

## **General terms and conditions for the women's mentoring program for students and early-career researchers**

Postal address: Technische Universität Dresden, Dezernat 8/SCS  
Women's mentoring program for students and early-career researchers  
01062 Dresden  
and  
TUDIAS GmbH, Freiberger Str. 37, 01067 Dresden

### § 1 Scope of application, contracting parties

[1] The general terms and conditions of the women's mentoring program for students and early-career researchers, hereinafter referred to as the mentoring program, of Technische Universität Dresden, Directorate 8/SCS, 01062 Dresden, headed by Nicole Strauss, and TUDIAS GmbH, Freiberger Str. 37, 01067 Dresden, Managing Director Brian Bjørndal-Pedersen, along with the privacy policy, form the basis for the use of the program offered. All amendments and supplements must be made in writing and signed by both parties.

[2] The participation in the program within the scope of these general terms and conditions is concluded between the above-mentioned contracting parties and the female early-career researchers or students. The basic prerequisite for the students' participation is that their degree program is close to the DFG-coordinated programs. The basic prerequisite for the early-career researchers' participation is the affiliation to a supporting DFG-coordinated research program.

The mentoring program will support the early-career researchers and students during the course of about 10 months. The students will be supervised via peer mentoring and, depending on availability, also via:

- Mentoring with an early-career researcher
- Workplace inspections or laboratory tours
- Workshops, keynote speeches and a themed café
- Participating in academic talks given by early-career researchers

In addition to peer mentoring, participation in **at least one** of the above events is mandatory.

The early-career researchers will be supervised via:

- Preparatory training on how to shape the mentoring relationship
- Accompaniment and dialog during workplace inspections or laboratory tours
- Guidance and support for the preparation and delivery of a scientific presentation, especially with regard to learning essential science communication skills

**Mentoring** is a highly personalized relationship between an experienced person (mentor) and a somewhat less experienced person (mentee), providing the opportunity for both sides to gain new insights and experiences during the mentoring process. The mentoring relationship creates a protected space for reflection, orientation, and empowerment. The personal and trustful communication between the mentee and the mentor is at the core of mentoring. Establishing and expanding a network, making role models more visible, and boosting the participants' self-confidence are key elements in this process.

The relationship between the mentoring partners is voluntary, free of charge, and should proceed on the basis of equality and trust, despite differences in age and experience.

[3] The general terms and conditions exclusively regulate the legal relationship between the above-mentioned contracting parties and the participating students and early-career researchers. The general terms and conditions do not apply in the mentoring relationship between the early-career researchers and the students. The coordination of the mentoring program itself is not part of the mentoring relationship. The mentoring relationship is established legally independently based on a mentoring agreement.

## § 2 Purpose

[1] In 2002, the DFG's general assembly decided to include gender equality in science as a programmatic goal in § 1 of the DFG's statutes [...]. Equal opportunities and gender equality pay off in several ways: It is the only means by which to fully exploit the available talent and innovation potential (cf.

[https://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/equal\\_opportunities/general\\_information/basics/equality/index.html](https://www.dfg.de/en/research_funding/principles_dfg_funding/equal_opportunities/general_information/basics/equality/index.html), as of January 30, 2023)

[2] Based on [1], early-career researchers come into contact with students through lectures, excursions to their own field of work, network meetings or taking on mentoring. In this way, they develop skills that they need for their career in the areas of science communication, presentation techniques, reflection on their own career path, and in some cases also in a leadership function and by setting an example ("role model").

Moreover, the aim is to support researchers at early career stages in the pursuit of their scientific careers. Through the program, students gain exemplary insights into a career as a woman in science, strengthen and expand their network, and train the interdisciplinary skills they need to reach the various career stages.

## § 3 Admission and structure of the mentoring program

[2a] Participation in the program is subject to available capacity. Moreover, there is a selection process (interview) for the applying students. The program then launches in April with a kick-off event at TU Dresden or online.

[2b] The early-career researchers are recruited in coordination with the DFG-coordinated research areas of TU Dresden in the period from January to March of the calendar year.

[3a] The students get to know each other either at the kick-off event or are subsequently connected by the program coordinator via email, initially for peer mentoring in small groups. If the students agree with their peer group, the respective peer mentoring partners will arrange further on-site or online meetings independently. In consultation with the program coordination, key questions for mentoring will be defined. Components for successful peer mentoring include:

- holding structured meetings in the small groups

- intensive discussion of personal career issues and topics related to science while following the questions set out by the program coordination
- establishing and expanding a personal network of women
- mutual support
- committed participation in all meetings

At the same time, from March to June, there is either a match with the desired early-career researcher for further mentoring and/or the option to participate in scientific lectures and workshops. The program coordination supports the continuing mentoring process by providing a pre-selection of early-career researchers. Moreover, the students may nominate a researcher of their choice.

[3b] If continued mentoring is desired, the students will be connected to their early-career researcher via email after conducting a reflection session in July. In this process, 1-5 students can be assigned to an early-career researcher. Components for successful mentoring include:

- work meetings, e.g. for lunch
- workplace inspection, laboratory tour
- intergenerational knowledge transfer with the aim of informally passing on practical knowledge with regard to career planning and strategy development
- taking into account and perceiving or recognizing gender and diverse life situations
- encouragement on the part of the early-career researcher to take up a scientific career
- establishing at least 2 points of contact within the time period

[4] If following the familiarization phase a mentoring relationship cannot be established by the early-career researcher or the student for personal or time-related reasons, the program coordinator will search for a new early-career researcher and connect the new partners with each other.

[5] The mentoring program supports early-career researchers and students participating in the program as follows:

- detailed introduction to the program
- mentoring, see § 2 number [3a and 3b]
- carrying out workplace inspections or laboratory tours
- preparing scientific presentations
- conducting workshops and keynote speeches to strengthen interdisciplinary skills
- holding of a themed café for networking

[6] The program coordination is responsible for organizing the mentoring relationship as well as the peer-mentoring relationships. The mentoring assumed by the early-career researchers takes place exclusively as part of the mentoring relationship. The mentoring relationship is shaped and carried out independently by all participants and agreed upon individually between the parties by means of a mentoring agreement. The mentoring program is not responsible for the proper realization of the mentoring agreement. The early-career researchers work on a voluntary basis and receive a certificate of participation for their involvement in the program.

#### § 4 Participation in the program

Students will be accepted into the program after submitting a written registration and participating in a selection interview. Repeated participation is possible. The number of spots is limited. After the selection interview, the program coordination will inform the students about the admission within 7 days. Moreover, students must participate in at least 75 percent of the events in order to receive a certificate.

## § 5 Duration and termination of the contract

[1] The mentoring relationship between the students (peer mentoring) lasts from March to December of a course cycle. All other events between the early-career researchers and the students take place from July to December. They do not automatically renew and do not require termination at the end of the term.

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

[3] Extraordinary termination by the contracting parties shall remain unaffected. It can be issued due to gross misconduct on the part of the early-career researcher, student or pupil. Such behavior will be admonished in advance in writing by the mentoring program coordination.

## § 6 Teaching and learning materials provided

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

- training materials for early-career researchers in German and English
- guidelines for a successful mentoring program for students
- handouts to the workshops
- information on obtaining scholarships for academic education and an academic career
- compiled information on additional networking opportunities for women in science

## § 7 Liability disclaimer

The early-career researchers and the students are covered by accident and liability insurance through TU Dresden.

## § 8 Conclusion

Each course ends with a festive closing event, at which all successful participants receive their certificates with details of the content, duration and goal of the measure.

The program coordination will be glad to provide letters of recommendation for scholarship donors upon request.

The data collected is subject to the relevant provisions on data protection. The legal basis for this is your voluntary and informed consent pursuant to Art. 6 para. 1 sentence 1 lit. a) GDPR.

Whom can data subjects contact?

TU Dresden	TU Dresden's Data Protection Officer
Directorate 8.0	Jens Syckor
Unit Student Affairs and Continuing Education	01062 Dresden
01062 Dresden	Tel.: +49 351 463 32839
	Fax: +49 351 463 39718
	Email: <a href="mailto:informationssicherheit@tu-dresden.de">informationssicherheit@tu-dresden.de</a>

Contact

Grit Schuster

Email: [grit.schuster@tu-dresden.de](mailto:grit.schuster@tu-dresden.de)

What is the purpose of the processing?

The data will be processed exclusively for the purpose of participating in and realizing the mentoring program. The purpose of the program is the interdisciplinary exchange on career steps in a science career as a woman, cf. § 2. [1]. These include:

- meetings on TU Dresden premises or other facilities useful for deepening knowledge and skills
- sharing information via email or telephone or various online formats
- participating in the kick-off event for students (in person or online)
- participating in the closing event
- participating in the additional events of the program

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

The declaration of consent for early-career researchers includes the processing of the following personal data: associated DFG-coordinated research area, title, last name, first name, postal address, email address, phone number. This personal data will be processed exclusively for the stated purpose and stored until revoked.

The declaration of consent for students comprises the processing of the following personal data: Last name, first name, faculty, degree program, semester, postal address, email address, phone number. This personal data will be processed exclusively for the aforementioned purpose and will be erased after final completion of the program run unless you have agreed to occasional further information on networking options on the registration form.

Will data be transferred?

The following data will be transferred to third parties: Last name, first name, email address. This data will be transmitted to the relevant students or early-career researchers for the purpose of establishing the mentoring relationship.

The following personal data will be transmitted to the relevant Collaborative Research Centers, Priority Programs, and Clusters of Excellence for the purpose of providing evidence of program implementation: Participant group, last name, first name, assignment to research unit.

Will personal data be published?

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

Which are the general rights of data subjects?

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

1) Voluntariness and withdrawal of consent pursuant to Art. 7 para. 3 GDPR

The submission of personal data is voluntary. Consent to the processing of personal data may be withdrawn at any time pursuant to Art. 7 para. 3 GDPR. The personal data of the person in question will no longer be processed.

2) Right of access by the data subject (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.

3) 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.

4) Right to data portability (Art. 20 GDPR)

Data subjects may request that the responsible party send them their personal data in a machine-readable format. Alternatively, they can request the direct transmission of their personal data to a different controller, insofar as this is possible.

5) 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 Art. 77 GDPR, the responsible supervisory authority for data protection. The responsible supervisory authority is:

Saxon Data Protection and Transparency Officer

Dr. Juliane Hundert

Devrientstr. 5

01067 Dresden

Email: [post@adtb.sachsen.de](mailto:post@adtb.sachsen.de)

Tel.: +49 351 / 85471 101

[www.datenschutz.sachsen.de](http://www.datenschutz.sachsen.de)