

IO PAN Mentoring Program Regulations

§1

General Information

- a. These regulations define the conditions, recruitment procedures, and participation rules for the IO PAN Mentoring Program (hereinafter referred to as the "Program").
- b. The Program is organized by the Doctoral Self-Government of the Institute of Oceanology of the Polish Academy of Sciences.
- c. The Coordinator of the IO PAN Mentoring Program is the Doctoral Council of IO PAN.
- d. Whenever the following terms are used in these regulations:
 - I. Organizer: refers to the entity specified in §1 point b.
 - II. Program Coordinator: refers to the entity specified in §1 point c.
 - III. Mentee: a doctoral student enrolled in the Doctoral School and conducting research at IO PAN, meeting the requirements specified in these regulations.
 - IV. Mentor: an IO PAN employee holding a doctoral degree or higher.
 - V. Candidate: a person applying to become a Mentor or a Mentee.
- e. The purpose of the Program is to support Mentees during their doctoral studies, particularly through:
 - I. Development and strengthening of key professional skills and competencies.
 - II. Assistance in identifying and achieving individual academic and career goals.
 - III. Enhancement of soft skills, building and expanding professional and academic networks, and increasing motivation and engagement.
 - IV. Promoting best practices in science and scientific communication.
- f. The Program duration is defined by each edition, starting with an announcement at the beginning of the academic year (not later than December) and ending with the academic year (not later than September)

§2

Program Rules

- a. Only doctoral students enrolled in Doctoral Schools and conducting research at IO PAN are eligible to participate in the Program.
- b. A Mentor in the Program can be an IO PAN employee with a doctoral degree or higher, at least one year of experience at IO PAN, and selected through the recruitment process.

An official list of available Mentors will be published on the internal Doctoral Self-Government of IO PAN website.

- c. Participation in the Program is voluntary and unpaid.
- d. The number of Mentees a Mentor agrees to collaborate with per Program edition depends on the Mentor's availability and must be reported to the Program Coordinator before the edition begins. A Mentor can work with up to two Mentees per Program edition.
- e. Mentors may work with additional Mentees if other Mentors are unavailable and the Mentor agrees.
- f. A Mentor and a Mentee cannot belong to the same IO PAN Department.
- g. Every Program participant is required to complete an anonymous survey prepared by the Program Coordinator regarding the edition's progress upon its conclusion.
- h. The Program Coordinator will annually prepare a summary report based on the survey results (§2 point g).

§3

Mentor-Mentee Collaboration Rules

- a. Collaboration within the Program should not interfere with the Mentee's relationship with their doctoral supervisor(s) or create potential conflicts of interest.
- b. The Program includes regular meetings between the Mentor and Mentee, as mutually scheduled, but not less than once a month.
- c. The Mentor and Mentee jointly decide the form and frequency of communication. Collaboration does not have to cover the entire Program edition but may be extended to subsequent editions or parts thereof by mutual consent.
- d. Meetings may take various forms but should focus on achieving specific goals defined according to the Mentee's needs and the Mentor's capabilities.
- e. The content of the meetings is confidential and not disclosed to third parties. Mentors may consult aspects of the meetings only within the context of supervision.
- f. Collaboration between the Mentor and Mentee may be terminated at any time by mutual agreement without providing reasons. Both parties should report the termination to the Program Coordinator.

§4

Mentee Recruitment Rules

- a. Recruitment of Mentees is continuous.
- b. To apply, candidates must complete an application form (Appendix 1 to the Regulations) and send it to mentoring@iopan.pl with the subject line "Mentee Recruitment."
- c. Candidates must also submit a "Needs Survey" (Appendix 1 to the Regulations) prepared by the Program Coordinator.
- d. Applications are reviewed by the Program Coordinator, who assigns a Mentor based on the survey.
- e. Accepted candidates will be notified via email and must contact their assigned Mentor to begin collaboration no later than two weeks after acceptance.
- f. Candidates will be informed if Mentors are already working with their maximum number of Mentees (§2 point d).

§5

Mentor Recruitment Rules

- a. Mentor recruitment is continuous.
- b. To apply, candidates must complete an application form (Appendix 2 to the Regulations) and send it to mentoring@iopan.pl with the subject line "Mentor Recruitment."
- c. Candidates must also submit a profile prepared according to the Program Coordinator's guidelines (Appendix 2 to the Regulations), which, upon acceptance, will be made available on the Program's dedicated webpage. The profile aims to match Mentors to Mentees' needs (§4 point c).
- d. Candidates must hold a doctoral degree or higher and have at least one year of experience at IO PAN.
- e. By applying, candidates commit to being available for regular meetings with Mentees and participating in organized trainings.
- f. Candidates will be notified of acceptance via email.

§6

Personal Data Protection

- a. Information about data processing is included in the application form.

- b. Personal data of Mentors and Mentees is collected solely for recruitment and Mentor assignment purposes.

§7

Final Provisions

- a. The Organizer reserves the right to amend these regulations.
- b. Changes will be published on the Doctoral Self-Government of IO PAN.
- c. The Regulations come into effect upon publication on the Doctoral Self-Government of IO PAN website in Polish and English.

List of appendixes:

1. Application form and Needs Survey for Mentee candidates.
2. Application form and profile guidelines for Mentor candidates.