A Cover sheet

B Curriculum vitae ‒ CV

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

D Research qualifications portfolio

1 Reflection on research activities

2 List of research qualifications

*Examples of headings in the account:*

* *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.*
* *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.*
* *Scholarly awards and distinctions.*
* *Other relevant qualifications.*

3 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.*
* *Popular science articles/presentations.*
* *Further publications.*

4 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.*

E Teaching qualifications portfolio

1 Reflection on teaching

2 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.*

F Qualifications portfolio for leadership and administrative assignments

1 Reflection on leadership and administrative assignments

2 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.*

G Qualifications portfolio for innovation, entrepreneur-ship and external engagement

1 Reflection on innovation, entrepreneurship and external engagement

2 List of qualifications concerning innovation, entrepreneurship and external engagement

*For example, the account can cover:*

* *Examples of innovation within education, research or another area.*
* *Formal training within media and communication.*
* *Information and advice to business/culture/associations/industry/public sector.*
* *Development of information and educational material for the general public, schools, other professional groups, etc.*
* *Contributions to various media.*
* *Other relevant qualifications.*