

HDR HOW TO FORMAT A CURRICULUM VITAE GUIDE

A curriculum vitae (CV) is a key requirement of preparing and submitting a formal application for Higher Degree by Research (HDR) at the Queensland University of Technology (QUT). All applicants are required to submit a CV with their application for admission and/or scholarship.

The below guidelines are provided to assist you in preparing your CV using the following section headings as a guide to organise the information. Note sections marked as “required” should be included in your CV. Sections marked as “if applicable” refer to information which provide either additional support for your application or are relevant to the particular project/degree program for which you are applying.

Section	Description
Personal Information (required)	<p>The following details must be provided:</p> <ul style="list-style-type: none"> • Full Name • Address • Email Address • Phone Contact
Academic Qualifications (required)	<p>List details of all academic qualifications received to date, starting with the highest degree earned.</p> <p>Please list all tertiary studies undertaken, including those in which you are currently enrolled, whether completed or not. If you are in the process of completing a degree, please note as “CU” (current) with the date that you anticipate completion. In the case of other incomplete degrees, please note these as “INC”.</p> <p>It is recommended that you use either the table format presented below, or list the following details for each degree undertaken:</p> <ul style="list-style-type: none"> • Year Completed • Academic Qualification • University / Institution and Country • Grade Point Average (GPA) achieved • Percentage (%) of Research completed as part of degree, where applicable. • Thesis title for any completed as part of a degree, where applicable.

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	<table border="1"> <thead> <tr> <th>Year Completed</th><th>Academic Qualification</th><th>University / Institution & Country</th><th>Grade Point Average</th><th>% Research (If applicable)</th><th>Thesis Title (For relevant degrees)</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Year Completed	Academic Qualification	University / Institution & Country	Grade Point Average	% Research (If applicable)	Thesis Title (For relevant degrees)																														
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Research Professional Profile <i>(if applicable)</i>	<p>Please specify only relevant employment related to the application and research field. I.e., research assistant, lab technician etc.</p> <p>It is recommended that you use either the table format presented below, or list the following details for each position held:</p> <ul style="list-style-type: none"> • Year from date • Year to date • Position Title • Employer / Organisation • Brief description of duties undertaken in role & research skills acquired <table border="1"> <thead> <tr> <th>Year from Date</th><th>Year to Date</th><th>Position Title</th><th>Employer</th><th>Description of duties & skills acquired</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Year from Date	Year to Date	Position Title	Employer	Description of duties & skills acquired																															
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Relevant Publications <i>(if applicable)</i>	<p>Provide details of relevant publications in journal articles, conference papers, books and chapters, which have either been published or accepted for publication. Begin the list of publications in order of most recent.</p>																																				

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	<p>Publications should be presented in the following format, citing the Digital Object Identifier (for information on DOI refer to www.doi.org) or relevant URL:</p> <p>(i) Journal references in print: name(s) of author(s), year, title of paper, title of journal, volume number, page number(s).</p> <p>(ii) Journal references online: name(s) of author(s), year, title of paper, title of journal, date of online publication, DOI of article (for information on DOI see www.doi.org).</p> <p>(iii) Chapters in a book: name(s) of author(s), year, chapter title, name(s) of editor(s), title of book, edition, volume, page number(s), publisher, ISBN.</p> <p>(iv) Books: name(s) of author(s), year, title of book, edition, publisher, ISBN.</p> <p>(v) Refereed conference papers: name(s) of author(s), year, title of paper, title of conference, page numbers or URL of article as appropriate.</p> <p>(vi) Other: for example, commissioned reports etc.</p>																		
Exhibitions / Creative Works / Presentations <i>(if applicable)</i> <i>Relevant to applicants of Creative Industries Faculty</i>	<p>Provide details of relevant exhibitions / creative works / presentations. Citations are required for creative works. Creative works include:</p> <ul style="list-style-type: none"> • Creation of original visual arts, music, theatre, dance, performance design, film, creative writing, environmental design, etc. • Professional level performance of music, theatre, dance, film <p>Begin the list of creative works citations in order of most recent. Please refer below for information on acceptable citations formatting your citations.</p> <table border="1"> <thead> <tr> <th>Creative Work</th><th>Acceptable Citations</th></tr> </thead> <tbody> <tr> <td>Original artwork</td><td>Catalogue, published reviews</td></tr> <tr> <td>Original music (includes notated and/or improvised music for any medium)</td><td>Music composition scores, audio and/or video recordings, programs or published reviews</td></tr> <tr> <td>Original performed theatre performance / production, original script for performance</td><td>Videos/DVDs or programs, published reviews, theatre listings, published plays</td></tr> <tr> <td>Original performed choreography / production</td><td>Videos/DVDs or television programs, cinema listings, film festival programs, published reviews and articles, awards</td></tr> <tr> <td>Screening of original film work including documentaries</td><td>Video/DVDs, cinema or competition listings</td></tr> <tr> <td>Publication of a piece of fiction</td><td>Bibliographic citation (as per book citations above)</td></tr> <tr> <td>Environmental design (for architect, landscape architect, urban designer)</td><td>International awards, reviews of drawings or plans published in respected professional or academic journals</td></tr> <tr> <td>Performance of music, theatre, dance, film</td><td>Professional performances, competition programs or brochures, published reviews, awards</td></tr> </tbody> </table>	Creative Work	Acceptable Citations	Original artwork	Catalogue, published reviews	Original music (includes notated and/or improvised music for any medium)	Music composition scores, audio and/or video recordings, programs or published reviews	Original performed theatre performance / production, original script for performance	Videos/DVDs or programs, published reviews, theatre listings, published plays	Original performed choreography / production	Videos/DVDs or television programs, cinema listings, film festival programs, published reviews and articles, awards	Screening of original film work including documentaries	Video/DVDs, cinema or competition listings	Publication of a piece of fiction	Bibliographic citation (as per book citations above)	Environmental design (for architect, landscape architect, urban designer)	International awards, reviews of drawings or plans published in respected professional or academic journals	Performance of music, theatre, dance, film	Professional performances, competition programs or brochures, published reviews, awards
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Relevant Professional Memberships <i>(if applicable)</i>	<p>If you have held or currently hold any relevant professional memberships, it is recommended that you use either the table format presented below, or list the following details:</p> <ul style="list-style-type: none">• Year from date• Year to date• Membership details <table><tr><th>Year From Date</th><th>Year To Date</th><th>Membership Details</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Year From Date	Year To Date	Membership Details									
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Scholarships, Awards and Prizes <i>(If applicable)</i>	<p>If you have received any Scholarships, Awards and Prizes, it is recommended that you provide details of these as follows:</p> <ul style="list-style-type: none">• Year• Name of Scholarship/Award/Prize• Name of Institute (by which the award was granted)												