**QUESTIONNAIRE for ACADEMIC INSTITUTIONS**

**INTER-INSTITUTIONAL STUDY ON MENTORING TOOLS AND POLICY**

1. Describe the institutional policies and practices regarding the mentoring and career counseling services applied in your institution (internal procedures, responsible structures, carrier counselling center settings, types of counseling services, mentoring of students’ sections, regular events).
2. Explain the legal basis for career counseling and guidance in respect of academic standards applicable on national level.
3. What tools and practical instruments do you use in counseling process? Provide information regarding the websites, portals used in counseling and mentoring processes.

*Examples:*

* *Test battery*
* *Interview simulation*
* *Role plays*
* *CV, employment letter, letter of intent*
* *Other tools:*

1. What is the status of students mentoring in your institutions (mentorship for learning activities, mentorship for training activities – onboard, mentorship in leadership, professional models)?
2. How do you rate the utility of mentoring process in your institution?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |

Scale: 1 (minimum) to 5 (maximum)

List few reasons for which you consider the mentorship worthy/non-worthy in your institution.

1. What are the main barriers of student involvement in mentoring and counseling processes?

*Examples:*

* *There is a lack of info about carrier counseling among students*
* *Participation in counseling processes is not facilitated*
* *Students think that these processes are useless*
* *Students think that there is a formal participation not a meaningful one*
* *The counseling processes are not transparent enough*
* *Other:*

1. How many activities have you organized for mentorship/counselling services in your university in the last academic year? How many students have been involved in counseling processes in last 3 years?
2. Have you implemented international/national project where counseling processes have been conducted in your institution in the past years? List the project titles, but also some of relevant results obtained in the past 5 years (number of students involved, used tools, instruments, etc)?
3. Which groups of stakeholders are actively involved in mentoring/carrier counseling activities in your university?

*Examples:*

* *Teaching staff*
* *Other staff from Higher Education Institution*
* *Alumni*
* *Students’ unions*
* *Professional bodies*
* *Employers*
* *Other:*

1. Have you invited stakeholders as contributors to knowledge-transfer events that your institution organizes?
2. If you will have the opportunity to draw a database for a platform designed for counselling and mentoring services what would be the major outlines in the portal? Please describe how the major components in support of platform design should be?

*Examples:*

* *Suggestion on website pages*
* *Structure of a dedicated platform for mentorship and counselling service*
* *Online instruments*
* *Services to be provided*
* *Database examples*
* *Other:*

1. List 5-10 questions relevant for **a questionnaire to be applied to the companies as mentoring providers** in respect of conducting a study for mentoring/counselling services to be provided for students.
2. List 5-10 questions relevant for **a questionnaire to be applied to the students as mentoring services** clients in respect of their needs and experience.