

TERMS OF PARTICIPATION

7th EDITION OF THE SHADOWING MENTORING PROGRAMME

Mentoring programme to promote the employment and career development of master's degree students at the Universitat de València

UVocupació is a service provided by the Universitat de València (UV), promoted by the Office of the Vice-Rector for Students, Educational Transformation and Lifelong Learning, whose aim is to support the integration into the labour market and improve the professional opportunities of all UV students and graduates.

To achieve this, UVocupació offers a range of services such as:

- ✓ Guidance and counselling
- ✓ Employment
- ✓ Training
- ✓ Studies and analyses

The programme is aimed at students enrolled in official master's degrees of the Universitat de València and students enrolled in UV-specific master's degrees offered through ADEIT (University–Business Foundation).

The Shadowing Programme enables active professionals (graduates of the Universitat de València or individuals with links to it) to mentor, guide and advise students enrolled in official master's degrees of the Universitat de València or in UV-specific master's degrees offered through ADEIT (the University–Business Foundation) in their professional integration and career development. Working on a voluntary and altruistic basis, mentors provide personalised advice by sharing their experience, knowledge and professional insights.

The programme includes activities consisting of initial orientation sessions and mentoring sessions.

Fundació ADEIT

Espai Vives UV – Avinguda Blasco Ibáñez, 23, 46010 València

www.adeituv.es

Tel. 96 160 3000 - info@adeituv.es

1. Requirements, formalisation and deadline for submitting applications

1.1 Participation requirements

The requirements for participating in the Programme are as follows:

- Be a student enrolled, at the time of registration, in an official master's degree at the Universitat de València or in a UV-specific master's degree offered through ADEIT (University–Business Foundation) in the 2026/2027 academic year.

The UVocupació service will verify the participant's status as a student at the Universitat de València using electronic, telematic or other equivalent means.

1.2 Formalisation of applications

Registration for the programme will be carried out using a form on the UV's LimeSurvey application, using the link found on the Shadowing Programme website, under the 'Requirements and Registration' section: www.uv.es/shadowing.

For more information on the new edition of the programme, please consult the same link.

Applications that include information that is proven to be false or that are not submitted in accordance with the specifications will be excluded from the selection process.

1.3 Deadline for submitting applications

The application period will begin on 14 October 2026 and end on 11 January 2027 inclusive, or when all available places are filled. Participating students will be admitted in strict order of registration.

The Programme will be publicised on the UVocupació website for informational purposes and on the social networks of ADEIT (University–Business Foundation of the Universitat de València) and of UVocupació. Among other actions, mailing campaigns will be sent to users registered with UVocupació.

Submission of the application implies full acceptance of the terms and conditions of participation in the programme.

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2. Notification to selected applicants

Once the applications have been reviewed and compliance with the requirements has been confirmed, UVocupació will contact the selected applicants by e-mail to inform them of their inclusion in the programme and to begin the programme's activities.

3. Programme development

3.1 Programme objectives

The general objective of this programme is to enable that active professionals (preferably graduates of the Universitat de València or individuals with a link to the institution) mentor, guide and advise students enrolled in official master's degrees of the Universitat de València or in UV-specific master's degrees offered through ADEIT (the University–Business Foundation) in their professional integration and career development. Working on a voluntary and altruistic basis, mentors provide personalised advice by sharing their experience, knowledge and professional insights.

The specific objectives of the programme include, among others:

For the mentee:

- ✓ To become familiar with the labour market and the economic and business environment.
- ✓ To gain know-how from practising professionals who can support their professional development.
- ✓ To build confidence, enhance self-assurance and increase both motivation and self-motivation.
- ✓ To achieve goals more quickly and effectively, while generating networking opportunities and professional contacts.
- ✓ To strengthen their personal brand and assist them in analysis, decision-making, etc.
- ✓ To improve communication skills and foster autonomy and initiative.
- ✓ To improve their abilities through skills development and to benefit from the knowledge and experience of reputable professionals with extensive professional backgrounds.
- ✓ To expand their network of contacts.
- ✓ To gain a broader perspective and a better understanding of the world of work and professional life.
- ✓ To have a trusted person — the mentor — with whom they can discuss issues and learn from experience.
- ✓ To receive tailored advice about professional development.
- ✓ To increase their motivation to pursue realistic career goals.

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For the mentor:

- ✓ To have the opportunity to engage in networking by sharing experiences.
- ✓ To give back to society by passing on their knowledge to students.
- ✓ To take advantage of collaboration opportunities with the UV's employment service, UVocupació.
- ✓ To pass on their professional experience, offer advice and contribute to the mentee's professional growth.
- ✓ To broaden the mentee's professional horizons in areas related to their own field of expertise.
- ✓ To build links with mentees to expand their own professional network.
- ✓ To identify emerging university talent, working with increasingly well-prepared students.

3.2 Obligations of participating students

Each participant agrees to:

- ✓ Accept the terms and conditions of participation in the programme through the registration process established in section 1.2.
- ✓ Be available to fulfil the programme's objectives and carry out its activities (section 3.3)

3.3 Programme activities

- One initial orientation session

Before starting the mentoring programme, participants must attend an orientation session with the UV's employment service, designed to prepare them for their meeting with their assigned mentor.

The session may be held in person or online and must take place before the mentoring sessions begin.

- At least, one mentoring session

Participants must attend at least one session with their assigned mentor. The session is intended to provide an opportunity to share experiences, resolve queries and receive personalised guidance and advice to support their professional integration and career development.

Participants are encouraged to attend more than one mentoring session to explore their objectives in greater depth and make the most of the experience. Additional sessions will depend on the participant's needs and the mentor's availability.

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Sessions may be held in person or online. Participants will agree directly with their mentor on the date, time and format of each session.

3.4 Use of computer applications

To carry out the activities that make up the programme, participating students will have access to various computer applications or any other applications that may be specified.

3.5 Obtaining the certificate of participation and successful completion

If the activities set out in the programme are carried out in accordance with the provisions of section 3.2 and these have been evaluated positively, the organisation will issue a certificate of participation and successful completion of the Shadowing Programme. This certificate will be available approximately one month after the end of the programme. Those who withdraw from the programme or do not complete the planned activities will not receive the certificate.

3.6 Commitment to report on employment status

During the programme, in order to monitor the employment and professional situation of participants, they agree to inform UVocupació of their status and, if applicable, to report their recruitment by a company or organisation during the course of the programme, and to provide documentary evidence of this recruitment, if required.

3.7 Programme format

This programme will be delivered in a hybrid format (face-to-face and/or online).

4. **Privacy policy**

4.1 Data of the data controller and data processor

The data controller will be the Universitat de València—Estudi General:

- Universitat de València—Estudi General
- Rectorate's Building
- Avinguda Blasco Ibáñez, 13, 46010 València
- E-mail: lopdp@uv.es

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The University-Business Foundation of Valencia (Social Council of the Universitat de València, Estudi General de València) of the Valencian Community, as an entity owned by the UV, is responsible for processing personal data for the management of the Shadowing Programme:

- Fundació Universitat–Empresa de València – ADEIT
- Plaza Virgen de la Paz, 3 46001 València
- Email: datos@adeituv.es

4.2 Purposes and legal basis of processing

In compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and Organic Law 3/2018 of 5 December on the protection of personal data and the guarantee of digital rights, the personal data provided in this process will be incorporated into the information systems of the University of Valencia for the purpose of managing the programme. The legal basis for data processing is the performance of a contract in accordance with Article 6.1.b) of the GDPR.

Furthermore, with prior authorisation, images of participating students may be captured and recorded for the promotion of the programme. The legal basis for this processing is the consent of the students participating in the programme in accordance with Article 6.1.a) of the GDPR.

4.3 Origin of the data

The data provided by the applicant will be processed by the UVocupació service.

4.4 Recipients of personal data

Within the framework of the relationship established for the submission of applications, only the data strictly necessary will be disclosed in the following cases and for the following purposes:

- Legally required disclosures of data;
- Regarding the programme mentors: the personal data of participating students (name, surname, e-mail address, telephone number, curriculum vitae, LinkedIn profile and/or cover letter/letter of motivation) may be shared with the mentors for the purpose of managing the mentoring programme.

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4.5 Data retention period

The personal data of students participating in the programme will be retained for the entire duration of the programme and for the subsequent issuance of accreditation and certification of the award and any other related academic merit.

Likewise, the data will be retained for the legally established period.

4.6 Rights

Individuals who provide data have the right to request access to their personal data from the data controller, as well as the right to request rectification or erasure, restriction of processing, or to object to processing, and the right to data portability.

Interested parties may exercise their rights of access by sending an e-mail to shadowing@uv.es from official UV addresses, or by writing to the Data Protection Office at the University of Valencia, enclosing a copy of their identity document and, where applicable, supporting documentation for the request. Subject: Shadowing Programme.

4.7 Right to lodge a complaint with a supervisory authority

The University of Valencia, its foundations and associated entities comply with the LOPD and the GDPR. They have set up an e-mail address (lopd@uv.es) for any information, suggestions, requests to exercise rights and amicable resolution of disputes regarding personal data protection, without prejudice to the right to lodge a complaint with the competent supervisory authority.

4.8 Privacy policies applicable to the Programme

Our privacy policies can be consulted at: <https://www.uv.es/politica-privacitat>

5. **Image rights and intellectual property**

The Universitat de València and ADEIT, with prior authorisation from the party concerned, may capture images and make recordings of the activities carried out in the programme for public use and dissemination, in any paper or digital format, including the websites and social networks of these entities, in audiovisual and multimedia formats, and include these in projects, reports, grants or any other document for informational and promotional purposes of the aforementioned programme, in accordance with the privacy policy available during the registration process, undertaking to respect the rights to honour, personal and family privacy, and personal image.

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During the programme, participating students may voluntarily share their personal experiences in writing and/or through video recordings made by the University of Valencia, UVocupació and/or ADEIT, which may be disseminated through the aforementioned media.

Likewise, participating students and their mentors may take photographs of the meetings they hold, with the aim of documenting the mentoring sessions and using these graphic resources for informational and promotional purposes related to the aforementioned programme.

With regard to intellectual property, any materials made available to participating students are protected by copyright. Their reproduction and public communication have been carried out solely and exclusively for educational and informational purposes, and are intended for the individual use of students participating in the programme.

Any reproduction, distribution, transformation and public communication by any means or in any form beyond the scope stated above is prohibited. Failure to comply with the above provisions will result in liability for the individual responsible.

Any intellectual property that may be generated within the framework of this programme will remain the property of the participating students.