

Procedural Rules for Mentoring, Its Principles and the Principles of Personal Data Processing

related to the mentoring programme carried out by the Prague University of Economics and Business

Preamble

The Prague University of Economics and Business (hereinafter referred to as “VŠE”) supports the professional and personal development of its doctoral students. Its unit, the VŠE Doctoral Hub, implements a mentoring programme as a form of support for current doctoral students.

Mentoring is a method of developing a doctoral student (the mentee) through a more experienced person (the mentor), who provides their experience, advice, and support in order to help the mentee in their personal and professional growth, especially in the area of research, teaching skills, and career direction. Mentoring differs from the role of a supervisor – the supervisor guarantees professional and research guidance, whereas the mentor is an external guide, a source of inspiration, and a role model in life.

Article I. Objectives and Form of the Programme

The objective of the mentoring programme is to provide doctoral students with:

- the opportunity to consult on their professional and personal direction, including the issue of balancing science, work, and personal life,
- inspiration in the form of professionally and personally mature role models,
- the opportunity to gain insight into practice as well as international academic environments,
- external reflection and feedback,
- the possibility of shadowing meetings or participating in interdisciplinary activities,
- the development of peer-to-peer skills.

The programme is carried out in the form of individual cooperation between the mentor and the mentee. Meetings may take the form of consultations, workplace visits, participation in professional or networking events, or other agreed activities. The mentor performs this activity voluntarily and without entitlement to financial remuneration or reimbursement of costs.

The programme may also include specialised workshops and training intended for mentors and mentees, as well as final evaluation and feedback.

Article II. Role of the Mentee

The mentee has an active role in the course of mentoring. Their task is to establish first contact with the mentor, arrange meeting dates and meeting content, come to meetings prepared,

reflect on feedback, and set their own development goals. The mentee directs the course of meetings, prepares questions, and ensures respect for the mentor's time and boundaries.

Article III. Role of the Mentor and Definition of the Role

The mentor shares their professional and personal experience, provides feedback, and helps the mentee navigate both academic and non-academic environments. Their role consists primarily in inspiring and supporting the mentee's career growth, sharing proven practices, providing constructive feedback, and helping with building contacts and finding opportunities. The mentor is not the mentee's supervisor or superior, does not make decisions for the mentee, and does not replace the expert supervisor.

Mentors are experienced specialists – especially researchers or academic staff – with sufficient practice in science, research, or the applied sphere. They may come from academic as well as non-academic environments (e.g. companies, public institutions, non-profit organisations). A mentor need not hold a Ph.D. degree (or an equivalent degree) if they have relevant professional experience and the ability to provide career guidance.

Article IV. Programme Coordinator

The programme coordinator is responsible for the organisation and smooth running of the programme. The coordinator's contact details are published on the VŠE website in the relevant section of the Doctoral Hub website.

Mentors and doctoral students may contact the coordinator with questions, comments, or in the event that a change of mentoring pair is needed.

Article V. Programme Timeline and Frequency of Meetings

The programme begins with the recruitment of mentors and doctoral students and the creation of mentoring pairs. Before the start of individual meetings, a preparatory workshop will take place for mentors and doctoral students (mentees). The aim of the workshop is to present the principles of the mentoring programme, clarify the expectations of mentors and mentees, and offer practical tips for the effective conduct of meetings and the setting of realistic goals. Workshops may take place in person or online. Participation of the mentee is mandatory; participation of the mentor is recommended.

Before the first meeting of the mentoring pair, the coordinator will provide both parties with a brief summary of their shared professional or career areas of interest. The mentee should consider their goals and expectations and prepare a draft framework mentoring plan (e.g. a list of goals, areas of development, or questions for discussion). The mentor should familiarise themselves in advance with the mentee's profile. At the first meeting, it is recommended that the form, frequency, and basic rules of cooperation be agreed.

During the programme, at least five individual meetings of each pair are expected to take place.

Meetings take place by mutual agreement, either in person or online. VŠE provides organisational support and monitors the course of the programme. The programme concludes with a final evaluation and a networking meeting.

Article VI. Examples of Mentoring Topics

Below are illustrative examples of topics for discussion during mentoring meetings that may contribute to the mentee's professional growth, professional development, or career advancement.

Career development and direction:

- Planning an academic or non-academic career
- Balancing work and personal life
- Changing career path, transition between sectors

Professional and career growth:

- Preparation of scientific publications and popularisation texts
- Writing grant applications and project proposals
- Networking and involvement in research networks
- Participation in conferences and professional events

Skills development and leadership:

- Management of research teams and projects
- Innovative approaches to research work
- Development of entrepreneurial thinking and idea validation

Article VII. Personal Data Processing

The mentor and the doctoral student acknowledge that, in order to ensure the proper course of the programme, the processing of their personal data is necessary.

VŠE processes only those data that participants provided when registering for the programme, and only for the purposes of its implementation, evaluation, and statistical assessment. The data are processed in accordance with the applicable legal regulations.

Article VIII. Common and Final Provisions

The language of communication between the mentor and the doctoral student may be Czech, English, or another language as agreed between them. With regard to VŠE, the official language of communication is Czech or English.

The Mentoring Agreement, which is concluded between VŠE, the mentor, and the doctoral student, includes these mentoring rules and principles of personal data processing, as well as the Standards of Conduct for the Mentor and the Doctoral Student and the Individual Mentoring Plan.

Standard for the Mentor

Equal treatment and ethics. The mentor complies with the principles of equal treatment of all persons irrespective of gender, age, nationality, religion, or other characteristics. They always act fairly, respectfully, and in accordance with the VŠE Code of Ethics and the relevant legal regulations.

Expertise and authenticity. The mentor participates in the programme only in areas in which they possess the relevant knowledge and experience. They provide realistic support to the doctoral student, do not encourage false expectations, and respect the boundary between the role of the supervisor (expert guidance of the dissertation) and the role of the mentor (personal and professional development, inspiration, reflection).

Confidentiality of information. The mentor considers all information, including personal data, shared within the mentoring relationship to be confidential and handles them with sensitivity even after the end of the programme. The only exception is a situation where the mentee gives explicit consent to disclosure.

Respect for the mentee's work. The mentor never claims as their own the opinions, results, or achievements of the doctoral student. In the case of a joint output, they always ensure fair and transparent acknowledgement of authorship.

Reliability and commitments. The mentor observes agreed meeting dates. In the event of an obstacle, they inform the mentee in a timely manner and propose an alternative solution. They respond to messages within a reasonable time.

Conflict of interest. In the event of a potential conflict of interest, the mentor acts so that no harm is caused to the doctoral student, their supervisor, the institution, the mentor themselves, or their workplace. The mentor shall inform the programme coordinator of the situation without undue delay.

Safe environment. The mentor never abuses the mentee's trust – financially, in terms of work, sexually, or in any other way. They support an open and safe environment based on mutual respect and trust.

Support for development. The mentor guides the doctoral student towards self-reflection, support of wellbeing, effective time management, finding a balance between research work and personal life, and the development of a professional career both domestically and abroad.

Termination of the relationship. If the mentoring relationship does not fulfil its purpose, the mentor respects the doctoral student's right to terminate the cooperation in accordance with the conditions of the Agreement. Likewise, the mentor may terminate the cooperation if it is not possible to ensure its meaningful course.

Responsibility towards the programme. The mentor undertakes to comply with this Standard and to cooperate with the programme coordinator. They are aware that a serious breach of these obligations may lead to the termination of their participation in the programme.

Standard for the Mentee

Equal treatment and ethics. The mentee complies with the principles of equal treatment of all persons irrespective of gender, age, nationality, religion, or other characteristics. They always act fairly, respectfully, and in accordance with the VŠE Code of Ethics and the relevant legal regulations.

Shared responsibility for the mentoring relationship. The mentee bears shared responsibility for the course of mentoring. They are responsible for ensuring that the agreement with the mentor is realistic and in line with their needs and expectations. They approach mentoring actively, honestly, and with the intention of achieving the set goals.

Confidentiality of information. The mentee handles as confidential all information, including personal data, that the mentor shares with them, both during and after the end of the mentoring programme. The only exception is information whose disclosure the mentor has explicitly allowed.

Respect for the mentor's work. The mentee never presents the mentor's opinions, results, or achievements as their own. In the case of a joint output, they always ensure fair acknowledgement of authorship.

Reliability and commitments. The mentee observes agreed meeting dates. In the event of an obstacle, they inform the mentor in a timely manner and propose a change of date. They respond to messages without undue delay.

Conflict of interest. In the event of a possible conflict of interest, the mentee acts so that no harm is caused to the mentor, the supervisor, or the employer. The mentee informs the programme coordinator of the situation.

Safe environment. The mentee never abuses the mentor's trust – financially, in terms of work, sexually, or in any other way. They actively contribute to ensuring that the relationship takes place in a safe and trustworthy atmosphere.

Active development. The mentee seeks inspiration in mentoring for their professional and personal development. They approach reflection openly, as well as discussion of career

direction, time management, balance between research work and personal life, and opportunities for involvement in the international environment.

Termination of the relationship. If the mentee finds that the mentoring relationship is not beneficial for them, they shall indicate this in a timely and appropriate manner. Together with the programme coordinator, they seek a solution, for example a change of mentor or termination of the cooperation in accordance with the conditions of the Agreement.

Responsibility towards the programme. The mentee undertakes to comply with this Standard and to cooperate with the programme coordinator. They are aware that a serious breach of these obligations may lead to the termination of their participation in the programme.

Mentoring Plan (VŠE – programme for doctoral students)

The basis of successful mentoring is to plan the cooperation well – in particular to formulate clearly the goals of mentoring, the steps to achieve them, and to create a framework plan of meetings between the mentor and the doctoral student (mentee).

Even before the first meeting, the doctoral student shall consider the key areas to which they wish to devote themselves within mentoring and the goals they want to achieve. The doctoral student shall then discuss these goals with the mentor and together they shall fill in this mentoring plan: Table 1 (Goals and Steps to Achieve Them) and Table 2 (Preliminary Meeting Plan).

The doctoral student shall send the completed mentoring plan to the programme coordinator within 1 week of the first meeting to the e-mail address stated on the VŠE website. The first meeting with the mentor shall take place no later than 3 weeks after the coordinator has connected the pair.

Within 1 week after the end of the mentoring programme, the doctoral student shall carry out the final evaluation of the mentoring (Table 3) and send it back to the coordinator.

Name of the doctoral student (mentee):

Name of the mentor:

Key areas of mentoring:

Table 1: Goals and Steps to Achieve Them

Goal No.	Goal I want to achieve	What I will do to achieve it
1		
2		
3		
4		
5		

Table 2: Preliminary Meeting Plan (at the end of each meeting, the date and form of the next meeting will be confirmed)

Date and time of the meeting	Meeting place	Form (in person/online)

Table 3: Final Evaluation

Goal No.	Written evaluation of the success in achieving the goal
1	
2	
3	
4	
5	

Mentoring Agreement

concluded within the mentoring programme carried out by the Prague University of Economics and Business for the period from: to: (hereinafter referred to as the “mentoring programme”).

The subject matter of this Agreement is cooperation between the mentor and the mentee within the mentoring programme at VŠE, the aim of which is the development of the mentee’s professional, career, and personal competences through regular consultations, sharing of experience, and feedback from the mentor.

Contracting Parties:

Prague University of Economics and Business (VŠE)

Registered office: nám. W. Churchilla 1938/4, 130 67 Prague 3

Registration No. (IČ): 61384399

Represented by:

Mentee (doctoral student):

Name, surname, title:

Date of birth:

Faculty:

Telephone, e-mail:

Mentor:

Name, surname, title:

Date of birth:

Workplace – name and address:

Telephone, e-mail:

Article I. Principles and Rules

The mentor and the mentee (doctoral student), as participants in the mentoring programme, confirm that they have familiarised themselves with the current versions of the following documents relating to the mentoring programme and undertake to comply (towards each other and towards VŠE) with the principles and rules stated therein:

- Procedural Rules for Mentoring, Its Principles and the Principles of Personal Data Processing,
- Standard for the Mentor,
- Standard for the Mentee (Doctoral Student),
- Mentoring Plan.

The current version of all the above documents is available on the VŠE website.

Article II. Termination of Participation

If any participant in the mentoring programme breaches the above-mentioned rules or principles, or acts contrary to the purpose of the mentoring programme, VŠE is entitled to terminate their participation in the programme.

Article III. Final Provisions

This Agreement is executed in three counterparts, one of which shall be received by VŠE, one by the mentee, and one by the mentor. The Agreement may be amended or supplemented only on the basis of the written consent of all contracting parties.

Signatures

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Date and signature of the mentee (doctoral student)

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Date and signature of the mentor

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Date and signature of the authorised representative of the Prague University of Economics and Business