

Regulations of the Mentoring Project forming part of the Jagiellonian University's Alumni Programme

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The organizer of the Mentoring Project implemented as part of the Alumni Programme is the Jagiellonian University Careers Service. The objective of this project is to support Jagiellonian University students in obtaining the necessary information on the career path within a selected professional field and to help them prepare for entry on the job market. The project will have the form of lectures, training sessions or individual consultations. Meetings of Mentors with Mentees will be held at the Careers Service (Kraków, ul. Oleandry 2A), other premises owned by the Jagiellonian University or otherwise as agreed between the Organizer, Mentor and Mentee.

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Definitions:

- a. Project – the Mentoring Project implemented as part of the Jagiellonian University's Alumni Programme, in which Mentors share their experience and knowledge with the Mentees.
- b. Mentor – Project mentors are Jagiellonian University graduates with a minimum of five years of professional experience.
- c. Mentee – Mentees are Jagiellonian University students who have applied for and been qualified for the Project, following registration and the Mentor's approval.

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The Mentoring Project as part of the Jagiellonian University's Alumni Programme will proceed indefinitely, starting from March 2016 until further notice.

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Neither the Mentor nor the Mentee will receive any remuneration for participating in the Project. Participation is voluntary.

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The number of participants and the format of each series of meetings or consultations held as part of the Project will be agreed between the Organizer and the Mentor.

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Information on the recruitment for subsequent cycles of the Project will be posted on the website www.kariera.uj.edu.pl.

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A / The Organizer's obligations:

1. Recruit Mentors and Mentees to participate in the Project.
2. Coordinate the Project.
3. Support the parties in organizing the meetings.
4. Make project assessment.
5. Issue certificates of participation in the project.

B / The Mentor's obligations:

1. Send the Organizer the application form and define the scope of mentoring.
 2. Coordinate the mentoring process and implement the Project schedule.
 3. Notify the Organizer of any changes relating to participation in the Project.
- C / The Mentee's obligations:

1. Send the Organizer the application form. If several mentors chosen, separate forms must be submitted for each.

2. Attend the meetings with the Mentor as per schedule.
3. When meeting the Mentor at his/her place of employment, observe all company rules and codes there.
4. Keep confidential the information disclosed during mentoring.
5. Complete the assessment survey after the mentoring cycle.

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Mentor and Mentee data submitted as part of recruitment for Jagiellonian University's Mentoring Project Mentoring will be processed in line with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of persons in connection with the processing of personal data (...) ("General Regulation") and the Personal Data Protection Act of 10 May 2018.

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The condition for the Mentee to receive a certificate of participation in the Project is participation in at least 80% of the scheduled meetings and compliance with the Mentee's Obligations stated in Section 7.

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The Mentor/Mentee wishing to withdraw from the Project will send the Organizer proper notification explaining the reasons.

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The Organizer reserves the right to amend these Regulations in the course of the Project. These Regulations will become effective on 1 March 2016. Information about the Project is available at www.alumni.uj.edu.pl and www.kariera.uj.edu.pl.

DATE

SIGNATURE