

# Code of Conduct

*As part of Aalborg University's (AAU) **Mentor Corps for student startups**, the following guidelines must be followed:*

## **Relationship between mentors and mentees:**

AAU Innovation facilitates mentor-mentee matches through matchmaking sessions or on an individual basis, primarily based on the mentees' needs and identified challenges.

The mentor's primary role is to act in the best interest of the mentee. The mentor is not a decision-maker, but an advisory resource whose purpose is to empower the mentee to make better decisions. Mentors should aim to provide guidance to the best of their ability and strive to support the mentee as effectively as possible. However, it is the mentee's responsibility to assess the relevance and quality of the advice and make decisions accordingly. Please note that mentors are not expected to perform structured work or act as consultants.

The mentor program is built on mutual respect, inclusion, non-discrimination, and trust between mentors and mentees.

## **Practical Arrangements:**

A time-limited trial period is always agreed upon, e.g., 6 months including the number of meetings. If the mentoring relationship is considered valuable by both parties, it may continue indefinitely. Scheduling is handled by the parties themselves; however, we recommend that all meetings be planned during the first mentoring session. Meetings can be held either in person or virtually, but we recommend that the first meeting be in person.

## **Confidentiality:**

Mentoring sessions are a safe space, and information shared must not leave the room. Sensitive information related to patentable inventions may be disclosed and must remain confidential. Confidentiality in mentoring meetings provides mentees with a unique opportunity to discuss difficult topics, which is why mentors must always treat shared confidential information as strictly confidential – including information about potential investors. This also applies to confidential information that mentors share with mentees during meetings.

**Conflicts of Interest:**

Any conflict of interest must be reported during matchmaking or immediately upon recognition of a conflict. AAU Innovation reserves the right to exclude a mentor if a conflict of interest is deemed valid.

**Termination of Mentorship:**

The mentor may at any time choose to end a specific mentorship or leave the AAU Innovation's Mentor Corps.

Mentors who do not comply with this Code of Conduct may no longer serve as mentors in the program. AAU Innovation reserves the right to terminate any mentorship if either the mentor or mentee fails to comply with this Code of Conduct.

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I acknowledge the rules outlined in this Code of Conduct and will comply with them in my role as a volunteer mentor.

**Date (DDMMYY):**\_\_\_\_\_ **Name:**\_\_\_\_\_

**Signature:**

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