

Mentors Code of Conduct

Mentor role

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. Usually the mentor will receive maximum 2 (two) mentees per mentorship session.

You understand that:

- As a mentor participating in the Alumni Mentoring Programme (AMP), the advice you give is for the purpose of guiding the mentee in their academic choices and future career path.
- The mentor/mentee relationship is a resource to discuss career issues brought up by the mentee and the mentor role is to give relevant advice and suggestions.
- Mentees should not take mentor advice as legal or academic recommendations, and neither should mentor advice be a substitute for professional advice or the mentee's own personal judgement.
- Mentoring is confidential. You'll only disclose information to others when agreed in writing with the mentee or if you believe there is a serious danger to the mentee or others if the information is withheld.
- Mentors 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 your mentee at any time.
- You must act in a professional manner towards the mentee and will adhere to a professional conduct no matter what the situation. In case of non-professional conduct by your mentee, you are advised to first be open and talk with your mentee 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 mentee. 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.
- Use personal data only for the purposes laid out in the Mentors code of conduct of Mentors handbook.
- You must not use any knowledge gained during your relationship with the Alumni Relations and Development Office to influence a separate relationship you may have with the same individual. If you require the information for any other purpose you must obtain written permission from the Alumni Association.
- Not share any personal information about the mentee(s) with any other person or organisation without the written permission from the Alumni Relations and Development Office.
- 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 mentee(s) matched with you.
- Volunteers 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.
- Volunteers are not to pass on Mentee details to anyone without written permission from the Alumni Association or consent from the Mentee themselves. If you are sharing personal data with the Alumni Association you are expected to;
 - Ensure you have freely given, specific, informed and unambiguous consent from the individual to share their data.
 - Transfer only personal data that is necessary
 - Not transfer any Special Category (sensitive) Data that you have been made aware of unless that person has expressly given consent that they are happy for you to do so. This consent should be recorded in some form (written, audio or picture)

General agreement and waiver

You understand and agree that the Alumni Association 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, alum, 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.

By filling in the Mentors form displayed on the website of the Alumni Association, you hereby give your undertaking to act as a Mentor for the Alumni Mentoring Programme of the Alumni Politehnica Aerospace Engineering, a voluntary role, and do so of your own free will. As a volunteer you are not acting as an employee or agent of any commercial or academic institution, and you understand that this role does not include compensation or payment of any kind and that you shall not use your position for any material gain.