: Turkish, Arabic, English or German. Mentees should be fluent in at least one of these languages.
5. The meetings will be mainly offered on a virtual format and therefore, the mentees are expected to have necessary equipment to conduct a virtual meeting (mobile phone, internet, etc.) at least once a month. The other communication tools and the time slots in which the communication might take place will be mutually agreed by the mentor and the mentee. Both the mentor and the mentee should refrain from any other ways of communication and any communication which fall out of the designated timeslots.
6. The appointments will be determined together by the mentor and the mentee. Cancellations or rescheduling can be in principle made 48 hours in advance. If the mentee or the mentor does not participate two meetings without a valid reason, the mentee can be excluded from the MAXMINDS program.

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<sup>1</sup> All scientific researchers as well as visiting scientists who spent a research residency at one of our institutes of a minimum of six months; all graduates, doctoral students, fellowship holders and postdocs as well as non-scientific staff. [https://www.mpg.de/alumni\\_activities](https://www.mpg.de/alumni_activities)

7. In order to create a productive mentee-mentor relationship, a professional training about how to conduct mentoring will be offered. The organizers will communicate when the online training will take place.
8. The mentor-mentee relationship starts with the first virtual meeting and will continue at least for six months, which can be extended to nine months by mutual agreement of the mentor and the mentee. Both mentor and mentee have the right to leave the MAXMINDS program anytime by sending a written notification to [maxminds@is.mpg.de](mailto:maxminds@is.mpg.de) which will be effective in two weeks' time. MAXMINDS program organizers will then try to appoint another mentor to the mentee as soon as possible.
9. MAXMINDS program is open for 100 mentees and 100 mentors, which is designated as the maximum capacity of the program. The lack of sufficient mentors or application of mentees after the first 100 mentees will be the main reasons to reject new mentees to the program.
10. Both mentors and the mentees should act respectfully to each other and therefore, should avoid any kinds of discrimination. The code of conduct of Max Planck Society should be considered as a part of the program: <https://www.mpg.de/14172230/code-of-conduct.pdf>
11. Confidentiality and trust are essential in mentoring sessions. Mentors and mentees should maintain confidentiality. The information that is shared for the purposes of this program will be deleted as soon as it is no longer needed. Unless the consent of the mentor and/or the mentee is obtained, personal details will not be shared with third parties. Such information can be used by the organizers in order to reflect statistical data about the program by keeping the personal information undisclosed.
12. The mentoring is offered free-of-charge conducted on a voluntary basis. In this respect, the support cannot be taken as a legally binding advice in any field.
13. The organizers may require mentors and mentees to provide feedback at the end of each session and complete a program evaluation survey at the conclusion of the program.