



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education

**MSMT**  
MINISTRY OF EDUCATION,  
YOUTH AND SPORTS



HR EXCELLENCE IN RESEARCH

## **Rules for Mentoring Support Programmes for Ph.D. Students, Post-doctoral Researchers and Beginning Researchers**

Project Title: Development of Capacities for Research and Development of TBU in Zlín (RoKaVaV-TBU)

Reg. no.: CZ.02.2.69/0.0/0.0/16\_028/0006243

Case: 2018CZ353848

**PART ONE**  
**INTRODUCTORY PROVISIONS**

**Article 1**  
**Introductory Provisions**

- (1) This document sets out the rules for mentoring support programmes for Ph.D. students, post-doctoral researchers and beginning researchers at the Centre for Security, Information and Advanced Technologies (CEBIA-Tech), at the Faculty of Applied Informatics (FAI) of Tomas Bata University in Zlín (TBU). These rules were developed in connection with the Action Plan, created within the implementation of the Human Resources Management Strategy in Research and Development at FAI/CEBIA-Tech, in accordance with the obtained: "HR Excellence in Research Award - (HR Award)".
- (2) Firstly, this document defines the very essence of Mentoring. It also describes the participants in mentoring programs at FAI/CEBIA-Tech – and the relationships between them. The main essence of this document is to determine the course FAI/CEBIA-Tech mentoring programmes, as well as to define the basic rules that participants in mentoring programmes must follow.

**Article 2**  
**Definition of Mentoring**

- (1) Mentoring generally represents methods for the learning and development of an individual; in which the mentor passes on their professional knowledge and experience in the given field to the mentee. The mentor is usually a more experienced person - while the less experienced is the mentee. The mentor acts as a guide in a specific area(s) or topic(s) and helps the mentee find the right direction or solution. In the case of Mentoring however, it is usually not just about transferring purely professional knowledge and skills – the mentor helps the mentee to attain a more comprehensive view of the field; and to develop critical thinking skills and their growth - not only professionally, but also personally. It is then, a partnership, creating a space for dialogue and leading to self-reflection and learning. Mentors can help the mentee to explain the direction of their career, or to resolve possible obstacles in achieving the planned goals. The transfer of knowledge and skills usually takes place in a natural environment – such as the workplace or on campus.

**PART TWO**  
**MENTORING PROGRAMME PARTICIPANTS AT FAI/CEBIA-TECH**

**Article 3**  
**Mentored / Mentee**

- (1) For the purposes of the FAI/CEBIA-Tech Mentoring Programme process, a “mentee” means a Ph.D. Student or Post-doctoral Researcher or Beginning Researcher (within 5 years of their Ph.D.) who is interested in support through a mentoring program. The main benefit of mentoring for a mentee is the opportunity to learn how to progress successfully in their professional career, enable them to better develop their potential and to get to know themselves better overall.

**Article 4**  
**Mentor**

- (1) The mentor should be an experienced researcher or academic worker, or a specialist who is interested in passing on the knowledge and experience gained during their career to date. The benefits of mentoring for a mentor can include, for example, the opportunity to realize their expertise and train its transfer to beginning colleagues, enrichment with new trends and the overall broadening of horizons or improvement of communication skills.

**Article 5**  
**The Mentor and Mentee Relationship**

- (1) In general, when mentoring, it is appropriate to reduce the dependence between the mentor and the mentee in the sense of superior-subordinate or trainer-student. Furthermore, it is desirable to eliminate potential competitive ties, or other conflicts of interest. Nevertheless, it is, in principle, possible for a Ph.D Student at FAI to be mentored directly by their supervisor, especially if the specific professional part of their studies is also addressed by a consultant. Similarly, it is acceptable for a Post-doctoral Researcher or Beginning Researcher to be the mentor of the team to which the Post-doctoral Researcher, resp. Beginning Researcher is included. However, the condition must be met that, from the mentoring point-of-view, the pair will be equal, and their relationship will be based on mutual trust and clear rules.

**PART THREE**

**THE COURSE OF THE FAI/CEBIA-TECH MENTORING PROGRAMME**

**Article 6**  
**The Course of the FAI/CEBIA-Tech Mentoring Programme**

- (1) The FAI/CEBIA-Tech Mentoring Programme runs continuously.
- (2) Supervisors and consultants of Doctoral Studies programmes and research team leaders are automatically included in the FAI/CEBIA-Tech Mentoring Programme. Experts from working-practice may also be included in the list of mentors. However, the mentor must agree to the creation of a mentoring pair with a specific person interested in mentoring. An applicant for inclusion in the mentoring program must first contact their potential mentor about who would be interested. It may or may not be the trainer, consultant, or leader of the relevant research team. With the consent of the future mentor, it is possible to set the date of the first meeting of the mentoring programme, by mutual agreement. Should the potential mentor not agree, they can recommend another suitable candidate.
- (3) After the creation of a Mentoring Pair, their mentor notifies the Chair-person of the Subject Council (in the case of a Ph.D. Student), or the Research Team Leader (in the case of a Post-doctoral Researcher or Beginning Researcher).
- (4) In the course of the mentoring programme, it is assumed that at least 5 individual meetings between the mentee and the mentor will take place. The recommended length of one meeting is approximately 2 hours, and the recommended interval between individual meetings is in the range of 1 to 2 months.

- (5) The typical content of a meeting is an interview during a site-visit. Furthermore, it is possible to observe a mentor in scientific research or management work, in the course of their dealing with colleagues or clients, etc.
- (6) In case of need or necessity caused by external circumstances (e.g. worsened epidemiological situations), meetings can also take place online. However, if nothing prevents this, personal meetings are preferred, which seem to be more effective in the long run.
- (7) At the Introductory Meeting, it is useful to think about the goal that the mentoring couple should pursue. During the programme, it is possible to mutual contact each other as to whether the pair are approaching this goal or not; and, in the negative case, to evaluate the reasons why this is not the case, and possibly, revise the goals according to the current needs of the mentee or mentor.
- (8) It is highly recommended to make records, such as: minutes of meetings (mentor and mentee), by mutual agreement, which will make it easier to return to individual topics with a consequent higher degree of self-reflection. It is acceptable to give each other tasks. However, due to the equivalence of the mentor-mentee relationship, these tasks are not only understood as unilateral, i.e. only for the mentee, but can be assigned to both parties. It is then appropriate to resolve the tasks together as well.
- (9) The date of the next meeting should be arranged at the end of the current meeting.

## **PART FOUR**

### **MENTORING PROGRAMME RULES AT FAI/CEBIA-TECH**

#### **Article 7**

##### **Mentoring Programme Rules at FAI/CEBIA-Tech**

- (1) Mentoring is free for mentees. Mentoring is one of the unpaid activities.
- (2) During negotiations, the rules of an equal approach to all persons – regardless of gender, race, religion or age, are observed. Furthermore, the rules of decent and fair conduct are followed and maintained.
- (3) The mentor participates in a role in the field in which they have professional knowledge and life-experience corresponding to the requirements and expectations of the mentee.
- (4) The mentee is aware of their co-responsibility for the whole mentoring process. They actively seek to achieve the set goals.
- (5) Both the mentor and the mentee treat the information obtained during the Mentoring Programme as confidential; both during and after the end of the mentoring programme. An exception is information whose disclosure the mentor or the mentee has given their explicit consent.
- (6) Neither the mentor nor the mentee may disclaim the results of the work of their mentoring partner or their opinions as their own.
- (7) Both the mentor and the mentee shall adhere to the agreed dates of mutual meetings. If necessary, they may agree on a change of date, in good time.

- (8) In the event of a potential conflict of interest, both the mentor and the mentee will behave so as not to harm their counterpart or employer.
- (9) Neither the mentor nor the mentee will in any way abuse the relationship with their counterpart, nor will they abuse their trust.
- (10) If, during the course of the mentoring programme, the mentor or mentee concludes that the mentoring relationship is not beneficial for them, they will make it clear in a timely and appropriate manner. In cooperation with their counterpart, they will then propose another solution or procedure.
- (11) Both the mentor and the mentee must adhere to the TBU Code of Ethics, or the Regional Research Centre CEBIA-Tech Code of Ethics.

## **PART FIVE**

### **MENTORING PROGRAMME PERSONNEL COORDINATION AT FAI/CEBIA-TECH**

#### **Article 8**

##### **Mentoring Programme Personnel Coordination at FAI/CEBIA-Tech**

- (1) The Chairperson of the Subject Council shall provide the Registration and Coordination of Ph.D. Student mentoring programmes.
- (2) Recording and coordinating Post-doctoral Researcher mentoring programmes and Beginning Researchers are provided by the Research Team Leader.
- (3) Potential mentors may be selected from among Doctoral Programme Supervisors and Consultants and Research Team Leaders. Experts from practice may also be included. However, it is always true that a potential mentor must agree to the creation of a mentoring pair with a specific candidate (see above in the section "The Course of the FAI/CEBIA-Tech Mentoring Programmes").