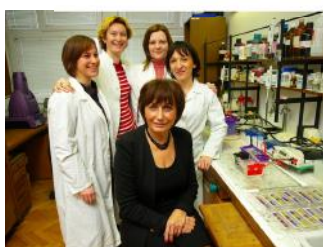




University of Zagreb
Faculty of Food Technology and Biotechnology
Department of Biochemical Engineering
Laboratory for Antibiotic, Enzyme, Probiotic
and Starter Cultures Technology



ALIGNING EXPECTATIONS AND GUIDING DOABLE DOCTORAL WORK PLAN



PhD Jagoda Šušković, Full professor, Head of Laboratory
PhD Blaženka Kos, Full professor
PhD Jasna Novak, Full professor
PhD Andreja Leboš Pavunc, Assistant professor

ERASMUS+ project "Harmonization and Innovation in PhD Study Programs for Plant Health in Sustainable Agriculture –HarISA" February 5th, 12th, 19th and 26th, 2021

MENTORING RELATIONSHIP DEFINITION

„Nurturing process in which a more skilled or experienced person, serving as a role model, teaches, sponsors, encourages, counsels and befriends a less skilled or less experienced person”

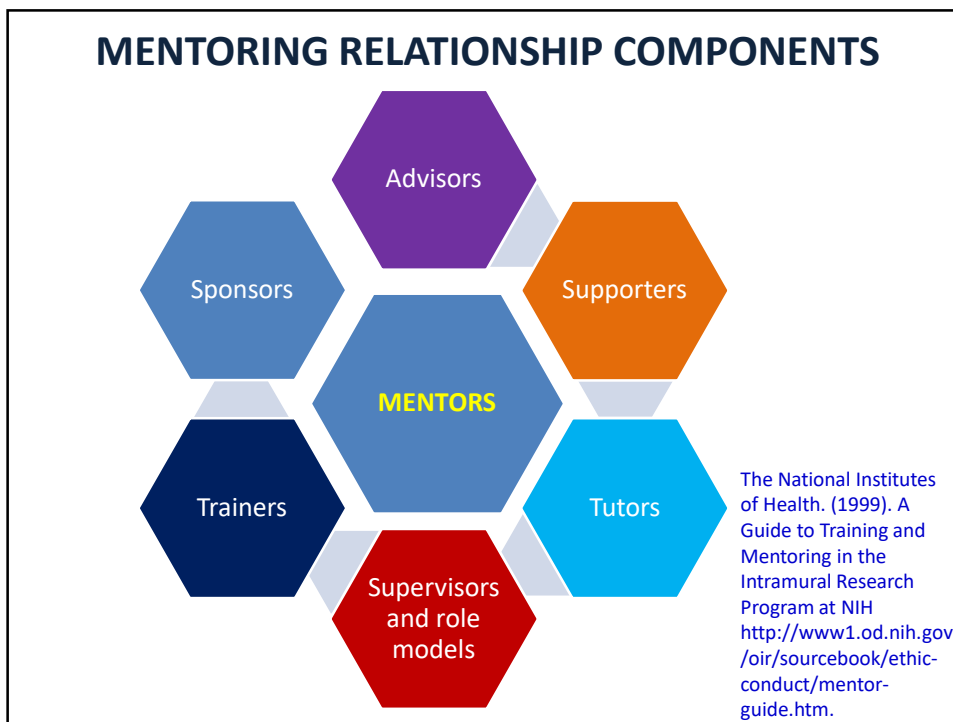
(Anderson & Shannon, 1988)

- the word “mentor” comes from The Odyssey by the Greek poet Homer
- very important in higher education
- trusted relationship



Anderson, E., & Shannon, A. (1988).
Toward a conceptualization of mentoring.
Journal of Teacher Education, 39(1), 38-42.

<http://blogs.nature.com/naturejobs/2016/08/26/you-need-a-mentor-or-three/>



MENTOR GUIDING PRINCIPLES

- Strive for mutual benefits
- Agree on confidentiality
- Commit to honesty
- Listen and learn
- Build a working partnership
- Lead by example
- Be flexible

Over the course of your life's journey, you will have many mentors, each serving a purpose to move you forward in your career or other ambitions.

The illustration shows two men in business suits. The man on the left has a thought bubble containing a tangled red string. The man on the right has a thought bubble containing a red string tied to a bell. This visual metaphor likely represents the complexity of mentoring and the importance of clear communication and guidance.

<https://peppertt.com/blog/10-lessons-learnt-in-10-years-in-business-in-tt/>

William Hogue and Ernest Pringle,
University of South Carolina

SUCCESS!

- **Getting to know your PhD student.**
- **Meet on a regular basis.**
- **Keep focused on goals.**
- **Follow through tasks of your PhD student.**
- **Be open to learning.**
- **Periodically reflect on what each of you is learning.**
- **Commitment to reach goals.**
- **Provide regular feedback.**
- **Make corrections step by step.**
- **Make discussions with whole research team about PhD student work plan realisation.**



<https://bizmatrix.com.au/mentor-importance-one/>

SIGUCCS advisory team: B. Allen D. Herrick, K. McRitchie D. Pfeiffer, B. Rugg, C. Vucinich, M. Zocher)

REGULAR MEETINGS

- **topics and questions for PhD student**
- **summary of what you've accomplished since the last meeting**
- **notes from previous meetings**
- **upcoming deadlines**



Adapted from
<https://sph.umd.edu>

<https://www.apa.org/monitor/2019/04/mentor-ethically>

ASSISTANCE TO PhD STUDENT

- **shape PhD Thesis work plan**
- **discuss your research field**
- **recommend publications**
- **guide PhD Thesis work plan**
- **think about the ethical implications**
- **select members of dissertation/research project committee**
- **shape research/grant proposal, presentations and manuscript preparation**



<http://stephenconroycoaching.com/index.php/mentoring/>

Adapted from <https://sph.umd.edu>

DISSERTATION WRITING

- **insist on carefully written, well-edited and proof-read dissertation draft**
- **deadline for submitting dissertation draft and for your reading**
- **encourage PhD student to well-reasoned response if disagrees with any of your comments**
- **insist on mark of the new or edited sections so that you will not always have to read the entire document**



Adapted from
<https://sph.umd.edu>

<https://www.sciencemag.org/careers/2015/10/power-mentoring>

CAREER AND PROFESSIONAL DEVELOPMENT

- information and guidance
- discussion
- introduction to colleagues, potential employers, and other professionals
- encouragement for presentations and networking
- nomination for fellowships
- help in development of interviewing skills, job offers, negotiation for first contract
- continue to offer professional advices



<https://emottawablog.com/2018/11/the-unwritten-rules-of-mentorship/>

Adapted from <https://sph.umd.edu>

DEVELOPING TEACHING SKILLS (optional)

- teaching-oriented opportunities
- share your syllabi and assignments
- evaluate his/her progress and set future teaching goals
- encourage and recognize different learning styles



<http://www.digitalcounterrevolution.co.uk/2013/ken-robinson-caricature-teacher-education-paradigms-or-changing-caricatures/>

Adapted from <https://sph.umd.edu>

MENTORING AGREEMENT

- basic information -

This agreement outlines the goals and expectations agreed upon by the mentor and mentee listed below. Although the thoughtful completion of this form is a requirement, it is understood that items will change and adjust naturally to fit the needs of both parties as the mentoring relationship grows. Current plans are to revisit this document every _____(months) to adjust goals and dates given current accomplishments. If at any time during the duration of the mentoring contract one member of the mentoring pair does not feel like the other is able or willing to fulfill the items agreed to above, please contact _____.

MENTORING REVISION PLAN:

PLANNED UPDATE	ACTUAL UPDATE	MENTEE SIGNATURE	MENTOR SIGNATURE
MM/DD/YYYY	MM/DD/YYYY		

- **MEETINGS (frequency) and CONTACT SCHEDULE**

From UNSW Sydney: Mentoring Plan Template <https://mhd.unl.edu/Mentoring%20Plan%20MHD1.pdf>

MENTORING AGREEMENT

- career goals -

- **I. LONG TERM CAREER STATEMENT (1 - 2 Paragraphs):**
- **II. SHORT TERM CAREER GOALS (3 - 4 Sentences):**
 - One Year Goal:
 - Three Year Goal:
 - Five Year Goal:
- **III. CURRENT RESEARCH (Significance, Innovation, Approach, Broader Impact):**
- **IV. FUTURE RESEARCH (Significance, Innovation, Approach, Broader Impact):**

From UNSW Sydney: Mentoring Plan Template
<https://mhd.unl.edu/Mentoring%20Plan%20MHD1.pdf>

MENTORING AGREEMENT

- long-term skills / career development plan -

ACTIVITY	ACQUISITION PLAN (date)
experimental skills development	
statistical analyses skills development	
experimental results presentation	
preparing a poster and oral presentation	
writing a scientific paper	
social connections and meetings with other scientific teams	
teaching	
conference attendance	
professional trainings, workshops	
grant submissions and funding opportunities	
building collaborations	
leadership development	

<https://mhd1.unl.edu/Mentoring%20Plan%20MHD1.pdf>

MENTORING AGREEMENT

- evaluation -

ANNUAL MENTOR'S REPORT ON THE DOCTORAL CANDIDATE'S PROGRESS	Y/N; comments
The doctoral candidate comes to conferences well-prepared	
Planning and realization of annual research activities and professional training	
Progress in mastering of methodology of scientific research	
Writing and publication of scientific/scholarly works	
Doctoral candidate's overall attitude to the study programme	

Adapted from <http://www.unizg.hr/istrazivanje/doktorski-studiji/obraci-dr-sc-dr-art/scientific-areas-dr-sc/>

MENTORING AGREEMENT

- evaluation -

ANNUAL PROGRESS REPORT OF THE DOCTORAL CANDIDATE (Self-Assessment)	Y/N; comments
Are you making progress according to the work plan?	
Are you making progress since last report?	
Are you satisfied with the quality of your research progress?	
Are you satisfied with the overall quality of your work?	
Did you realized and are you satisfied with courses taken, workshops attended and professional trainings domestic or abroad?	
Did you realized and are you satisfied with your participation in scientific and professional conferences?	
Did you present or publish results of your scientific work?	

Adapted from <http://www.unizg.hr/istrazivanje/doktorski-studiji/obraci-dr-sc-dr-art/scientific-areas-dr-sc/>

MENTORING AGREEMENT

- evaluation -

ANNUAL MENTOR EVALUATION BY PhD STUDENT	Y/N; comments
Clear articulation of research goals for and expectations from the doctoral candidate	
Help in planning annual research activities and professional trainings	
Mentor works with doctoral candidate on a regular basis	
Encouragement to publish, and help in publishing scientific/scholarly works	
Mentor's overall relationship with the doctoral candidate	

Adapted from <http://www.unizg.hr/istrazivanje/doktorski-studiji/obraci-dr-sc-dr-art/scientific-areas-dr-sc/>

MENTORING AGREEMENT

- evaluation -

ANNUAL MENTOR EVALUATION BY PhD STUDENT	Possible answer options:
Did your mentor make him/herself available to you?	- all of the time
Did your mentor respond to you in a timely fashion?	- a great deal of
Did your mentor address your concerns?	the time
Was your mentor flexible?	- a moderate
Did your mentor treat you in collegial fashion?	amount of the
Did your mentor treat you respectfully?	time
Was your mentor well organized?	- not very often
Was your mentor well prepared?	- never
Did your mentor realistically conceptualize the mentoring experience?	
Did your mentor direct you to appropriate reading material?	
Did your mentor direct you to appropriate professionals?	
Did your mentor direct you to appropriate workshops?	
Do you believe your mentor provided a positive learning experience?	

From UNSW Sydney: Mentoring Plan Template <https://mhd.unl.edu/Mentoring%20Plan%20MHDI.pdf>

APPROVAL OF THE DISSERTATION TOPIC

- procedure -

Forms dr. sc. University of Zagreb, Croatia

[Form dr. sc. - 01 - Request for Approval of the Dissertation Topic](#)

[Form dr. sc. - 02 - Evaluation of the Dissertation Topic](#)

[Form dr. sc. - 03 - Decision on Approval of the Dissertation Topic](#)

[Form dr. sc. - 04 - Annual Progress Report of the Doctoral Candidate](#)

[Form dr. sc. - 05 - Annual Mentors's Report](#)

[Form dr. sc. - 06 - Request for Change of the Topic and/or Mentor](#)

[Form dr. sc. - 07 - Request for Postponement of the Public Defence of the Dissertation](#)

[Form dr. sc. - 08 - Dissertation Layout Guidelines](#)

[Form dr. sc. - 08 - Dissertation Layout Guidelines \(International Dual Doctorates\)](#)

[Form dr. sc. - 09 - Annual Work Report on the Doctoral Study Programme](#)

[Form dr. sc. - 10 - Report on Dissertation Evaluation](#)

[Form dr. sc. - 11 - Minutes of the Dissertation Defence](#)

<http://www.unizg.hr/istrzivanje/doktorski-studiji/obrasci-dr-sc-dr-art/scientific-areas-dr-sc/>

The mentoring formality may end, but a new type of relationship begins...

Often you have gained a lifelong professional colleague whom you can continue to share experiences and advices.

Doctoral students financial support through projects and grants

- **Croatian Science Foundation research project** „Potential therapeutic biomolecules of next-generation probiotics” HRZZ IP-2019-04; 2019-2023; Project leader: Prof. Blaženka Kos, PhD
- **Croatian Science Foundation research project** „Probiotics and starter cultures – surface proteins and bacteriocins” HRZZ IP-2014-09-7009; 2015-2019; Project leader: Prof. Blaženka Kos, PhD
- **Support of University of Zagreb** (2015-2020) Projects leader: Prof. Jagoda Šušković, PhD)
- **FEMS Research and Training Award** “Isolation and characterisation of exopolysaccharides from selected autochthonous *Lactobacillus* strain” for Katarina Zorić, FEMS-GO-2017-004, Department of Life Sciences, University of Trieste, under the supervision of dr. sc. Paola Cescutti)

