

Announcement No. 6/2024/2025
Dean of the Faculty of Law and Administration
of the Adam Mickiewicz University in Poznań
of 26 June 2025
on the adoption of
Rules and Regulations of the Mentoring Programme for students

§ 1.

GENERAL PROVISIONS

1. These Rules and Regulations ("**Rules**") set out the rules of organisation of the Mentoring Programme ("**Programme**") at the Faculty of Law and Administration of the Adam Mickiewicz University in Poznań ("**AMU**") and the rules of participation in the Programme.
2. The organiser of the Programme is the Faculty of Law and Administration of the Adam Mickiewicz University in Poznań, 53 Niepodległości Avenue, 61-714 in Poznań ("**the Organiser**").
3. The purpose of the Programme is to support the intellectual and professional development of students provided by Mentors referred to in § 3.2. of these Rules. Within the Programme, students work together with Mentors on selected legal issues from specific subject areas.
4. The Programme is dedicated to 3rd, 4th and 5th year students of uniform Master's degree programmes in Law, 1st and 2nd year students of postgraduate Master's degree programmes (second cycle studies) in Administration and 3rd year students of Bachelor's degree programmes (first cycle studies) in European Legal Studies conducted at the Faculty of Law and Administration of the Adam Mickiewicz University in Poznań.

§ 2.

DEFINITIONS

The terms used in the Rules have the following meanings:

- 1) **Personal data** - personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L 119 04.05.2016, p.1) processed for the purpose of performing the tasks arising from participation in the Programme;

- 2) **Candidate** - a 3rd, 4th or 5th year student of a uniform Master's degree programme in Law, a 1st or 2nd year student of a postgraduate Master's degree programme in Administration (second cycle) and a 3rd year student of a Bachelor's degree programme (first cycle) in European Legal Studies conducted at the Faculty of Law and Administration of the Adam Mickiewicz University in Poznań who wishes to participate in the Programme;
- 3) **Student** - Candidate who has been qualified to participate in the Programme;
- 4) **Personal data processing** - any action performed on personal data, such as collecting, recording, storing, developing, changing, sharing and deleting, to the extent necessary for the proper performance of tasks arising from participation in the Programme.

§ 3.

PARTICIPANTS

1. The participants of the Programme are Mentors and Students.
2. Mentors may be university teachers employed at the Faculty of Law and Administration of AMU as well as external experts with high professional qualifications (including but not limited to judges, lawyers, notaries, representatives of public administration, or managers) who have expressed willingness to share their knowledge and experience with Students.
3. Candidates for the Programme will be selected in accordance with the procedure described in § 4.
4. Each participant of the Programme is obliged to read and comply with these Rules.

§ 4.

SELECTION OF CANDIDATES FOR PARTICIPATION IN THE PROGRAMME

1. Information about the Programme, the Rules and Regulations, the biographies of Mentors, as well as the specification of the subject areas pursued by respective Mentors within the Programme ("**Syllabus**") are available on the Organiser's Intranet.
2. Candidates should apply for the Programme electronically (by sending an e-mail). The following details must be attached to the application:
 - (i) a CV in pdf format - in the event of a Programme delivered in a foreign language, the CV must indicate the Candidate's level of proficiency of the language of study;
 - (ii) a covering letter in pdf format in which the Candidate must identify the preferred Mentor;

- (iii) a video up to 4 minutes long, containing a short presentation of the Candidate's profile;
- (iv) information about the average of grades obtained to date in the course of law which the Candidate followed at the Faculty of Law and Administration of the Adam Mickiewicz University of Poznań;
- (v) a declaration of consent to personal data processing for the purposes of selection and participation in the Programme, a template of which constitutes an appendix to the Rules.
3. The application must be written in the language appropriate for the given subject area, as specified by the Mentor in the Syllabus.
 4. The application for the Programme should be sent electronically not later than by the deadline set by the Student Mentoring Laboratory Team to the e-mail address indicated by the Laboratory Team to students of the Faculty of Law and Administration at AMU.
 5. Selection for participation in the Programme will be conducted by the Student Mentoring Laboratory Team.
 6. The Student Mentoring Laboratory Team is appointed by the Dean of the Faculty of Law and Administration of the Adam Mickiewicz University from among faculty members with at least a doctoral degree. A representative of the Students' Self-Government at the Faculty of Law and Administration shall be included in the Team as an observer.
 7. A Candidate will be selected for participation in the Programme on the basis of the assessment of his or her application.
 8. The results of the selection process will be communicated to the Candidates by the Student Mentoring Laboratory Team by an e-mail, within the deadline announced on the Organiser's intranet.
 9. The decisions of the Student Mentoring Laboratory Team regarding selection for participation in the Programme are final and not subject to appeal.

§ 5.

GUIDELINES

OF PARTICIPATION IN THE PROGRAMME

1. Participation in the Programme is free of charge.
2. A Student who has provided incomplete or false data in the application form (§ 4.2) shall be disqualified from participation in the Programme.

3. No more than eight Students may work with a Mentor in a Programme during one academic year.
4. The Mentor-Student work under the Programme shall be governed by the rules set out in the applicable Syllabus.
5. A positive opinion of the Mentor will constitute a proof of a successful completion of the Student's participation in the Programme.

§ 6

FINAL PROVISIONS

1. The Organiser reserves the right to terminate the Programme early.
2. The Organiser reserves the right to disqualify participants from the Programme during its duration in the event of their breach of the Rules and Regulations or an act performed by them that will be contrary to the objectives of the Programme.
3. Students are not entitled to any claims for their participation in the Programme and in particular no compensation or reimbursement of costs from the Organiser may be claimed.
4. All issues not regulated by the Rules and Regulations shall be resolved by the Student Mentoring Laboratory Team and its decisions are final and not subject to appeal.

§ 7.

Announcement No. 8/2023/2024 dated 27 June 2024 of the Dean on the adoption of the Regulations of the Student Mentoring Programme is hereby repealed

§ 8.

The announcement takes effect on the date of issue.

Dean of the
Faculty of Law and Administration



Prof. dr hab. Tomasz Nieborak