

Buddy program IBS

Documentation

WS 18/19



The following table serves the purpose of documenting the in-person meetings that took place between mentor and mentee. Please enter the relevant date and either place or occasion of the meeting. Each meeting is verified by the signature of both mentor and mentee.

Five in-person meetings are considered mandatory – the kick-off meeting being one of them. Attending events organized by the IBS count towards these five meetings as well. Please make sure that the meetings roughly cover the course of the semester (e.g. five meetings in October does not suffice). Of course, we highly encourage you to meet more often and socialize outside a university context. At the end of the semester – not after five meetings have taken place – return this document to Matthias Kreuter at the Academic Assistants.

Date:	Place/Occasion:	Signature mentor	Signature mentee
	Kick-Off Meeting		

We (mentor and mentee) hereby confirm that all meetings listed above took place. With regard to the form of communication agreed upon in the mentoring agreement, we confirm that communication took place as intended or at least to the satisfaction of both parties. Was the mentor responsible for taking initiative, the mentee confirms that the mentor regularly asked him/her about his/her well-being. Was the mentee responsible for initiating contact, he/she confirms that the mentor always responded to his/her questions in a timely and helpful manner.

Cologne, date

Signature mentee

Signature mentor