Standard academic C.V. model for use by HDR program applicants

INSTRUCTIONS TO APPLICANTS:

- An academic Curriculum Vitae (CV) differs from others in that it should include sections which relate directly to your research and other related skills and experiences.

- Please refer to the model CV below to assist you in structuring your CV for your application to a HDR program at Griffith University.

- If you want to use evidence of your research experience and/or research publications to demonstrate HDR program/scholarship eligibility, please follow carefully the format provided in the sections titled 'Research Experience' and 'Research Publications' so that your evidence can be properly assessed.

- If you wish to include evidence of creative outputs/publications in support of your application, please follow carefully the instructions and exemplars provided for creative outputs included AT THE END of the C.V. Model.

- Finally, it is likely that you may not have evidence to include under all of the headings listed below. If that is the case, simply leave those headings and sections out of your C.V.

GRIFFITH GRADUATE RESEARCH SCHOOL

Curriculum Vitae

NAME

Address:

Phone:

Mobile:

Email:

EDUCATION

Write in reverse chronological order; include the degree awarded, the institutions where you studied and when you studied.

EXAMPLE:

2016 – 2017	**Master of Science (Research) (Environmental Science)** Melaleuca University, Australia
Thesis Topic:	Ecological risk assessment: Predicting the effects of chemical stressors on aquatic wildlife using novel techniques
Details:	Two year program (full-time). Thesis length 37, 850 words, undertaken over two semesters. Examiners reports included in application. In this interdisciplinary research project, I combined ecological models, laboratory and field studies, and GIS analyses, to measure the risk to, and potential impacts on, aquatic organisms as a result of toxic environmental pollutants found in local habitats.
Supervisor:	Prof Margaret Smith
2012 – 2014	**Bachelor of Science (Biochemistry and Molecular Biology)** Melaleuca University, Australia Cumulative Grade Point Average (CGPA): 6.3

PROFESSIONAL EXPERIENCE

- *For relevant professional (employment) experience, write in reverse chronological order, job title, organisation and dates (normally month and year).*

RESEARCH EXPERIENCE

NOTE: You must use the following format if you have research experience that you want considered in a case for HDR program admission/scholarship.

- *Write in reverse chronological order; include job title, organisation and dates (normally month and year) and also provide an outline of the research activity.*
- *PLEASE NOTE: in order to be considered as evidence towards scholarship consideration, the research activity must have been **sustained (part-time or full-time) over a period of six months or more** and should be relevant to your proposed area of research.*

EXAMPLE:

September 2015 – Current	Research Assistant to Prof Emma Smith School of Psychology, Melaleuca University, Australia
Responsibilities:	The role provided assistance during the data collection, analysis and dissemination phases of an ARC (Australian Research Council) funded project titled 'Developing an engagement program to support parents in low socioeconomic urban areas'. This

project investigates the effect of engagement programs on parental involvement with literacy programs. My responsibilities have included:
- Conducting evaluations at sites in Sydney
- Preparing appropriate questionnaire and interviewed participants
Overseeing the beta phase development of the project, involving liaising with programmers
- Analysis of participant responses using SPSS
- Co-drafting two journal articles, currently in press
- Co-presenting at one international conference

SKILLS AND COMPETENCIES

This section can be used if there are (usually technical) skills or competencies that you possess that are directly relevant to the field of research or the research methodologies that you will be employing in your research project.

For example, an applicant is looking to undertaken a PhD program in an area in the field of nanotechnology; he/she may wish to use this section to outline technical and lab-based skills and expertise that are highly relevant and demonstrate competency in processes involved in this area of research:

- Nanoparticle growth techniques
- Thin film growth by magnetron sputter, e-beam and electrodeposition techniques
- Nanowires growth by template method
- Arc melting and casting methods for preparation of bulk metallic glass
- Density functional theory calculations using VASP
- Scanning electron microscope (SEM) for surface morphology studies

RESEARCH PUBLICATIONS

NOTE: You must use the following format if you have research publications that you want considered in a case for HDR program admission/scholarship. If you wish to include evidence of creative outputs/publications, please follow the section at the end of the C.V. Model to help you provide this evidence.

- *List all publications eligible for inclusion as research publication. Publications can be listed grouped together by type of publication (e.g. journal articles, conference proceedings, book chapters) and then in reverse chronological order.*
- *For each publication, include a full publication reference (as set out below) in a referencing style appropriate to your discipline area. If you published as part of a team, list all authors and highlight your own name in the sequence.*

Type of Publication: e.g. Journal Article, Book Chapter, Conference Paper in Proceedings, Scholarly Monograph

Refereed Publication: Only publications that have been through a scholarly peer review process are acceptable as evidence toward HDR program and scholarship eligibility.

ISSN (International Standard Serial Number):   Please note that some publication types e.g. book chapters, may not have an ISSN.

URL (web address):   If your publication cannot be accessed via a URL, please either include in your application a copy of the publication (as it appears in print) if it is under approx. 5 double-sided A4 pages long <u>OR</u>, for longer publications, please include copies of the pages that detail the bibliographic information of the publication.

DOI: Digital Object Identifier (if your publication is accessible electronically)

Impact Factor/Citations: Where known.

Authorship Statement: a statement (100 words or less) detailing your contribution to the publication.

<u>EXAMPLE:</u>

Smith, J., **Jones, F**. and Roberts, S (2016) "An Analysis of Melaleuca University Higher Degree Research Graduate Outcomes", Higher Education Research and Development, Vol 21, No 6, pp 34 – 46.

Type of Publication:	Journal Article
Refereed Publication:	Yes
ISSN:	0729-4360 (Print), 1469-8366 (Online)
URL:	Publication not accessible via URL. Copy of the publication (as published) included in application.
DOI:	10.1080/07294360.2013.841647
Authorship Statement:	S. Roberts and myself (F. Jones) collected data from responses to past years' HDR exit surveys at Melaleuca University. S. Roberts entered these into the computer. I undertook preliminary analysis of the data and drafted section 2, 3 and conclusions. J. Smith completed analysis of the data, and produced a final draft article.

OTHER PUBLICATIONS

Publications that are not categorised as 'research outputs' for the purpose of consideration towards a case for HDR program admission and scholarship eligibility (as per the Higher Degree Research Policy*), may be listed in this section, particularly if they relate to your area of research. These might include government reports, textbooks, instructional texts, etc.*

CONFERENCES/WORKSHOPS

- *Give details of any conferences at which you have presented papers or delivered poster presentations (if you have already recorded the conference proceedings in the 'Research Publications' section of the C.V., **do not** record the details of that conference in this section as well).*
- *You could use this section to list any courses or workshops related to your area of research which you have attended.*

GRANTS AND AWARDS

- *List any bursaries, scholarships, grants or other sources of funding that you have been awarded (either as an individual or as part of a research team).*
- *Who provided the award and for how much?*
- *What role did you play in securing it?*
- *When was the award bestowed?*

REFEREES

- *Choose your referees carefully and contact them in advance. They must be able to discuss your research capability.*
- *Ensure that before you list a referee, you have his/her approval.*

ADDITIONAL GUIDANCE FOR INCLUSION OF CREATIVE OUTPUTS

NOTE:

- *The instructions and exemplars below provide guidance in documentation of those creative outputs/publications applicants wish to have considered as part of their case for HDR program/ scholarship.*
- *Applicants whose proposed research program and previous experience include a substantial creative component are encouraged to consult with their School (HDR convenor, supervisor) for guidance in developing their application materials.*
- *Applicants should note that existing resumes developed for other professional purposes may not provide all of the information needed for assessment of your higher degree research program/scholarship application.*

All references, regardless of referencing style, should provide complete information, as relevant, in regard to authorship, date of output, title of output, type of output, place or publisher or venue of output, with ISSN if available or relevant, links, DOIs, or URLs for web-based publications, attachments as required.

Type of Publication: May be indicated by subheadings under which multiple outputs are grouped or within the reference itself, eg. short fiction, long-form journalism, poetry, blog, solo performance, collaborative performance, installation, documentary, animated short, video installation, solo exhibition, group exhibition, etc.

ISSN or ISBN: If available. ISSN identifies a recurring publication, such as a periodical, while an ISBN identifies a single, nonrecurring publication, such as a novel.

URL (web address) or DOI Digital Object Identifier (if your publication or output is accessible electronically):

If your publication cannot be accessed via a URL, please either include in your application a copy of the publication (if it appears in print) if it is under approx. 5 double-sided A4 pages long OR ,for longer publications, please include copies of the pages that detail the bibliographic information of the publication. For musical and other performance-based outputs, if URLs are not available, please provide evidence in the form of mp3 or video files directly to the HDR Convenor of the School to which you are applying.

Authorship

Statement: Should include details clearly identifying and briefly describing the applicant's role in the publication/output/collaboration, eg. author or co-author, one exhibiting artist in a group of five, curator, cinematographer, music producer, screenwriter, etc .

EXAMPLES

(Creative Writing)

Green, S. (2016) 'Lily at the Sandhope Lunatic Asylum'. Short fiction. *Bukker Tillibul* 10 (Oct) Swinburne University Online Journal of Writing and Practice-led Research— ISSN 1835-0836.: http://bukkertillibul.net/Text.html?VOL=10&INDEX=8

Green, S. (2015) *Shadow Memories*. Selected Poetry and Drawings. Exhibition catalogue for James Yuncken *The Drawing Room*. Fortytwodownstairs, September 2015. Melbourne: Insula.

(Music)

[under sub-heading, 'Orchestral Performances'] Wilde, E. (2011-present). Illinois Philharmonic Orchestra, Park Forest, IL. Role: Section Cello.

[under subheading, 'Selected Solo and Chamber Music Performances'] Wilde, E. August, 2012. Chicago Orchestra Company, Puccini, 'Madame Butterfly'.

[under subheading 'Recorded Outputs'] Denson, L. 2012. 'Lost my Heart' (Denson/James). On *Lost My Heart* [CD]. Los Angeles: SG7 [San Gabriel 7] Music. Role: composer/arranger.

[under subheading 'Recorded Outputs'] Louise Denson Group. 2001. *Clean Start* [CD]. Kensington, VIC: Newmarket Music. Role: composer/arranger (10 originals), pianist, musical director.

(Screen Production)

Swinburne, S. (2016). *Play to Win*. Feature-length Documentary. Australia: ABC TV. Role: Co-director. https://vimeo.com/190506841

Burgess, A. (2014). *Outside the Square: Understanding and Identifying Dyslexia*. Feature-length Educational Documentary. Australia: Department of Education and Training. Role: Cinematographer.

(Visual Arts)

Keane, J. (2012). *American Beauty Recycled: The Celebrity Machine*. In: S. Redmond (Organiser). *Celebrity Aura*: juried group exhibition. Phoenix Gallery, Deakin University, Burwood, Dec. [Video Installation]

Keane, J. (2011) *Stone Soup*. In: *Kawainga: Flows and Catchments*. Funded by the Centre for Memory, Imagination & Invention (CMII). Phoenix Gallery, Deakin University, Burwood, 27-28 Sep. [Group Exhibition]