## **ACADEMIC CV TEMPLATE**

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Always mention full dates (dd/mm/yyyy). The CV should include the standard academic and research record. The indicative length of the CV is 5 pages max. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

At a minimum, the CV should contain:

1. the name of the researcher
2. professional experience (in reverse chronological order, using exact dates)
3. education (in reverse chronological order, using exact dates)

The CV should also include information on:

1. Publications in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted patent(s).
3. Research monographs, chapters in collective volumes and any translations thereof.
4. Invited presentations to internationally established conferences and/or international advanced schools.
5. Research expeditions led by the experienced researcher.
6. Organisation of international conferences in your field(s) of research, including membership in the steering and/or programme committee.
7. Examples of participation in industrial innovation.
8. Prizes and Awards.
9. Funding received so far.
10. Supervising and mentoring activities.

In addition, researchers without a doctorate at the call deadline must clearly explain how the full-time equivalent research experience is calculated, by creating a table similar to the example shown below. Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, a study certificate. Please do not indicate periods before the University degree giving access to PhD or after the call deadline. In case of overlapping periods when several activities are carried out in parallel, applicants should only indicate a cumulative percentage up to 100% (e.g. 50% Doctorate + 50 % research assistant).



Please note the following regarding this table:

* More entries can be added if needed.
* This table is beyond the 5-page limit.
* Please count only time spent in months on research activities.
* Please count only time spent until the call deadline or the end of the PhD, whichever comes first.

Taking the above information into account applicants may use the following CV format. This text and the content on the previous pages can be deleted prior to uploading your CV to the online application system.

Font: Arial, Font size: 11

|  |  |
| --- | --- |
| Personal Information | |
| First name |  |
| Last name |  |
| Address |  |
| Postal code |  |
| City |  |
| Country |  |
| E-mail |  |
| Phone |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education | | | |
| *University level* | | | |
| Degree | University name | Dates (start – finish) | Grades |
|  |  |  |  |
| *Other* | | | |
| Course | Name of the institution | Dates (start – finish) | Grades |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment | | | |
| *Dates (start – end)* | *Position* | *Employer* | *Responsibilities, tasks and skills* |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Teaching experience | | |
| *Organisation/school* | *Subject* | *Description* |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Leave of absence (e.g. sickness, family- parental leave or military service) | |
| *Dates (from – to)* | *Type of leave of absence* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Prizes and awards | |
| *Date* | *Prize/award* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Conferences | |
| *Date* | *Title and involvement (paper, presentation, poster, chair, organisation, etc.)* |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Memberships of professional organisations, committees and other community roles | |
| *Organisation* | *Status (member, fellow, reviewer, advisor etc.)* |
|  |  |
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| --- | --- | --- | --- |
| Language skills\* | | | |
| *Language* | *Reading* | *Writing* | *Verbal* |
|  |  |  |  |
|  |  |  |  |

*\*Please use the following scale for describing your language skills: native, very good, good, fair and poor.*

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| --- |
| List of publications |

Please list all relevant publications including journals, books, book chapters, and reports using Harvard Referencing style.