

2024 Student Services & Amenities Fee Grant Mentor Guide

January 2024

Student Engagement | Student and Scholarly Services



A resource for SSAF Grant Mentors

Context

A project Mentor for the Student Services & Amenities Fee Grant (SSAF) is a voluntary role to endorse and support the applicant of a SSAF Grant application. Mentors may be academic or professional staff members at the University of Melbourne. In this role, you will be responsible for providing professional advice and assistance to students, for the duration of their engagement activities and outcomes:

- Student led project design and application process.
- Project delivery
- Reporting and evaluation (acquittal process for successfully funded activities).

You can find the SSAF information and process on the [Fund Your Idea with a Student Grant webpage](#).

Responsibilities

SSAF Grant projects must be student-led. The following points have been created as a guide to support the mentors in this role.

- Provide advice as required during the design of the engagement 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.
- Guide students to address any significant obstacles.
- Be invested in the growth and development of the Mentee and Project.
- Clarify and communicate your available time capacity and as a resource.
- Provide useful and constructive feedback.

Considerations

During the design of an engagement activities project proposal, it is recommended Mentors and Mentees (Students) discuss the activity, aims, timeline, resources, capabilities, and budget to consider:

- Partnership Opportunities
- To clarify objectives and outcomes
- [Risk assessment and management processes](#)
- UoM and External Project Compliance (addressing resourcing and processes internally and externally)
- [UoM Intellectual Property Policy](#)
- [Student Travel and Transport Policy](#)
 - Ensure travel is to [locations DFAT 3>](#) in direction with the Australian Government, Department of Foreign Affairs and Trade and UoM Overseas Travel Policies.

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- Ensure travel insurance is applied through the [online Student Travel Insurance](#) system.
 - Contact the Student Engagement Team for further guidance on how to apply.
- [UoM Branding Guidelines and Links](#)

Support

Please contact ssaf-grants@unimelb.edu.au for further clarification and support.

In the event of any concern due to [Student Conduct](#), contact ssaf-grants@unimelb.edu.au.