



# **MENTORSHIP PROGRAM**

## **“SCIENCE DIASPORA FOR UKRAINE”**

**Supported by The Ministry of Education and Science of Ukraine**



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## Program objectives

- To connect Ukrainian scientists with experienced mentors from universities and research institutions worldwide, providing mentees opportunities to develop transferable skills and expand their professional networks.
- To help mentees explore the job market, gain insights into professional settings related to their fields, and develop career development tools such as grant writing, research collaboration, and conference presentation skills.
- To provide mentors with the opportunity to share their knowledge, experience, and expertise, supporting the career development and employability of Ukrainian scientists, particularly those impacted by the war.
- To offer mentors the chance to improve their leadership and mentoring skills by working closely with mentees, fostering a sense of accomplishment and professional growth.
- To bridge expertise from global mentors with the needs of Ukraine's reconstruction efforts.
- To integrate displaced universities and scientists into the mentorship program, offering them tailored academic and career development opportunities.
- To provide personalized career guidance through dedicated sessions and workshops, which will be further developed after the program ends.
- To strengthen international collaborations between Ukrainian scientists and the global academic community, fostering knowledge exchange and reinforcing a sense of belonging among mentors and mentees.



# What is scientific mentoring?

Mentoring is a professional relationship between Ukrainian scientists (mentees) seeking guidance, skills, and career development support, and experienced mentors worldwide. Mentors offer insight and advice and help mentees prepare for career advancement, contributing to Ukraine's post-war recovery through science and research.

## Types of Support

Mentors can assist mentees in a variety of ways, including:

- Supporting the preparation of research articles, conference abstracts, presentations, or seminar materials by offering constructive feedback and helping refine key messages.
- Guiding mentees in developing grant applications, including advice on structure, content, and alignment with funding priorities.
- Helping mentees reflect on their research and career paths by encouraging critical thinking and informed decision-making.
- Sharing practical expertise and experiences relevant to the mentee's academic or professional goals.
- Facilitating connections with colleagues, institutions, or networks that can enhance the mentee's research and career development.



## Limits of a Mentoring Relationship

Mentoring should not be:

- A mandatory or one-sided commitment
- A relationship based on authority or control
- A way to guarantee employment or personal gain
- A substitute for therapy or personal counseling



## Program Guidelines



### Who can be a mentor?

Mentors can be experienced professionals or researchers from academic institutions or relevant industries outside Ukraine, with expertise in scientific fields and a willingness to support Ukrainian scientists' career development.



### Who can be a mentee?

Ukrainian scientists remain in Ukraine and seek career guidance and professional development. This includes researchers at various stages of their careers, from early-career scientists to experienced professionals looking for new opportunities during and after the war.

## Program Framework



### Program Start and Duration

The mentorship program runs for three months during each cycle.



### Meeting Frequency and Format

Mentors and mentees should meet virtually once or twice every two weeks. Sessions can be one-on-one or in groups of up to three mentees.



### Scheduling and Timing

Mentors and mentees are encouraged to arrange their meetings at mutually convenient times and on the best days for both parties.



### Cancellation Policy

If a meeting must be canceled, the canceling party should provide at least 24 hours notice and reschedule the meeting at a convenient time for both parties.



### Communication Issues

In the event of communication challenges, mentors and mentees should contact mentorship program staff for support in resolving any issues.



### Career Advice Sessions

In parallel with the mentorship cycle, the organizers host open virtual Career Advice Sessions led by experienced professionals. These sessions will support mentees during and after the war, offering guidance on enrollment, career development tools, research skills, collaboration, and mental health.

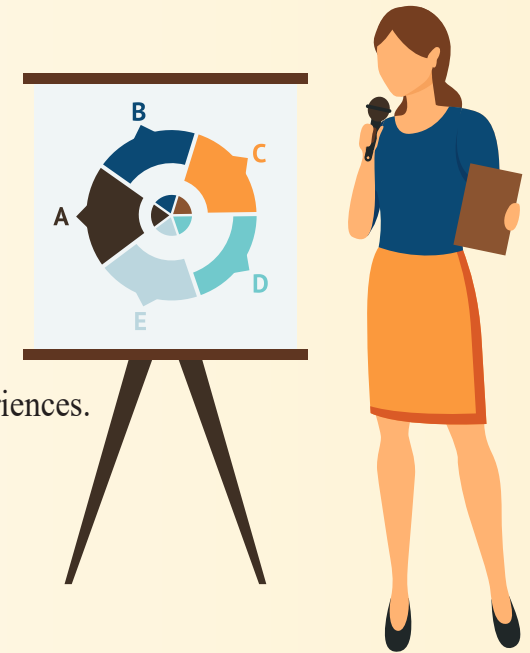
## MENTOR AND MENTEE ROLES AND RESPONSIBILITIES

**Both mentors and mentees in the mentorship program are expected to fulfill their responsibilities, align with program objectives, and adhere to the guidelines outlined in this guide.**

**Confidentiality regarding all discussions and shared information during meetings must be maintained.**

### **Mentor Responsibilities**

- Familiarize yourself with the program details outlined in this guide.
- Provide mentorship program organizers information about your expertise and experience to facilitate effective matching with mentees.
- Be open to developing a supportive relationship with your mentee and sharing insights from your professional journey.
- Collaborate with your mentee to create a Mentoring Action Plan (see Appendix 1) outlining their career goals, focusing on research development, article publication, and grant applications.
- Collaborate with your mentee to set dates for virtual meetings, ensuring both parties agree on the schedule.
- Approach your mentoring role with enthusiasm and commitment.
- Inform your mentee as soon as possible about any scheduling conflicts.
- Encourage your mentee to communicate topics for discussion in advance to ensure productive meetings.
- Ask questions that promote meaningful conversation and help your mentee reflect on their goals.
- In group sessions, foster an inclusive environment where all participants feel comfortable sharing their thoughts and experiences. Encourage collaboration and support among group members.
- If applicable, introduce your mentee to other professionals who can provide additional support or insights.
- Keep yourself updated on trends and best practices in research and career development.
- Notify the mentorship program organizers if you wish to withdraw from the program for any reason before its conclusion.
- Offer constructive feedback to your mentee at the middle and end of the program.
- Inform mentorship program organizers of any unusual or concerning situations that arise during the mentoring relationship.



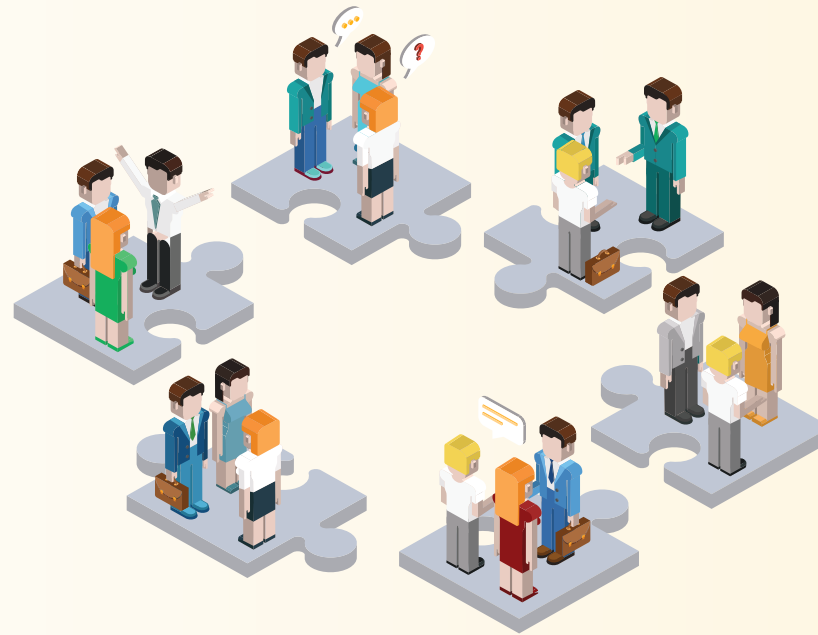
## MENTOR AND MENTEE ROLES AND RESPONSIBILITIES

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### Mentee Responsibilities

- Familiarize yourself with the program details outlined in this guide.
  - Participate in the orientation session designed for mentees.
  - Clearly express your needs and preferences to facilitate effective matching with a mentor.
  - Work with your mentor to set and confirm meeting dates, adhering to the agreed-upon schedule.
  - Collaborate with your mentor to create a Mentoring Action Plan (see Appendix 1) that outlines your career goals, focusing on research development, article publication, and grant applications.
  - Share your preferences for conducting meetings to enhance their effectiveness.
  - Come prepared to discuss relevant topics and questions during meetings.
  - Approach the mentoring relationship enthusiastically and open-mindedly.
  - Be receptive to constructive criticism and guidance from your mentor.
  - Inform your mentor of any scheduling conflicts as soon as they arise.
  - Don't hesitate to ask questions
  - Curiosity is encouraged!
  - Help organize meetings by sending reminders for upcoming sessions.
  - Send your mentor any questions you want to discuss before your meeting.
  - Stay proactive and follow up as needed after meetings.
  - Reach out to your mentor if you encounter challenges or issues.
  - Prioritize attendance at all scheduled meetings.
  - Inform the mentorship program organizers if you wish to end your participation early, including your reasons for doing so.
  - Fill out the self-evaluation form at the program's beginning, middle, and end.
  - Communicate any unusual or concerning situations to the mentorship program organizers.
  - In group mentoring sessions, actively participate by sharing your insights and learning from others.
- Support your peers and encourage a collaborative atmosphere where everyone can contribute.
- Participate in the Career Advise Sessions and engage with the professionals leading these events.
  - Complete post-session surveys for Career Advise Sessions to provide feedback and support program improvements.

## WHAT CAN THE MENTOR AND MENTEE EXPECT OF ONE ANOTHER?



### **Mentor's Expectations of Mentee**

- To be committed to actively participating and taking the role and the program seriously.
- To create a Mentoring Action Plan (see Appendix 1) that outlines their career goals, focusing on research development, article publication, writing conference papers, and applying for individual grants.
- To come prepared with specific objectives for advancing research and professional skills, collaborating with the mentor on these tasks.
- To communicate openly about needs in developing research skills, navigating the publishing process, and securing funding.
- To respect the mentor's time and appreciate their professional experience in guiding academic or research projects.
- To stay attentive and engaged in discussions, especially when exploring research opportunities, drafting academic papers, or refining grant proposals.
- To be open to diverse opinions and constructive feedback, particularly regarding research ideas or preparation for academic conferences.
- To adhere to the agreed-upon meeting schedule and promptly follow up when necessary.
- To be fully focused during virtual meetings or calls, avoiding distractions such as checking phones or multitasking.
- In group mentoring settings, collaborate with fellow mentees on shared research interests, promoting peer learning and mutual support while working together on projects.

## WHAT CAN THE MENTOR AND MENTEE EXPECT OF ONE ANOTHER?

### Mentee's Expectations of Mentor

- To be available and committed to the program's seven-month duration.
- To support the mentee in creating a Mentoring Action Plan (see Appendix 1) that focuses on the mentee's career goals and professional development.
- To possess relevant expertise in research, grant writing, collaborative projects, or publishing in peer-reviewed journals and conferences.
- To guide the mentee in developing research skills, drafting articles or conference papers, and preparing grant applications.
- To assist the mentee in exploring collaborative research opportunities, such as projects, co-authored papers, or conference submissions.
- To show empathy and understanding regarding the unique challenges faced by Ukrainian scientists during the war.
- To communicate effectively, provide constructive feedback, and share knowledge of research trends and potential collaborations or funding opportunities.
- To serve as a positive role model in leadership, research ethics, and professional growth.
- To listen openly to the mentee's perspectives and offer guidance on balancing academic and professional responsibilities.
- To remain focused and present during virtual meetings or calls, dedicating time to discussing research and professional development.
- In group mentoring settings, to foster collaboration among mentees, facilitating discussions on potential joint research projects or co-authored papers.



## Examples of Questions for Mentors

- What motivated you to pursue your current field of study and career path?
- Can you describe your career journey and how you arrived at your current position?
- What does a typical workday look like for you, and what are your primary responsibilities?
- What challenges have you faced in your career, and how did you overcome them?
- What aspects of your role are most rewarding, and what are the less enjoyable parts?
- How would you characterize the environment within your organization or research community?
- If you could change one thing about your academic or professional experience, what would it be?
- In what ways has your education prepared you for your career, and what skills have been most beneficial?
- Was there a specific course or experience that significantly advanced your career?
- What qualities do you believe are essential for success and employability in your field?
- How do you define success in your career, and what factors do you think have contributed to your achievements?
- Do you have any advice on finding opportunities related to my studies or advancing my career?
- What difficulties have you encountered in your career, and how do you cope with setbacks?
- Do you set professional goals? If so, how do you work towards achieving them?
- How does your current position align with your long-term career aspirations?
- What key skills are necessary for success in your role or field?
- Do you think the ideas in my career plan are achievable and realistic?
- Is there any knowledge you wish you had while you were in university?
- If you were starting your career today, what different choices might you make?
- Is joining a professional association important for advancement in your field?
- What insights can you share about maintaining work-life balance in your profession?
- Are there opportunities for professional development provided by your employer that you have taken advantage of?
- What networking strategies would you recommend for someone looking to build connections in your field or organization?



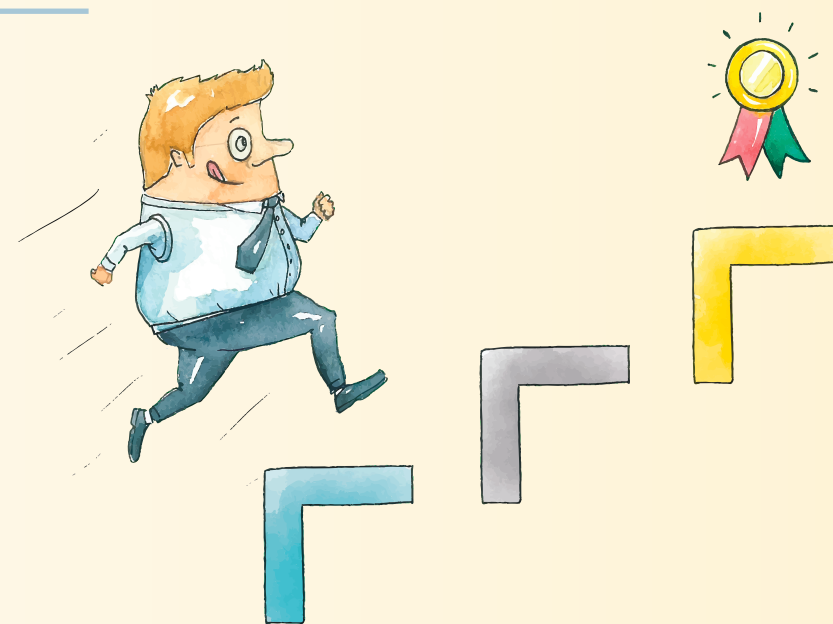
## Contact Information and Organizers

### Contact Information and Organizers

This mentorship program is developed by the Ukrainian science diaspora with the support of the Ministry of Education and Science. The initiative aims to connect Ukrainian scientists with experienced mentors, enhancing their professional growth and development during and after the war.

For any inquiries regarding the mentorship program, please contact:

**Program Coordinator** - Uliana Zbezhkhovska, [ukrdiaspora@nauka.gov.ua](mailto:ukrdiaspora@nauka.gov.ua)



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## APPENDIX 1

Goals and steps	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
GOAL 1												
Action steps:												
1)...												
2)...												
3)...												
GOAL 2												
Action steps:												
1)...												
2)...												
3)...												