Call for Mentee Applications for the April-November 2024 edition of the University of Trento WE/ME Mentoring Programme

Applications open until February 29, 2024

Mentoring is a relationship in which an experienced or more knowledgeable person, called a mentor, helps to guide and advise a less experienced or less knowledgeable person, called a mentee. The mentor provides support, guidance, and feedback to help the mentee grow and develop in their field.

Professional mentoring in particular is a form of mentoring that specifically focuses on the professional development and career growth of the mentee. The professional mentor can help the mentee identify their professional goals, develop the skills and knowledge needed to achieve them, navigate the world of work, and build a network of useful contacts.

The Mentor acts as a guide and provides support, a role model and an example of positive change. He/she should freely share his/her knowledge and expertise in the form of lessons that provide the Mentee with valuable experience to foster his/her personal and professional growth.

The Mentor/Mentee relationship should be one of sharing and open trust.

Art. 1 - Applicants

Edition for Alumni and Alumnae, students of the University of Trento that have the requirements indicated in art.7 of this Call.

Art. 2 - Goals

The main goal of the programme is to support young Alumni and last year students of the University of Trento through their personal and professional growth by pairing them with a more experienced person.
The call is therefore particularly useful for those who need long-term support and guidance in the workplace and professional environment by deepening a specific sector or profession. Networking and job hunting are not the primary goals of the program. The Mentoring project is not aimed at the academic and training support of those who want to pursue a career in the academic and university research fields.

**Art. 3 - Duration**
The program starts in April 2024 and ends in November 2024

**Art. 4 - Structure**
The program’s structure is the following:

- **Initial Training:** 2 online events dedicated to Mentees to put the programme’s goals into focus, learn useful listening and relationship-building strategies, how to truly take advantage of the opportunities on offer and elucidate some organisational aspects.
- **Mentor-Mentee meetings:** at least one two-hour meeting per month from May to November (6 meetings in total). Mentor-Mentee couples are to arrange date, time and mode (in person or online).
- **Follow Up:** 1 online meeting on September 2024.
- **Closing event:** In person event to be held on November 29, 2024 at 6 PM.

**Art. 5 – Mentee Obligations**
Mentee will be required to fill in and submit the following documents within an agreed upon timeline.

- **Initial Agreement between Mentor and Mentee.**
- **Initial Agreement between the University of Trento and the Mentee.**
- **Action Plan.**
- **Monthly Logbook.**
- **Opening and Closing surveys.**
- **Ongoing monitoring surveys.**
All Mentee will be added to a private Telegram group in which content will be shared and they can freely talk about their experience.

All selected candidates take on an obligation to see the programme through and respect every deadline.

**Art. 6 – Grounds for exclusion**

The following instances are considered grounds for exclusion from the Mentoring program for Mentee:

- Unjustified absence from the mandatory formative meetings.
- Failure to produce the required documentation within the agreed upon deadline.
- Failure to complete the required Monthly meeting with one’s Mentor.
- Acts and behaviours that are inconsistent with the goals and spirit of the programme.

**Art. 7- Requirements for applicants**

People who belong to the following criteria can apply for the Call:

- graduates (three-year degree) from the University of Trento with 2-3 years of experience;
- students enrolled for the academic year 2023-2024 in Master’s Degree Courses at the University of Trento;
- students enrolled for the academic year 2023-2024 enrolled at least in the third year of a single-cycle master’s degree at the University of Trento.
- graduates in master’s and single-cycle master’s degree courses at the University of Trento for a maximum of 2 years.
- PhD students in their final year.

**Art. 8 – Identity of the Mentors**

Mentors are former students of the University of Trento who have already acquired some experience in different professional fields and have decided to offer freely their time and expertise to Mentees.
Art. 9 – Application and Selection procedures
Those wishing to apply as Mentees must, having verified that they meet the requirements set out in Article 7, complete the online form no later than 12:00 on 29 February 2024.

Art 10. – Selection Process
Following the application, the selection process will following:

- Selection interview booking: each candidate will receive instructions via email on how to book the selection interview online.

- **Selection interviews: from 4 to 22 March 2024: online interviews.** The candidate connects on the day and time chosen by him for the interview to the link sent to him by email. Failure to book the interview or absence from the interview already booked will result in exclusion from the call. Each interview will last 15 minutes and will focus on the candidate's program and motivation, as indicated in art. 12.

- **Ranking: 2 April 2024:** communication of the ranking of those who have passed the selection and for whom a Mentor has been identified.

- **Confirmation of participation:** by 3 April at 12.00 each selected candidate must confirm their effective participation via email.

- **Initial meeting for selected candidates:** 5 April 2024 - 8.30 pm on Zoom, all selected candidates are required to attend an information meeting on the programme.

Art 11 – Initial Training and notification of their Mentors’ name to Mentees
From April 11 to April 30 the initial training will take place in the form of two mandatory workshops:

- Workshop 1: Held on two separate dates to accommodate everyone’s needs on April 11 and 23 from 8:30 PM to 10:30 PM.

- Workshop 2: Held on two separate dates to accommodate everyone’s needs on April 18 and April 30 from 8:30 PM to 10:30 PM.

The names of the participants in the various training sessions will be communicated via email.
The name of the assigned Mentor will be disclosed to each candidate only after the initial training. It will be the responsibility of each Mentee to contact their Mentor via email once they have received the information on the name and contact details.

**Art. 12 - Evaluation and priority criteria and assignment of the Mentor**

The evaluation of the applications will be done through the online interview aimed at assessing the motivation expressed at the time of the application, the understanding of the program and the seriousness in making the commitment.

After the interviews, an eligibility ranking will be defined. The criteria are the following:

- With the same score, priority will be given to the youngest candidate;
- Priority will be given to candidates who have not participated in previous editions of the UniTrento Mentoring call.

In accordance to the ranking, a number of Mentees equal to the available Mentors will be admitted to the programme. However, the following criteria for effective matching will also be considered:

- Similar educational background between mentor and mentee.
- A Mentee’s interest in specific professional fields.

If a candidate meets the stated criteria and passes the selection process but there are no Mentors available who fit his/her needs and/or work in his/her field of interest, no pairing will take place and the Mentee will be free to participate to a future edition. In case of withdrawal before the start of the program, new candidates will be selected in accordance to the ranking and availability of suitable matches. In case of withdrawal of either party once the project has started, the Alumni bureau is not required to assign a new Mentor or select a new Mentee among suitable but unselected candidates.

**Art. 13 – Final Certification**
At the end of the Mentoring program, an Open Digital Badge certificate attesting the Mentee’s accomplishment will be awarded. It will consider his/her participation in the project’s meetings as well as his/her diligence in carrying out the agreed upon engagements.

**Art 14 – Privacy**

Pursuant to art. 13 of EU Regulation 2016/679 "General Regulation on the protection of personal data" (GDPR), the University will process personal data as part of its public interest tasks exclusively for the purposes related to this announcement. The Data Controller is the University of Trento, via Calepina n. 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it. The contact details of the Data Protection Officer are: via Verdi n. 8, 38122 Trento, email: rpd@unitn.it. The provision of personal data is essential for carrying out the procedure and failure to provide it will make it impossible to participate in it. The data may be disclosed to public and/or private entities in execution of legal obligations and/or a provision of the Public Security and/or Judicial Authority. The rights referred to in Articles 15 and ss. of the GDPR and, in particular, access to their personal data, rectification, integration and, if the regulatory requirements are met, cancellation, limitation of processing as well as the right to oppose their processing. Without prejudice to the right to lodge a complaint with the Guarantor for the protection of personal data pursuant to art. 77 of the GDPR.

**Deadlines Recap:**

- **29 February 2024 at 12.00:** online applications close.
- **From 4 to 22 March 2024:** online selection interviews
- **2 April 2024:** list of candidates admitted and for whom a Mentor has been identified
- **3 April 2024 at 12.00:** acceptance by those selected
- **5 April, 8.00 pm:** initial meeting of the online program
- **11 or 23 and 18 or 30 April 8.30 – 10.30 pm:** online training
• 2 - 5 May 2023: communication of the names of the Mentors and start of the program

• September 2024, 8.30pm – 10.30pm: follow up meetings (dates will be communicated later)

• 29 November 2024: closing of the program with an event at the University