

Annex No. 1

To the Directive No. 17/2025 of the Vice-Chancellor of WSB Merito University in Poznań from October 29, 2025 regarding the adoption of the Regulations of the Leaders for Leaders mentoring program

Regulations of the Leaders for Leaders Mentoring Program

Faculty of Entrepreneurship and Innovation in Warsaw

WSB Merito University in Poznań

§ 1 Organizer

1. The organizer of the mentoring program is the Career and Internship Office of the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań, located at ul. Łabiszyńska 25 in Warsaw, 03-204 Warsaw.
 2. These Regulations specify the conditions and principles of participation in the mentoring program.
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§ 2 Definitions

1. **Mentoring program** – the mentoring program called Leaders for Leaders.
2. **Mentors** – persons holding leadership positions at various levels in companies cooperating with the Career and Internship Office of the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań on the basis of a partnership agreement. The program may also be joined by MBA graduates, experts from the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań, and experts not employed by the faculty who cooperate with the Career and Internship Office of the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań.
3. **Mentee** – full-time and part-time students of first-cycle studies (from semester 2 onwards), second-cycle studies (from semester 2 onwards) and unified master's studies (from semester 2 onwards), as well as participants of postgraduate studies at the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań.

4. **Organizer** – the Career and Internship Office of the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań, represented by Kamila Kralczyńska, Director, email: kamila.kralczynska@warszawa.merito.pl, mobile: 880 344 036.
 5. **Program Coordinator** – Agnieszka Pietrucha, Specialist of the Career and Internship Office of the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań, email: agnieszka.pietrucha@warszawa.merito.pl, mobile: 532 346 159.
 6. **Mentoring Program Commission** – an advisory body appointed by the Program Coordinator.
 7. **Mentoring meetings** – individual meetings of a Mentor with a Mentee taking into account the Mentee's professional development goals.
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§ 3 Purpose and Scope of the Program

1. The purpose of the Leaders for Leaders program is to support the development of future competencies of Students, including leadership skills specified in Annex No. 3, through a mentoring relationship in which Mentors are persons holding leadership positions, such as coordinator, department manager, director, board member, or business owner.
 2. The program is implemented through individual mentoring meetings between a Mentor and a Mentee.
 3. The number of Mentors and Mentees may be limited.
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§ 4 Rights and Obligations of Mentors

1. A Mentor wishing to join the mentoring program shall complete, sign and send an application form (Annex No. 1 to these Regulations) to the mentor recruiter of the mentoring program at the following address: Agnieszka Pietrucha, WSB Merito University Warsaw, ul. Łabiszyńska 25, 03-204 Warsaw with the notation "Mentoring program" or to the email address: mentoring@warszawa.merito.pl.
2. A Mentor should have an unblemished reputation and by joining the mentoring program, confirms that he/she possesses one.
3. A Mentor is obliged to comply with applicable law.
4. The person who decides on the acceptance or rejection of a Mentor candidate is the Program Coordinator or the Mentoring Program Commission appointed by him/her.

5. A person who has not been accepted as a Mentor and submitted an application form may appeal the decision by submitting a written complaint to the Organizer's office or sending it to the Organizer at the email address: agnieszka.pietrucha@warszawa.merito.pl with the notation "complaint" and indicating the email address to which the Organizer is to send the response to the complaint within 7 days of receiving the decision. The response to the complaint shall be sent to the person not qualified as a Mentor at the email address provided within 14 days of receipt.
6. Providing an email address shall be deemed an expression of consent to receive a response to the complaint at the email address provided by the Candidate.
7. Participation in the mentoring program does not involve any fees, however, all additional costs related to the mentoring program shall be covered by the Mentor individually.
8. A Mentor conducts mentoring meetings taking into account the individual goals of the Mentee.
9. A Mentor actively participates in group meetings organized as part of the mentoring program.
10. A Mentor completes an evaluation survey after the completed mentoring program.
11. In the event of a change or loss of employment by a Mentor, he/she remains a Mentor until the end of the program edition.

§ 5 Rights and Obligations of Mentees

1. A Mentee wishing to join the mentoring program shall complete, sign and send an application form (Annex No. 2 to these Regulations) from a student email address with the merito.pl domain to the Mentee recruiter of the mentoring program Zuzanna Bielecka, with the notation "Mentoring program" to the email address: mentoring@warszawa.merito.pl.
2. The Mentee participates in a qualifying interview if the Program Coordinator deems its conduct necessary, e.g. in the case of a large number of applications. The qualifying interview may be conducted by the Program Coordinator or the appointed Mentoring Program Commission.
3. The person who decides on the acceptance or rejection of a Mentee to the mentoring program is the Program Coordinator or the Mentoring Program Commission appointed by him/her.

4. Participation does not involve any fees, however, all additional costs related to the program shall be covered by the Mentee individually, e.g. travel costs to an in-person mentoring meeting, accident insurance.
5. A person who has not been accepted as a Mentee and submitted an application form may appeal the decision by submitting a written complaint to the Organizer's office or sending it to the Organizer at the email address: mentoring@warszawa.merito.pl with the notation "complaint" and indicating the email address to which the Organizer is to send the response to the complaint within 7 days of receiving the decision. The response to the complaint shall be sent to the person not qualified as a Mentee at the email address provided within 14 days of receipt.
6. Providing an email address shall be deemed an expression of consent to receive a response to the complaint at the email address provided by the Candidate.
7. The Mentee actively participates in individual meetings with the selected Mentor to achieve individual goals related to the development of his/her professional career.
8. The Mentee actively participates in group meetings organized as part of the mentoring program.
9. The Mentee completes an evaluation survey after the completed mentoring program.
10. The Mentee contacts the Mentor regarding scheduling a mentoring meeting.
11. The Mentee may receive support from a maximum of 2 Mentors.

§ 6 Rights and Obligations of the Organizer

1. The Organizer issues a certificate confirming participation in the program for the Mentee.
 2. The Organizer issues a certificate and/or thanks in the program for the Mentor.
 3. The Organizer is not responsible for damage or destruction of property by the Mentee, nor for his/her conduct during mentoring meetings.
 4. Materials provided to Participants by the Organizer remain the property of the Organizer.
 5. The Organizer reserves the right to monitor meetings.
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§ 7 Mentoring Meetings

1. Goals are established individually by the Mentor with the Mentee during mentoring meetings.
 2. Mentoring meetings are conducted in the format of individual meetings.
 3. Mentoring meetings are initiated by the Mentee.
 4. Mentoring meetings may take place in-person (within Poland, at the company employing the Mentor, at the Faculty of Entrepreneurship and Innovation in Warsaw at WSB Merito University in Poznań), online (suggested: via MS Teams platform) or in hybrid mode.
 5. The number of mentoring meetings is from 1 to 5 during each edition for one Mentor-Mentee pair.
 6. Each edition of mentoring meetings lasts up to 3 months.
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§ 8 Personal Data

1. The administrator of personal data of persons participating in the program is WSB Merito University in Poznań, ul. Powstańców Wielkopolskich 5, 61-895 Poznań.
2. Regarding personal data, persons may contact the Data Protection Officer at the following email address: iod@poznan.merito.pl.
3. Personal data will be processed:
 - a) to the extent necessary for registration and participation in the Leaders for Leaders mentoring program, the legal basis is Art. 6(1) lit. a GDPR, i.e., acceptance of program rules.
 - b) to the extent related to the use and dissemination of image, the legal basis is Art. 6(1) lit. a GDPR, i.e., voluntarily given consent.
 - c) to the extent necessary to fulfill legal requirements imposed on the administrator, the legal basis is Art. 6(1) lit. c GDPR.
 - d) to the extent necessary to pursue the legitimate interests of the data administrator, which include in particular protection against claims, the legal basis for data processing is Art. 6(1) lit. f GDPR.
4. Providing data is voluntary.
5. Personal data will be processed for the duration of the program and subsequently for the period of possible limitation of claims. Data regarding image may be stored for a period of 10 years.

6. Under GDPR provisions, persons participating in the program have the right to: request access to their personal data, request correction of their personal data, request deletion of their personal data, request restriction of personal data processing, object to personal data processing, request data portability, withdraw consent at any time. Withdrawal of consent does not affect data processing carried out by us prior to its withdrawal. If a person believes that personal data processing is inconsistent with the regulations, they may lodge a complaint with the President of the Personal Data Protection Office.
7. Personal data may be transferred to other companies at our request. This usually occurs in the case of cooperation with a specific service provider (e.g., data storage service provider, IT service provider). The Administrator's suppliers are mainly located in Poland and other countries of the European Economic Area (EEA). Some of the suppliers are located outside the EEA territory. In connection with the transfer of User data outside the EEA territory, including to the USA, the Administrator has ensured that suppliers provide guarantees of a high level of personal data protection.
8. Data will not be processed in an automated manner.
9. For the purpose of creating the mentoring program website, participants are obliged to provide their biography and company logo.

§ 9 Final Provisions

1. Participation in the mentoring program means acceptance of these Regulations and commitment to comply with them.
2. These Regulations are effective from October 29, 2025.

Annexes

- **Annex No. 1** – Mentor Application Form
 - **Annex No. 2** – Mentee Application Form
 - **Annex No. 3** – Future Competencies
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Annex No. 1: Mentor Application Form

Leaders for Leaders Mentoring Program

Faculty of Entrepreneurship and Innovation in Warsaw

WSB Merito University in Poznań

Mentor Application Form

Full Name:

Email Address:

(preferably business email)

Mobile Phone Number:

(preferably business number)

LinkedIn Profile Link:

Position:

Full Name of Employer:

Industry:

Department:

Education:

(Degree, university, level...)

Description of Professional Experience:

Future Competencies:

(Mark with "x")

- Emotional Intelligence
- Managing Diversity and Multiculturalism
- Systems Thinking
- Critical and Analytical Thinking
- Managing Change and Functioning in Change
- Creative Problem-Solving Under Uncertainty
- Entrepreneurship and Business Initiative

Consultation Language:

(Mark with "x")

- Polish
- English

Selected Meeting Formats:

(Mark with "x")

- Online
- In-person
- Hybrid

Date and Place

Legible Signature

Annex No. 2: Mentee Application Form

Leaders for Leaders Mentoring Program

Faculty of Entrepreneurship and Innovation in Warsaw

WSB Merito University in Poznań

Mentee Application Form

Full Name:

Student ID Number:

Contact Details:

(Preferred university email address)

Mobile Phone Number:

Education:

(Please specify type of education and add the name of the most recently completed school)

Field of Study, Semester, Mode of Study:

Awards and Distinctions:

(Obtained in secondary school or during studies)

Language Proficiency:

(List foreign languages and level of proficiency)

What Kind of Leader Do You Want to Be?

(What do you think characterizes leaders? What competencies (knowledge,

attitude, skills) do you have, and which ones do you want to acquire? Which competencies do you think you could develop?)

Your Motivation for Participating in the Mentoring Program:

(Why are you applying for the program? What goals do you want to achieve? What kind of support do you expect?)

What Is Important to You in Cooperation With Your Future Mentor?

(What do you pay attention to when you want to work with someone? What values do you follow when building relationships?)

Names of 2 Selected Mentors:

(Choose mentors from the mentoring program website)

Date and Place

Legible Signature

Annex No. 3: Future Competencies

Leaders for Leaders Mentoring Program

Faculty of Entrepreneurship and Innovation in Warsaw

WSB Merito University in Poznań

Future Competencies

Emotional Intelligence (EQ)

At our university we learn knowledge, but in mentoring we learn about ourselves. Emotional intelligence is a prerequisite for building mature relationships – both in a team and in an academic environment. In the mentoring process, the development of EQ occurs through modeling behaviors, reflection on one's own reactions, and conscious building of empathy. Without EQ, a leader remains a process manager, not a guide for people.

Managing Diversity and Multiculturalism

The academic environment itself is diverse – multigenerational, multicultural, interdisciplinary. This is an ideal place to educate leaders who are open to diversity. In this context, the Mentor becomes a guide who helps understand how to draw from different perspectives and how to build inclusivity. This is a competency that not only responds to global trends but also aligns with the university's mission as a place of dialogue and cooperation.

Systems Thinking

The university provides tools for analysis, and mentoring teaches their application in practice. Systems thinking allows future leaders to see the connections between individual decisions and the consequences for organizations, society, and the environment. In the academic program, this means educating the ability to look beyond the boundaries of one's own discipline – interdisciplinarity as a foundation. This is a competency that creates responsible leaders capable of prediction.

Critical and Analytical Thinking

This is the quintessence of academic ethos – the ability to ask questions, verify sources, work with facts. Critical thinking protects against oversimplification and manipulation, teaches responsible decision-making. Mentoring strengthens this process because it provides an opportunity to practically exercise the ability to question assumptions and draw conclusions from a mentor's experience. It is precisely in such a combination – theory and practical reflection – that a leader's maturity is born.

Managing Change and Functioning in Change

Both the academic and business worlds share one characteristic – permanent change. The mentoring program allows students to practice how to find themselves in a dynamic environment and how to lead others when certainty gives way to uncertainty. A Mentor, by sharing his/her experiences, can demonstrate real mechanisms for coping with change, while at the same time teaching courage and resilience. Through this, we shape leaders who in the future will not only adapt but also inspire their teams to adapt.

Creative Problem-Solving Under Uncertainty

The university educates logical thinking, but mentoring provides space for seeking non-standard paths. Creativity under uncertainty is particularly important because a future leader will not always have access to complete data – more often he/she will have to make decisions based on fragmented information. Mentoring allows practicing such situations in a controlled environment, with a mentor as a companion and reviewer. Through this, students/participants learn the courage to experiment and flexibility in action.

Entrepreneurship and Business Initiative

The university provides theoretical foundations, and mentoring allows translating them into practical actions. Entrepreneurship is the ability to spot opportunities, generate ideas, and make decisions under uncertainty. In a mentoring relationship, the development of this competency consists of jointly analyzing business ideas, building strategies, and learning from the successes and failures of mentors. Through this, our students gain the courage to pursue their own initiatives and flexibility in responding to changes.

Leadership Competencies

Leadership is the ability to inspire, set direction, and build trust. A leader not only manages but creates a vision, engages the team, and develops its potential. In mentoring, leadership competencies are shaped through observation of experienced leaders, practical exercises (e.g., giving feedback), and reflection on one's own leadership style. This is the foundation for effective action in a dynamic and complex world.