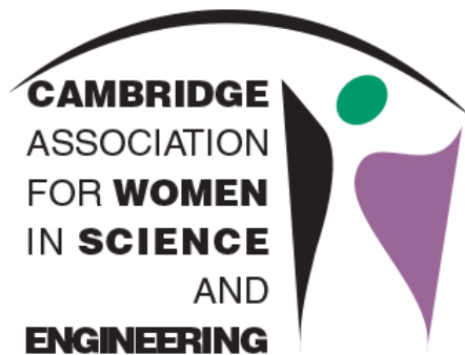


# CamAWiSE

## Mentoring Programme Handbook

Version 4.6 January 2026



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## **Introduction to CamAWiSE**

The Cambridge Association for Women in Science and Engineering ([CamAWiSE](#)) is a network for women in Science, Technology, Engineering, Maths and Medicine (STEMM) with a mission to empower and support women in achieving successful careers in STEMM. We provide development and networking opportunities and foster a strong community of women in STEMM, in Cambridge and beyond.

## **The Mentoring Programme**

The [CamAWiSE Mentoring Programme](#) connects professionals from across Cambridge, the UK and internationally. Starting in 2020, it now welcomes its seventh cohort, continuing to pursue broad participation from diverse backgrounds and locations.

Mentoring offers a powerful pathway for personal and professional growth, providing avenues to learn about different career paths or gain new knowledge and skills. Participants of the Programme benefit from making new connections and expanding their network.

For mentees, it can provide a mechanism to gain confidence through guidance and encouragement, provide support around work-life balance and grow new professional perspectives and insights. For mentors, it is an opportunity to gain and expand leadership skills and help inspire women in STEMM.

*“This program was such an amazing experience! It was a privilege to build a relationship with someone who has already achieved what I’m working toward. Having an expert to talk through my career questions gave me so much clarity and confidence. I’m so thankful for the opportunity!”*

Mentee participant from 2025 cohort

## **Eligibility, applications and timeline**

Participation in the 2026 Mentoring Programme requires an application to be made by those interested in becoming either a mentor or mentee. We also encourage applications from participants who wish to take on a dual role, as both mentor and mentee. The CamAWiSE Mentoring Programme welcomes applicants with STEM connections of all genders and from any location. We take pride in ensuring that all applicants secure a placement in the Programme and are matched with a network of like-minded professionals across the globe.

Mentee participants must be CamAWiSE members by the time the matches mentor-mentee are finalised in May. Mentors can participate without committing to membership. For information on our membership fees, please visit our website: [www.camawise.org.uk/membership](http://www.camawise.org.uk/membership).

The application deadline for the 2026 cohort is **7<sup>th</sup> April 2026**. CamAWiSE will follow up with applicants by mid-May to inform them

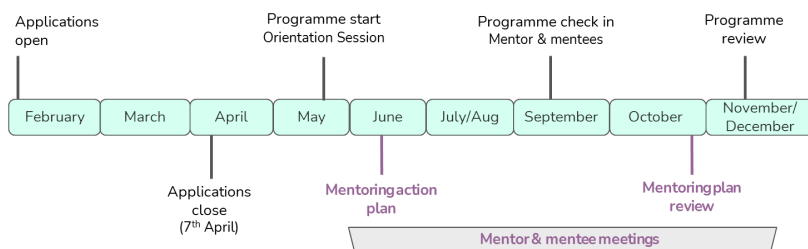
of whether an appropriate match has been identified, and the mentor/mentee assigned to them.

## Programme activities

Once the 2026 cohort has been selected and participants have been informed, the Mentoring Programme will start, this involves:

- An orientation event for mentees and mentors at the start of the Programme, this will be during the week commencing 18<sup>th</sup> May.
- 6 months of mentor-mentee interactions and meetings.
- Cohort activities for mentees to maximise the mentoring experience.

The online sessions aim to support mentees in making the best of their mentoring relationship and help them develop professional skills as part of the Programme.



*2026 Mentoring Programme timeline*

## Key expectations

- All participants must abide by the Programme's [Code of Conduct](#), outlined below.
- Mentee participants must be members of CamAWISE for the

duration of the Programme, membership is not required for mentors.

- Mentors and mentees should meet at least once a month, but can meet more frequently if they choose, the suggested meeting time is 30-60 minutes.
- It is recommended that meetings are scheduled at a time and place that minimises potential distractions.
- Meetings may take place online or in person, the format can be jointly agreed by the pairing.
  - If taking place online, the use of cameras is recommended, this can be discussed and agreed at the first meeting.
  - If taking place in person, this should be in a neutral public place. Each person is expected to pay for their own food and drinks if this is agreed as part of the meeting.
- The first meeting should:
  - Confirm the meeting logistics and ground rules over the six-month period.
  - Review the Mentoring Action Plan and document the mentee's goals and expectations.
- If confidential information is shared, both the mentor and mentee should clearly communicate and honour requests for confidentiality.
- Mentors and mentees are expected to keep all commitments to each other whilst participating in the Programme.

## **Topics outside of the Programme's scope**

The Mentoring Programme is not a counselling service, and the following topics should be avoided with the mentor:

- Matrimonial problems
- Financial issues
- Dependency on alcohol or drugs
- Violence and abuse
- Mental illness

## **Roles and responsibilities**

### **Mentees**

Mentees are expected to:

- Initiate contact with their assigned mentor and schedule the meetings
- Clarify personal goals and expectations before the first session
- Complete the Mentoring Action Plan (with input from the mentor)
- Share their networks with the mentor (as appropriate)

### **Mentors**

Mentors are asked to:

- Support the mentee in setting goals
- Seek opportunities to introduce the mentee to their contacts to help expand the mentee's network
- Respond when the mentee reaches out, if the mentee has not been in contact within the first two weeks, then the mentor should attempt to reach out

## **CamAWiSE**

To support the Programme, CamAWiSE will:

- Host the orientation session at the start of the Programme
- Host mentee group calls during the Programme
- Facilitate connecting the mentees and mentor if difficulties arise
- Seek feedback from participants via a short end-of-Programme survey and use the feedback to improve future Programmes
- Share Programme information on the CamAWiSE website

## **Code of Conduct**

CamAWiSE is committed to diversity and to providing a safe and productive Mentoring Programme that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct. CamAWiSE promotes equal opportunities for all participants, regardless of gender, sexual orientation, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation or nationality. All participants are expected to treat others with respect and consideration, always maintaining professional and ethical conduct and abiding by the [CamAWiSE Code of Conduct](#) during the mentorship.

Participants shall not disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honoured.

Participants shall represent themselves honestly and disclose any potential conflicts of interest to their mentor/mentee. Exploitation of

the relationship to seek an inappropriate advantage, financial or non-financial is strictly forbidden. This includes solicitation of products or services, or direct requests for or offers of employment.

CamAWiSE will treat information gathered as part of the Mentoring Programme as confidential. Exceptions include material that may be used for the website or promotional material. In these cases, participant consent will be sought. CamAWiSE follows GDPR requirements for data protection and privacy.

# Mentoring Action Plan

## Expectations and Goals

To ensure that our relationship is a mutually rewarding and satisfying experience, we agree to:

**1. Meet at least once per month for six months. We will meet:**

- a. \_\_\_\_\_ by video conference
- b. \_\_\_\_\_ by phone
- c. \_\_\_\_\_ other (\_\_\_\_\_)

Our schedule for meetings will be (date, time, frequency):

**2. Maintain confidentiality of our relationship**

**3. Honour the ground rules we have developed for the relationship.**

Ground rules include: *Please list any ground rules (example: off-limits topics)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**4. Provide regular feedback to each other and evaluate progress**

**5. Work toward the following goals and objectives as the focus of this mentoring relationship:**

Mentee Goals

a. \_\_\_\_\_

b. \_\_\_\_\_

Mentor Goals

a. \_\_\_\_\_

B. \_\_\_\_\_

**6. In the event one of us believes it is no longer productive for us to continue, we may decide to seek outside intervention or conclude the relationship.**

In this event, we agree to use closure as a learning opportunity.

## **End of Mentoring Programme**

At the end of the Programme, both mentor and mentee may use the below to reflect on the success of the mentorship relationship.

- Did your mentoring experience result in achieving the desired outcomes as identified at your first meeting?
- What were the most beneficial aspects of the mentorship relationship?
- What unexpected benefits were realised?

## **Additional Resources**

[CamAWiSE policies](#)

Mentorship success stories from the 2023 Mentoring Programme:

[camawise.org.uk/mentorship-success-stories-2023/](https://camawise.org.uk/mentorship-success-stories-2023/)

Highlights from the 2022 CamAWiSE Mentoring Programme:

[camawise.org.uk/the-camawise-mentoring-programme-highlights-from-2022/](https://camawise.org.uk/the-camawise-mentoring-programme-highlights-from-2022/)

Blog post by Patience James on her experience participating in the Programme as a mentee:

[camawise.org.uk/2022/11/21/camawise-mentoring-program-experience-as-a-mentee/](https://camawise.org.uk/2022/11/21/camawise-mentoring-program-experience-as-a-mentee/)

The CamAWiSE Mentoring Programme: an interview with mentor Becky Hall blog post:

[camawise.org.uk/blog-the-camawise-mentoring-programme-an-interview-with-mentor-becky-hall/](https://camawise.org.uk/blog-the-camawise-mentoring-programme-an-interview-with-mentor-becky-hall/)

International Mentoring Association:

<https://mentoringassociation.org>

European Mentoring and Coaching Council:

<https://www.emccouncil.org>