

WISE - Women in Science and Engineering - Mentoring Project for Female Students: General Terms and Conditions and Information on Data Protection

Postal address: TUD Dresden University of Technology, Directorate 8/SCS
WISE – Women in Science and Engineering
01062 Dresden

§ 1 Scope of application, contracting parties

[1] The general terms and conditions of the mentoring project WISE - Women in Science and Engineering for Female Students, hereinafter referred to as "the project," of TUD Dresden University of Technology, Directorate 8/SCS, 01062 Dresden (headed by Nicole Strauss), in conjunction with the data protection declaration, form the basis for the use of the project offered. All amendments and additions to must be made in writing.

[2] The participation in the project within the scope of these general terms and conditions is stipulated between the aforementioned contracting party and the participating students, hereinafter referred to as "the participants." The basic requirement for participation in the project is that students must be enrolled in a STEM subject (mathematics, computer science, natural sciences, technology) and currently be in the 3rd semester or higher at a university in Saxony.

[3] The general terms and conditions exclusively regulate the legal relationship between the aforementioned contracting parties. The general terms and conditions do not apply in the mentoring relationship between the participants and the Alumni.

§2 Aims and benefits of the project

[1] The project is being carried out with the aim of designing and testing a mentoring scheme for female students enrolled in a STEM subject at a university in Saxony to increase their academic success. The focus is on supporting participants in the transition from a Bachelor's degree to further studies or with their entry into the labor market, as well as the transition from a Master's degree to the labor market (education levels ISCED 6 and 7).

Participation in the project is intended to strengthen the students' individual skills development, in particular a reflection on the chosen subject and the resulting (professional) follow-up prospects.



**Kofinanziert von der
Europäischen Union**



Diese Maßnahme wird mitfinanziert durch
Steuermittel auf der Grundlage des vom
Sächsischen Landtag beschlossenen Haushalt.

Specifically, the project pursues the following objectives:

- Increasing study motivation and study success
- Facilitating the transition between study and work
- Promoting gender parity in the STEM sector
- Securing highly skilled women for the Free State of Saxony

[2] The project coordinator accompanies the participants for the duration of the course (9 months), subject to availability:

- the initiation of mentoring partnerships between the participants and TU Dresden alumnae with areas of activity in companies, the public sector, or with self-employed female entrepreneurs or founders
- The initiation and accompanying of peer meetings for evaluation and exchange
- The empowerment of women by means of workshops on the topics of location determination, career planning, application strategies, oratory skills and interviewing, as well as culture and career development in Germany
- The initiation and support of network meetings

§ 3 Participation, registration, and cost

[1] Participation in the project depends on how many places are available. The number of places is limited to a maximum of 35 participants per year. The project coordinator will inform you of whether you have been accepted in good time, at least 2 weeks before the start of the course.

[2] Participation in the project requires a written application using the "Questionnaire for participants in ESF Plus measures" provided by the Sächsische Aufbaubank (SAB). The original **registration form** must be completed and signed in blue ballpoint pen and submitted to the coordinator by the start of the project or by April at the very latest.

[2] Participation in the project is free of charge for students. Funding is provided by the Free State of Saxony, the European Social Fund Plus and TU Dresden.

§ 4 Duration, schedule and termination

[1] The project is planned and carried out each year from April to December, with a prior registration phase in February/March. After registration, the applicants are admitted to the project by means of a guided interview and prepared for the work supported by mentoring sponsorships. The project starts in April with a kick-off/networking event and ends with a closing event in December. For the duration of the project, participants are offered both coordinated modules, as well as the aforementioned support. Participation in the project does not automatically renew and do not require termination at the end of the term.

[2] Participation in the project can be terminated in writing or verbally at any time within the statutory right of withdrawal period of 14 days after registration without having to give reasons.

[3] Extraordinary termination by the contracting parties shall remain unaffected. This can be primarily be effected due to gross misconduct on the part of the participant. Such behavior will be formally reprimanded in advance, in writing, by the mentoring program coordination.

§ 5 Provided teaching and learning materials

Along with the project, the following teaching and learning materials will be provided free of charge:

- Project guide for students
- Project guide for alumni
- Training materials and work produced during the workshops
- Peer mentoring booklet

§ 7 Liability disclaimer

While participating in the project, students are covered by accident and liability insurance through the Unfallkasse Sachen as long as the activities take place on the campus of TU Dresden. Activities that take place off campus are not covered by TU Dresden's accident and liability insurance. In this case, private insurance is recommended.

§7 Conclusion

All participants who successfully complete the course receive a certificate of attendance that includes details of the course content and its duration. The number of active participation hours are also noted on the certificate of attendance. Completion of the project corresponds to more than 8 active participation hours in the project.

Data protection information

Our data protection information describes how your personal data is processed and what rights you have in accordance with the data protection regulations.

Whom can data subjects at TU Dresden contact?

TUD Dresden University of Technology

Directorate 8.0

Unit Student Affairs and Continuing Education

01062 Dresden

Contact

Stefanie Schroeder

Tel.: +49 351 463 36897

Email: stefanie.schroeder1@tu-dresden.de

TUD Dresden University of Technology

Data Protection Officer

Jens Syckor

01062 Dresden

Tel.: +49 351 463 32839

Email: informationssicherheit@tu-dresden.de

What is the purpose of the processing?

Your data is processed for the purpose of participation, implementation and evaluation of the project as well as for the evaluation, decision and processing of the requested funding and related activities. The purpose of the project is to give the participating students an insight into a number of careers and studies and to enable them to take part in workshops. Since the project is funded by the EU as part of the European Social Fund (ESF+), TU Dresden is also legally obliged to collect and process certain data.

What is the legal basis for the processing of personal data?

The legal basis for data processing is Article 6 para. 1 b. GDPR (data processing for the realization of a contract). The legal basis for this obligation within the framework of ESF+ funding is derived from EU regulations, in particular Regulation (EU) 2021/1027.

Which personal data will be processed, and for how long will it be stored?

The questionnaire for students entails the processing of the following personal data **upon entry**: Surname, first name, date of birth, street, house number, postal code, place of residence, gender, information concerning education, employment and housing as well as voluntary information: on their home country, citizenship and nationality, minority affiliation and any disability. The *Sächsische Aufbaubank* (SAB) and TU Dresden store the data as long as it is necessary for the fulfillment of any contractual and legal obligations. If the data is no longer required for the fulfillment of contractual or mutual obligations, it is regularly deleted, unless its - temporary - further processing is necessary for the following purposes:

- Compliance with retention periods under commercial and tax law, e.g. Commercial Code, Fiscal Code, or Banking Act of Germany
- Preservation of evidence within the scope of the statutory limitation period
- Inspection and contribution obligations stipulated by the EU through statutory regulations. This requires data processing until the end of the funding period and can go well beyond the actual funding of the individual project.
- This is due to the information requirement stipulated in the Archive Act for the Free State of Saxony.

The questionnaire for students entails the processing of the following personal data **upon termination/completion** of the project: Surname, first name, date of birth, receipt of a certificate of attendance in the project, questions about occupational situation.

The questionnaire for students includes the processing of the following personal data in the **six months following the conclusion** of the project: Surname, first name, date of birth, improvement of the situation on the labor market, exercise of a paid or freelance activity.

Will data be transferred?

The collected participant data is transmitted directly to the SAB and, if necessary, to other bodies involved in the funding.

The following data will be transferred to third parties: Within the SAB, access to your data and the data of third parties is only granted to the departments that require it to fulfill their tasks (e.g. The SAB's specialist departments, accounting). The SAB is authorized to process this data for the purpose of application processing, approval and administration, as well as the processing and realization of any payment claim that may arise. The authorization also applies to the transfer of data to all bodies within and outside the SAB involved in the application, approval, disbursement and administration of funding, as well as the processing of the transfer of data by these bodies. This may include the Saxon State Ministry or the State Chancellery of Saxony responsible for the respective funding as well as institutions commissioned by these or the SAB, such as the chambers, the *Kreditanstalt für Wiederaufbau* (KfW) in the case of co-financing or pure KfW financing, and other bodies involved in the funding procedure. Processors commissioned by the SAB may also receive data for the aforementioned purposes.

To facilitate the arrangement of the internship, the following information will be shared with the supporting alumni of TU Dresden: Surname, first name, and email address of the student.

Will personal data be published?

Unless you have agreed in individual cases - No! The public will be informed about the project in an appropriate form (e.g. on the internet). We assure you that no inferences about natural persons will be possible from the publications.

If you have consented to the publication of photographs, the following personal data will be published through the use of name badges at events and the presentation of certificates: Title, surname, first name, institution (if applicable) and the photograph itself.

Which are the general rights of data subjects?

To claim your rights, it is sufficient to notify the responsible person in writing (email, letter). However, the rights can only be exercised if the processed data allows for the identification of a natural person.

1) Right of access to personal data (Art. 15 GDPR)

Data subjects have the right to obtain information on the data processed concerning them, as well as possible recipients of such data, at any time. You are entitled to a reply within one month after the responsible party receives the request for information.

2) Right to rectification, erasure and restriction (Art. 16 to 18 GDPR)

Data subjects may at any time request TU Dresden to rectify or erase their personal data or to restrict processing.

3) Right to lodge a complaint (Art. 77 GDPR)

Data subjects can at any time contact TU Dresden's Data Protection Officer and, in the case of a complaint pursuant to Art.77 GDPR, the responsible supervisory authority for data protection. The supervisory authority for TU Dresden is:

Saxon Data Protection and Transparency Officer

Dr. Juliane Hundert

Maternistr. 17

01067 Dresden

Email: post@sdtb.sachsen.de

Tel.: +49 351 / 85471 101

www.datenschutz.sachsen.de