



University of Cyprus  
Alumni Relations Office  
Mentor Programme  
Guidance & Counselling for students  
Connect today!  
[www.ucyalumni.com](http://www.ucyalumni.com)

## YOU TOO CAN BE A MENTOR OF THE UNIVERSITY OF CYPRUS

The **Mentor** programme aims to guide about 200 University of Cyprus new alumni and students annually in order to help them prepare for their careers.

The programme is a three-month collaboration, during two possible periods, from October to December and January to March of each year, between new alumni and students or other members of the University community. Students may choose professionals who are willing to share their experiences and knowledge and who will advise them on developing their careers.

### Programme mission

To facilitate an effective guidance relationship between experienced alumni (or other members of the University community) and new alumni and students, focussing on their professional and personal progress.

### Why should I become a Mentor?

- To share your experiences and knowledge from your professional and student life
- To give students a new perspective on your workplace and the purpose of studying
- To help students understand how their aspirations and chosen field of study relate to their life after University
- To feel the satisfaction of having contributed to the development of a new generation of creative people

### What it takes

- To be a graduate or a member of the University community (academic, administrative staff)
- To have at least 10 years of work experience after graduation
- To allocate the necessary time during the programme (duration 3 months, 2-4 hours per month)

### Obligations

- To take part in the introductory dinner for mentors and participating students
- To be consistent in attending scheduled appointments (face-to-face or telephone/Skype appointments) with the student/graduate who has chosen you
- To be open and generous in the exchange of ideas and experiences
- If possible, to invite the student/graduate to meet your colleagues and remain at your workplace during working hours (job shadowing)
- **You are under no obligation to offer employment to the student/graduate upon completion of the programme**

### How can I participate?

Keep in touch, connect with: [www.ucyalumni.com](http://www.ucyalumni.com)



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- Connect to the Alumni Office platform: [www.ucyalumni.com](http://www.ucyalumni.com)
- Either sign in through your LinkedIn/Facebook account or use your personal email address
- In the 'Willing to Help' section, tick the 'Join the Mentor programme' box
- After completing your account details, you will receive confirmation of approval from the Alumni Office within a few days<sup>1</sup>

## How do students/graduates find me?

- With the activation of the Mentor programme, students will have the opportunity to connect to the UCY Alumni platform and search for a mentor (based on degree, company, name or location)
- Once a student selects the mentor he/she wants, he/she will send a mentor request
- You will then receive an electronic message from the UCY Alumni (at the address you have provided) stating that a student has asked you to become his/her mentor
- When you receive a request you can accept or decline it or connect directly to your UCY Alumni account: [www.ucyalumni.com](http://www.ucyalumni.com)
- Click on the folder icon at the top right of the screen to see your messages
- Press the Accept button on the bottom right of the page

## How do I contact the student/graduate?

- Open your profile on the platform [www.ucyalumni.com](http://www.ucyalumni.com)
- Under 'Mentoring' you will find the photo of the student/graduate that you are mentoring
- Click on his/her name and you will be taken to his/her profile page
- From there, you can send him/her a message

## How do I stop accepting students/graduates?

In order to ensure the success of the programme, we recommend that you do not accept more than 1-2 students/graduates at a time. Follow the instructions below to remove yourself as a Mentor when you have reached your limit.

- Log into the [www.ucyalumni.com](http://www.ucyalumni.com) platform and open your profile
- Click on 'Update my profile'
- Unclick your participation in the Mentor programme
- Click 'Finished Updating'

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<sup>1</sup> NOTE: If you are notified that your account has not been approved and you believe this to be a mistake, please contact [alumni@ucy.ac.cy](mailto:alumni@ucy.ac.cy) or call us on 22894366 so we can assist you.

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