



Exemplar Mentorship Institution Information and Application Form

In making this application to become a mentee under the Education Collaborative’s Exemplar Mentorship Programme, the Executive Head of the applying institution undertakes to ensure the observance of all the conditions and provisions of the Collaborative.

Read more about the [Exemplar Mentorship Program](#) and criteria before proceeding.

Complete the form below and email it to Rose Dodd at rdodd@ashesi.edu.gh.

Name of institution	
Address of institution	
Country	
Post/ZIP code	
Telephone number (including country code)	
Fax number	
Website	

TYPE OF INSTITUTION (please tick one box only)			
University (publicly funded)			
University (privately funded)			
University college/college of a university publicly funded			
University college/college of university (privately funded)			
Other institute of higher education (publicly funded)			
Other institute of higher education (privately funded)			
If private, type of private institution (please tick one box only)			
Non-profit		For profit	

STUDENT NUMBERS IN THE CURRENT ACADEMIC YEAR		
Pre-degree	(full-time)	
	(part-time)	
Undergraduate	(full-time)	
	(part-time)	
Master’s	(full-time)	
	(part-time)	
Doctoral	(full-time)	
	(part-time)	

Year in which first students were admitted	
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Year of graduation of first cohort of students	
Do you award your own degrees? Y/N	Yes No
Accrediting national/regional body	
Financial year start date.	

CONTACT DETAILS – EXECUTIVE HEAD	
Title	
First name	
Family name/surname	
Job title	
Telephone number	
Email address	

CONTACT DETAILS – EXECUTIVE ASSISTANT	
Title	
First name	
Family name/surname	
Job title	
Telephone number	
Email address	

CONTACT DETAILS – SENIOR LEADERSHIP (Please continue on a separate sheet if necessary)	
Title	
First name	
Family name/surname	
Job title	
Email address	
Title	
First name	
Family name/surname	
Job title	
Email address	

Title	
First name	
Family name/surname	
Job title	
Email address	

Title	
First name	
Family name/surname	
Job title	
Email address	

CONTACT DETAILS – EDUCATION COLLABORATIVE AREAS OF INTEREST

To help you get the most out of your membership, we would like to share information with your most relevant team members who are working in the Education Collaborative focus areas. Please provide details for the main point of contact (lead) in any of the areas below that are relevant to your institution.

TRAINING STUDENTS WITH RELEVANT CAREER READINESS

Title	
First name	
Family name/surname	
Job title	
Email address	

ETHICS AND LEADERSHIP DEVELOPMENT

Title	
First name	
Family name/surname	
Job title	
Email address	

ENTREPRENEURSHIP ECOSYSTEM DEVELOPMENT

Title	
First name	
Family name/surname	
Job title	
Email address	

SYSTEMS FOR ACCOUNTABILITY AND SUSTAINABILITY

Title	
First name	
Family name/surname	
Job title	
Email address	

INSTITUTIONAL DIVERSITY, EQUITY, AND INCLUSION

Title	
First name	
Family name/surname	
Job title	
Email address	

JOINING THE MENTORSHIP PROGRAM

Please take a few moments to tell us why your institution wants to sign up in the mentorship program.

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SUPPORTING DOCUMENTS

The completed form must be submitted with the following supporting documents. If a document is not written in English originally, a translated copy must be provided. Where necessary, additional information may be requested, such as a recent prospectus or equivalent. The Education Collaborative will accept electronic links to supporting documents.

- University/institution constitution
- Instrument incorporating the university/institution under the law. This is usually either a government decree (charter, act of parliament, or equivalent) or an approval to provide higher education from a government or regulatory body established to oversee the development of higher education
- Most recent audited income and expenditure/profit and loss account and balance sheet

DECLARATION

Conditions of mentee membership

To be eligible, an institution needs to be accredited in an African country, have credible leadership and mission, and commit to our shared values of collaboration, ethics and leadership, entrepreneurship, and citizenship. Read more here: <https://educationcollab.ashesi.edu.gh/programs/institutional-mentorship/>.

Members must remain in good standing with the legally recognized and approved higher education authority in the country in which they operate. The program is developed over three years with pre-agreed goals, targets, and a learning framework. Members must remain in good standing with the process, impact measurement timelines, and reporting. On enrolling, the institution is signing up to share their developed expertise and experience and become a mentor to peers during and/or at the end of the formal mentorship period.

The Education Collaborative reserves the right to revoke the membership of any institution that is in breach of any conditions of enrollment. Admittance into the program is done twice a year, in April and October.

Read the [full mentorship description document](#) before submitting this form.

Name and title of applicant institution's lead

In applying to become a mentee under the Education Collaborative institutional mentorship program, undertakes to observe and perform all the conditions and provisions for the time being in force, or at any time hereafter to be duly brought into force, of the Education Collaborative, and nominates the undermentioned person (Must be a senior leader. Eg. Vice-Chancellor, President, Principal, Rector) to be its representative until further notice in the event of its admission as a mentee member.

Name and title of nominated Representative

Confidentiality

The Education Collaborative is an initiative of Ashesi University. Any information concerning the institution in the program here mentioned and their respective records may be passed to Ashesi University authorized third parties (including Ashesi University, Ashesi University Foundation, and project-specific partners).

Records are regarded as confidential and, therefore, only if legally required to do so may be passed on to the appropriate authorities. Individuals have the right to request sight of, and copies of, their records, which we will provide within a reasonable timeframe. Individuals are invited to retain copies of any literature issued in relation to this process and engagement. Individuals are responsible for keeping their data up to date by either updating it themselves via the members' area of the Education Collaborative website or communicating any changes with us.

The Education Collaborative will not sell, share, or rent your personal information to any third party. We will use your email address to send emails to you only in connection with the provision of member services and other related services and products.

Disclaimer

By signing this form, you, as Executive Head, agree for the Education Collaborative to contact your institution's leadership about relevant services to its mentorship process and keep you informed of any such contacts.

Name of Executive Head	
Signature of Executive Head	
Date	

University seal/stamp