

Participation in NUS FASS Mentorship Programme – Terms and Conditions

1. Three-Party Commitments

FASS agrees:

- To do its utmost to make the mentorship programme a positive experience for both mentors and students.
- To conduct the programme in ways it judges to be appropriate and objective to both mentors and students.

By signing up for this Programme, the student agrees:

- To interact with an assigned mentor who will offer advice, share experience, and provide guidance on his/her career development; and to conduct his/her interactions with the assigned mentor in a mutually respectful and professional manner.
- To be fully committed to the mentor-student relationship.
- To take the initiative to make meeting arrangement, and always come prepared for each coaching session with the mentor.
- To adopt a positive and open-minded attitude at all times towards learning from the mentor.

By signing up for this Programme, the mentor agrees:

- To voluntarily offer advice, share experience, and provide guidance in the capacity of an independent advisor to the student mentee on his/her career development; and to conduct his/her interactions with the students in a mutually respectful and professional manner.
- To allocate reasonable time and use reasonable care and skill to advise the student assigned to mentor during the programme.
- To have regular meetings and follow up with the assigned mentee(s), to monitor their progress.

- To share experience, and provide guidance relating to career development. Where appropriate, to introduce them to their respective professional network, or to invite them to industry specific events to gain greater exposure.

Mentor and student will respectively bear his/her own costs and expenses incurred during the Programme. No fees will be payable to the mentor.

By participating in this programme, each party agrees to abide by the applicable rules and regulations as may be prescribed by the University, including the NUS Code of Conduct.

2. Interactions

Interactions can take the form of email exchanges, phone chat, meeting or company visit as mutually agreed upon between mentor and student; and include advice on matters regarding the mentor's area of expertise, career insights, career path development, and matters relating to professional practices.

3. Student Journal

Students are encouraged to keep a journal of the mentorship experience, to track their personal development. Students are also encouraged to reach out to FASS if they need help during the mentorship period.

4. Privacy Issues

All parties agree to observe standard privacy issues relating to the mentor-mentee relationship. For example, mentors' contact information should be kept confidential unless permission has been obtained for release to anyone outside this programme. Similarly, students' particulars will also be duly protected unless authorized release is given.

Each party shall comply with the Personal Data Protection Act 2012 ("PDPA") and all subsidiary legislation related thereto, as may be amended from time to time, (collectively "Data Protection Legislation") with regard to any and all personal

data (as defined in the PDPA) that it receives from the University. Each party shall only use personal data in accordance with the purposes for which the University disclosed the personal data, in accordance with the instructions of the University or as is necessary for the University to fulfill its obligations under the Data Protection Legislation. Each party must not disclose or transfer any personal data received from the University to any third party without the prior written approval of the University.

5. Conflict Resolution

There will be an opt-out option for both students and mentors should any issues arise. They will be referred to the FASS Dean's office for mediation and resolution.

6. Disclaimer

Each party agrees that he/she will not hold the University, its officers, or any of its staff responsible or liable in any way; and that no right of action shall arise from any loss or damage including, without limitation, personal injury to the participant, or damage caused by or sustained as a result of participation in the activities. This clause applies only to the extent permitted by law.

7. Indemnity

By participation in this programme, you agree to abide by the applicable rules and regulations as may be prescribed from time to time by the University and the relevant Faculties. You further agree that you will not hold the University, its officers, or any of its full time or part-time staff (including student assistants) responsible or liable in any way for, and that no right of action shall arise from, any loss or damage (including, without limitation, personal injury to myself/a family member or property damage) caused by or sustained as a result of participation in the activities, whether through neglect on the part of the University, its officers, or any of its full time or part time staff (including student assistants) or otherwise.

8. Independent Relationship

The mentor agrees that no employment relationship is created. The mentor is independent person and is not considered an agent or common law employee of NUS for any purpose.

9. Confidentiality

Except in so far as such matters are properly in, or come into, the public domain, each party shall keep confidential all information and materials relating to any matter contained in or arising from this programme or relating to the University or any third party (including internship companies) which the a party may have acquired or been given access to in the course of the programme (the "Confidential Information"). The mentor shall not, during or after the programme, use or disclose any such Confidential Information to any third party. Upon termination for whatsoever reasons, the mentor shall return to the University all Confidential Information furnished to him in the course of this programme, if any. This Clause shall survive the expiration or termination of the programme.

10. Termination

The mentor may terminate his/her participation in the programme upon one (1) month's written notice to the University.

The student may terminate his/her participation in the programme upon one (1) month's written notice with the consent of the University, consent not to be unreasonably withheld.

The University reserves the right to reassign mentor or student at any time. The University may terminate the programme, or participation by a mentor or student at any time by issuing written notice.

Unless earlier terminated in accordance with the above provisions, the programme will end upon the expiry of the one-year term from the signing up of

the programme by the mentor, unless otherwise renewed by agreement between the mentor and the University.