

11.4.2011

Dnro 3/0/11

Faculty of Law

Instructions on how to prepare a curriculum vitae

A Curriculum Vitae (CV) is a brief account of the merits and activities relevant to the aspired post. The CV is accompanied by a list of publications and an academic portfolio compiled specifically for the application in question. If necessary, the applicant must be able to provide written evidence of all the information included in the CV.

As the CV is a public document, it should not include any information deemed secret.

The curriculum vitae of the applicant should be no more than four pages in length, and it should include the following information:

1. Personal information: name in full and the year of birth
2. Degrees: dates and places, major subject, the topic of doctoral dissertation
3. Language skills
4. Adjunct professorships: universities and years of appointment
5. Employment relationships: present employment relationship with starting and ending dates and the Finnish or Swedish title of an employment relationship that took place in Finland; the most important previous employment relationships with starting and ending dates and the Finnish or Swedish title of an employment relationship that took place in Finland
6. Expert duties: supervised doctoral dissertations as well as those currently under supervision (as a supervisor appointed by a university), scientific expert positions, the most important scientific positions of trust with starting and ending dates and the most important administrative positions with starting and ending dates
7. Most important foreign visits
8. Most important scientific acknowledgements and awards
9. Most important research grants and scholarships
10. Other significant achievements and positions

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