Researcher's Curriculum Vitae Template

Recommendation of the Finnish National Board on Research Integrity TENK 2020

In 2012, the Finnish National Board on Research Integrity TENK, Universities Finland UNIFI, Rectors' Conference of Finnish Universities of Applied Sciences Arene and the Academy of Finland prepared the first template for the researcher's curriculum vitae (CV) in accordance with the responsible conduct of research for Finnish research organisations. This curriculum vitae template was updated in 2020. The update was the responsibility of a working group containing representatives of the organisations involved in drawing up the original template. The working group was chaired by Professor **Riitta Keiski**, the Chair of TENK.

The recommendation for the template that researchers should use for their CVs is part of the research integrity guidelines prepared jointly by TENK and the Finnish research community. Research organisations, funding organisations and institutes of higher education can make use of the curriculum vitae template when they prepare their own guidelines. TENK recommends using the template unaltered in order to ensure that the writer of the curriculum vitae complies with responsible conduct of research. Suspicions of exaggeration or distortion of merits in a CV may result in an investigation of a suspected violation of the responsible conduct of research.

TENK approved this curriculum vitae template in its meeting of 13 February 2020. The template was published in the series Publications of the Finnish National Board on Research Integrity TENK (1/2020). The *Researcher's Curriculum Vitae Template* (2020) and the earlier version of the same document are available in Finnish, Swedish and English on the website https://www.tenk.fi/en. The curriculum vitae template is recommended to be used alongside the *Good practice in researcher evaluation. Recommendation for the responsible evaluation of a researcher in Finland*, produced by the Federation of Finnish Learned Societies.

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Definition of a CV and purposes of use of the Researcher's Curriculum Vitae Template

A curriculum vitae (CV) is an overview of an individual's studies, professional career, academic merits and other achievements. When included in an application, a CV is, in principle, a public document, and the information it contains must be verifiable. When a researcher writes their CV, they should always comply with the instructions of the organisation that has requested it.

The aim of the *Researcher's Curriculum Vitae Template* is to provide guidelines for the writer of a CV so that the individual's merits are presented as comprehensively, truthfully and comparably as possible. The researcher should present full details of all of their merits and commitments that are relevant to the research career stage and the purpose for which the CV is intended.

Organisations and degrees should be referred to by their official names or titles, and job positions should be referred to by the titles specified by the employer or funding organisation. The translations of titles must be officially approved, used by the organisations themselves, or otherwise justifiable.

Research and funding organisations can request a CV that follows the template when they are recruiting personnel for research and teaching positions, for scientific administration positions, and for corresponding expert positions. It can also be requested for other types of researcher evaluations. The template is recommended to be used also when applying for research funding, in applications for the Title of Docent and when other qualifications or experience are evaluated, as well as when applying for awards, badges of merit, or other forms of recognition. The template can be used in the field of arts.

In Finland, research organisations and research funding organisations require that all applications and other documents (such as applications, CVs, lists of publications, portfolios, research plans and statements) addressed to them or prepared by researchers affiliated with their research communities comply with responsible conduct of research. If a researcher is suspected of exaggerating or distorting their merits in one of the these documents or their translations, the matter can be treated as a suspected violation of the responsible conduct of research in the organisations that have undertaken to comply with the guidelines of the Finnish National Board on Research Integrity TENK, the *Responsible conduct of research and procedures for handling allegations of misconduct in Finland. Guidelines of the Finnish National Board on Research Integrity* (TENK 2012 or later).

The writer of the CV, the organisation that receives it and the people who evaluate it must take data protection requirements into consideration, particularly with regard to personal data. The documents in question may contain confidential information, which should be taken into consideration also when they are processed and evaluated. The evaluation process should comply with the responsible conduct of research and good governance practices.

Organisations are advised to follow the headings and structure of the template when they prepare their own guidelines.

The CV Template

When using the template, please pay special attention to the headings (1–15). The sub-sections presented under the headings are included mainly for illustrative purposes.

1. **Personal details and the date of the CV**
   - Surname (including previous surnames)
   - First names
   - Researcher ID, if applicable (e.g. ORCID, ResearcherID)
   - Date of the CV

2. **Degrees**
   - Date of degree certificate (the most recent one first), degree title, major subject/degree programme or equivalent, name of the educational institution, locality and country where the degree was completed; contact details of the organisation that granted the highest degree; official degrees are stated according to the Finnish and international system.
   - Title of Docent: date of the certificate, research discipline and university. Note: the Finnish title *dosentti* is the Title of Docent in English.

3. **Other education and expertise**
   - Other education, professional competences/qualifications or supplementary training: date of completion, name, scope and provider of the education or training (name and locality)

4. **Language skills**
   - Native language
   - Other language skills: the level achieved and the date of certificate, or a justified self-assessment of skills (the Europass Guidelines may be used for self-assessment)

5. **Current employment**
   - Start and end date of employment relationship, current job title, employer and place of work (if the work is part-time, this should be stated; a short job description should be provided if necessary)

   - Stage of the academic research career on the four-stage (I–IV) research career model, adapted if necessary

   - For a full-time student: educational institution (name and locality) and degree title, degree programme or equivalent

   - Secondary occupations

6. **Previous work experience**
   - Previous employment relationships and grant periods (the most recent one first), including long-term visits abroad: the start and end date of the employment/role, job position, employer and place of work or funding organisation (if the work is part-time, this should be stated; a short job description should be provided if necessary)

   - Previous secondary occupations and other positions and commitments that are relevant to the application (e.g. in companies)

7. **Career breaks**
The inclusion of this information is optional, but it may have a positive impact on the evaluation.

   - Family leave, military or non-military service, other leaves of absence or career breaks, with dates and duration in months

8. **Research funding and grants**
   - Significant research funding: start and end dates of funding, type, source and amount of funding; role in the preparation of funding applications for a research group; name of principal investigator

9. **Research output**
   - Total number of publications and for example the ten most important and/or most cited publications (identify the database); links to open-access publications; list of publications categorised according to the classification by the Ministry of Education and Culture as a separate appendix

   - Methods, software, infrastructures, materials, guides and tools developed

   - Patents and inventions

   - Most significant artistic works and processes

10. **Research supervision and leadership experience**
    - Activities as the officially appointed supervisor of undergraduate and postgraduate students: number of supervisees by degree programme or their names and graduation dates, principal supervisor/co-supervisor

    - Leadership experience in research groups or projects (specify the job description, for example instructing post-doctoral researchers)

11. Teaching merits
Teaching merits should be carefully selected and presented as applicable. If necessary, teaching merits can be demonstrated with a separate teaching portfolio.

- Pedagogical training and other demonstrated pedagogical expertise

- Research-based and collaborative development of teaching and teaching methods (for example developing teaching material, providing open access teaching material, activities in development groups, pedagogical publications)

- Teaching experience in general

- Funding received for the development of teaching

12. Awards and honours
- Awards, prizes and honours granted for scientific, artistic, research or professional merits or on the basis of an academic career

- Recognition of teaching

13. Other key academic merits, such as:
- Acting as pre-examiner or opponent of a doctoral dissertation; memberships in doctoral dissertation committees or boards

- Acting as expert evaluator in recruitment and in evaluation of applications for the Title of Docent, for example

- Peer review of funding applications

- Memberships and positions of trust in scientific communities

- Memberships in national or international expert, evaluation or steering groups and other expert roles (such as evaluation activities in the researcher's own scientific discipline)

- Memberships in editorial committees for scientific and professional publication series and journals or position as editor or editor-in-chief

- Referee for scientific publications

- Administrative or working group positions in institutes of higher education and research organisations, higher education community roles, and national and international positions of trust in science and research administration (for example on ethics committees)

- Significant invited international lectures

- Organising scientific conferences

14. Scientific and societal impact
- Promoting open science and research, for example the production and responsible distribution of research material and datasets

- Utilizing research output (own and that of others)

- Promoting responsible conduct of research for example by acting as a research integrity adviser

- Developing responsible research and innovation activities

- Key positions of trust, expert positions and assignments

- Merits in research communication and appearing as an expert in the media

15. Other merits

- Other positions and commitments of relevance in terms of the purpose of the CV (such as work in companies or organisations)

- Other societal merits and honours; Finnish military rank, if desirable

- Other expertise of relevance in terms of the purpose of the CV