



## STATUTE

### of the Mentoring Programme 'Power of Community'

#### § 1

##### General provisions

1. The Regulations specify the conditions, application procedure and rules for participation in the mentoring programme of Lodz University of Technology "The Power of Community" (hereinafter: **the Programme**).
2. The Programme is organised by the Careers Office of Lodz University of Technology, based in Lodz, at Politechniki 3A (hereinafter referred to as: **Careers Office** or **Organizer**).
3. The aim of the programme is to support students of Lodz University of Technology in their professional development by developing their own potential and acquiring new competences and improving them under the supervision of experienced Mentors.
4. The official website of the mentoring programme is located at : <https://mentoring.p.lodz.pl> and the official communication channel is the e-mail address: [mentoring@info.p.lodz.pl](mailto:mentoring@info.p.lodz.pl).
5. Both Mentors and Mentees (hereinafter referred to as: **Programme Participants**).
6. Mentees in the Programme can be adult students and PhD students of Lodz University of Technology. (hereinafter: **Mentee**).
7. Graduates of Lodz University of Technology may hold of the functions of mentors in the Programme. (hereinafter: **Mentor**).
8. Participation in the Programme is **free of charge** for both Mentees and Mentors.
9. The Programme is implemented during the academic year 2024/2025 in the period from December 1, 2024, to June 30, 2025. A detailed schedule is available on the official website of the Programme (hereinafter: **Schedule**).
10. The mentoring Programme is implemented via the mentoring application (hereinafter: **Application**).

#### § 2

##### Programme Participants

1. **A Mentor** in the Programme may be a person who:
  - a) is a graduate of Lodz University of Technology, has at least 5 years of professional experience and skills that allow for effective transfer of knowledge and assistance in the professional development of the Mentee;
  - b) will positively pass the verification of the Organizer and will be invited to act as a Mentor in the Programme.
2. **The basis for participation in the Mentor Programme** is the correct and complete completion of the application form (Mentor Application) available in the mentoring system application.
3. Applying to the Programme does not guarantee participation in the Programme due to the limited number of Mentors in a given edition of the Programme.
4. **A Mentee** in the Programme may be a person who:
  - a) is an adult student of Lodz University of Technology of all levels (including doctoral studies), fields of study and modes of study run at the university;



- b) is distinguished by special achievements, talents, and student activities;
  - c) submits the completed application form and provides the necessary consents;
  - d) will positively pass the Organizer's verification and will be qualified for the application evaluation stage;
  - e) will receive information about acceptance into the Programme as a Mentee (the number of points obtained in the application; ranking list is decisive).
5. **The basis for participation in the Mentees Programme** is the correct and complete completion of the application form available on the Programme website: <https://mentoring.p.lodz.pl> . The completed application form should be sent to: [mentoring@info.p.lodz.pl](mailto:mentoring@info.p.lodz.pl) in accordance with the Schedule. Applications will only be accepted from the domains: edu.p.lodz.pl and/or dokt.p.lodz.pl and/or p.lodz.pl.
6. The number of mentoring pairs participating in the Programme will depend on the number of applications and the possibility of forming suitable pairs.

### § 3

#### Recruitment rules for the Programme

1. Programme Participants declare their availability and time necessary to implement the Programme by submitting an application form.
2. The list of Mentors along with a short bio will be published on the Programme website.
3. In the application form, Programme Participants will be asked to indicate thematic areas and development goals.
4. After recruitment is completed, Programme Participants will be paired into mentoring pairs based on identified areas of support and in line with identified expectations.
5. During the recruitment phase, Mentees may be asked to nominate three preferred Mentors. These preferences may be taken into account in the selection process of mentoring pairs but are not guaranteed.
6. The assignment of a Mentee to a Mentor is based on the decision of the Organizer.
7. Mentors will be informed via email or telephone about acceptance or rejection to the Programme.

### § 4

#### The mentoring process

1. The duration of the Programme is in accordance with the Schedule.
2. Student application forms will be assessed by a Committee consisting of 3 employees of the Careers Office of Lodz University of Technology. Once the applications have been assessed, a ranking list will be created from which Mentees will be selected. The Committee's decision is irrevocable.
3. **Mentees** are obliged in particular to:
  - a) active participation in the Programme in accordance with the principles of cooperation agreed with the Mentor,



- b) compliance with the rules agreed with the Mentor,
  - c) maintaining the confidentiality of information provided during the Programme and after its completion,
  - d) evaluating the Programme.
4. Programme Participants undertake to maintain regular contact and actively participate in meetings and consultations, in accordance with the Programme's assumptions.
  5. The Organizer does not bear the costs of selecting and using the online tool by mentoring pairs/or other forms of joint meetings.
  6. The mentoring relationship begins with the first meeting between the Mentor and Mentees.
  7. One Mentor works with one Mentee in the process. It is possible to have cooperation with multiple Mentees (depending on the Mentor's preferences as specified on the application form).
  8. During the Programme, the Mentor will devote a minimum of 6 hours to mentoring sessions.
  9. Each Mentor–Mentee pair independently determines the details of the meetings, including their frequency and form (online/offline), with all arrangements and communication to be made via the App.
  10. At the conclusion of the Programme, Mentors and Mentees will be asked to participate in a Programme evaluation.
  11. The Programme Organizer supervises the Programme and ensures the proper functioning of the mentoring system application.
  12. The Organizer has the right to intervene in the event of problems between the Mentor and the Mentee.

## § 5

### Information on the processing of personal data

1. Personal data of Programme participants, collected during the registration process, will be processed in accordance with applicable legal provisions regarding personal data protection – details in the information clause constituting Appendix No. 1 to the regulations.
2. Acceptance of the regulations is tantamount to consent to the processing of personal data within the scope specified in Appendix No. 1 to the regulations.

## § 6

### Using the mentoring system app

1. Programme participants are required to use the mentoring system application in accordance with its regulations.
2. It is prohibited to post any content of an illegal nature, in particular content violating copyright, related rights, personal data, personal rights of third parties or violating good morals.
3. Programme Participants should carefully store login information to prevent unauthorized access.



Politechnika Łódzka



## § 7

### Final provisions

Any issues related to the security of participants should be reported to the Organizer.

1. The Organizer reserves the right to change the regulations during the Programme, of which Programme Participants will be informed.
2. Participants are obliged to read the regulations and accept their provisions.
3. All situations not covered by the regulations will be considered individually by the Organizer.



## Appendix No. 1

### INFORMATION CLAUSE

Pursuant to 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), publ. Official Journal UE L No. 119, p. 1 we inform you that:

1. The controller of your personal data in connection with the conclusion of the contract is Lodz University of Technology (address: Stefana Żeromskiego 116, 90-924 Lodz), represented by the TUL Rector.
2. A data protection officer has been appointed at Lodz University of Technology (contact details: e-mail address: [iod@adm.p.lodz.pl](mailto:iod@adm.p.lodz.pl), telephone number: **42 631 20 39**).
3. Your data are processed for the purpose of concluding and implementing participation in the "Power of Community" Mentoring Programme - art. 6(1) (c) (f) 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 (OJ UE. L. of 2016, No. 119, p. 1) - hereinafter referred to as GDPR,
4. The provision of your data is voluntary, but necessary to enable your participation in the above-mentioned Programme.
5. Your personal data may be made available to entities authorized to receive personal data under relevant legal provisions, as well as to entities with which the Controller has concluded data processing agreements for the purposes of implementing services provided to the Controller, in particular the operation of IT systems, services related to the sending and receiving of correspondence.
6. Personal data will not be transferred to a third country or to an international organization.
7. To the extent permitted by law, you have the right to request access to your personal data, its rectification, deletion or restriction of processing, as well as the right to object to the processing and the right to transfer data.
8. Your data will be stored for the period required by law.
9. You have the right to lodge a complaint with the supervisory authority (President of the Personal Data Protection Office).