Call for Mentees

The Associazione Almae Matris Alumni and the University of Bologna, in collaboration with CETRANS – Centro per le transizioni al lavoro e nel lavoro (Centre for Labour Market Transitions), offer a Mentoring Program aimed at students enrolled in the final year of their second/single-cycle degree programme and at new graduates, which entails coaching and support given by Alumni with similar academic backgrounds or who have gained relevant professional experience.

The Call for Mentees is aimed at students and newly graduated Alumni who feel they may benefit from the skills and experience offered by the more senior Alumni taking part in the free mentoring service.

Requirements to apply as a Mentee

The Alumni Mentoring Program is open to:

- **Starting**: students of the University of Bologna enrolled in the final year (academic year 2021/2022) of a second- or single-cycle degree programme in Economics and Management, Law, Political Science or Sociology

- **Ongoing**:
  a) students of the University of Bologna enrolled in the final year (academic year 2021/2022) of a second- or single-cycle degree programme in Economics and Management, Law, Political Science or Sociology
  b) graduates of the University of Bologna with degrees in Economics and Management, Law, Political Science or Sociology obtained not more than 2 years before the deadline date of the Call for Mentees.

Call deadline

Applications will be accepted between 8 November and 24 November 2021 (18:00).

How to apply

Participation is subject to:

- filling in the online application form (link below) in which the Mentee declares that they wish to take part in the 2022 Mentoring Program.
  
  Link [https://forms.office.com/r/g9UZMPeKKc](https://forms.office.com/r/g9UZMPeKKc)

- updating of the applicant's personal profile on the AMA Community platform and entering all the academic and professional information indicated in this Call (see section "How to participate") necessary for matching purposes.
What the Mentoring service offers

If you choose the Starting Program: you will receive useful advice and guidance on how to get the most out of the final phase of your studies, on choosing and undertaking postgraduate studies and/or internships, including international ones, on making professional choices that best match your talents and interests and on how to effectively network with a view to sustaining your future employability.

If you choose the Ongoing Program: you will benefit from the professional experience of the Mentor who will coach you on how to define your professional and career goals and on how to understand which opportunities and strengths to focus on in order to build a sustainable personal development and career path, support you in preparing for job interviews and growing your professional network, and guide you with regard to developing useful cross-sector knowledge and navigating labour market transitions.

It should be noted that the Mentor does not perform employment guidance services, Job Searching or functions that equate with those of a course tutor as the purposes of these roles are different.

The programme will strive to ensure that Mentees are matched with the most suitable Mentor, taking into consideration the needs, academic and professional backgrounds, professional roles and sectors indicated in their profiles. Nevertheless, Mentors may not always be able to offer all the help requested by the Mentee.

What is required

1. The 2022 Alumni Mentoring Program envisages a period of support lasting for 6 months, namely from January to June 2022, with one or more meetings, including online, amounting to a minimum of 2 hours per month (this may vary depending on the availability of the Mentor and the needs of the Mentee). The minimum number of hours indicated must be respected in order to ensure the effective success of the programme.

2. Participants must agree on the preferred method and time for meeting with the Mentor (for example, monthly video calls, meetings in person when possible, email exchanges).

3. Participants must be motivated and committed to starting and completing the Alumni Mentoring Program, aware of the opportunity offered and of the time that the Mentor dedicates voluntarily and free of charge to help the Mentee.

4. Participants must identify and clearly communicate their career interests and needs as well as areas for professional development.
5. Participants must read the Guide for Mentees.

6. Participants must attend a kick-off event in order to meet the Mentor and the other Mentees and complete interim and final feedback surveys.

**Maximum number of Mentorships to be established**

During this pilot program, the maximum number of indicative Mentorships that can be activated is n. 23 mentoring positions for the Starting Program and n. 80 mentoring positions for the Ongoing Program. Mentors and Mentees who do not find a suitable match may re-apply for the next edition of the Alumni Mentoring Program. The mentoring positions that will be activated will depend on the outcome of the Mentor and Mentee match, taking into account the number and profiling of Mentors available for this edition. Mentors and Mentees who will not find a suitable matching will be able to run for the next edition of Mentoring Program, compatible with requirements that will be provided.

**How to participate if you are an AMA member**

1. Fill in the online application form and answer a few brief questions that serve to match you with a Mentor. Link: [https://forms.office.com/r/g9UZMPeKKc](https://forms.office.com/r/g9UZMPeKKc)

2. Register /login to the platform [https://alumni.unibo.it/](https://alumni.unibo.it/)

3. Complete/update your profile on the platform by clicking on your profile image in the top right-hand corner, click on “Modifica profilo/ Edit profile” and take the following steps:

   - Upload a photo (optional)
   - Update your academic details (including the year you obtained your degree) or your professional experience (role, sector, job title and company/freelance profession). Alternatively, you can go to “Settings” (clicking on the gear icon) and synchronise with your Linkedin account (check that your data have been imported).
   - Go to the "Search for mentoring" section and select the Mentoring Program: select either the "Starting Program" or the "Ongoing Program" depending on the type of mentoring you are looking for.
   - Make sure you have filled in all the fields indicated above, which are essential in order to participate and to allow matching with a Mentor.
   - Make sure you have saved any changes made prior to leaving the page.

4. Wait to be contacted by the Alumni Relations Team which will inform you of the results of the matching process.
In light of these results, you will be able to take part in the Alumni Mentoring Program by accessing the reserved Mentee Community on the AMA platform where you will find information and materials to help you begin your mentoring experience.

**How to participate if you are not an AMA member**

1. Fill in the online application form and answer a few brief questions that serve to match you with a Mentor. Link [https://forms.office.com/r/g9UZMPeKKc](https://forms.office.com/r/g9UZMPeKKc)

2. Register /login to the platform [https://alumni.unibo.it/](https://alumni.unibo.it/) and fill in the relative registration form in order to become an AMA member.

3. If you receive an email informing you that your registration is pending, wait a few days for the registration to be confirmed.

4. As soon as you receive the registration confirmation email, complete your profile on the platform by clicking on “Modifica profilo/ Edit profile” in the top right-hand corner and following the steps indicated in point 3 of the preceding paragraph "How to apply if you are an AMA member”.

5. Wait to be contacted by the Alumni Relations Team which will inform you of the results of the matching process.

In light of these results, you will be able to take part in the Alumni Mentoring Program by accessing the reserved Mentee Community on the AMA platform where you will find information and materials to help you begin your mentoring experience.

**Mentor/Mentee matching criteria**

The academic and professional profiles of the Mentors that apply will be assessed and compared with the profiles of the Mentees and with the needs expressed by the latter when requesting mentoring.

In order to find the most suitable match between Mentors and Mentees, consideration will be given mainly to the programme of study undertaken, the professional field and role indicated in the profile and the extent of the Mentor’s professional experience.

The Mentee identified will be proposed to the Mentor who may then confirm the proposed match.
Privacy

Upon application, the interested parties give their consent to the processing of their personal data. The data provided by those applying to participate in the programme will be processed in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation) and with any other applicable provisions concerning personal data protection, as well as with the content of the privacy policy that participants accept upon applying to the Alumni Mentoring Program and upon registration with the digital AMA platform.

Contact details

For further information or support, please write to: alumni@unibo.it