



International Welcome Programme 2020–2021 Guidelines for Alumni Volunteers

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.

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, participating allows you to maintain a connection with college and to pay forward the help and advice you may have received at College when you were a student.

If there is a Trinity alumni event happening in your city, you will be invited – we would encourage you to attend and to bring your student mentee along! These events offer great opportunities for the student (and you!) to meet other alumni and extend your personal networks. There are over 100,000 Trinity alumni scattered across 130 countries worldwide, and this alumni network forms a valuable part of the Trinity experience.

Recruiting Volunteers

Each year, Trinity Development & Alumni seeks volunteers for the role of mentors. This is done via an email call-out, local chapter network, monthly alumni e-zine, alumni website and social media. Mentors should be a graduate of Trinity with professional experience; they are matched with a student studying in their region, and both volunteer and student are then informed of the match. Please note that sometimes plans fall through, and students are unable to commit to the programme. If a student you have been matched with is no longer able to participate, you will be notified as soon as possible.

Participating Students

Students going on a non-EU exchange in the 2020-21 academic year register at orientation in the preceding semester. Interested students are briefed on the programme and connected with a volunteer mentor prior to their departure. The volunteer's email contact details will be shared with their matched student.

Alumni Mentor responsibilities:

- Meet the student at least once online via Zoom or in person if social distancing is possible (meeting to be initiated by the mentor)
- Assist the student through guidance, advice and support in acclimatizing
- Offer/suggest networking opportunities if practicable
- Act in a responsible and respectful manner in your dealings with the student
- Always consider the safety and well-being of the student as paramount if presenting them with opportunities for networking, etc.

Students are expected to:

- Respond to their mentor's initial email



- Be respectful of their mentor’s time and thank them for any meeting or advice
- Meet their mentor at least once online via Zoom or face-to-face in a public place with social distancing measures in place
- Keep meetings/contact within parameters established by mentor and endeavour to act as a responsible and respectful adult in dealings with their mentor
- 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
- Raise any issues, large or small, with the relevant Trinity contacts (listed below)

Time Commitment:

- **A minimum of 2-3 hours, including 1 compulsory face-to-face meeting (online or in person):** to be initiated via email by the alumni mentor and responded to by the student; to be organised as suits the mentor and the student
- Maintain the relationship as the mentor and student see fit
- Mentor is asked to respond to emails or calls detailing questions / concerns of the student
- All participants are asked to respond to an evaluation survey at the end of the term

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 arrival or at any time thereafter).

Student Contact:
 Elina Mats
 Student Mobility Officer
 Office of the Vice-President for Global Relations
 Phone: + 353860108240
 Email: emats@tcd.ie

Mentor Contacts:
 Anna O’Loughlin
 Alumni Relations Executive
 Trinity Development & Alumni
anna.loughlin@tcd.ie
 +353 1 896 2088

DECLARATION OF UNDERSTANDING:

I HEREBY CONFIRM THAT I HAVE READ AND UNDERSTAND THE GUIDELINES RELEVANT TO THE 2020-2021 INTERNATIONAL WELCOME PROGRAMME AND ACCEPT THAT I SHOULD ENDEAVOUR TO ACT IN LINE WITH THE ADVICE GIVEN.

Signature:

Date:
