

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's Career Office. 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 Office (Cracow, ul. Straszewskiego 25/12), 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.

§8

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.

§9

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. The certificate of participation is issued at the Mentee's request after the series of meetings (no later than within 18 months from the end of the mentoring cycle).

§10

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:

Information on the processing of personal data

According to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 the 'General Regulation'), the Jagiellonian University informs that:

1. The administrator of your personal data is the Jagiellonian University, ul. Gołębia 24, 31-007 Cracow, represented by the Rector of the Jagiellonian University.
2. The Jagiellonian University has appointed the Data Protection Officer, ul. Gołębia 24, 30-007 Cracow, room no. 5. Contact with the Inspector is possible by e-mail: iod@uj.edu.pl or by calling phone at 12 663 12 25.
3. Your personal data will be processed for the purpose of: a) performing the agreement whose object is participation in the Events organized by the Jagiellonian University's Career Office, as the registration that precedes them, pursuant to Article 6(1)(b) of the GDPR.

4. Stating your data:

a) is a condition for the conclusion and performance of the agreement, i.e. registration for and participation in the aforementioned Events,

5. Your personal data will not be shared,
6. Your personal data will not be transferred to third countries (outside the European Economic Area) or to international organizations;
7. Your data will be stored for the duration of the Event being organized until final settlement and closure of the Event, as well as until the expiry of any claims that may arise from the Agreement referred to point 3(a)
8. You have the right to access, correct and delete your personal data (unless further processing is necessary for compliance with a legal obligation in order to establish, seek or defend claims), as well as limit or object to their processing,
9. Your personal data will not be subject to automatic decision-making or profiling,

8. If the processing is based on consent, you also have the right to withdraw consent at any time without affecting the lawfulness of the processing which was carried out on the basis of consent before its withdrawal. Withdrawal of consent to the processing of personal data may be sent by e-mail to the following address: alumni@uj.edu.pl or by post to: ul. Straszewskiego 25/12, 31-113 Cracow

or in person by appearing at Jagiellonian University Career Office, address as above.

9. You have the right to lodge a complaint with the President of the Personal Data Protection Office if you believe that the processing of your personal data violates the provisions of the General Regulation.

I confirm that I have read and understand the above information.

.....

place, date, legible signature

* delete as appropriate

First name and last name:

Address:

Contact:.....