



...eliminating barriers to research mentorship

Guideline for Mentors and Mentees.

1.1.0 Introduction

T-BOM is a free web-based application developed to enable interaction between mentees and mentors for mentorship in the field of tropical diseases research. For more information, we created an FAQ list that you can access via this [link](#).

Mentors are expected to provide support and advice to mentees on a specific task/skill/deliverable as part of their professional development in the field of Tropical Diseases Research. This document therefore provides information to support mentors and mentees on the T-BOM platform. However, if you have any questions or concerns at any time, please email them to support@tbommodel.com.

2.0 General information

TBOM will be collating feedbacks intermittently during the lifetime of each mentorship cycle, as such, mentors and mentees are expected to use this document [here](#) to highlight their plans, actions, deliverables and achievements at the start and termination of their mentorship. In addition, mentors and mentees will be contacted individually by email at the termination of their mentorship to collate testimonials, participate in short interviews or contribute to blog posts.

3.0 Information for the Mentees

As mentees, you are expected to use the search bar on the landing page of the website to browse the list of enrolled mentors. You should take careful note of their area of specialization, and the schedule that mostly fits with your interest. Mentees can send invites to as many as possible mentors, but can only have 2 mentors at a single time.

Once a mentor accepts your invite, our support staff will send you an email notification, and you should send follow-up emails to your mentor to agree on the date for the first meeting. Make sure you set up a date and time that are mutually acceptable, and also plan with the 6-months allotted for the pilot phase of this program.

During the first meeting, you are expected to discuss your plans with your mentor, and decide together on deliverables that are realistic for the time allotted. You should use this document [here](#) to highlight your deliverables for each month. During future meetings, you should discuss your progress and challenges with your mentor, and decide together on how to solve them. This document [here](#) should be updated and uploaded on your dashboard after every meeting.

However, if you have any concerns or difficulties, you can always contact the Support Team at support@tbommodel.com.

4.0 Information for the Mentors

As mentors, you are expected to update your profile on the dashboard, by uploading documents that would aid the mentees to understand your interests, examples of such documents are a photograph, abridged CV and bio-statement. You should ensure that your area of expertise aligns with the area of mentorship you have registered on the platform. Mentors can only have 2 mentees at a single time.

Mentees that are interested in learning from you would send you an invitation to connect from their customized dashboard. Our support unit will further send you an automatic email whenever a mentee sends such an invite. It is therefore important you analyze each request and accept requests that align with your interests as early as possible. Upon acceptance, mentees will send you follow-up emails to schedule the first meeting. It is important that both mentor and mentee must agree on a suitable time and date for this meeting.

DURING the first meeting, mentors and mentees should take some time to get to know each other and also discuss the expectations they have for the mentorship period. You should use this document [here](#) to guide your discussions and set realistic deliverables with the mentee. During future meetings, you should discuss mentees progress and challenges, and provide guidance on how to solve them. If you have any concerns or difficulties, you can always contact the Support Team at support@tbommodel.com