
DIPLOMA MENTORING

Regulations of the Programme at the University of Economics dedicated to
Business Management students

§ 1

General Rules:

1. "Diploma Mentoring" is a programme of personalised education based on experience and knowledge sharing. Its purpose is to support the process of writing the student's diploma paper by an experienced business practitioner, who inspires and motivates the student to work effectively with his/her knowledge and experience. The mutual benefit of participating in the programme is the free flow of knowledge and experience, as well as the opportunity to make valuable business contacts.
2. The key distinguishing feature of this form of education is the partner-like nature of the relationship, the voluntary participation of the parties involved in the development process, and the fact that it is based on experience transferred using specific and defined methods.
3. The "Diploma Mentoring Programme" (hereinafter called the Programme) is implemented by the Wrocław University of Economics (hereinafter called the University). It is dedicated to the University's students (hereinafter called the Mentees), who are given the opportunity to work individually with representatives of business (hereinafter called the Mentors).
4. The Regulations set forth the rules for participation in the "Diploma Mentoring" Programme in the current academic year.
5. The organiser of the Programme is the Business Cooperation Centre at the Wrocław University of Economics (hereinafter referred to as BCC) in cooperation with the Board and the Manager of the Business Management major.
6. The programme is an initiative for full-time and part-time students of the third year of the bachelor's degree and the second year of the master's degree in Business Management at the Wrocław University of Economics, in cooperation with our business partners and the social and economic environment.
7. "Diploma Mentoring" is understood as support of a Mentor from the business side given to a student, consisting in sharing knowledge, practice and experience in the field covered by the diploma paper (bachelor's, master's) written by the student under the supervision of the Promoter on behalf of the University, as well as supporting the student in gaining access to the data needed to implement the research intentions agreed with the Mentor and Promoter.
8. The programme is available in the period from 1 September to 31 May in the current academic year.

9. The programme is delivered in the form of meetings that best suits the needs of the Mentor and Mentee (online meetings, in-person meetings, mixed meeting schedule).
10. The programme will be conducted in English.
11. Participation in the Programme is free of charge and optional for both Mentors and Mentees.
12. The University does not cover the Mentor's and Mentee's cost of participation in Programme.

§2

Programme Participants:

1. The essential relationship in the "Diploma Mentoring" Programme is formed by: The Mentor and Mentee. Their activities are part of the process of preparing the diploma paper, the creation of which is supervised by the Promoter on the part of the University.
2. The process of "Diploma Mentoring" is also accompanied by an Organiser on the part of the University (BCC) who takes care of monitoring the process and its proper implementation.
- 3. Mentors in the programme are persons who:**
 - a. have experience and knowledge in the field of diploma paper topics of the Business Management major (the framework will be posted on the Programme website),
 - b. are willing to share their knowledge and participate in the Programme,
 - c. submit a completed application form and give the required consents to participate in the Programme,
 - d. represent an employer and agree to provide opportunities for the student to collect data needed for the diploma paper (document analysis, interviews, employee surveys, quantitative data),
 - e. are fluent in English,
 - f. successfully pass the recruitment process conducted by the Organiser and are accepted to serve as a Mentor in the Programme,
4. Mentors apply to participate in the Programme by completing and submitting the application form available on the website of the Business Cooperation Centre by the date indicated in the Programme schedule.
- 5. Mentees in the programme are persons who:**
 - a. at the time of recruitment are students of the third year of the bachelor's degree or the second year of the master's degree in Business Management,
 - b. plan the subject matter scope of the diploma paper/master's paper in one of the areas specified on the Programme website,
 - c. submit a completed application form and give the required consents,
 - d. successfully pass the recruitment process conducted by the Organiser, pass the recruitment interview and are notified of being accepted in the Programme as a Mentee.

6. Mentee enrolment in the Programme is done by completing the application form available on the Business Cooperation Centre website by the deadline indicated in the schedule.

§3

Recruitment to the Programme:

1. The process of recruitment to the Programme is carried out by the Organiser, in cooperation with the Manager of the Business Management major, based on the schedule made available on the University's website.
2. **The Mentor recruitment stages include:**
 - a. filling out the electronic application form available on the Organiser's website,
 - b. formal and substantive evaluation of the submitted applications and selection by the Organiser, with the participation of the Manager of the Business Management major, of the candidates who qualify for the programme,
 - c. recruitment interviews by Mentors with Mentee candidates selected by the Organiser,
 - d. selection of mentoring pairs to implement the Programme.
3. **The Mentee recruitment stages include:**
 - a. Completion of the online application form,
 - b. formal and substantive evaluation of the submitted applications and selection by the Organiser, with the participation of the Manager of the Business Management major, of the candidates who qualify for the next stage of recruitment,
 - c. interviews, during which the Organiser checks the motivations, expectations and commitment of the candidates, using available tools and tests,
 - d. the Organiser determines the list of persons qualified for the Programme as Mentee candidates, and then selects up to five Mentee candidates for interview with the Mentor and sends their forms to the designated Mentors,
 - e. recruitment interviews of Mentors with Mentee candidates selected by the Organiser,
 - f. selection of mentoring pairs to deliver the Programme,
 - g. the Organiser shares the contact details of the selected Mentor with all Mentees.
4. Before starting the cooperation in mentoring pairs, the Organiser conducts an initial training for Mentors, Mentees and Promoters, during which the terms of cooperation and potential tools to be used are discussed.
5. A Mentor can work with up to two Mentees each year.

§4

Programme Delivery:

1. Implementation of the Programme by Mentors and Mentees starts in December 2022 and ends in late May 2023, with:
 - a. the frequency of meetings being 1 meeting per month as a minimum., the total minimum number of mentoring meetings is 6,
 - b. the form of contact between Mentors and Mentees depends on the needs and preferences of the participants. Online meetings, in-person meetings, as well as a hybrid form of meetings are allowed.
2. Mentors and Mentees are required to complete an electronic, anonymous evaluation survey available on the BCC website before the end of the Programme.
3. The rules for reporting the implementation of the Programme by Mentors and Mentees relate to:
 - a. participating in the monitoring of the implementation of mentoring processes, either by telephone or via an online survey conducted by the Programme Organiser,
 - b. filling out an evaluation survey after completion of the Programme,
 - c. keeping in touch with the Programme Organiser (writing back to emails, answering phone calls),
 - d. informing the Organiser of any changes related to the participation in the Programme.
4. Mentors may offer Mentees additional forms of activities implemented during the Programme, in particular:
 - a. training necessary for the implementation of the Programme,
 - b. unpaid internships in the Mentor's unit carried out on the basis of a separate agreement between the student and the Mentor's company.

§ 5

Rights and Obligations of Mentees:

1. The Mentee undertakes to:

- a. notify his/her Promoter of his/her participation in the Programme immediately after the recruitment results are announced
- b. actively participate in the BCC's initial training on the mentoring process;
- c. initiate the first individual contact with the Mentor,
- d. actively participate in meetings with the Mentor,
- e. show up on time for appointments scheduled with the Mentor,
- f. comply with the rules and commitments agreed with the Mentor,
- g. maintain the secrecy of the information provided during the Programme and after its completion, in the event that he/she is provided with data or legally protected information, based on a separate authorisation,
- h. inform the BCC of any changes related to his/her participation in the Programme,
- i. report to BCC any difficulties in contacting the Mentor,
- j. keep in touch with BCC (writing back to emails, responding to phone calls),

- k. participate in the evaluation of the Programme (filling out an anonymous evaluation survey).

§ 6

Rights and Obligations of Mentors:

1. The Mentor undertakes to:

- a. actively participate in the BCC's initial training on the mentoring process;
- b. actively participate in meetings with the Mentee,
- c. show up on time for appointments scheduled with the Mentee,
- d. comply with the rules and commitments agreed with the Mentee at the beginning of the Programme,
- e. perform the tasks included in the mentoring in a timely and diligent manner,
- f. share his/her knowledge, practice and experience with the Mentee, taking into account the applicable laws, including those concerning the protection of personal data and legally protected secrets,
- g. keep in touch with BCC (writing back to emails, responding to phone calls),
- h. promptly communicate, electronically and by phone, any changes and difficulties in cooperation and contact with the Mentee,
- i. inform the BCC immediately of any discontinuation or difficulties related to the mentoring,
- j. participate in the evaluation of the Programme (filling out an anonymous evaluation survey).

§7

Personal data processing:

- 1. The administrator of the personal data of Programme Participants is Wrocław University of Economics, with registered office in Wrocław, ul. Komandorska 118/120, 53-345 Wrocław, Poland.
- 2. Wrocław University of Economics fulfils its information obligation to Mentors and Mentees by including an information clause as an appendix to the Regulations.

§8

Final Provisions:

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1. Enrolment of the Participant in the Programme shall mean his/her acceptance of the provisions of the Regulations.
 2. The Organisers reserve the right to invite selected individuals to become Mentors on an individual basis and independent of the enrolment process.
 3. The Organisers reserve the right to invite selected individuals to become Mentees on an individual basis and independent of the enrolment process.
 4. A Participant may resign from taking part in the Programme on the basis of a written communication indicating the reasons for his/her decision.
 5. The Organisers reserve the right to exclude Participants from the Programme during its delivery in the case of violating the Regulations or acting in contrary to the objectives of the Programme.
 6. The Organiser reserves the right to make changes to the Regulations, subject to the mandatory provisions of law.
 7. In matters not regulated by the Regulations, the provisions of the Civil Code shall apply.