2021 SSAF Grant Program Guide to Assist Mentors

Role Description

Mentors are a voluntary role and may be academic or professional staff members at the University of Melbourne, or in some instances, University of Melbourne alumni. In this role, mentors will be supporting the applicant by providing advice, assisting students during their SSAF Grant Program activities; it can be support during the design process, the delivery and/or the acquittal reporting requirements for the post-award activities.

Responsibilities:

- Provide advice as required during the design of the activity project proposal;
- Assist with facilitating the connection between students and potential partner organisations; for instance, through recommendations, coaching or introductions. Students are responsible for seeking a partner organization's initial approval and support of the activity, which will be specified in the application form;
- Read and endorse the application;
- Where requested by students, provide guidance and support during delivery of the engagement activity; and
- Guide students to address any significant obstacles.

Considerations

During the design of an engagement activity project proposal, it is recommended mentors and students discuss the activity, aims, timeline, and budget and consider:

- The 2021 SSAF Grant Program Guidelines
- The Higher Education Legislation Amendment (Student Services and Amenities) Act 2011
- The University of Melbourne's Coronavirus update and the University's roadmap to a COVIDSafe return to campus
- Partnership opportunities
- The clarity of objectives and outcomes
- Health and Safety, including Risk Assessment, Risk Registers, management processes and requirements
- Compliance obligations, including child safe standards, privacy, freedom of information, and research integrity
- Intellectual property - refer to the Intellectual Property Policy (MPF1320) and University's Copyright website
- Travel advice, policy and updates
    - For students: Student Travel and Transport Policy (MPF1209) Staff: Employee Travel Policy (MPF1300)
    - Australian Government's Department of Foreign Affairs and Trade's Smart traveller website
- University branding, communications and marketing: Brand Hub and the usage of the University's logo guidelines
- The Fair Work Act and other relevant industry standards
- The Student Charter, Student Conduct Policy (MPF1324) and the Staff Appropriate Workplace Behaviour Policy (MPF1328)
- Indigenous Cultural Protocols and Advice

For any further clarification, assistance and/or advice, please contact the Student Engagement Team:
ssaf-grants@unimelb.edu.au