**UNIVERSITY OF INSUBRIA**

**ADMISSION EXAM TO Ph.D. COURSE**

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**TEMPLATE FOR PRESENTATION OF THE CURRICULUM VITAE**

This template provides guidelines for compiling a curriculum vitae (CV) that best describes the merits of the candidate 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 applicants should include all the merits and commitments. If an applicant 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, the following order of presentation is recommended in the CV:

**1. Full name and date**

• surname, given names

• gender (indication not mandatory)

• date of the CV version.

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

• date and place of birth

• citizenship

• current residence (contact details)

• email and website (if any).

**3. Education and degrees completed**

• degree title (most recent first), educational institution, major subject, maths, statistics and economics exams, graduation date, contact details of the institution to facilitate the verification of the highest degree earned)

• for graduands: title of degree in progress, educational institution, major subject, maths, statistics and economics exams, expected graduation date, contact details of the institution.

• degree title required to apply to the Ph.D. position (to facilitate the verification of the educational qualification equivalence).

**4. Other education and training, qualifications and skills**

• other studies, qualifications or supplementary education and training: name of the educational or training programme (provide the web address of the organising institution), duration, start date and end (expected) date of the education or training program.

• 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)

• full-time student: institution and major subject

• other occupations or commitments (e.g., collaborations with companies/institutions)

**7. Previous work experience**

• earlier employment relations and grant periods (the most recent one first) including 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)

• career breaks: family leaves, military or non-military service terms, other leaves of absence (with start and end dates), other reasons

**8. Other academic merits**

• participation in research projects (start-end date of the project, tasks, coordination roles)

• memberships in scientific 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

• invited lectures

• patents, trademarks and other technology transfer-related activities (e.g. spin-off companies / trademarks)

**9. Scientific publications**

• Provide, if available, a list and the .pdf files of all research products (full papers, abstracts, etc...)

**10. participation in conferences or invited seminars**

• Provide a list of participations to national and international conferences/seminars.

**11. Scientific Awards**

• Awards, prizes and honours granted for scientific or research merits.