



## International Welcome Programme Guidelines 2018–2019

### **PURPOSE OF INTERNATIONAL WELCOME PROGRAMME**

The International Welcome Programme is a volunteer programme that connects Trinity students who are abroad on an exchange with Trinity alumni who currently reside in that region. The purpose is to provide students with support in their year abroad, advising them on the new culture and where practicable, providing networking opportunities. There are over 100,000 Trinity alumni scattered across 130 countries worldwide. This alumni network forms a valuable part of the Trinity experience.

Students benefit enormously from the exchange of ideas with alumni and gain useful insights into optimising their time abroad and how they can best manage their personal development. For alumni, it allows them to 'give something back' and to stay connected with the College, as well as also benefiting on a more personal level. This interaction between alumni and current students could fulfil a key part of the global relations strategy, enhancing Trinity alumni networks.

### **RECRUITING VOLUNTEERS**

Trinity Development and Alumni will seek volunteers for the role of mentors in the applicable regions. This will be done via a communication call-out, the branch network, the e-zine, the alumni website and social media. The volunteers will then be matched with a student from within their region, and both volunteer and student will be informed of the match.

### **RECRUITING STUDENTS**

A targeted email will be sent to students going on a non-EU exchange in the 2018-19 academic year. Interested students will be briefed on the programme via email and set up with a volunteer mentor in July/August 2018. Details of the relevant volunteer will then be passed on to the student.

### **EXPECTATIONS OF MENTORS**

- A graduate of Trinity with professional experience, who is living in the city in question
- To meet the student at least once face-to-face
- Willing to assist the student through support, assistance and guidance
- Offer/suggest networking opportunities if practicable
- To act in a responsible and respectful manner in your dealings with the student
- To always consider the safety and well-being of the student as paramount if presenting them with opportunities for networking, etc.

### **EXPECTATIONS OF STUDENTS**

- To respond to their mentor's initial email
- To be respectful of their mentor's time and thank them for any meeting or advice
- To meet the mentor at least once face-to-face in a public place
- To keep meetings/contact within parameters established by mentor and endeavour to act as a responsible and respectful adult in dealings with their mentor
- To treat their own safety and well-being as paramount at all times, avoiding any situation that may put them in any real or perceived danger. Please raise any issues, large or small, with the relevant Trinity contacts listed below.



### **TIME COMMITMENT**

- *1 compulsory face-to-face meeting:* Welcome to be initiated by the volunteer via email and responded to by the student;
- Maintain the relationship as the volunteer and student see fit
- Mentor is asked to respond to the emails or calls detailing questions / concerns of the student
- All participants are asked to respond to evaluation survey in Summer 2019

### **TOPICS THAT MAY BE OF INTEREST TO STUDENTS**

- Cultural differences – etiquette, food, behaviour, dress, etc.
- How to make connections in the community/networking opportunities
- How students can get the best out of their year in the region
- Extracurricular activities and travel/tourism in the region

### **CONTACT US**

Please contact the below Trinity employees immediately with any concerns relevant to the International Welcome Programme (prior to student departure or at any time thereafter).

#### **Student contact:**

Jonathan Johnston  
Student Mobility Officer  
Office of the Vice President for Global Relations  
[jonny.johnston@tcd.ie](mailto:jonny.johnston@tcd.ie)  
+353 1 896 4808

#### **Volunteer contacts:**

Anna O'Loughlin  
Alumni Relations Executive  
Trinity Development and Alumni Office  
[anna.oloughlin@tcd.ie](mailto:anna.oloughlin@tcd.ie)  
+353 1 896 2088

Meghan Donaldson  
Global Alumni Relations Officer  
Trinity Development and Alumni Office  
[meghan.donaldson@tcd.ie](mailto:meghan.donaldson@tcd.ie)  
+353 1 896 2088

### **DECLARATION OF UNDERSTANDING:**

I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTAND THE GUIDELINES RELEVANT TO THE 2018-2019 INTERNATIONAL WELCOME PROGRAMME AND ACCEPT THAT I SHOULD ENDEAVOUR TO ACT IN LINE WITH THE ADVICE GIVEN.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_