

Mentees Code of Conduct

Mentee agreement

Mentoring is widely recognised as a powerful tool in personal and career development for both the mentor and mentee. The Career mentoring programme will involve the Alumni Association of the Faculty of Aerospace Engineering of 'Politehnica' University of Bucharest (FIA UPB), graduates of FIA UPB and current bachelor students of FIA UPB. The role of a mentor is to share information and their experiences with the mentee; this could be in relation to their time and studies at FIA UPB or their career path and questions. Your mentor will guide you in 1-to-1 sessions.

You understand that:

- The advice you receive as a mentee participating in the Alumni Mentoring Programme (AMP), is for the purpose of guiding you in your academic choices and future career path.
- The mentor/mentee relationship is a resource to discuss career issues brought up by you and the mentor role is to give relevant advice and suggestions.
- You should not take the mentors' advice as legal or academic recommendations, and neither should the mentors' advice be a substitute for professional advice or your own personal judgement.
- Mentoring is confidential. You will only disclose information to others when agreed in writing with the mentor or if you believe there is a serious danger to the mentor or others if the information is withheld.
- Mentees must adhere strictly to the data protection guidelines (detailed below).
- Participation in the mentoring programme is voluntary, and can be stopped by either you or the mentor at any time.
- You must act in a professional manner towards the mentor and must adhere to a professional conduct no matter what the situation. In case of non-professional conduct by your mentor, you are advised to first be open and talk with your mentor about it. If the problem cannot be solved amicably, we advise to send an email at info@inginerie.aero.

AMP Committee and Alumni Association Role

The Alumni Association of the Aerospace Engineering Faculty of UPB is the professional, non-profit association of the graduates of the Faculty of Aerospace Constructions / of Aircraft / of Aerospace Engineering of the Polytechnic Institute / University Politehnica of Bucharest. Its role is to be the registered platform that provides the administrative background for the Alumni Mentoring Programme.

The role of the AMP Committee is:

- to verify that the participants are actual students or graduates of the Faculty of Aerospace Engineering;
- to match the mentees with mentors, and
- to resolve any potential disputes or conflicts.

Data Protection

We need personal data to run our alumni programme successfully. We are trusted to look after this essential information. You have a responsibility to adhere strictly to the data protection guidelines.

At times, you may have access to various levels of sensitive information, some about the mentor. As a mentor and volunteer you are expected to keep personal data secure at all times. Breaches in this area of privacy and confidentiality are taken very seriously by the Alumni Association and might entail legal consequences. Therefore you are expected to:

- Keep personal data secure at all times storing it in a password protected system.
- Notify the Alumni Association immediately if you have a security breach or if you have breached any of these data protection guidelines.
- If paper form is deemed necessary then this must be stored in a locked drawer.
- Not share any personal information about the mentor with any other person or organisation without the written permission from the mentor.
- Return any personal data that has been disclosed to you when it is requested and not keep any copies or records of this data.
- Delete any confidential data shared with you once it has served its purpose. Where stored a paper document this must be shredded or disposed of in a suitable confidential waste bin.
- You give your approval that your contacts are given to the mentor matched with you.
- Volunteers (mentees, mentors, or the AMP Committee) are not to keep out of date static or temporary data files of alumni contact details or indeed the personal data of any other individual remotely.

General agreement and waiver

You understand and agree that the Alumni Mentoring Programme is not intended for solicitation purposes, i.e. mentors should not request payment for any advice rendered and mentees should not request employment.

You agree that in no event will you file suit or otherwise attempt to hold liable for damages, Alumni Politehnica Aerospace Engineering, any mentor, mentee, alumnae, affiliate member or member of staff of the AMP as a result of your participation in the Alumni Mentoring Programme.

You agree to indemnify and hold harmless Alumni Politehnica Aerospace Engineering and its members and staff from any and all claims, suits, actions or proceedings of any kind arising out of, or in connection with your participation in the Alumni Mentoring Programme.

You understand that any party may terminate their involvement in the Alumni Mentoring Programme at any time without notice or liability.