**UNIVERSITY OF INSUBRIA**

**ADMISSION EXAM TO Ph.D. COURSES**

**TEMPLATE FOR PRESENTATION OF THE CURRICULUM VITAE**

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 justifiable. Self-composed translations must not be used. The documents provided by a researcher should include all the merits and commitments. 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.

To ensure equal and fair evaluation of the researcher's merits, your CV will be entered online and you are requested to comply with the following order of presentation; your PhD applications will not be possible if you do not provide in the proper order the information below:

**1. Full name and date**

• surname, given names

• gender

• date of writing this 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

• degree title required to apply to the Ph.D Admission exam; please include title and abstract of the master thesis, even if the degree title is still to be acquired

• transcript of passed exams and their evaluations

**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** (please choose one of the following)

• 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)

• 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. Scientific publications and participation to scientific meetings**

• Provide a list of the applicants’ publications, including bibliographic references and their digital copy

• Provide a list of Abstracts presented to international meetings, including bibliographic references (if available) and their digital copy

• Provide a list of Abstracts presented to national meetings, including bibliographic references (if available) and their digital copy

**8. Additional Titles, Experiences and Qualifications**

• Provide a list of documentable experiences (e.g. Erasmus + Traineeship) or additional qualifications