

4. Tenure

The tenure of the D • š CE CE & } μ Program mentorship %} CE Œ CE W Œ u
ONE YEAR ONLY, i.e., February to November

5. Roles and Responsibilities

5.1. The Mastercard Foundation Scholars Program at UCT shall:

- Allocate peer mentors adequate time to conduct their mentoring activities in terms of the timeframe specified in Agreement
- Prepare an induction to introduce mentees to the mentorship programme
- Prepare a training program that all peer mentors must complete before becoming an active mentor
- Ensure that mentees and peer mentors keep up to date records of meetings and progress
- Require peer mentors and mentees to perform duties in terms of this Agreement
- Comply with the policies and regulations of the University
- Terminate the peer mentorship agreement subject to demonstration of good cause
- Facilitate periodic administrative and psychosocial support for all peer mentors
- Invite participation of all peer mentors to Program activities in writing, unless less than five (5) days prior to the activity/event/programme etc.
- Provide support by appropriate means for peer mentor led projects
- Through the Recruitment and Mentor Officer ensure that mentors are progressing satisfactorily
- Disburse peer mentor data allowance monthly (contingent on satisfactory performance) directly to the peer mentor for handling
- Issue certificates of participation to peer mentors
- Communicate data allowance amounts to be disbursed to peer mentors within ten (10) days of commencement of each academic semester of the UCT academic calendar
- Treat all peer mentors in a non-discriminatory manner •] v () CE u Ç š Z h v] Å CE Values

5.2. All Peer mentors shall:

- Be registered for studies at UCT and not hold an award from The Mastercard Foundation Scholars Program
- Participate in the peer mentor-mentee relationship in accordance with this Agreement
- Conduct peer mentor responsibilities and interactions with strictest confidence
- Be provided with the opportunity by the peer mentor to allocate mentees
- Solicit ideas whilst encouraging them to find their own solutions
- Assist mentees to be accountable for their decisions
- Present themselves as a role-model
- Enter into an agreement with allocated mentees as part of the Mastercard Foundation Scholars Program
- Be added to the official peer mentor Vula site
- Attend the mentorship induction and mentorship training as well as meetings arranged by the D • š CE CE & } μ Program } v ^ Z } o CE •
- Schedule 17 fortnightly online meetings between 1 November with allocated mentees, at mutually convenient times, during which goals are set, activities are to and timeously evaluated

- Invite participation of all mentees to peer mentor activities in writing, no less than three(3) days prior to the activity/event etc.
- Comply with policies and procedures (le mentorship)
- Treat all mentees respectful for cultural, religious, political, and other differences and acknowledge of the value of diversity in society as informed by the University's Values
- Engage in a relationship with mentees which is based on a developmental approach to capacity and skills development that is rooted in aiding creative co-operation
- Be available for and participate in the activities as set out in the yearly calendar of events
- Complete any timesheets or written reports as required by the Program to record progress in the mentee-mentor relationship, i.e., portfolio of evidence
- Provide unbiased feedback
- Mobilise the mentee's ability to deal with situations/solve problems and assist them in establishing their authority
- Maintain a South African bank account registered in their own name for payment of data allowances
- Be issued with a certificate of participation

5.3 Mentees shall:

- Be registered for studies at UCT, funded by The Mastercard Foundation Scholars Program
- Be provided with the opportunity to be the mentee of a peer mentor
- Enter into an agreement with the allocated peer mentor as arranged by the Mastercard Foundation Scholars Program
- Engage in a relationship with a mentor which is based on a developmental approach to capacity and skills development and is rooted in a non-authoritarian participative mode of interaction
- Be added to the official Vula site
- Comply with Program policies and procedures
- Participate in the e-mentorship³ programme which is based on minimum contact time over a specified period at which goals are set, activities are agreed to and timeously evaluated, i.e., 17 fortnightly peer mentor led meetings between 1 March – 15 November
- Be available for and participate in activities as set out in the yearly calendar of events
- Tender apologies for peer mentor activities in writing, no less than three(3) days prior to the activity/event etc.
- Complete any timesheets or written reports as required by the Mastercard Foundation Scholars Program to record progress in the mentee-mentor relationship, i.e., portfolio of evidence
- Treat all mentors respectful for cultural, religious, political, and other differences and acknowledge of the value of diversity in society as informed by the University's Values
- Be willing to learn from the peer mentor and be an active learner who believes in the concept of lifelong learning
- Take responsibility for their own self-development and co-operate creativity in suggesting development areas to the peer mentor
- Take the initiative and become oriented to problem solving and solution-oriented that are based on win-win principles
- Make an effort to become a competent communicator with the ability to communicate their ideas, concerns and problems with the peer mentor

6. Application Procedure

- Applications will be accepted up to and including 11:59PM (GMT+2) on the 25th of January.

1 7 Habits of Highly Effective People by Stephan Covey

2 Building Effective Peer Mentor Programs by Frankie D. Minor

3 UCT General Rules and Policies Handbook 3, 2017

- To access the e-application for a mentor position, applicants will need to complete the eligibility quiz of The Mastercard Foundation Scholars Program at the online mentorship application e-form available at this link: <https://forms.gle/SKyvLndY2747Th5H9>.
- Complete the peer mentor application e-form, in full, online.
- The following required supporting documents must be submitted to be considered for a peer mentor position:
 - A letter of motivation of no more than one(1) A4 page (Times New Roman, 12 point and single spaced) using the following points as context:
 - Explain your reasons for applying to be a mentor in this Program
 - List the qualities that, for you, define impactful mentorship and that you possess, to enable you to be an effective Program mentor
 - The importance for any student to have a good role model
 - Proof of registration for the degree the applicant has last registered for
 - A character reference, from someone with whom unpaid work took place (only while at University), with signature, stamp and date in support of this application
- All required supporting documentation must be submitted on Vula no later than the 25th of January 2022.
 - While logged into Vula, click on the 'Membership' button image to the left of the screen.
 - Select 'Join site' to become a site participant. Only site participants can submit supporting documents for a Program mentor position.
- As a participant on the Apply to be a MCF Mentor site, a restricted folder in the applicant's name and student number will appear in the 'Dropbox' section.
 - Click 'Actions' and upload the supporting documentation by selecting the 'Upload Files' option. *Once the supporting documentation is uploaded it can be amended by the applicant up to and including the closing date.*
- Only complete applications for a MastercardFoundation peer mentor position will be considered.

Let the leadership opportunity begin!

The Mastercard Foundation Scholars Program at UCT reserves the right to cancel incomplete and/ or late applications, to effect changes to the conditions of the mentors or to make no appointments at all.