# Cover sheet

# Curriculum vitae ‒ CV

# List of selected research publications/exhibited artistic works/educational publications

# Research qualifications portfolio

## Reflection on research activities

Based on your own research experience (completed projects, establishment of research fields and research collaborations, research teams, supervision of doctoral students, and so on), you formulate a reflection including plans for the future (research plan). The reflection is understood as a critical review and analysis of your own – but also in relation to others’ – activities and results, to achieve increased insight and to form a basis for change and development.

## List of research qualifications

Examples of headings in the account:

* Experience of supervision in third cycle studies (both concluded and ongoing) as
* Principal supervisor for: name, period, degree level/year, higher education institution, thesis title
* Assistant supervisor for: name, period, degree level/year, higher education institution, thesis title, name of principal supervisor.
* Important national and international research collaborations and projects within and outside academia: state scope and key players as well as any funding.
* International exchanges: your own stays at universities/equiv. abroad, reception of international researchers, etc.
* Participation in and cooperation within relevant networks linked to companies or other
* sectoral/society-related networks.
* Research symposia and conferences: organisation, invitations to give keynote lectures.
* Assignments as editor of scholarly journals or other publications.
* Assessment of others’ work: as external reviewer, member of an examining committee, as an expert, referee/reviewer, investigations, evaluations, etc.
* Other expert assignments: investigations, evaluations, committee memberships, etc.
* Activities related to graduate schools and third cycle studies: e.g. development of research studies courses.
* Scholarly awards and distinctions.
* Other relevant qualifications.

## List of publications

Examples of headings:

* Peer-reviewed published articles.
* Articles accepted for publication (certificates to be attached).
* Peer-reviewed conference papers.
* Other conference papers.
* Survey articles, book chapters, books.
* Technical reports.
* Patents, standards and generally used computer programs.
* Popular science articles/presentations.
* Further publications.

## Research grants

Account for research grants for the past five years with details of:

* The project title.
* Your role in the application and the project.
* The total amount for the whole project.
* The portion at the disposal of the applicant.
* Funding body.

# Teaching qualifications portfolio

## Reflection on teaching

The reflection on teaching, i.e. the critical analysis of your own activities, also considered in relation to others’ activities, is to be clearly linked to concrete examples from teaching practice. The reflection is to deal with the relationship between teaching and learning in your own subject, in order to form a personal basic teaching approach or philosophy. The reflection is to be related to knowledge about teaching and learning which can be acquired through training in teaching and learning in higher education and/or through knowledge and methodology development in your own activities. Select relevant examples which are related to teaching/education/supervision/mentoring to exemplify important aspects of your own basic approach to teaching. Reflection based on experience of teaching and learning in higher education can relate to all levels, i.e. even research studies. The reflection is also to include plans for the future.

## List of teaching qualifications

For example, the account can cover:

* Formal training in teaching and learning in higher education, other subject-relevant teacher training or other teacher training.
* Experience of teaching, education and/or other activities that developed your skills.
* Supervision in the first, second and third cycles.
* Other supervision and/or mentoring.
* Educational leadership.
* Educational development work.
* Production of textbooks and production of teaching resources.
* Publications of an educational nature.
* Evaluations and investigations of an educational nature.
* Contributions to symposia, conferences, workshops and collaborations of an educational nature.
* Awards and distinctions for educational activities.
* Other experiences of an educational nature.

# Qualifications portfolio for leadership and administrative assignments

## Reflection on leadership and administrative assignments

Based on experience concerning leadership and administrative assignments, you are to formulate a reflection including development and ambitions/plans for the future. Reflection is understood as a critical review and analysis of your own – but also others’ – activities and results, to achieve increased insight and form the basis for change and development.

## List of qualifications concerning leadership and administrative assignments

For example, the account can cover:

* Formal training in leadership and administration.
* Experience of leadership within academia (e.g. forming and leading research teams).
* Experience of leadership outside academia.
* Assignments on boards, committees and other elected positions.
* Assignments concerning ethics, gender equality, work environment, and environmental issues.
* Other relevant qualifications.

# Qualifications portfolio for innovation, entrepreneurship and external engagement

## Reflection on innovation, entrepreneurship and external engagement

Formulate a reflection based on your own experience concerning innovation, entrepreneurship and external engagement. The reflection is understood to be a critical review and analysis of your own – but also others’ – activities and results, to achieve increased insight and to form the basis for change and development.

The reflection should also contain plans for the future.