

RULES AND REGULATIONS OF THE MENTORSHIP PROGRAMME OF THE UNIVERSITY OF ŁÓDŹ

§1 GENERAL PROVISIONS

1. These Rules and Regulations define the principles, application procedure, and conditions of participation in the Mentorship Programme of the University of Lodz (hereinafter: the "Programme").
2. The organiser of the Programme is the University of Lodz (hereinafter: the "UL"), with its registered office at Narutowicza 68, 90-136 Łódź. The unit responsible for implementation is the Centre for External Relations and Social Responsibility of the University, e-mail: absolwent@uni.lodz.pl (hereinafter: the "Organiser").
3. Definitions:
 1. Mentee – a UL student enrolled in any year of a bachelor's or master's degree programme, or a person enrolled at the Doctoral School, possessing full legal capacity;
 2. Mentor – a UL VIP Graduate.
4. The Programme is implemented annually from September to June, in accordance with the schedule published on the project website <https://www.uni.lodz.pl/strefa-studenta/projekt-mentorski> no later than 15 September each year.
5. As part of the Programme, meetings between Mentors and Mentees are held according to the agreed schedule. Participation in the Programme is free of charge; however, participants bear any costs of participation that may arise.

§2 AIM OF THE PROGRAMME

1. The aim of the Programme is to support the professional development of UL students by discovering and enhancing their potential, acquiring new skills, and improving existing ones under the guidance of experienced Mentors.
2. The Programme also aims to enable Mentees to make more informed career decisions.

§3 RECRUITMENT

1. Criteria for participation as a Mentor:
 - a) Status of UL VIP Graduate; participation of a UL graduate without this status is permitted if their application is positively reviewed by the Rector's College as a prospective VIP Graduate;
 - b) Availability enabling participation in meetings in accordance with the schedule of the given edition of the Programme;
 - c) Willingness to hold at least one meeting per month with a Mentee between January and June;
 - d) Willingness to share knowledge and experience with a Mentee.
2. Criteria for participation as a Mentee:
 - a) Status of UL student

- b) Availability enabling participation in meetings in accordance with the schedule of the given edition of the Programme;
 - c) Willingness to meet with the Mentor – at least once per month between January and June;
 - d) A strong desire for personal development and high motivation.
3. Recruitment rules for Mentors:
- a) Recruitment of Mentors takes place each September in line with the schedule of the given edition of the Programme;
 - b) Selected UL VIP Graduates receive an invitation to participate in the given edition of the Programme together with an application form, which must be completed and returned within the specified deadline;
 - c) The Organiser qualifies a maximum of 40 Mentors, based on applications and evaluations of previous editions;
 - d) Recruitment results are communicated via e-mail in accordance with the schedule of the given edition of the Programme;
 - e) A list of qualified Mentors, together with a short biography and scope of support for Mentees, is published on the Project website;
 - f) The Organiser shall inform a Mentor if there are no Mentee applications or no possibility of creating a mentorship pair, which shall result in the termination of participation in the Programme.
4. Recruitment rules for Mentees:
- a) Recruitment of Mentees takes place via the application form on the Programme website, in line with the schedule of the given edition;
 - b) A Mentee may apply to a maximum of three Mentors but may collaborate with only one;
 - c) The Organisers forward applications to Mentors, taking into account the information provided in the application forms of both parties;
 - d) With the Mentee's consent, the Organiser may forward the application to a Mentor other than those indicated in the form;
 - e) The final decision on the choice of Mentee rests with the Mentor;
 - f) A Mentor may choose a maximum of three Mentees;
 - g) A Mentor has the right to conduct an online or telephone interview with applicants who have submitted their applications;
 - h) Submission of an application to the Programme does not guarantee participation, due to the limited number of Mentors.
5. After the recruitment process is completed, the selected mentorship pairs will be published on the Project website. The publication will include: first name, surname, photo, job title and company name (for the Mentor), and first name, surname, photo, study programme and year of study (for the Mentee).

6. Submission of an application to the Programme constitutes acceptance of these Rules and Regulations and an obligation to comply with them.

§4 ORGANISATION OF MEETINGS

1. The Programme includes:
 - a) an inaugural meeting (December);
 - b) support (training, supervision) for Mentees and Mentors – in accordance with the schedule of the given edition;
 - c) a summary meeting (June).
2. Mentee–Mentor meetings begin in January or – with mutual consent – already in December; no notification to the Organiser is required.
3. Either party may discontinue the mentorship process at any time, first informing the Organiser and, after consultation, the other party. Once the process has been discontinued, the Mentor will not be assigned a new Mentee, nor the Mentee a new Mentor.

§5 RIGHTS AND OBLIGATIONS OF PARTICIPANTS

1. Participants are entitled to:
 - a) free participation in the Programme;
 - b) a certificate of participation upon completion of the Programme;
 - c) support from the Organiser.
2. Obligations of the Mentee:
 - a) Attendance at all meetings for Mentees specified in the schedule (except in cases of unforeseen circumstances);
 - b) Participation in a minimum of six mentorship sessions;
 - c) Compliance with arrangements agreed with the Mentor, as defined in the contract;
 - d) Notification of changes in contact details and other relevant matters;
 - e) Completion of an evaluation survey;
 - f) Active cooperation with the Mentor and the Organiser.
3. Obligations of the Mentor:
 - a) Attendance at all meetings for Mentors specified in the schedule (except in cases of unforeseen circumstances);
 - b) Initiation of the first meeting with the Mentee;
 - c) Planning together with the Mentee, and participation in, at least six mentoring sessions;
 - d) Ongoing contact with the Organiser;
 - e) Completion of an evaluation survey;
 - f) Being familiar with, and adhering to, the ethical principles set out in the contract concluded between the Mentor and the Mentee.

4. Obligations of the Organiser:
 - a) Development of the overall concept of the Programme, including allocation of roles and scope of responsibilities;
 - b) Formation of mentor–student pairs;
 - c) Coordination of the main activities and supervision of the substantive and organisational implementation of the project;
 - d) Media coverage and overall evaluation of the project;
 - e) Ongoing contact with Mentors and students;
 - f) Monitoring the mentoring process and resolution of potential disruptions;
 - g) Collection and analysis of evaluation data in order to prepare a summary of the Programme’s outcomes.
5. Withdrawal from the Programme must be reported immediately to the Organiser by e-mail.
6. The Organiser may exclude a participant in the event of a breach of these Rules and Regulations.
7. Applications to the Programme may be made more than once; however, priority during recruitment is given to those who have not previously participated in the Programme as a Mentee.

§ 6 PERSONAL DATA PROTECTION

Pursuant to Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as “GDPR”, we hereby inform you that:

1. The Controller of personal data is the University of Lodz, with its registered office at Narutowicza 68, 90-136 Łódź.
2. In any case, you may contact the Data Protection Officer at the abovementioned correspondence address with the annotation: *Data Protection Officer UL*, or by email at: iod@uni.lodz.pl
3. Personal data, including: full name, email address, telephone number, photograph, job title and company name (for Mentors) as well as full name, email address, telephone number, photograph, faculty, field and year of study (for Mentees), will be processed for the following purposes:
 - registering participation, organising and carrying out the Mentorship Programme, including live-streaming short recordings (approx. 2–3 minutes) from the opening and closing of a given edition of the Programme on the University of Lodz’s Facebook, Instagram and YouTube accounts, in accordance with the timetable of the relevant edition as published on the Programme’s website;
 - communicating with participants on matters related to the implementation of the Mentorship Programme, documenting its progress, including, for example, compiling participant lists and issuing certificates of participation.

Personal data in the form of physical likeness and full name will also be used for:

- promotional and educational purposes on social media platforms, i.e. Facebook, Instagram,

YouTube, on the University of Lodz's accounts, subject to consent to the use of likeness.

4. Personal data will be processed pursuant to Article 6(1)(a) of the GDPR, on the basis of your consent to the processing of personal data (in the case of consent to the use of physical likeness or to receive information about future conferences and events).
5. Where data processing is based on consent, you have the right to withdraw your consent at any time without affecting the lawfulness of the processing carried out prior to its withdrawal.
6. Recipients of your personal data may include entities authorised by law, or entities to whom the Controller has entrusted the processing of personal data under a contract. Your personal data (in the form of recorded image) may also be processed by providers of the following services: Zoom platform, YouTube service (Google LLC), and Facebook service (Meta Platforms), in their data processing centres.
7. Personal data will be stored for the period necessary to achieve the purposes referred to in point 3, and for the period of retention of financial and accounting records of the relevant edition of the Mentorship Programme by the University of Lodz. In cases provided for by law, personal data may also be processed for the period necessary to establish and pursue possible claims. Where consent has been given for the use of image or to receive information, personal data will be stored until consent is withdrawn.
8. You have the right to:
 - 1) access your personal data,
 - 2) rectify your data where they are not accurate,
 - 3) erase, restrict processing, and transfer data – in cases provided for by law,
 - 4) object to the processing,
 - 5) lodge a complaint with the supervisory authority, i.e. the President of the Personal Data Protection Office.
9. Providing personal data is voluntary, but necessary to achieve the purposes referred to in point 3.

§7 FINAL PROVISIONS

1. Participants are required to comply with these Rules and Regulations. Any breach may result in exclusion from the Programme.
2. These Rules and Regulations enter into force on the date of publication on the project website.
3. Any disputes shall be resolved by the Organiser, whose decisions are final.
4. The Rules and Regulations are available on the project website and from the Organiser.
5. A participant has the right to request the Organiser's interpretation of the provisions.
6. Any queries should be directed to: absolwent@uni.lodz.pl.
7. The Organiser accepts no liability for cancellation of the Programme or changes to the timetable due to circumstances beyond its control.