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A template for a researcher's curriculum vitae

A curriculum vitae template for Finnish research organisations has been jointly drafted by The Finnish Advisory Board on Research Integrity (TENK), Universities Finland, UNIFI, the Rectors' Conference of Finnish Universities of Applied Sciences, Arene ry, and the Academy of Finland. This model CV complies with the guidelines on responsible conduct of research.

Definition

A CV template for researchers provides guidelines for compiling a CV that best describes the merits of the researcher in a comprehensive, truthful and comparable manner. Following these guidelines also ensures that the preparation of the CV complies with the guidelines for responsible conduct of research. Furthermore, an allegation of embellishment or false information may lead to an investigation of alleged misconduct.

A *curriculum vitae* (CV) presents an overview of an individual's studies and professional career, as well as of his or her academic merits and other achievements. When appended to an application, a CV becomes a public document and the information in it must be verifiable when necessary.

Organisations and degrees must be referred to by using their official names or titles. Furthermore, work positions must be referred to by using the job titles as defined by the employer or the funding organisation. The translations of these names and titles should be either officially approved, used by the organisations themselves, or otherwise justifiable¹. Self-composed translations must not be used. The documents provided by a researcher should include all the merits, commitments, and potential conflicts of interest that are pertinent to the application and to the career stage of the applicant.

Finnish research and funding organisations require that all application documents (application, CV, list of publications, portfolio) addressed to them or prepared by researchers affiliated with the respective research communities comply with responsible conduct of research. If a researcher is suspected of embellishing or providing false information of his or her merits in a CV, other application documents or their translations, the matter may be treated as alleged misconduct of the responsible conduct of research. See *Responsible conduct of research and procedures for handling allegations of misconduct in Finland. Guidelines of the Finnish Advisory Board on Research Integrity* (TENK 2012).

A template CV in Finnish, Swedish and English is available for researchers on the website of the Finnish Advisory Board on Research Integrity www.tenk.fi.

¹ Links to recommended titles and their translations can be found on the TENK website. Cf. also the *Valter* terminology database of the Finnish Government (<http://mot.kielikone.fi/mot/valter/netmot.exe>), universities, Finnish Medical Association (www.laakariliitto.fi) and the *Higher Education Glossary* (Kielipalvelun julkaisusarja, Helsinki 2005).

Contents and the order of presenting merits

To ensure equal and fair evaluation of the researcher's merits, the following order of presentation is recommended in the CV:

1. Full name and date

- surname (also earlier surnames), given names
- gender
- date of writing the CV

2. Date and place of birth, nationality, current residence

- date and place of birth
- citizenship
- current residence (contact details, if necessary)

3. Education and degrees awarded

- degree title (most recent first), educational institution, major subject, graduation date, contact details to facilitate verification of the highest degree earned)
- title of docent: field, university and date when conferred

4. Other education and training, qualifications and skills

- other studies aiming at a degree, qualifications or supplementary education and training: name of educational or training programme, extent of education and training, organiser, start and completion (estimated) date of education or training
- other skills

5. Linguistic skills

- mother tongue
- other languages: achieved proficiency and certificate date or self-assessment of proficiency. As an option for a self-assessment of one's language skills, the instructions for the Europass Language Passport can be found at <http://europass.cedefop.europa.eu/en/documents/language-passport/templates-instructions>, p. 4)

6. Current position

- current position, employer and place of work, start and end date of employment relation (possible part-time nature of work must be stated, brief job description if necessary)

- research career phase if not directly evident from the foregoing: 1) First Stage Researcher or doctoral student; 2) Recognized Researcher or post-doctoral researcher; 3) Established or independent researcher; 4) Leading Researcher or professor/researcher).²
- grant researcher: source of funding, purpose of grant and funding period
- full-time student: institution and major subject
- secondary occupation, additional work experience, other commitments and potential conflicts of interest relevant to the application (e.g. commitments in a company)

7. Previous work experience

- earlier employment relations and grant periods (the most recent one first) incl. longer-term visits abroad: job description, employer and place of work or funding organisation, start and end date of the employment relation (possible part-time nature of work must be stated, brief job description if necessary)
- earlier secondary occupations, additional work experience, other commitments and potential conflicts of interest relevant to the application (e.g. commitments in a company)
- career breaks: family leaves, military or non-military service terms, other leaves of absence (with start and end dates), other reasons

NB The inclusion of the above data is optional, but it may have a positive impact on the evaluation of applications and the eligibility of the researcher, for instance, when the application presumes a specific career stage.

8. Research funding as well as leadership and supervision

- major research funding (grants and appropriations): source of funding, funding period and amount of funding
- role in the preparation of funding applications for a research group (name of principal investigator)
- leadership in research work
- supervision of post-doc researchers (number of supervised researchers or their names and graduation dates), supervisory role (main/primary/responsible or secondary supervisor)
- experience as officially appointed supervisor to undergraduate and post-graduate students/doctoral students (cf. above)

9. Merits in teaching and pedagogical competence (if required, complement by submitting a teaching portfolio)

- pedagogical training and competence
- involvement in curriculum planning and the implementation of courses: subject, including subject, study hours, course level and duration
- development of teaching methods
- supervision of theses
- merits in the training of responsible conduct of research and innovation practices (subject, study hours, course level and duration)
- teaching awards

⁵ Cf. EC 2011: Towards a European Framework for Research Careers

http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf

10. Awards, prizes and honours

- Awards, prizes and honours granted for scientific, artistic or research merits or on the basis of the recipient's academic career

11. Other academic merits

- service as a pre-examiner or as an opponent of a doctoral dissertation, as a member in dissertation committees (abroad)
- evaluation of academic/scientific or artistic competence (e.g. title of docent)
- member of international peer evaluation committees of funding applications (e.g. European Research Council)
- memberships and positions of trust in scientific and scholarly societies
- membership in national or international expert groups, evaluation or steering committees, as well as other expert duties
- positions as editor-in-chief, editor, or member of editorial boards of scientific and scholarly journals and publication series
- referee for scientific and scholarly journals
- administrative responsibilities at higher education institutions or at research organisations, responsibilities in the higher education community
- invited keynote lectures abroad

12. Scientific and societal impact of research

- total number of publications and, e.g., 10 most important and/or most cited publications according to a relevant database (a list of publications according to the Publication Type Classification used by the Ministry of Education, Science and Culture as a separate attachment)
- artistic works and processes
- merits related to the production and distribution of research results and research data
- merits related to the application of research results
- invention disclosures, patents and other commercialisation-related merits (e.g. spin-off companies and trademarks)
- merits in science communication and expert assignments in the media

13. Positions of trust in society and other societal merits

- significant positions of trust, expert duties and assignments (also research-based policy-advice tasks)
- other social merits, honours, medals, decorations and Finnish military rank (optional)

14. Other merits