



ALUMNI MENTORING PROGRAMME MENTOR APPLICATION FORM

Name	
Contact Number	
Email	
Education Background	
Graduation Year	
Company Name	
Job Title	
Years of Working Experience	
Area of Specialisation (e.g. accounting, construction, education, etc).	
The nature of your work. Please provide as much details as possible about your work so that mentees can see better to understand your role when they read your profile.	
Please describe your expertise in soft skills or life skills (e.g. leadership, effective communication, interpersonal relationship, research, motivation, etc).	
Do you have any preferences for your mentee (e.g. gender, country, specialisation)?	
What is the main reason for wanting to be a mentor in the programme?	
Any other information you would like to pass on?	
How do you know about Alumni Mentoring Programme?	

TERMS & CONDITIONS:

Please check each box acknowledging that you have read and understand the commitment to become a mentor, in order to continue to the application.

- I understand that Alumni Mentoring Programme follow a one-to-one site-based mentoring model.
- I understand and meet the applicant's **eligibility criteria**.
- I have read the **Important Rules and Guidelines** and understand I must complete the application and screening process for consideration to be a mentor.
- UCSI University reserves the right to terminate the service of mentor or the mentorship session without prior notice.

Signature

Date

Please send the Mentor Application Form, one passport size photo and a copy of your CV / resume to Alumninetwork@ucsiuniversity.edu.my.

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Mentor Eligibility Criteria

- a) At least 5 years working experience.
- b) Be able to be presented in Klang Valley area.
- c) English and Malay are essential, additional advantage to know Mandarin, Arabic and etc.
- d) Able to conduct mentorship process, at least once a month.

Important Rules and Guidelines

- a) Mentors are expected to be employed or self-employed.
- b) Mentors should not have a criminal record; currently not being investigated for fraud/corruption/civil case by relevant authorities, e.g. MACC, police, etc; and do not have any cases with the Labour Office/Industrial Relations Office/Court.
- c) Mentors should not be suffered from or currently suffering from mental illness requiring regular medication.
- d) Mentors who regularly appear to overstep the boundary between mentoring and teaching may be excluded permanently.
- e) Mentors and mentees meet in UCSI University for the first session and may take place at other public area. Private confine areas are not permitted.
- f) UCSI University does not hold any responsibility for the discrepancy between the mentor and the mentee.
- g) Each mentor is matched with one mentee.
- h) Mentors must commit to the mentoring in one academic year for once a month.
- i) The mentoring programme must be related to the career prospect/academic related.
- j) The mentor/mentee can request to end the programme earlier, by writing to SAA with valid reason such as moving out from the country, changing work portfolio and etc.
- k) The mentor is required to submit the CV and related information for SAA Approval.
- l) Upon completion of the mentorship, the mentor is required to fill up the **Mentor's Evaluation Report**.
- m) UCSI University reserve the rights to make changes to the Programme without prior notification.

Contact Us

Student Affairs & Alumni Division
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Fax : 603 - 9102 9606
Email : Alumninetwork@ucsiuniversity.edu.my
Website : <http://www.alumni.ucsiuniversity.edu.my>



: UCSI University Alumni Network

Address : No.1, Jalan Menara Gading, UCSI Heights, 56000 Cheras, Kuala Lumpur, Malaysia