

REGULATIONS

of the 'Power of Community' Mentoring Programme

§1.

General provisions

1. The Regulations define the conditions, mode of application and rules for participation in the mentoring programme of Lodz University of Technology "Power of Community" (hereinafter: the **Programme**).
2. The organizer of the Programme is the Career Office of Lodz University of Technology with its registered office in Łódź, at al. Politechniki 3A (hereinafter: **Career Office** or **Organizer**).
3. The partner of the Programme is the Lodz University of Technology Foundation with its registered office in Łódź, at Żeromskiego 116 represented by the President of the Foundation (hereinafter: **Partner**).
4. The aim of the programme is to support students of Lodz University of Technology in professional development by developing their potential and acquiring and improving competences under the supervision of experienced Mentors - TUL graduates.
5. The official website of the Programme can be found at: <https://mentoring.p.lodz.pl>, and the official communication channel is the e-mail address: mentoring@info.p.lodz.pl.
6. Both Mentors and Mentees participate in the mentoring programme (hereinafter: **Programme Participants**).
7. Adult students and doctoral students of Lodz University of Technology may become mentees in the Programme. (hereinafter: **Mentees**).
8. Graduates of Lodz University of Technology may become mentors in the Programme. (hereinafter: **Mentors**).
9. Participation in the Programme for both Mentees and Mentors is **free of charge**.
10. Mentors do not receive remuneration for participation in the Programme.
11. The programme is implemented during the academic year 2026/2027 in the period from October 2026 to June 2027. A detailed schedule is available on the official website of the Programme (hereinafter: **Schedule**).
12. The programme may be implemented with the support of a mentoring application (hereinafter: **Application**).

§2.

Participants of the programme

1. **The Mentor** in the Programme may be a person who:
 - a) is a graduate of first, second and/ or third cycle studies at Lodz University of Technology, with at least 5 years of professional experience and skills enabling effective transfer of knowledge and assistance in the professional development of the Mentee;
 - b) will successfully complete the Organizer's assessment and will be invited to take on the role of Mentor in the Programme.

2. **The mentee in the Programme may be a person who:**

- a) is an adult student at Lodz University of Technology of all cycles (including doctoral studies), fields and modes of study at the University;
- b) has the status of a student of Lodz University of Technology for the entire duration of the Programme;
- c) stands out for their outstanding achievements, abilities or involvement in student activities;
- d) will be qualified for the Programme under one of two paths:
 - a. **open call ("free choice")** – in which the candidate:
 - i. sends the completed application form and grants the necessary consents,
 - ii. passes the formal verification carried out by the Organizer,
 - iii. is qualified for the stage of evaluation of applications and interviews,
 - iv. undergoes an interview,
 - v. is placed on the ranking list, and the number of points obtained and place on the ranking list decide about admission to the Programme,
 - b. **the nomination made by the authorities of the Faculty of Lodz University of Technology or IFE** – under which the candidate:
 - i. is nominated by the relevant authorities of the Faculty or the IFE,
 - ii. meets the conditions set out in the Regulations,
 - iii. is qualified for the Programme on the basis of the nomination made.

e) receives information about admission to the Programme as a Mentee.

3. The Programme provides for a total of 30 places for Mentees, of which:

- a) up to 20 places are intended for students indicated by the authorities of a given Faculty of Lodz University of Technology and IFE – 2 candidates from each Faculty and 2 candidates from IFE;
- b) up to 10 places are intended for students selected as part of an open call, constituting an additional pool of places.

In special cases, the Organizer reserves the right to change the number of Mentees qualified for the Programme, in particular depending on the number of registered Mentors and the possibility of creating appropriate mentoring pairs.

§ 3

Rules for recruitment of Mentors to the Programme

- 1. The basis for participation in the Mentorship Programme is the correct and complete completion of the application form (Mentor Application).
- 2. In the application form, Mentors declare availability, the number of Mentees under their care and the time necessary to implement the Programme. They will also be asked to indicate the thematic areas and development goals in which they can support the Mentee.
- 3. One Mentor cooperates in the process with one Mentee. It is possible to mentor several Mentees (depending on the Mentor's preference specified in the application form).
- 4. Applying to the Programme does not guarantee a place in the Programme, due to the limited number of mentors available for a given edition of the Programme.

5. The Organizer verifies the Mentors' applications, taking into account, in particular, their professional experience, competences, areas of specialization, the possibility of providing valuable support to the Mentee, and a recommendation from their home Faculty at TUL or IFE, where one has been obtained.
6. A recommendation from the candidate's home Faculty or IFE may be taken into account by the Organizer as one of the factors in assessing a candidate for the role of Mentor but does not guarantee selection for the Programme.
7. The Organizers decide on the qualification of a candidate to participate in the Programme as a Mentor.
8. Mentors will be informed by e-mail or telephone about admission to the Programme or rejection.
9. The list of Mentors qualified for the Programme together with a short biographical note will be published on the Programme website.

§ 4

Rules for recruiting mentees to the Programme

1. The recruitment of mentees for the Programme takes place via two parallel pathways:
 - a) through the nomination of candidates by the authorities of the nine faculties of Lodz University of Technology and IFE – an inter-faculty unit;
 - b) through an open call for candidates.
2. Under the first pathway, 20 students will be selected – two candidates from each of the nine faculties of Lodz University of Technology and two candidates from IFE. The number of candidates from a given faculty and IFE may not exceed 2 people. In the event of the nomination of more than two persons, the final selection of the qualified persons is made by the Faculty/IFE, on the basis of the presented list of candidates. Responsibility for selecting and identifying successful candidates lies with the Faculty/IFE, not with the Organizers.
 - a) The authorities of the individual Faculties and the IFE (either in person or through designated representatives) submit the details of the nominated candidates, together with correctly and fully completed application forms, to the Organizer by the deadline specified in the Schedule, to the address of the Head of the Career Office at Lodz University of Technology: malgorzata.skomial@p.lodz.pl
 - b) The Organizer verifies that the documents submitted are complete and that the nominated candidate meets the conditions for participation in the Programme as set out in the Regulations.
 - c) The nomination of the candidate by the authorities of the Faculty or the IFE is final and is not subject to appeal.
 - d) Candidates indicated by the Faculty authorities and IFE do not participate in the process of evaluation of applications and interviews and are not included in the ranking list of candidates participating in the open call.
3. As part of the second pathway, up to 10 places are allocated to students selected in the open call formula, constituting an additional pool of places.



- a) Candidates participating in the open call are required to:
 - i. send a correctly and completely completed application form within the time limit specified in the Schedule;
 - ii. participate in the interview;
 - iii. meet the other conditions for participation in the Programme as set out in the Regulations.
 - b) The recruitment of students (Mentee) in the open recruitment to the Programme will be two-stage.
 - c) The first stage of the open recruitment is the correct and complete completion of the application form available on the Programme website: <https://mentoring.p.lodz.pl>, which will allow the Organisers to initially assess the motivation of the candidates and their readiness to participate in the Programme. The completed form should be sent to the following address: **mentoring@info.p.lodz.pl** in accordance with the Schedule. Only submitted applications will be accepted in the open call from addresses in the **edu.p.lodz.pl**, **doktor.p.lodz.pl** or **p.lodz.pl** domain.
 - d) In the second stage, candidates qualified after the initial selection will be invited for short interviews conducted online, via the MS Teams platform.
 - e) Application forms for candidates participating in the open call are assessed by a committee consisting of 3 employees of the Career Office of Lodz University of Technology.
 - f) Based on the assessments of the forms and interviews, the final Mentee ranking list will be created, which will be announced in accordance with the Schedule. In addition, information about qualifying for the Programme will be sent by e-mail or telephone.
 - g) Up to 10 candidates who obtain the highest number of points will be qualified for the Programme from the open recruitment, subject to meeting all the conditions for participation in the Programme.
 - h) The Committee's decision to qualify a candidate for an open call is irrevocable.
4. Participation in the recruitment process does not guarantee qualification for the Programme or the creation of a mentoring pair. The Organizer determines the final number of qualified mentees and the pairs formed, taking into account, in particular, the number of mentors and mentees who have applied and the possibility of ensuring suitable pairings.
 5. Mentees confirm their availability and the time required to complete the Programme by submitting the application form.
 6. In the application form, the Mentee will be asked to indicate the thematic areas and development goals and three preferred Mentors. These preferences may be taken into account in the selection process of mentoring pairings, but they are not guaranteed.
 7. Nor does the Organizer guarantee that the Mentee will be assigned a Mentor who is a graduate of their own Faculty. The Mentor's and Mentee's affiliation to the same Faculty may be one of the factors taken into account in the selection of pairs, but it is not a decisive criterion for the assignment of a Mentor.
 8. Once the recruitment process has been completed, Programme Participants will be paired up for mentoring. The selection of mentoring pairs is based on the Organizer's decision and takes into account a number of factors, in particular the Mentee's objectives and development needs, the Mentor's areas of expertise, experience, skills and interests, the expectations of both parties, the



preferences indicated in the application forms, and the potential to establish an effective mentoring relationship.

9. The assignment of the Mentee to the Mentor is not subject to appeal.

§ 5

The mentoring process

1. The duration of the Programme is in accordance with the Schedule.
2. **Mentees** are obliged in particular to:
 - a) attend the official launch and the closing gala marking the end of the Programme;
 - b) participate in trainings preparing for the mentoring process;
 - c) participate in at least one of the three dedicated trainings organized by Career Office TUL. The training schedule will be published after the start of the Programme;
 - d) actively participate in the Programme in accordance with the cooperation rules agreed with the Mentor;
 - e) comply with the Study Rules at Lodz University of Technology;
 - f) act in accordance with ethical principles and applicable legislation;
 - g) comply with the rules agreed with the Mentor;
 - h) maintain the confidentiality of information made available during and after the end of the Programme;
 - i) evaluate the Programme.
3. **Mentors** are obliged in particular to:
 - a) attend the official launch and the closing gala marking the end of the Programme;
 - b) participate in trainings preparing for the mentoring process;
 - c) dedicate a minimum of 10 hours to mentoring sessions during the Programme period, in accordance with the schedule set by the Organisers;
 - d) actively participate in the Programme in accordance with the cooperation rules agreed with the Mentee;
 - e) act in accordance with ethical principles and applicable legislation;
 - f) comply with the rules agreed with the Mentee;
 - g) maintain the confidentiality of information made available during and after the end of the Programme;
 - h) evaluate the Programme.
4. Programme Participants undertake to regularly contact and actively participate in meetings and consultations, in accordance with the rules of the Programme.
5. The Organizer does not bear the costs of selecting and using an online tool by mentoring pairs or other forms of joint meetings.
6. The mentoring relationship begins with the first meeting between the mentor and the mentees.
7. Each Mentor–Mentee pair agrees the details of their meetings independently, including their frequency and format (online/offline); however, where the Programme is delivered via the App, all arrangements and communication should take place through the App.
8. At the end of the Programme, Mentors and Mentees will be asked to participate in the evaluation of

the Programme.

9. Where the Programme is delivered via the App, the Programme Organizer oversees the running of the programme and ensures it operates correctly.
10. During the Programme, it is possible to organize additional activities, such as training sessions, webinars or team-building events, aimed at enriching the mentoring experience.
11. The Organizer reserves the right to intervene in the event of problems between the Mentor and the Mentee, including the dissolution of the mentoring pair.
12. The Organizer may exclude a participant from the Programme in the event of a breach of the Regulations, inactivity, loss of student status (Mentee), actions detrimental to the Programme, or a breach of ethical principles.

§ 5a.

Resignation from the Programme

1. A Programme Participant has the right to withdraw from the Programme at any stage of its implementation, without giving a reason, by sending an email to the address provided by the Organizer.
2. The resignation takes effect on the date on which the Organizer receives the message containing the notice of resignation.
3. The Participant is obliged to inform the other party to the mentoring relationship and the Organizer of their withdrawal without delay, whilst observing the principles of courtesy and respect for mutual commitment.
4. In the event of the resignation of the Mentor or Mentee, the Organizer may decide on:
 - a) termination of the participation of a given mentoring pair in the Programme;
 - b) creating a new mentoring pair if the organizational capabilities of the Programme allow it.
5. Resignation from the Programme does not give rise to any claims on the part of the Participant against the Organizer or the Programme Partner.
6. Withdrawal does not release the Participant from the obligation to maintain the confidentiality of information obtained in connection with their participation in the Programme.

§ 6

Information on the processing of personal data

1. The personal data of Programme participants, collected during the registration process, will be processed in accordance with the applicable legislation on the protection of personal data – further details can be found in the information notice set out in Appendix 1 to the Regulations.
2. Acceptance of the Regulations is tantamount to consent to the processing of personal data to the extent specified in Appendix 1 to the Regulations.



§ 7

Rules for the implementation of the Programme via the App

1. Participants in the Programme are required, when using the App, to use it in accordance with its terms and conditions.
2. It is prohibited to post any content of an unlawful nature, and in particular content that infringes copyright, related rights, personal data or the personal rights of third parties, or that is contrary to public decency.
3. Participants in the Programme should carefully store their login information to prevent unauthorized access.

§ 8

Final provisions

1. Acceptance of the Regulations is tantamount to consent to the processing of personal data.
2. All issues related to the safety of participants should be reported to the Organizer.
3. The Organizer reserves the right to change the Regulations during the Programme, about which the Programme Participants will be informed.
4. Participants are required to read the Regulations and accept their provisions.
5. Any situations not included in the Regulations will be considered individually by the Organizer.

Appendices:

1. GDPR Information Clause



Appendix 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), published in Official Journal of the European Union L 119, p. 1 we would like to inform you that:

1. The controller of your personal data in connection with the recruitment process and your participation in the Programme is the Lodz University of Technology (address: ul. Stefana Żeromskiego 116, 90-924 Łódź), represented by the Rector.
2. A data protection officer has been appointed at Lodz University of Technology: iod@adm.p.lodz.pl, telephone number: 42 631 20 39.
3. Your data is processed for the purpose of entering into and fulfilling your participation in the 'Power of Community' Mentoring Programme – Article 6(1)(a), (c) and (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 EU L 119, 2016, p. 1) – hereinafter referred to as the GDPR,
4. Providing your data is voluntary, but necessary to be able to participate in the above-mentioned Programme.
5. The list of data processed as part of the project includes the following mandatory items: first name, surname, faculty and field of study, year of study, contact telephone number, email address and photograph; and the following optional items: LinkedIn profile and a brief CV.
6. Your personal data may be disclosed to entities authorised to receive personal data under the relevant legal provisions, as well as to entities with which the Controller has entered into data processing agreements for the purposes of providing services to the Controller, in particular the operation of IT systems and services relating to the sending and receiving of correspondence.
7. Personal data will not be transferred to third countries or to an international organization.
8. To the extent provided for by law, you have the right to request access to your personal data, to have it rectified, erased or its processing restricted, as well as the right to object to the processing and the right to data portability.
9. Your data will be stored for the period required by law.
10. You have the right to lodge a complaint with a supervisory authority (i.e. the President of the Office for Personal Data Protection).