

## AUSIT Mentoring Program (MP) Guidelines – Appendix I

MP will be offered in two valid terms per year, and you will need to become a formal participant for the MP of that term to carry out your MP.

Your eligibility will be assessed based on whether you have received a **confirmation from AUSIT MP Coordinator in writing within a term, notifying that you have been accepted as a participant of the MP of the term.**

### Timeframe

#### Maximum of timeframe

Mentors and mentees must start and finish their program within the same valid term. i.e. if you start your mentoring program in term 1, 2020, you must also finish your program within term 1, 2020. This means your MP can only last a **maximum of five months each time.**

Please note if you start your MP within term 1, 2020 but cannot finish it within the same term, your MP status will remain 'incomplete'. As a result, you are unable to claim the relevant benefits from AUSIT.

Each term will last five months, with term 1 between 1 Feb and 30 June, and term 2 between 1 August and 24 December.

Term 1		Term 2	
Start date	1 Feb	Start date	1 August
Finish date	30 June	Finish date	24 December

#### No Extension of Deadline

Due to administrative process, we are unable to extend the deadline. If you have lodged a formal request to cease your current MP and would like to be re-allocate to a new mentor/mentee, the allocation can only occur in the following term as the soonest.

### Application

#### Mentor Applications

Mentor applications are accepted **all year around**. The average processing time is generally **three to four weeks**. However, AUSIT may prioritise certain applications based on mentee applications.

**Mentors will need to follow the term system in MP.** This means if you submit your application at mentoring stage 2 and 3, you may not be able to start your MP in that term because allocation may have been finalized.

More information regarding mentoring stage 2 and 3 and other stages, please read Mentoring Program Guidelines – Appendix II.

#### Mentee Applications

##### Application and Early Lodgment

Applications can be lodged as early as 60 days prior to the commencement of a term.

##### Deadline of Applications

No applications will be accepted after **a term has started more than 30 days**. Your application will be accepted if it is lodged within 30 days after a term has started.

## Invalid applications

If you submit your application more than 60 days prior to the commencement of a term, or later than 30 days after a term has started, **your application will not be accepted and you will need to resubmit your application**, should you wish to participate in the MP in future.

## Others

### Confirmation Letter

Confirmation letter acknowledges that you have passed all eligibility requirements and that you are a formal participant of a term. Upon completion of the MP in the required timeframe, you can claim relevant benefits.

### No Match

If you are a mentor, you have met all requirements but AUSIT is unable to allocate, **your application will remain valid for another year**, unless you have actively withdrawn it. **It is very likely that AUSIT do not require you or your referee to fill out a new form after having approved your initial application**, should you wish to continue offering mentor services in MP.

If you are a mentee, you have met all requirements but AUSIT is unable to allocate, **your application can remain valid for another term**, unless you have actively withdrawn it. However, your MP coordinator will contact you in advance to confirm your intention of continuation in MP in the next term.