

Guidelines

Mentoring service for Degree Courses

1. Definition and objectives of the Mentoring service

Mentoring has been an active service within the University of Gastronomic Sciences since its foundation, particularly as a part of ongoing orientation. The mentor makes his knowledge and experience available to each student entrusted to him, in order to stimulate growth in university education in harmony with the student's personal needs and aspirations. Mentoring is characterized by being a one-to-one relationship that is temporally placed in a period of transition in the student's life, such as during the period of a degree course. Mentors are identified as teaching staff.

The general objective of Mentoring is the identification of students' personal needs and their connection with the different aspects present in the University, carrying out activities supporting the development of their academic career and professional growth. Mentoring is considered as an individual service thanks to which mentors regularly monitor the careers of their respective students, in order to promptly intervene in the event of evident criticality, in order to avoid dropout and dispersion.

2. Operating methods

Each mentor must schedule at least two annual meetings with their students, one for each semester. Students must be invited well in advance, and the meeting must be held at least 15 minutes for each student. If a student does not show up due to unforeseen circumstances, he/she must be reinvited on a second date. The mentor should personally meet all mentored students.

During the individual meetings, which will take place as much as possible in the form of in-depth and constructive dialogue and conversation, the mentor discusses with the student both his academic performance (punctuality and results in the exams) and his overall experience of university life (satisfaction for courses, for educational trips, for the services offered, for community life, initial expectations and future prospects for work and study, etc.).

The two periodic meetings with the assigned students do not complete the responsibility of the mentor, who shall remain as a point of contact for each student and can be consulted at any time in case of issues, communications, or to seek advice if needed. All, even the most informal instances of interaction with mentored students are therefore useful and encouraged.

3. Career monitoring

In preparation for the meetings, the mentors of the years following the first (Bachelor's and Master's) are invited to monitor the career of each student by referring to the minimum threshold requirements of

credit points earned in the reference year. In order to know the progress of the student's career, the mentor can contact the Academic Office and request an extract from the Esse3 system.

The minimum thresholds for each year of the Degree Program are as follows:

First year of undergraduate degree course

October: -

February: 6-15 CFU

Second year of undergraduate degree course

October: 35 CFU

February: 45 CFU

Third year of undergraduate degree course

October: 80 CFU

February: 90 CFU

First year of master's degree course

October: -

February: 15 CFU

Second year of master's degree course

October: 50 CFU

February: 75 CFU

4. Outcomes of the Mentoring service

At the end of the series of meetings, each mentor sends a report on the activity carried out to the Mentoring Delegates, stating the critical issues encountered and the actions taken.

Any highly critical situation is immediately communicated to the Director of Training.

At the end of each of the two meetings, the Mentoring Delegates send a progress report of the service to the Rector, the Director of Training, and the Course Coordinators, which is subsequently presented to the Faculty Council. The Degree Course Coordinators are responsible to take actions concerning the indications contained in the aforementioned Report.