

## **Letter for external mentor**

*The IB proposes the following wording for any letter to an external mentor*

### **EXTENDED ESSAY EXTERNAL MENTOR FORM**

To be read by the external mentor before the DP student begins his/her research opportunity under external guidance. This form must be signed by the external mentor when the project is completed.

#### **Information about the extended essay process and external mentoring**

The extended essay is a rigorous and challenging independent research project carried out by students during the Diploma Programme. Students conducting an extended essay are personally responsible for every aspect of the research process.

They are required to: develop their own research question develop their own appropriate and ethical research methods, which must comply with IB policies and regulations collect and process their own data show critical understanding of the approaches used demonstrate academic integrity.

Each student has a school supervisor to guide them through the whole process. The role of the external mentor is to inform the student of general research opportunities and to teach and oversee the safe and appropriate use of techniques.

To avoid compromising the integrity of the process, the external mentor should not:

- provide the student with a research question or focused topic
- provide ready-to-use techniques and protocols
- provide advanced or extensive technician support
- provide ready-to-use data analysis tools
- read, edit or comment on any written work.

To be signed by the external mentor: I have been made aware of the requirements of the IB Diploma Programme extended essay and of the responsibilities of an external mentor.

I have acted as the mentor for:

Name of student:

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Comment:

Name:

Electronic signature: