

University of Trento Mentoring Program

Second Edition

Call for Mentee

Open for applications until January 17th 2022 at 12:00

The term “professional mentoring” refers to an apprenticeship experience involving an experienced person on one hand –the Mentor- and a young person on the other, someone who is faced with the challenging decisions of the beginning of their professional life – the Mentee.

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.

Article 1 Goals

The main goal of the program is to support young Alumni and last year students through their personal and professional growth via the Mentoring system.

The program follows two main paths:

1. **Find your Way:** intended for last year students and neo-Alumni transitioning from education to work
2. **On the Road:** intended for Alumni who have already started their professional career but still desire to be paired with a Mentor to improve their condition.

Article 2 Duration

The program starts in January 2022 and concludes in July 2022.

Article 3 Structure

The program’s structure is the following:

- **Initial Training:** Two meetings dedicated to mentees. Here they shall learn to bring the program’s objective into focus, useful listening and relationship-building strategies, how to truly take advantage of the opportunities on offer as well as taking part in organizing future events. The meetings will take place on the following dates:
 - **Workshop I:** Held on 4 dates, Monday January 31, Tuesday February 1, Thursday February 3 2022 from 8:30 to 10:30 PM
 - **Workshop II:** Held on 4 dates, Monday 7th, Tuesday 8th, Wednesday 9th, Thursday 10th February 2022 from 8PM to 10PM.

Participants to each of the two training events will be sorted in alphabetical order by last name.



- **Mentor-Mentee meetings:** At least one two hour meeting per month from February to July (6 meetings in total). Mentor-Mentee couples are to arrange date, time and mode (in person or online)
- **Follow up:** 1 online meeting in April.
- **Closing Event:** In person event between mentors and mentees in July.

Mentee Obligations

Mentees will be required to redact the following documents within an agreed upon deadline.

- Initial Pact between Mentor and Mentee
- Initial Pact between the University of Trento and the Mentee.
- Action Plan
- Monthly Journal
- Opening and Closing surveys
- Ongoing monitoring surveys

All Mentees will be invited to join a **closed Telegram group** in which they can freely share content and evaluate their experiences.

Possible non-mandatory activities (to be announced during the program):

- Career-building meetings
- Peer mentoring and networking meetings

Article 4 Grounds for exclusions

To Mentees, the following are considered grounds for exclusion from the Mentoring program:

- 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

Art 5 In-depth meetings on female Leadership

Within the Mentoring program, a series of in-depth meetings about female leadership will be proposed. These meetings will only take place if a minimum number of 10 suitable candidates can be reached (20 maximum).

Participation requires mandatory attendance to formative meetings regarding:

- Leadership and team working
- Risk Management and Decision making
- Listening and Feedback
- Delegation and control



The program will also involve a speed mentoring event between the attending Mentees and (female) Mentors.

Article 6 Recipients and Requirements

The following selection aims at finding a maximum of 113 Mentees.

They must meet the following criteria:

- Alumni: having graduated Laurea Triennale from the University of Trento within a minimum of 2 and a maximum of 4 years ago.
- Alumni: having graduate Laurea Magistrale, Laurea Magistrale a ciclo unico, Phd, 1st or 2nd degree Master Program from the University of Trento within a maximum of 3 years.
- Students: being enrolled in the final year of a Laurea Magistrale or Laurea Magistrale a ciclo unico in the University of Trento and having collected at least 60 ECTS credits for a Laurea Magistrale program and at least 240 for a Laurea Magistrale a ciclo unico.

Once selected, candidates are expected to follow the program in its entirety and respect the deadlines.

Article 7 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.

In annex, you will find a spreadsheet outlining the education, profession and seniority of each Mentor who has made his/herself available for this edition of the program.

Article 8 Application and Selection procedures

Those who wish to apply as Mentees must, having ascertained they fit the requirements referred to in article 6, fill in the [online form](#) no later than January 17th 2022 at 12:00 PM.

In the form, candidates are required to:

- Indicate a maximum of 3 Mentors prioritizing the ones who best fit their professional interests
- Write a 1000 character motivation letter in which they outline their goals and motives as well as the path they wish to follow

Those who wish to apply to the female leadership in-depth program need to mention their reasons for doing so in their letter.

All candidates will be invited to a Zoom Meeting. All meetings will be held from Monday to Friday between January 13 and January 21 following an alphabetical order. The timetable is the

following: from 9:00 AM to 1PM and from 2PM to 5PM with each interview lasting approximately 20 minutes.

The aim of the interviews is to assess the candidate's motives and understanding of the program, as well as his/her reliability in fulfilling the required tasks.

The list indicating the assigned Mentors will be forwarded to candidates within January 24 2022 at the e-mail address submitted with their application.

Article 9 Evaluating and prioritizing criteria in the allocation of Mentors

The final evaluation of candidates will be done through interviews aimed at assessing the candidate's motivation and understanding of the program, as well as his/her reliability in fulfilling the required tasks.

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

- If the score is tied, priority is to be given to the younger candidate
- Candidates who have not previously participated in the University of Trento's Mentoring program are to be given priority

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

- Similar educational background between mentor and mentee
- A Mentee's interest in specific professional fields
- Interest expressed by a Mentee to specific mentors

Selected candidates will need to confirm their participation within January 27 2022.

In case of withdrawal before the start of the program, new candidates will be selected in accordance to the ranking.

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.

The Mentors' names and contact information will be divulged to Mentees only after the initial training.

Article 10 Final Certification

At the end of the Mentoring program, an Open Digital Badge certificate attesting the Mentee's accomplishment will be awarded. It will take into account his/her participation to the project's meetings as well as his/her diligence in carrying out the agreed upon engagements.

Article 11 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@unitn.it. The Data Protection Officer can be contacted at the following address 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.