

REGULATIONS OF THE UNI-ME MENTORING PROGRAM

§ 1 GENERAL PROVISIONS

1. These Regulations define the terms, recruitment procedure, and rules for participation in the Program called "Uni-Me Mentoring Program" (hereinafter referred to as the "Uni-Me Program").
2. The Organizer of the Uni-Me Program is the Nicolaus Copernicus University in Toruń (hereinafter referred to as "NCU"). The coordinator is appointed by the Rector's Ordinance of the Nicolaus Copernicus University in Toruń No. 166 of November 10, 2022, regarding the appointment of the mentoring team [Year 2022; item 285] (hereinafter referred to as the "Ordinance").
3. Whenever the following terms are used in these Regulations:
 - a. Organizer – refers to the entity specified in § 1 sec. 2;
 - b. Uni-Me Program Coordinator – refers to a representative of the Organizer supervising the implementation of the Uni-Me Program;
 - c. Mentoring Team – refers to a team of NCU employees appointed by the Ordinance to act as Mentors in the Uni-Me Program;
 - d. Mentee – refers to a student (undergraduate, graduate, or integrated master's programs at NCU) who meets the requirements specified in the Regulations, has full legal capacity, and has been qualified through the recruitment process for the Uni-Me Program;
 - e. Mentor – refers to an NCU employee with experience in the field of international cooperation appointed by the Ordinance to the mentoring team.
4. The Program will be conducted in editions each subsequent academic year. The first edition begins on the date these Regulations come into effect.
5. As part of the Uni-Me Program, meetings between the Mentor and Mentee, workshops, and evaluation meetings are planned by the provisions of these Regulations. The Organizer provides free access to space for Mentors and Mentees at the Copernican Integration Centre of NCU.

§ 2 OBJECTIVES OF THE UNI-ME PROGRAM

1. The primary objective of the Uni-Me Program is to identify and develop the potential of Mentees, analyze and support the development of their strengths, and inspire and encourage their participation in programs, projects, and initiatives both locally and internationally.

2. The Uni-Me Program aims to support planning educational paths by utilizing opportunities offered by NCU's partnership with Young Universities for the Future of Europe (hereinafter referred to as "YUFE") and other international programs and partnerships.
3. The intended outcome is to enhance the Mentee's knowledge and self-awareness regarding their strengths and areas for development. Mentees will learn how to consciously foster their activity in the international environment and participate in relevant programs and projects. Mentoring may contribute to increased mobility among NCU students.
4. The long-term objectives of the Uni-Me Program include:
 - a. Promoting the concept of a European University;
 - b. Improving the operational quality of university units by encouraging collaboration;
 - c. Creating communication pathways between university units;
 - d. Establishing a mentoring institution within the university;
 - e. Using mentoring as a tool to improve the quality of education by assisting students in utilizing opportunities offered by the social and economic environment, cultural institutions, institutional partners of NCU, and the YUFE network;
 - f. Promoting mentoring through mentors, who are experts and program ambassadors, will train future mentor candidates in subsequent years of the Program.
5. Benefits for Mentees from participating in the Uni-Me Program:
 - a. Increased self-awareness regarding their strengths and weaknesses;
 - b. Conscious development of their educational path;
 - c. Networking opportunities with other Mentors and Mentees;
 - d. A certificate confirming participation in the Uni-Me Program.
6. Benefits for Mentors from participating in the Uni-Me Program:
 - a. Development of skills in mentoring students (Mentees);
 - b. Opportunity to participate in training conducted by certified trainers;
 - c. Gaining or enhancing soft skills and competencies;
 - d. Networking opportunities with other Mentors.

§ 3 RECRUITMENT OF PARTICIPANTS AND TIMELINE OF THE UNI-ME PROGRAM

1. Students eligible to participate in the Uni-Me Program must:
 - a. Complete the recruitment survey within the deadline specified by the Organizer;
 - b. Have a willingness to develop and demonstrate high personal motivation;
 - c. Agree to the presentation of the course and results of the Uni-Me Program during evaluations and after participation, serving as its ambassador;
 - d. Have the time to participate in 6 mentoring sessions with a Mentor, joint workshops, and evaluation meetings.

2. Recruitment for the Uni-Me Program is conducted as follows:
 - a. Recruitment of Mentors takes place during the winter semester of the academic year;
 - b. Recruitment of Mentees occurs within 2 weeks from the start of the summer semester of the academic year;
 - c. Mentor-mentee pairing is completed within 7 days after the conclusion of the Mentee recruitment process;
 - d. Recruitment of Mentees for the first edition of the Uni-Me Program was conducted from March 8, 2023, to March 14, 2023.
3. Applications for the Uni-Me Program are submitted by completing an online survey specified and made available by the Organizer.
4. Participant qualification is based on the order of submissions and the information provided in the recruitment survey.
5. Incomplete, incorrectly filled-out, or late recruitment surveys will be rejected.
6. By applying to participate in the Uni-Me Program, the candidate certifies that they have read the Regulations and agrees to comply with its provisions.

§ 4 ORGANIZATION OF THE MENTORING PROCESS

1. Each edition of the Uni-Me Program includes:
 - a. Training for Mentors, aimed at providing knowledge about the mentoring process, the role of a mentor, best practices, and key competencies;
 - b. A workshop for Mentees, designed to introduce them to the concept of mentoring and help them define individual action plans;
 - c. Six mentoring sessions between the Mentor and Mentee were conducted from March to June, including the initial organizational session and the final summary session.
2. After the recruitment phase is completed, the detailed schedule will be determined within the mentoring pairs.

§ 5 RIGHTS AND OBLIGATIONS OF MENTORS AND MENTEES

1. Mentees and Mentors have the right to:
 - a. Voluntarily participate in the Uni-Me Program and withdraw from participation at any stage of the mentoring process by notifying the Organizer via email;
 - b. Participate in the Uni-Me Program free of charge by these Regulations;
 - c. Receive a certificate confirming their participation in the Uni-Me Program after its completion;
 - d. Receive substantive and logistical support from the Organizer.

2. Mentees are obligated to:
 - a. Regularly and actively participate in all activities specified in § 4;
 - b. Adhere to the rules outlined in these Regulations and the contract agreed upon with the Mentor;
 - c. Maintain confidentiality unless otherwise regulated in the contract;
 - d. Inform the Organizer of any changes related to their participation in the Uni-Me Program;
 - e. Complete the evaluation survey during and after the Uni-Me Program;
 - f. Inform the Mentor and Organizer of any changes in contact information.
3. Mentors are obligated to:
 - a. Regularly and actively participate in all activities specified in § 4;
 - b. Initiate the first session with the Mentee and coordinate the entire process;
 - c. Monitor the content of meetings based on the objectives of the Uni-Me Program;
 - d. Maintain confidentiality unless otherwise regulated in the contract;
 - e. Maintain regular contact with the Organizer and inform them of any changes related to their participation in the Uni-Me Program;
 - f. Complete the evaluation survey during and after the Uni-Me Program.
4. The Organizer, in agreement with the Mentor, may exclude a Mentee from the Uni-Me Program if the Mentee violates the provisions of these Regulations.
5. A condition for the Mentee to complete the Uni-Me Program and receive a participation certificate is attending at least 80% of the scheduled meetings, actively participating in the sessions, and completing tasks assigned by the Mentor.

§ 6 PERSONAL DATA

1. The data controller will be the Nicolaus Copernicus University in Toruń, located at Gagarina 11 street, Toruń.
2. The purpose of processing personal data is to organize and promote the Uni-Me Program.
3. Personal data will be processed based on the following:
 - a. Article 6(1)(a) of the European Parliament and Council Regulation (EU) 2016/679 of April 27, 2016, on the protection of individuals regarding the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (GDPR), i.e., the voluntarily given consent to send training materials in PDF format to the indicated email address;
 - b. Article 6(1)(f) of the GDPR, i.e., the legitimate interests of NCU, which include:
 - Efficient organization of the course/training;
 - The possibility of contacting participants of the course/training;
 - Detecting and preventing fraud and pursuing or defending claims;
 - Statistical activities and internal reporting.

4. Personal data will be stored until the possibility of pursuing claims related to the course/training expires or until consent is withdrawn in the case of data processing based on consent.
5. Everyone has the right to withdraw consent to processing personal data at any time, based on which it was given.
6. Everyone has the right to request access to their personal data, its rectification, deletion, or restriction of processing, as well as the right to object to processing.
7. Objecting to processing personal data will prevent participation in the course/training and will not result in any other consequences.
8. Everyone has the right to complain to the supervisory authority.
9. For matters related to personal data processing, especially regarding requests to exercise rights, please contact IOD@umk.pl or send mail to the Nicolaus Copernicus University, Gagarina 11 street, 87-100 Toruń, with the note "IOD".

§ 7 FINAL PROVISIONS

1. These Regulations come into force on the day they are published on the website www.umk.pl.
2. The Organizer will resolve any disputes arising about the Uni-Me Program. The Organizer's decision is final and is not subject to appeal.
3. The Regulations are available on the website www.umk.pl and from the Organizer.
4. The Organizer reserves the right to amend the Regulations.
5. Questions related to the Uni-Me Program should be sent via email to malgorzatablaszczak@umk.pl.
6. The Organizer of the Uni-Me Program is not responsible for canceling the Program or changing the schedule for reasons beyond its control.