

Delft, mei 2022

Dear mentor,

How nice that you have signed up as a mentor during the First Year Weekend and/or Introduction Week to mentor the new batch of Delft students from the Technical University, Inholland and The Haagse Hogeschool. This is a voluntary task, but with great responsibility and significance! It is a period in which many facets of living and studying in Delft are discussed for the first time and in which the prospective students can find their place in our vibrant student city.

As EJW/OWee mentors, you fulfill the pivotal role between the various educational institutions, the city and inhabitants of Delft and the student world. You have the important role of providing the new students with a "good start" during this intensive period and to show them the way in a fun way, where you are the face of our educational organizations to the outside world.

We ask you to do this with full conviction and pride and to act with integrity. Think carefully about what is and what is not acceptable within the TU, HH and IH and what is in line with the developments in today's society in general (in this context, read again the "TU Delft Code of Conduct" on the TU website).

Mentorship brings with it responsibility and therefore compensation is appropriate. When the OWee mentorship is fulfilled according to expectations, a mentor receives 30,- Euro. In addition, a mentor receives a certificate for recognition of his or her mentorship from the OWee.

Organizing a First Year Weekend and Introduction Week is obviously not possible without clear guidelines and agreements. In cooperation with the Study Associations of Inholland, The Haagse Hogeschool and TU Delft and the educational institutions, the manual for mentors is given below, in which clear guidelines, expectations, tasks and rules are described. You will also find the important phone numbers where EJW-boards, OWee board and confidants can be reached. We will provide a digital version so you will have it handy throughout the period.

Enjoy this special period and please take care of the participants in your group. After all, it is their First Year Weekend and Introduction Week!

Kind regards,

On behalf of,

Vice-Rector Magnificus Technical University of Delft

Rob Mudde

The StudieverenigingenRaad (SVR)

Katja Zegwaard

The Verenigingsraad (VeRa)

Joost Sanders

Supervisor OWee (BSc)

Alexander Lockhorst



Guidelines

The guidelines for EJW and/or OWee mentors are categorized into;

- Expectations
- Characteristics
- Duties
- Rules and Regulations
- Standards, values and respect

Expectations of mentors

The expectations we have of a mentor can be divided into three categories:

1. Supervise

The main task of a mentor (pair) is to go through the program of the First Year Weekend and/or OWee with a group of prospective students and to let the mentor group experience all parts of the program. The mentor couple is responsible for ensuring that the program runs smoothly and safely. Because the mentor couple leads the group, this couple must also behave responsibly at all times.

2. Social Cohesion

A mentor (couple) is expected to have a lot of contact with the incoming freshmen in their group. Mentors play a key role in the social formation of the group, especially in the early moments.

3. Educate

The mentors are expected to inform the incoming students about the study, student life and the city of Delft. Furthermore, it is expected that they can give a complete and realistic picture.

Characteristics EJW/OWee mentor

An EJW/OWee mentor is:

- motivated, enthusiastic and active
- an expert who knows Delft
- a listening ear for the participant and someone who is open to questions
- reliable
- caring and responsible
- Aware of his/her own role model and position
- Independent of any association
- the first point of contact for the EJW and/or OWee organization.

Tasks

As a mentor you have the task to;

- put the wish of the participant in the first place. Take them to the places they would like to see!
- stay involved with the mentor group during the whole EJW and/or OWee
- visit as much as possible all program parts and associations. This way the participants get to know everything! (after all, that is no longer possible during the year)
- guard the atmosphere in the group well, promote group formation and ensure that no one is left out
- Maintaining good contact with all members of the mentor group and preventing peer pressure.
- Keeping agreements made with the mentor group.
- setting a good example by being quiet on the street and being considerate of the inconvenience for residents, especially when leaving the clubs and during the night.

As a mentor, you are expected to;

- know what to do in case of a crisis situation and offer safety in doing so
 - o in case of a calamity / crisis always immediately inform the EJW /OWee board
 - o inform the participants of- and point out the house rules
 - o refer the participant to help if the situation requires it. The EJW and/or OWee board and the confidants are always ready to help

- under 18's absolutely no alcohol is drunk or drugs are used, not even outside the OWee program. When you as a mentor give alcohol/drugs to an underage participant (and this is reported/seen), a sanction will follow. The sanction will be announced during the mentor days.
- you are aware of the campaign; "Don't drink frequently, still 100% student".
- you deal responsibly with alcohol (also think of the image of drinking in public areas that are monitored by police/enforcement) and reject drugs
- you avoid that participants drink too much or that they use strong drinks
- ensure that no one in the mentor group uses drugs
- you ensure that participants attend as many activities as possible and therefore do not miss any opportunities
- park their bicycles in the designated bike sheds and walk through the city.
- you do not make any noise. Ask your participants not to do so either!
- do not sing songs with inappropriate lyrics that are offensive during both events.
- do not leave litter lying around and help with the separation of waste. Please convey this to the participant as well!
- As a mentor, you do not force anyone to do anything against her/his will and you make sure that others do not do the same.
- you know where and with whom your participants are and what they are doing
- you never leave the group alone and you always stay with the participants
- you see to it that the group comes home safely.
- You always inform the EJW and/or OWee board when an incident has taken place.
- you can be reached by both the participant and the EJW and/or OWee Board
- you have the responsibility for a mentor group and are not afraid to take the lead
- you inform participants about the wise use of social media. Not everyone wants to be photographed and images should not be put on the internet without the consent of the person being portrayed.
- you are present at the training days of EJW and/or OWee

Norms, values and respect

The Haagse Hogeschool, Hogeschool Inholland and Delft University of Technology offer top quality education and many facilities. However, it is expected that staff and students;

- treat each other well, respect each other and take care of each other (<https://www.tudelft.nl/sociale-integriteit>)
- are aware that they are not alone in the city/on campus but also think of their neighbors/bystanders
- treat everyone equally and that you will never insult, humiliate, hurt, discriminate or (sexually) intimidate each other

Do you want to know more about the integrity policy of the TU Delft? Read the TU Delft Code of Conduct here.

Important phone numbers

There are some phone numbers that are very important during the EJW and OWee. Put them in your phone!

1. CRISIS

If you find yourself in a crisis situation you should first contact the emergency services. TU CAMPUS: 015-278 8888

URGENCY: 112 in case of emergency

In addition, always inform the OWEE/EJW board!

2. INFORMATION AND EMERGENCY NUMBER OWEE

If you have any questions during the OWee, you can call or WhatsApp the emergency number. The emergency number will be communicated at the mentor days and will be available on the OWee website.

3. INFORMATION AND EMERGENCY NUMBER EJW

If you have any questions during the EJW, you can call or WhatsApp with the phone number provided by your own study association.

4. CONFIDANTS TU DELFT

If you suspect that a participant is feeling uncomfortable for any reason, point him or her to the TU Delft confidential advisor. There he or she can tell his or her story in confidence. Is there something wrong with you? You can go there too! The confidential advisor: Sandra van der Hor, tel. 06-21170603, email: S.vanderHor@tudelft.nl

Final remarks

On behalf of the educational institutions The Haagse Hogeschool, Hogeschool Inholland, TU Delft and the Study Associations, we would like to thank you for your efforts!

During the mentor days there will be a moment for all mentors to go through this document. By signing this document on the mentor day, we assume that you have read it and will adhere to the guidelines and agreements mentioned. This document is also included in the 'Terms and Conditions for Mentors'.

During the OWee we will ask the participants what they think of their mentor. This way we can all adjust in time when necessary. So show yourself from your best side!

If it happens that things don't go as desired, you will be addressed by the parties involved with possible sanctions such as exclusion from both events, or not receiving the mentor fee.

We will also ask for feedback from you on what can be improved or what you have encountered. The survey will be sent out after the event; please fill it out, thank you in advance!

We wish you much success, wisdom and fun!

Delft, Name: Signature: