



1 Understanding the Mentoring Program

- The Mentoring Program supports your educational and research activities, and career development, through dialogue with and advice from your mentors.
- Your mentor helps you to find resolutions to the issues you face.
- The mentor is someone whom you can easily consult with, but it is of primary importance to establish a trustworthy relationship.
- You do not have to force yourself to talk to your mentor about things that you are uncomfortable talking about.
- Mentoring may not be available when your mentor is occupied or cannot afford the time.
- If you have any relationship problems with your mentor, you can consult with the Diversity Promotion Office.

2 The Purpose of Mentoring - Organizing Your Thoughts

- Mentoring in the Mentoring Program focuses on support related to education and research activities, and career development. More specifically, support is provided for issues such as teaching methods, how to respond to students, research content, balancing research and private life, continuing research, measures to improve skills, career paths and field selection, prospects, and research environments.
- Clarify the purpose of using the mentoring program. In other words, clarify what kind of support you would like to receive from your mentor.
- While imagining your future outlook, think about and create a list of the tasks you should accomplish now.
- Think about what information, knowledge, and skills you need right now.

3 The Mentoring Process

- Mentoring will be conducted mainly through face-to-face meetings or online meetings using Microsoft Teams or other means. Email consultations are also possible if both of you and your mentor agree to do so.

- Based on your application, the Diversity Promotion Office will contact you to confirm the mentoring contents you requested.
- The Diversity Promotion Office will match you with an appropriate mentor, according to the mentor's availability.
- In principle, mentoring shall be terminated after six months per application. You can submit the request for continuing the mentoring to the Diversity Promotion Office. If the mentoring is to be continued, the mentoring period shall be for another six months and shall end one year after the start of the mentoring.
- For the first mentoring session, you contact your mentor and specify the issues that you want to talk about.
- In the first session, you and your mentor introduce yourselves to each other. Your mentor tells you how he/she can support your requests. You and your mentor mutually confirm and decide on the purpose of the mentoring and how to conduct the mentoring. Next, both of them sort out your issues and how to respond to them. Your mentor gives you advice.
- When using email consultations, carefully read 5. Notes on Email Consultations below.
- Comply with the laws and regulations concerning personal information and handle personal information appropriately.
- Try to apply the mentor's advice to your activities.
- Both you and your mentor may terminate mentoring at any time without giving a reason. They will need to inform the Diversity Promotion Office of the termination.

4 Basic Attitude and Content of Mentoring - Trust in Mentors

- Trust your mentor. Have an attitude of learning from your mentor.
- Speak honestly about your concerns and challenges.
- Tell the facts about your situation, including whether your contract has a fixed term or not, and your current position.
- Directly ask your mentor about inquiries and any questions you may have.
- Consider what steps (measures) are appropriate and effective for the future, and what realistic measures we can take to deal with the situation.
- Understand diverse ways of thinking and living, even if there are differences between you and your mentor in terms of ideas.
- Give due consideration to the privacy, reputation, and human rights of your mentor. Avoid divulging any secrets obtained from the mentor to any other party.
- Do not make promises you cannot keep.

5 Notes on Email Consultations

- In email consultations, both you and your mentor must use their university email accounts.
- Comply with laws and regulations concerning personal information and handle such information appropriately at the discretion and under the responsibility of both parties.



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