

Individual Mentoring and Coaching for Advanced Talents

MENTEE GUIDELINES

These guidelines serve to provide you as a **mentee** with information and ideas for comfortably and successfully interacting with your mentor.

Basic Requirements for Mentees

Advanced talents at RWTH Aachen university include:

- Both tenure and non-tenure track junior professors
- Junior research group leaders
- postdocs with honors and scholarships, such as DFG Emmy Noether, EU Marie-Curie, ERC Starting Grants
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If you have received a comparable award or scholarship and would like to participate in the program, please contact us.

Your Advantage

- Support in the form of informal knowledge and personal experiences
- Knowledge of formal and implicit structures, processes, cultures, and rules in the scientific community
- Advice on necessary, qualifying performance in research and teaching
- Further development of strategic skills, self organization, management skills, and optimized self presentation
- Advice regarding career planning
- Networking in the scientific community
- Advice regarding publications
- A look into the acquisition of external funding

Prerequisites to a Good Mentoring Relationship

- Confidentiality
- Independence
- Individuality
- Exclusivity

How the Mentoring Relationship Works:

- The mentee should think about his or her expectations of the mentoring relationship in advance.
- The mentee selects a suitable mentor and informs us of the decision.
- If the mentee cannot find a suitable person to be the mentor, the Rector's Office and dean's office in the faculty assist with finding a suitable mentor.
- If the mentee and mentor do not know each other from before the mentoring relationship, the mentee provides us with introductory materials about his or her current situation, e.g. resume and list of publications. These documents are shared with the mentor and possibly Professor Klee (Vice-Rector of Human Resources Development and Management).
- The official mentoring relationship begins with Professor Klee contacting the mentor, if not otherwise desired.

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- The mentee assumes the active role of the mentoring relationship. If necessary, additional information and tips for a mentoring dialogue are available in the [Handbuch Tandem Mentoring-Programme](#).
- The mentoring relationship is not restricted to a specific duration. The official component, which is supported by the “Individual Mentoring and Coaching” service, ends, at the latest, when the mentee is no longer a member of the RWTH Aachen advanced talents target group. This can happen, for example, through an appointment or by leaving academia.

Contact



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Mentoring & Coaching Advanced Talents

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Additional Helpful Documents:

- [Richtlinie zur Zwischenevaluation von Juniorprofessorinnen und Juniorprofessoren](#), RWTH Aachen Intranet (If you do not have access to the intranet, please contact us.)
- [Handbuch Tandem Mentoring-Programme](#), RWTH Aachen IGAD