



MENTORING GUIDELINES AND PERSONAL DATA PROCESSING PRINCIPLES

applicable to the Mentoring Programme Organised by the University of Chemistry and Technology, Prague

Preamble

The University of Chemistry and Technology, Prague (hereinafter referred to as "**UCT Prague**") strives to support the professional and personal development of its students, alumni, and academic and non-academic staff. As part of this effort, it operates a mentoring programme with financial support from partners listed on the website of the UCT Prague Counselling and Career Centre (hereinafter referred to as the "**CCC**") at: <https://pkc.vscht.cz/mentoring/dulezite-dokumenty>.

Mentoring is a method of individual development in which a less experienced person (**mentee**) learns from the example and experience of a successful and experienced individual (**mentor**). Through the sharing of experience, advice, and support, mentors help mentees initiate and/or develop a successful professional career.

The mentor's role consists primarily of sharing experience, providing feedback, support, and inspiration. The mentor helps the mentee develop their potential but does not replace a supervisor, manager, psychologist, therapist, lawyer, physician, financial adviser, or career adviser. The mentor bears no responsibility for decisions made by the mentee or for their consequences. The mentor is not obliged to provide employment opportunities, internships, participation in recruitment procedures, recommendations, references, or professional contacts to the mentee. Any support of this kind is provided solely at the mentor's discretion and on a voluntary basis.

The mentee's role consists of active participation in the mentoring process, setting their own development goals, and taking responsibility for their academic, professional, and personal decisions. The mentee shares responsibility for the mentoring relationship and for achieving the goals established within the mentoring process.

Article I. Objectives and Form of the Programme

The primary objective of the mentoring programme is to support the mentee's professional and personal development, help them better navigate future opportunities, and assist them in overcoming obstacles on the path towards their goals. Mentoring is based on voluntary cooperation between the mentor and mentee, mutual respect, trust, and active engagement by both parties.



The programme consists of individual cooperation between a selected mentor and mentee through meetings whose frequency and content depend on their mutual agreement. In addition to discussions and workplace visits, the mentee may observe the mentor during work, research activities, interactions with colleagues, or meetings with clients. By mutual agreement, the mentor and mentee may also collaborate on producing a joint scientific or professional output.

If a joint output is created within the mentoring relationship, the mentor and mentee shall agree in advance on the extent of their involvement, authorship attribution, use of results, and any further handling of the output.

The mentor performs their mentoring role without entitlement to remuneration.

The mentoring programme also includes specialised workshops led by an external trainer or programme coordinator. These workshops help mentors and mentees prepare for and successfully conduct their meetings. The programme further includes ongoing evaluation of cooperation and final feedback collection.

Article II. Programme Timeline and Frequency of Meetings

The mentoring programme begins with the recruitment of mentors and mentees, the creation of mentoring pairs, and participation in an introductory workshop. The minimum required participation consists of two individual meetings between the mentor and mentee. However, to fully achieve the programme's objectives, 4 to 6 meetings of approximately 60 to 90 minutes each are strongly recommended.

During the programme, the coordinator may monitor the status of cooperation through interim questionnaires, feedback collection, or direct communication with participants. The programme concludes with the collection of final feedback and a networking event.

Meetings may take place in consultation rooms located at the CCC office (Technická 3, rooms ZB1-414a or B1-402). If necessary, either the mentor or mentee may contact the programme coordinator to arrange a room reservation. Such requests must be submitted at least one week before the planned meeting. Room reservations are not guaranteed.

At the beginning of their cooperation, the mentor and mentee shall agree on their preferred communication channels and methods of arranging meetings. Communication between meetings is intended primarily for organisational purposes and preparation for meetings. Neither the mentor nor the mentee is obliged to be continuously available to the other party or to respond immediately outside the agreed communication channels and time frame.



Article III. Programme Coordinator

The mentoring programme is overseen by the programme coordinator, whose name and contact details are published on the CCC website: <https://pkc.vscht.cz/kontakt/nas-pkc-tym>.

The programme coordinator provides organisational and methodological support, supplies mentors and mentees with information related to their participation in the programme, and may monitor the status of cooperation within mentoring pairs.

The programme coordinator is not responsible for the substantive content of mentoring meetings or for decisions made by mentors or mentees. The coordinator is not an arbiter of professional or personal disputes and does not provide therapeutic, legal, medical, financial, or HR services. Where appropriate, participants may be advised to contact another relevant department of UCT Prague or another suitable professional service.

When handling concerns or reports, the coordinator processes only information necessary for resolving the matter and acts with due regard for the privacy of all persons involved.

Article IV. Resolving Issues During Mentoring

Both mentors and mentees may contact the programme coordinator at any time with questions, uncertainties, or issues related to the mentoring programme. The coordinator provides support in identifying appropriate solutions and may, depending on the circumstances, propose a change of mentoring pair or another measure aimed at fulfilling the programme's objectives.

The mentoring relationship may also be terminated if the cooperation does not meet the expectations of one or both parties, without the need to demonstrate fault on the part of the other party. The recommended procedure is to first attempt to clarify expectations between the mentor and mentee, then contact the programme coordinator, discuss possible solutions, and, if necessary, change the mentoring pair or terminate participation in the programme.

If either party repeatedly fails to respond to communication, repeatedly cancels scheduled meetings without proper justification, or fails over an extended period to fulfil commitments associated with participation in the mentoring programme, the coordinator may, after attempting to establish contact, propose termination of the mentoring relationship or another appropriate solution.



If a conflict of interest arises or is likely to arise, the mentor or mentee shall inform the other party without undue delay and, where appropriate, also inform the programme coordinator. The coordinator may recommend adjustments to the cooperation, restriction of certain topics, reassignment to a different mentoring pair, or termination of the mentoring relationship.

Reports concerning breaches of programme rules, inappropriate behaviour, discrimination, harassment, safety threats, conflicts of interest, or any conduct contrary to applicable legislation or internal regulations of UCT Prague shall be addressed without undue delay and with respect for the privacy of those involved.

The confidentiality of the mentoring relationship does not prevent either the mentor or mentee from contacting the programme coordinator or the relevant UCT Prague department if there is suspicion of a breach of programme rules, inappropriate behaviour, discrimination, harassment, safety risks, conflicts of interest, or other serious circumstances.

UCT Prague reserves the right to terminate the participation of a mentor or mentee in the mentoring programme if they breach programme rules, standards of conduct, or these guidelines, or otherwise act contrary to the purpose of the programme.

Article V. Personal Data Processing

Personal data of mentoring programme participants are processed by UCT Prague for the purposes of programme registration, organisation and delivery of mentoring activities, creation of mentoring pairs, communication with participants, programme evaluation, and preparation of aggregated statistics.

Basic information regarding personal data processing, including the legal basis for processing, retention periods, data subjects' rights, and contact details of the controller and data protection officer, is provided in UCT Prague's general Personal Data Processing Principles. Acceptance of these principles is a prerequisite for applying to the mentoring programme. This article governs only the specific aspects of the mentoring programme.

For the purpose of creating mentoring pairs, UCT Prague may provide mentors with the mentee's name, contact email address, and application materials, particularly a motivation letter, motivation video, or similar supporting documents. Mentees may be provided with the mentor's name, contact email address, and information submitted by the mentor for presentation within the mentoring programme.



Mentors and mentees shall use the provided information exclusively for purposes related to the mentoring programme and shall treat it as confidential. Motivation letters, videos, and other materials may not be used for any other purpose or disclosed beyond persons involved in organising and implementing the mentoring programme without the explicit consent of the participant concerned.

UCT Prague does not normally collect or record the contents of individual mentoring conversations. It may process only information necessary for programme administration, feedback collection, aggregated statistical reporting, or dealing with suggestions, complaints, problems, or breaches of programme rules.

Participants' personal data are not provided to programme partners or grant providers. For project and grant reporting purposes (for example, operational programmes or Horizon programme projects), only aggregated numerical data concerning the implementation of the mentoring programme may be provided, and such data do not allow identification of individual participants.



Article VI. Common and Final Provisions

The language of communication between the mentor and mentee during the mentoring programme may be Czech, English, or any other language mutually agreed upon by both parties. Communication with UCT Prague may take place only in Czech or English. Workshops are conducted in either Czech or English.

By participating in the mentoring programme, both the mentor and the mentee confirm that they have read the “Rules of Conduct” and these “Mentoring Guidelines and Personal Data Processing Principles,” understand their content, and undertake to comply with them. In the event of their breach or conduct contrary to the purpose of the mentoring programme, UCT Prague is entitled to terminate participation in the programme before its completion.