

UNIVERSEH Alliance Mentoring Programme 2026-2027 - Regulations Document

§1. General Provisions and Time Frames

1. These Regulations define the rules of participation and organization of the UNIVERSEH Mentoring Programme (2.0), hereinafter referred to as “the Programme.”
2. **The Programme is implemented within the UNIVERSEH project and organized by the Mentoring Hub and representatives from each of the seven universities responsible for its local coordination and implementation.**
3. **The Programme has used lessons learned from the pilot StarTech Mentoring Programme run by AGH Krakow, which ran from April to June 2026. The Universeh Mentoring Programme will run from October 2026 until the end of October 2027, with the provision that it may be extended for another half-year.**
4. **The mentors will be organised over the summer and the recruitment process will take place in August and September 2026.**

§2. Objectives of the Programme

1. **The Programme is implemented within the UNIVERSEH project and therefore will include the mission and objectives of UNIVERSEH (universeh.eu).**
2. **The Programme aims in particular to: a) develop industry-, academia- or entrepreneurship-relevant and technical competencies, b) support career planning in the space sector, c) facilitate contact with industry professionals and experts, d) support the development of technological projects and business ideas, e) increase students’ readiness to enter the job market, start a business or continue in academia.**

§3. Participants

The participants of the Programme are: **a) Mentors – A Mentor participating in the Programme possesses relevant mentoring, training, teaching, or leadership experience; b) Mentees – A bachelor's, master's student, or PhD candidate in a university within the UNIVERSEH Alliance possessing full legal capacity. C) UNIVERSEH Student Club member as support for mentees in their mentoring journey. D) UNIVERSEH's Partners' universities' Entrepreneur Center/Incubation Center representatives - as support for IP questions and recommendations.**

UNIVERSEH Partners University List is referred to as the following one:

- France: Communauté d'universités et établissements de Toulouse and its 5 affiliated entities:
 - Université Toulouse II Jean Jaurès (UT2)
 - Université Toulouse III Paul Sabatier (UT3)
 - Institut National Polytechnique de Toulouse (Toulouse INP)
 - Institut National Supérieur de l'Aéronautique et de l'Espace (ISAE-SUPAERO)
 - Toulouse Business School (TBS Education)
- Poland: AGH University of Technology
- Luxembourg: Université du Luxembourg
- Sweden: Luleå University of Technology
- Germany: Heinrich-Heine-Universität Düsseldorf
- Italia: Università degli Studi di Roma Tor Vergata
- Belgium: Université de Namur

1. Participation in the Programme is free of charge.
2. Participation in the Programme implies acceptance of these Regulations.

§4. Recruitment and Selection

1. **Recruitment is conducted through an online application form shared on the universeh.eu website.**
2. The final selection of Mentees is made by the Mentoring Hub in cooperation with the Mentors.
3. Each mentee may indicate up to three preferred mentors in the application form, ranked in order of preference.
4. Mentors will have the right to choose their respective Mentees according to preferences indicated by mentees, which includes reviewing applications but also recommending candidates. Where multiple mentors select the same mentee profile, priority will be given to mentors who submitted their preferences first.
5. The Mentoring Hub reserves the right to make the final decision regarding the pairing of Mentors and Mentees.

6. Within 7 days of the closing of the application form, the Mentoring Hub shall inform applicants of the outcome of the selection process via email.
7. Submission of an application to the Programme does not guarantee participation due to the limited number of available Mentors.
8. By submitting an application via the application form, candidates declare that they have read these Regulations and agree to comply with the provisions contained therein.

§5. Duration and Organization

1. **The Batch 1 Programme is implemented from September 2026 to September 2027, with an option of extending the relationship for another 6 months. The Batch 2 Programme will do the same from October 2026 to October 2027.**
2. **Each Mentor–Mentee pair is required to complete at least nine and a maximum of twelve mentoring meetings during the Programme.**
3. Meetings are expected to take place about once per month.
4. Meetings may be conducted in-person, online, or in a hybrid format and **may be held in a common language.**
5. **Meetings are expected to last approximately 45 minutes. Only once, two consecutive 45-minute sessions may be combined into a single 90-minute meeting, which will count as two meetings.**
6. **Support, Guidance and Escalation for participants:**
 - For Mentees: Should any mentees experience any misunderstandings, conflicts, concerns, or any situation of vulnerability or one that causes discomfort, they can rely on the support of a neutral participant: UNIVERSEH Student Club member representatives. Mentees are encouraged to join the Student Club meetings for added support. This provides mentees with the opportunity to raise any concerns or issues with a neutral member of the programme in a safe environment. Participants remain free to raise any concerns directly with the programme Coordinators should they prefer to do so, as well.
 - For mentors: Should any mentors experience any misunderstandings, conflicts, concerns, or any situation of vulnerability or one that causes discomfort, they rely on the support of the programme coordinators.

To raise mentors' awareness of appropriate mentoring boundaries and help them identify, address, and report potential warning signs, a presentation and an optional short workshop shall be organised prior to the start of the first pair meetings. The session will also guide how to respond appropriately to challenging situations and redirect mentees to appropriate support services where necessary.

§6. Mentoring Goals and Scope

1. At the beginning of the mentoring relationship, each Mentor–Mentee pair defines an individual mentoring goal.



2. Mentoring goals may include but are not limited to: a) developing specific technical competencies in space technology, b) preparing for employment in the space industry, c) planning a scientific or research career path, d) developing a technological project, e) validating and refining a business idea.
3. The Mentor may act as: a) an industry advisor, b) an expert supporting idea incubation, c) a consultant in market analysis and competition assessment, d) a guide in business model development, e) a career advisor (industry or academic pathway).

§7. Certificate

A certificate of completion will be awarded to mentees who meet all of the following conditions: **a) complete at least nine (9) 45-minute mentoring meetings, with up to one double session (choice of industry, academia, entrepreneurship tracks with mentors identified as such) b) complete the mandatory final self-reflection. The evaluation survey will be anonymous and optional.**

§8. Confidentiality Code

1. Mentors and mentees will agree not to use any personal information or business or project idea to their own advantage and will not pass it on, either. The content of conversations is only to support the professional or academic career or business development of the mentees and for mentors to learn from the situations of the mentee.
2. Participant C) identified as UNIVERSEH's Partners' universities' entrepreneur Center/Incubation Center representatives will act as support for compliance with Intellectual Property.

§9 Withdrawal from the Programme

1. Participants (Mentors and mentees) are expected to remain engaged in the mentoring programme for its full duration.
2. Should a mentor or mentee be unable to continue their participation, by participating in the programme, they commit to notify the mentoring programme coordinator as soon as reasonably possible.
3. If a mentee withdraws from the programme, they will not be eligible to receive a certificate of completion due to incomplete participation.
4. If a mentor withdraws from the programme, programme coordinators will assess the situation and, where appropriate, take action to identify a suitable replacement or arrange an alternative mentoring match. However, a replacement cannot be guaranteed depending on the circumstances.

§10. Personal Data

The UNIVERSEH Mentoring Hub is committed to complying with current regulations governing the processing of personal data, particularly the General Data Protection Regulation (GDPR) No. 2016/679 (EU), which has been in effect throughout the European Union since May 25, 2018.

Pursuant to Article 13 referred to as GPDR we hereby inform you that:

1. **The controller of the subscription form's personal data is ISAE-SUPAERO, 10 Av. Marc Pélegin, BP 54032, 31055 Toulouse, France.**
2. **Contact details of the Data Protection Officer: email: dpo@isae-supaero.fr.**
3. Your personal data will be processed for the purpose of organizing and conducting the recruitment process for the Programme, documenting its course, and securing data in case of potential claims.
4. Mentees' personal data given will only be shared with the programme participant list mentioned in §3.
5. By participating in this program, mentors are committed to respecting mentees' privacy and commit not to use any personal information disclosed by mentees for their own benefit or in any way that may be detrimental to the mentees.
6. Personal data will be processed pursuant to Article 6(1)(a) RODO, i.e., on the basis of your consent, for purposes related to the implementation of the Programme.
7. Recipients of your personal data may include: a) entities to which the Controller is legally obliged to disclose data under applicable law, b) entities providing services to the Controller to the extent necessary for the implementation of the purposes for which your personal data are processed.
8. Your personal data may be disclosed to public authorities, law enforcement authorities (Police, Public Prosecutor's Office, Courts), or local government authorities in connection with ongoing proceedings.
9. Your personal data will be processed only for the period necessary to achieve the purposes of processing, i.e., for the duration of the first edition of the Programme, as well as for the period of limitation of potential claims and for the period required by generally applicable law.
10. You have the right to request from the Controller access to your personal data, rectification, erasure, restriction of processing, and the right to object to processing in the cases and under the conditions specified in the RODO.
11. You have the right to lodge a complaint with the supervisory authority – In France, this is the Commission Nationale de l'Informatique et des Libertés (CNIL) –



pursuant to Article 77 GDPR if you consider that the processing of personal data relating to you infringes the regulations).

10. Your personal data will not be subject to automated decision-making, including profiling. Providing personal data is voluntary but necessary for the purposes for which the data are collected. Failure to provide personal data will result in the inability to participate in the recruitment process for the Programme.
11. You have the right to withdraw your consent, at any time, to the processing of personal data for the purposes referred to in point 3. Consent may be withdrawn by sending a statement to the following email **address:** welcome@universeh.eu

§9. Final Provisions

1. The Mentoring Hub reserves the right to introduce organizational changes if necessary for proper implementation.
2. The Mentoring Hub retains the final authority in interpreting these Regulations.
3. **The Programme Coordinators on behalf of the Mentoring Hub are: Sterenn Le Calvez (main coordinator of the Hub - Toulouse), Chloe Le-Moal (Toulouse), Victoria Barabash (Luleå), Sonja Bretschneider (Düsseldorf), Marcin Zwierzdzyński (Kraków), Sivakumar Bactavatchalou (Luxembourg), Pranjul Shah (Luxembourg), Diana Rosa Caputo (Luxembourg)**
4. Participants (Mentees and Mentors) agree to comply with the provisions of these Regulations. Any violation of the Regulations or applicable legal provisions may result in exclusion from the Programme.
5. These Regulations shall enter into force on the date of their publication on the website <https://universeh.eu/>
6. Any disputes arising in connection with the Programme shall be resolved by the Mentoring Hub. The Mentoring Hub's decision will be final with no further opportunity for internal appeal
7. **The Regulations are available at <https://universeh.eu/> and from the Organizer during the duration of the Programme.**
8. A Participant (Mentee or Mentor) has the right to contact the Organizer for clarification regarding the content of the Regulations. The interpretation of the provisions of these Regulations shall remain the responsibility of the Mentoring Hub.
9. **All questions related to the Programme should be sent via email to: welcome@universeh.eu Legally Legally or to Sterenn.le-calvez@isae-supero.fr**
10. The Mentoring Hub shall not be held liable for cancellation of the Programme or changes to its schedule resulting from circumstances beyond the Mentoring Hub's control, in particular in cases of force majeure.