



Centre de  
recherche Azrieli

**CHU**

**Sainte-Justine**

Le centre hospitalier  
universitaire mère-enfant

Université   
de Montréal

# Student Buddy Program

Practical Guide for Mentors and Mentees

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[recherche.chusj.org](https://recherche.chusj.org)



The **Student Buddy Program** of the Centre de recherche Azrieli du CHU Sainte-Justine (Centre) is a **mentorship program** that allows new students to be matched with other students who already attend the Centre, who come from the same academic level and who share common realities.

## Program Objectives

This program aims to:

- Facilitate the arrival and integration of new people in graduate studies or postdoctoral training, from Canada or elsewhere.
- Consult with a student who has recently gone through the same steps.
- Meet, create connections and facilitate networking with people from the Centre.

## Who is the Program for?

### **Mentors**

All individuals enrolled in a graduate program (M. Sc. or Ph. D. programs) or postdoctoral fellowship, who have been at the Centre for at least 6 months.

### **Mentees**

Individuals enrolled in a graduate program (M. Sc. or Ph. D. programs) or postdoctoral fellowship who are conducting a research project with a regular or affiliated researcher of the Centre.

The program is designed primarily for new people joining the Centre, but is open to anyone who feels the need.

## Scope of Support

The support must not be:

- a counselling or coaching service: that is, focused on achieving an objective or results, or resolving personal or professional problems.
- a therapeutic relationship.
- a power relationship.
- a one-way relationship.
- an obligation.
- an approach to obtain a job or any other privilege.

## Become a Mentor?

Do you want:

- A rewarding helping relationship experience?
- To facilitate the integration of new students?
- To give back to your student community?
- To gain experience in a useful transferable skill applicable to your future job?
- To improve your CV and scholarship application ?



## Registration Criteria

- Study at CHU Sainte-Justine or CRME-Technopôle for the entire duration of the program;
- Be registered at the Centre for at least 6 months, at the time of application;
- Offer assistance to your Buddy for the total commitment period (4 months, minimum).

This experience allows you to obtain a Volunteer Certificate (issued by the Research Centre's Academic Affairs Dept.) for participating in the Buddy Program.

## Become a Mentor!

Complete the [Registration Form](#) (continuous registrations).

Your role with your mentee:

- Be present to answer their questions;
- Refer to appropriate resources;
- Organize meetings and facilitate exchanges with other members of the Centre;
- Create a climate of trust and mutual respect;
- Be available for meetings with the mentee;
- Voluntarily provide personal and confidential assistance;
- Encourage and motivate;
- Demonstrate empathy and openness to diversity and inclusion.

## Your Commitment by Becoming a Mentor

- Be available to offer your assistance for at least 4 months;
- Answer your mentees' questions within 48 hours;
- Organize a meeting with your mentees at the beginning of the session and then at least once a month;
- Enthusiastically support the mentee;
- Encourage the mentee to send in advance the topics they wish to discuss during the next meeting in order to prepare and foster more fruitful discussions;
- Ask questions that facilitate dialogue;
- Facilitate, if necessary, the mentee's access to a network of colleagues who could help them shed light on the various issues raised.



## Getting Peer Support

Whether it is because:

- You are new to Montreal, Quebec, Canada or simply because you are starting a new study program at the Centre;
- You want to ensure that you start this new stage on the right foot;
- You would like to benefit from the experience of someone who has already arrived at CHU Sainte-Justine;
- You would like to meet students in your field who have common interests with you or who are experiencing similar situations.



Your mentor is there to:

- Guide you during your first session (4 months), or beyond if the chemistry is there;
- Answer your questions or direct you to the appropriate resources (within 48 hours);
- Transmit information on different services and resources available;
- Organize a monthly meeting to discuss with you.

## To be Matched with a Buddy

Complete the [registration form](#) online (continuous registrations).

The mentor who will be proposed to you will be of the same academic level as you.



## Commitment of the Mentee

- Identify and clearly express your needs and preferences to promote a quick and relevant match.
- Show enthusiasm and openness.
- Address all your questions without reservation.
- If possible, send the mentor by email questions to be addressed during future discussions.
- Communicate with the mentor in the event of a problem.
- Seek as much advice as possible from the mentor.
- Attend all meetings assiduously.

## How it Works

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### **Reception of Applications (Mentors and Mentees)**

To participate in the program, please complete the [Online Form](#). All applications to be a mentor and match requests will be accepted, as long as we find the right people to pair.

Arrivals in September: Individuals wishing to participate in the matching activity that takes place during the Welcome Day must submit an application by September 15 at the latest.

Arrivals the rest of the year: The reception of mentor applications and matching applications is continuous.

2

### **Self-Matching During the Welcome Day** (End of September – Optional)

A lunch will be offered to future mentors and mentees who wish to participate in the student Welcome Day, organized on the last Thursday of September each year. During the lunch, participants will meet the mentors and mentees and identify the person(s) with whom they would like to be matched (self-matching), or request to be matched by the program manager.

3

### **Matching the Rest of the Year**

Students and postdocs who submit applications the rest of the year will be matched by the program manager, as soon as a potential match is identified, based on the responses to the questionnaire (academic level, primary research location, language, immigration status, gender, or other criteria specified in the questionnaire).

4

### **Duration of the Buddy Program and Organization of Meetings**

The mentor and mentee must commit for a period of four (4) months, at a rate of one meeting per month minimum. The duration of each meeting is at the discretion of the students, but we recommend planning for approximately 30 to 60 minutes. The meetings can be virtual, by phone or in person. However, we recommend in-person meetings whenever possible, within the walls of the CHU Sainte-Justine or the Technopôle.



5

### **First Meeting**

For the first meeting, the parties:

- Discuss expectations and determine whether they accept the proposed match;
- Define the preferred means of communication;
- Agree on the meeting schedule;
- Sign the consent and confidentiality form, if the match is accepted by both parties.

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### **Subsequent Meetings**

The mentee is encouraged to send by email any questions or general themes that they would like to discuss with their mentor a few days before the scheduled meeting date.

7

### **Between Scheduled Meetings**

The mentee can contact the mentor via the preferred contact method to ask questions. The mentor should respond within 48 hours or propose another meeting.

8

### **Share Your Network**

Depending on the questions and needs of the mentee, the mentor is invited to introduce them to people (professionals, students, researchers or others) who could help them in their integration.

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### **End of the Buddy Program... or Not**

At the end of the 4th month, the program officially ends. However, if the chemistry is there, nothing prevents the students or postdocs from keeping in touch afterwards!

### Other Informations

**Program Manager:** Marianne Arteau

[marianne.arteau.hsj@ssss.gouv.qc.ca](mailto:marianne.arteau.hsj@ssss.gouv.qc.ca) ou 514 345-4931 ext.3097

In the event of a disagreement during the Buddy Program, please contact the program manager, who will follow up with you quickly.

Photo credits: Caroline Perron (front page) and CHU Sainte-Justine



#### Resources

- [Centre de recherche Azrieli Student Guide](#)
- [Student Services](#) (UdeM)
- [International Student Office](#) (UdeM)
- [Harassment Intervention Office](#) (UdeM)
- [Studying in Montreal](#) (UdeM)
- [UdeM Calendar](#)
- [Montreal Cultural Calendar](#)

# Good Meetings!

# BUDDY PROGRAM AGREEMENT

To be completed in two copies and kept by participants

## Mentee

Name

Email

Phone

## Mentor

Name

Email

Phone

## Preferred Contact Method

☐

Email

☐

Phone

☐

Other:

## Meeting Calendar

First meeting: Acceptance of the pairing and signing of this Agreement.

Meeting 1st month: Date

Place

Meeting 2nd month: Date

Place

Meeting 3rd month: Date

Place

Meeting 4th month: Date

Place

## Confidentiality Agreement

As part of my participation in the Student Matching Program, as a mentor or mentee, I agree to keep confidential all information to which I have access concerning the person with whom I am matched, unless it is information that could cause harm to anyone (person or institution).

Signature of the mentee

Date

Signature of the mentor

Date