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**Sir Syed Mentoring & Assistance Fellowship (SSMAF) – Mentor Policy**

**Responsible Executive:** SSMAF Admin & President  
**Date Issued:** [July 15, 2025]  
**Date Last Revised:** [Feb 4, 2025]

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For any queries or concerns regarding this policy, please reach out to:

* **Mentorship Team Lead (MTL)**: [mentorship@ssmaf.org]
* **SSMAF President**: [president@ssmaf.org]

1. **Statement of Policy**

The SSMAF Mentorship Program is designed to support awardees in successfully applying to international universities, securing funding, and achieving their academic and professional goals. This policy ensures that mentorship remains structured, effective, and beneficial for both mentors and mentees.

1. **Reason for This Policy**

While mentorship is voluntary, it carries significant responsibility. This policy ensures:

* Mentors provide structured and meaningful guidance.
* Mentees receive consistent support.
* The mentorship process remains efficient and goal-oriented.

1. **Program Commitment**

* Mentors volunteer their time to guide mentees in preparing strong applications.
* Mentors are expected to remain engaged throughout the mentorship period.
* If unforeseen circumstances arise that prevent continued mentorship, mentors must notify MTL for reassignment.

1. **Mentor Responsibilities**

* Guide mentees on choosing universities, refining application documents (SOP, CV, LOR, etc.), and approaching professors.
* Conduct regular check-ins to track progress.
* Assist mentees in preparing for IELTS/TOEFL exams.
* Encourage mentees to stay motivated and engaged.
* Inspire mentees to pay it forward by supporting future applicants, just as they are being supported through SSMAF.
* Provide realistic expectations and honest feedback.

1. **Mentor Assignment & Communication**

* Mentors are assigned based on their expertise, mentee’s study preferences, and mutual academic interests.
* Mentee or mentee can reach out to each other once they receive their contacts.
* Communication should remain consistent, and mentors should reach out if a mentee becomes inactive.
* Mentors must notify the MTL if a mentee remains unresponsive for many weeks despite follow-up emails and prepare and discuss the report by Oct 31st to MTL, and based on this, we will decide if we need to keep that mentee or remove him/her.

1. **Reimbursement Eligibility, Process, and Procedure**

* You do not need to initiate any reimbursement process. If a mentee inquires, direct them to follow the Mentee Policy, where the process is outlined. If the mentee does not ask, no action is required from your side.

***However, there are a few key points you should be aware of:***

* Mentees are eligible for IELTS/TOEFL fee reimbursement only after meeting the minimum required scores.
* Mentors must assess and approve the mentee’s readiness before they register for the test. (More details can be seen here: <https://ssmaf.org/policies/>)
* Reimbursement will only be processed if the mentee applies to at least two universities with competitive admission processes.
* When the mentee begins their reimbursement request, they will require a **Mentor Consent Form** (which they will provide to you). This form confirms that you are satisfied with their progress, believe they are eligible, and have a high chance of securing admission with a scholarship.
* Once you review and approve the form, sign it and return it to the mentee. They will upload it in their reimbursement Google Form.
* To complete the Mentor Consent Form, you will need a **Unique ID**, which must be requested from the MTL by emailing [mentorship@ssmaf.org](mailto:mentorship@ssmaf.org).
* Once the mentee submits the reimbursement form, SSMAF Admin will review the submission, assess eligibility based on policy guidelines, and, if approved, process the reimbursement within **2-3 weeks**. You and your mentee will be notified of the reimbursement payment, if accepted, via [finance@ssmaf.org](mailto:finance@ssmaf.org).

1. **Funding Support from Mentors [**Optional**]**

* Mentors are encouraged to **contribute or help secure funding** for SSMAF, as it is a student-led and early-career professional-run program that often faces financial constraints.
* If you wish to donate, please fill out the [**donation form**](https://docs.google.com/forms/d/e/1FAIpQLSdPeaIp_l1ZpQ306KJGGjFY0ck1ZtNGyc4GEK15en4LvlGRsA/viewform) using the provided link. The **Finance Team Lead** will reach out to you with further details and guidance on completing your contribution.
* **Direct funding to mentees is not allowed**, as reimbursement eligibility is based on specific criteria, & all financial transactions must be documented for accountability and fairness.

1. **Conflict Resolution**

If a mentee is inactive, unresponsive, or disengaged, mentors should:

* Attempt to re-engage the mentee through email or other preferred communication.
* If the mentee remains unresponsive for 4-5 consecutive weeks, notify SSMAF Admin.
* SSMAF will review the case and decide on mentee withdrawal or reassignment.

1. **Acknowledgment & Compliance**

* By agreeing to these **SSMAF policies**, you confirm that you understand and accept the guidelines outlined above.
* This policy ensures **accountability, clarity, and structure** throughout the mentorship journey.
* If you have any questions, need clarifications, or wish to provide **suggestions or feedback**, please contact [**president@ssmaf.org**](mailto:president@ssmaf.org)**.**