

## Charter of commitment International Buddy Program

The international Buddy Program carried out by the International Office (DRIF) aims to make it easier to welcome and integrate students and PhD students on supervised and individual mobility into the Auvergne community. Additionally, this initiative is intended to encourage intercultural interactions, mutual help and to create long-lasting friendly ties between local and international students. Finally, international mentoring fosters a better understanding and a deeper awareness of the world's cultures' richness.

The UCA, through the Department of International Relations and Francophonie, remains available to answer any questions via the following email address: [buddy-program.drif@uca.fr](mailto:buddy-program.drif@uca.fr) as much as possible. Training sessions or workshops may be offered to support the mentors and mentees in their roles. Additionally, events will be organized to encourage meetings and exchanges between pairs and participants. Finally, the program will be evaluated to improve its effectiveness, particularly through satisfaction surveys.

### Definition of the terms

**Mentor (local student):** a student or PhD candidate registered at Université Clermont Auvergne, who has been designated to accompany an international student as part of the UCA International Buddy Program. The role of the mentor is to guide, advise and support the mentee during their stay.

**Mentee (international student):** a registered student or PhD candidate who benefits from the UCA International Buddy Program to facilitate their integration.

### Commitments of the mentor (local student)

#### As a mentor, I commit to:

- Exchange emails with my mentee prior to their arrival;
- Actively welcome my mentee and provide them help upon their arrival in France whenever possible;
- Share practical information about campus and daily life (transports, groceries, leisure, etc.);
- Offer regular meetings to stay in touch;
- Be open-minded about cultural differences and adopt a caring, open and respectful attitude;
- Be available as much as reasonably possible to answer their questions and refer them to the appropriate services.

#### As a mentor, I do not commit to:

- House my mentee or find accommodation for my mentee;
- Provide financial help to my mentee;
- Handling my mentee's administrative formalities;
- Run errands for my mentee, or any other activity not mentioned above.

### Commitments of the mentee (international student)

#### As a mentee, I commit to:

- Take an active part in the discussions with my mentor;
- Respect my mentor's initiatives and get involved in the suggested activities;
- Show respect and cultural curiosity in my interactions;
- Maintain communication on a regular basis whenever possible;
- Seek help from my mentor as much as necessary, but without excessive use, and with the aim of obtaining advice or an opinion.

### Mutual commitments

#### Both parties commit to:

- Attend events and meetings regularly;
- Respect the confidentiality of exchanged information;
- Build a relationship based on trust, attentive listening and reciprocity;
- Show tolerance and adaptability in the face of cultural or personal differences, and not engage in acts of harassment, discrimination or other forms of violence.

### Duration of the Buddy Program:

The duration of the mentoring period is set to be:

- The 1<sup>st</sup> semester
- The 2<sup>nd</sup> semester
- The full academic year

**Information Notice on Data Processing  
UCA International Buddy Program**

The University of Clermont Auvergne (UCA), represented by its President, Mr. Mathias BERNARD, located at 49, boulevard François Mitterrand – CS 60032 – 63001 – Clermont-Ferrand (France), is the data controller for your personal information. We carry out processing operations on your personal data for the following purposes:

- Connecting international and local students of UCA.
- Communication and satisfaction surveys related to the UCA international Buddy program.

Personal data is collected and processed based on your consent to join the UCA International Buddy Program (Article 6-1-a) of the GDPR).

The collection of personal data is carried out directly from the individuals concerned through the following platform: Lime Survey – UCA Surveys.

**Categories of personal data processed:**

- Civil status, identity, identification data.
- Personal life (lifestyle habits, family situation, excluding sensitive or risky data...).
- Professional life (CV, education, professional training, distinctions...).

The collection of data is optional but necessary for your participation and the smooth running of the UCA International Buddy Program.

The processed data will be communicated only to the following recipients:

Purpose	Connecting international and local students of UCA
Category of personal data	Civil status, identity, identification data (first name, last name, email address)
Recipients	Mentors, Mentees
Category of personal data	Civil status, identity, identification data (first name, last name, email address, mobile phone number, date of birth, gender, nationality)
Recipient	Agents of the International Welcome Unit - DRIF
Category of personal data	Personal life (native and spoken languages, English proficiency and introduction in English, interests and activities, motivation and expectations, commitment period)
Recipient	Agents of the International Welcome Unit - DRIF

Category of personal data	Professional life (faculties, campuses, level of study, international mobility)
Recipient	Agents of the International Welcome Unit - DRIF
Purpose	Communication and satisfaction surveys related to the UCA International Buddy Program
Category of personal data	Civil status, identity, identification data (first name, last name, email address, commitment period)
Recipient	Agents of the International Welcome Unit - DRIF

As part of the processing, no data is transferred outside the European Union.

Regarding the primary purpose "Connecting international and local students of UCA," personal data is retained for the duration of the Buddy Program.

Regarding the secondary purpose "Communication and satisfaction surveys related to the UCA International Buddy Program," personal data is retained for 1 year after the end of the academic year concerned by the UCA International Buddy Program.

In accordance with the provisions of Regulation No. 2016/679, known as the General Data Protection Regulation (GDPR), you can access and obtain a copy of the data concerning you, have it corrected, or have it deleted.

### Understanding your rights regarding personal data

#### Exercising these rights

The University's Data Protection Officer (DPO) is your contact for any request to exercise your rights regarding this processing:

- By email: [dpo@uca.fr](mailto:dpo@uca.fr)
- By mail:

Direction des Affaires Juridiques et Institutionnelles  
À l'attention du Délégué à la protection des données  
Université Clermont Auvergne  
49, boulevard François Mitterrand – CS 60032  
63001 Clermont-Ferrand Cedex 1

#### Complaint to the CNIL

If you believe that your rights have not been respected after contacting us, you can file a complaint with the CNIL.

### Signature

By signing this charter, I acknowledge that I have read the commitments and undertake to respect the principles set out above.

I am signing this charter as:

- **A mentor**
- **A mentee**

Date: \_\_\_\_\_

Full name: \_\_\_\_\_

Signature: