



Rules of the International Mentoring Program

§1

The aim of the Program is to support students of seven universities: the Alexandru Ioan Cuza University of Iași, the Jagiellonian University, the University of Barcelona, the University of Groningen, the University of Granada, the University of Pavia, the University of Poitiers and the University of Turku – all being a part of COIMBRA Employability Working Group - in obtaining necessary information on career paths in their chosen professional field and support them in entering the labour market. The Program will be implemented in the form of webinars conducted in English.

§2

Terms:

- a. Program – the International Mentoring Program organized by seven universities: the Alexandru Ioan Cuza University of Iași, the Jagiellonian University, the University of Barcelona, the University of Granada, the University of Groningen, the University of Pavia, the University of Poitiers and the University of Turku – all being members of COIMBRA Employability Working Group - in which Mentors will share their experience and knowledge with Mentees. The program is being coordinated by the Jagiellonian University.
- b. Mentor – Mentors are alumni of the Alexandru Ioan Cuza University of Iași, the Jagiellonian University, the University of Barcelona, the University of Granada, the University of Groningen, the University of Pavia, the University of Poitiers and the University of Turku that have at least five years of professional experience.
- c. Mentee – Mentees are students of the Alexandru Ioan Cuza University of Iași, the Jagiellonian University, the University of Barcelona, the University of Granada, the University of Groningen, the University of Pavia, the University of Poitiers and the University of Turku who have applied for the Program and have been selected on the basis of submitted forms and obtaining Mentor's acceptance.
- d. Organizing Party – the university who is responsible for organising specific webinar. Each of seven universities (the Alexandru Ioan Cuza University of Iași, the Jagiellonian University, the University of Granada, the University of Barcelona, the University of Groningen, the University of Pavia, the University of Poitiers and the University of Turku) is responsible for organising its own webinar.

§3

Both the Mentor and the Mentee do not receive any remuneration for taking part in the Program and their participation is voluntary.

§4

Meetings between Mentors and Mentees are in the form of online webinars. There can be two participants from each of seven universities – fourteen participants altogether. The number of webinars will be dependent on the arrangement made between the Organizing Party and the Mentor.

§5

Information about open recruitments for subsequent series of the Program will be announced on the website: <https://biurokarier.uj.edu.pl/international-mentoring-program>

§6

A/ The Organizing Party's responsibilities:

1. To recruit Mentors and Mentees for the Program.
2. To coordinate the implementation of the Mentoring Program.
3. To support parties in organization of webinars.
4. to evaluate the Program by using evaluation form.
5. to issue certificates of attendance in the Program.

B/ Mentor's responsibilities:

1. To send the application form to the university they graduated and to establish the mode and range of mentoring.
2. To coordinate the process of mentoring and to implement the agenda of the Program.
3. To inform the Organizing Party about any change which occurred in relation with the participation in the Program.

C/ Mentee's responsibilities:

1. To send the application form to the Organizing Party by using university e-mail address.
2. To participate in the meetings with the Mentor according to the established agenda.
3. To keep the confidential information shared during the mentoring in secrecy.
4. To submit the evaluation survey after finishing the mentoring cycle.

§7

The Mentor and the Mentee give their consent to the processing of their personal data shared in the application form to the Program for the purposes required to organize the process of recruitment to the Program, in accordance with Article 13 of the Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016.

§8

The Mentor obtains the certificate of attendance in the Program on the condition of participating in at least 80 per cent of the meetings scheduled in the agenda and adhering to the Mentor's responsibilities explicated in §6.

§9

In case of withdrawal from the Program, the Mentor or the Mentee is obliged to inform the Organizing Party about the withdrawal, indicating the cause of such decision.

§10

The Organizing Party reserves the right to change the Rules during the Project. The Rules become effective on 01.10.2019. Information about the Project can be found at <https://biurokarier.uj.edu.pl/international-mentoring-program>