

1.) Curriculum Vitae

Full Name		Sex M • F	Nationality		Bust Shot	
Date of Birth (Age)	Year Month Day (years old)					
Current Address						
Contact Phone #						
E-mail Address						
Education						
Year - Month	Item					
License and Certification						
Year - Month	Item					
Work Experience						
Year - Month	Item					
<p style="text-align: center;">I hereby affirm the above to be true and correct in every respect.</p> <p>As of _____ / _____ / _____ (year/month/day),</p> <p style="text-align: right;">Printed Name:</p> <p style="text-align: right;">Seal/Signature:</p>						

2.) Research Record

A. Theses/Papers
Titles and Author(s) of Academic Papers/Books, Names of Academic Journals/Publishers and Year of Publication(A.D.) <i>*choose three main articles from your papers (incl. work), and write those summaries in approximately 100 words each.</i>
1. (Refereed) Academic Papers
2. International Conference Proceedings
3. Publications
4. Commentaries and Reviews
5. Work
6. Talk/Lecture at Meeting/Conf./Symp./Workshops ○Invited Talks/Lectures ○Other Talks/Lectures
7. Other (if there is any other information you would like to add)

B. Competitive External Research Grants/Funds	
Year - Month	Item
	1. Scientific Research Grants/Funds ○ Grants/Funds for Which Project You Were the Representative ○ Grants/Funds for Which Project You Were NOT the Representative 2. Collaborative/Commissioned Research Projects (*Only the projects for which you were the representative) 3. Public Research Grants/Funds (*Only the grants/funds for which you were the representative)
C. Other	
Academic Society Membership and its Activities	
Year - Month	Item
Social Contribution (incl. Collaboration with Industries)	
Year - Month	Item
Honors and Awards	
Year - Month	Item

3.) Professional Educational Responsibilities

Relevant Teaching Responsibilities
<ol style="list-style-type: none">1. Teaching Experiences at Universities as a Permanent Faculty Staff<ul style="list-style-type: none">○ Undergraduate Level ○ Graduate/Postgraduate Level2. Teaching Experiences at Institutions as a Temporary Staff3. Any Other Teaching Experiences
Relevant Experience for Education Improvement
<ol style="list-style-type: none">1. Writing and Translation of Textbooks 2. Publications and Papers regarding Education Improvement 3. Educational Subsidies and Awards
Other Educational Experience
<ol style="list-style-type: none">1. Educational Boards (and the Assigned Period) and the Activities 2. Other

(Example ¼)

1.) Curriculum Vitae

Full Name	SMITH John	Sex M · F	Nationality British	Bust Shot
Date of Birth (Age)	Year 19xx Month 12 Day 27 (3x years old)			
Current Address	21 Priory Road, Cambridge CB5 8HT GREAT BRITAIN			
Contact Phone #	+44(0)7744 556677			
E-mail Address	johnsmith@abcd.com			
Education				
Year - Month	Item			
20xx – September	PhD in Civil, Environmental and Geomatic Engineering at XXX, UK Dissertation: ‘XXXXXXXXXXXXXXXX: XXXXXXXX xx xxx XXXXX XXXXX’			
20xx – May	MPhil Stud in Civil, Environmental and Geomatic Engineering at XXX, UK			
20xx – February	MSc in Civil Engineering at XXX, UK			
20xx – June	BEng in Civil and Environmental Engineering at XXX, UK			
License and Certification				
Year - Month	Item			
20xx – November	Engineering Technician (Eng Tech)			
Work Experience				
Year - Month	Item			
20xx – October	Research Fellow at XXX XXXX			
20xx – February	Full-time Research Assistant at XXX Lab, Xxxx University (- March 20xx)			
20xx – September	Full-time Research Assistant at XXX XXXXX Institute			
I hereby affirm the above to be true and correct in every respect.				
As of <u> 2014 / April / 5 </u> (year/month/day).				
				Printed Name: SMITH John
				Seal/Signature: JOHN SMITH
(Electronic signature would not be acceptable.)				

(Example 2/4)

2.) Research Record

A. Theses/Papers
Titles and Author(s) of Academic Papers/Books, Names of Academic Journals/Publishers and Year of Publication (A.D.) <i>*choose three main articles from your papers (incl. work), and write those summaries in approximately 100 words each.</i>
1. (Refereed) Academic Papers
<i>* Please put 'IF=xx' if the journal has Impact Factor. * Please include coauthor(s) and underline your name. The names of authors should be in the order appearing in paper. *The items should be in reverse chronological order.</i>
1.) <u>Smith J, Benz K and Cardano G</u> Title: XXXXXX xx xxx XXXXX-XXXX, Journal Title, Name of Publisher, Refereed/Non-refereed, Vol. x (# xx): pp. xx-xx (*the first page – last page you write), Year of Publication, IF=xx 2.) <u>Scheutz PG, Smith J and Ricardo H</u> Title: XXXXXXXX xx XXXXX XXXXX, Journal of XXXXX, XX Press UK, Non-refereed, vol. 77 (#2): pp. 310-327, 20xx ABSTRACT: (write this summary in approximately 100 words.)
2. International Conference Proceedings
1.) <u>Smith J, Evans O</u> (*incl. coauthor(s)) Title: XXXXXXXXXXXX xx XXXXX Xxx, XXXXX xxxx xx (*Title of the Proceedings), XXXXX Press, vol.1 & #2, pp. 837-842, 20xx <i>*Please underline your name. The names of authors should be in the order appearing in paper.</i>
3. Publications
o Books
1.) <u>Smith J, Drebbel C</u> (*incl. coauthor(s)) Title: XXXXXXXXXXXX xx XXXXX Xxx, Name of Publisher, Year of Publication <i>*Please underline your name. The names of authors should be in the order appearing in book.</i>
o Chapters in Books
1.) <u>Smith J, Chapter X and XX</u> Title: XXXXX xx xxxxx xx xxxxxxxx, Name of Publisher, Editor Name, pp. xx-xx (*the first page – last page you write), Year of Publication
4. Commentary and Reviews
1.) <u>Smith J, Vian B</u> (*incl. coauthor(s)) Title: XXXXX xx xxx XXXXX, Journal Title, Name of Publisher, Refereed/Non-refereed, Vol. x (# xx): pp. xx-xx (*the first page – last page you write), Year of Publication <i>*Please underline your name. The names of authors should be in the order appearing in paper.</i>
5. Work
1.) <u>Smith J, Stephenson G and Gooch D</u> (*incl. collaborator(s)) Title: XXXXX xx xxx XXXXX, Name of Publisher/Commissioner, Year of Publication/Completion
6. Talk/Lecture at Meetings/Conf./Symp./Workshops
o Invited Talks/Lectures
1.) <u>Smith J, Trevithick R and Sarich R</u> (*incl. coauthor(s)) Title: XXXXX xx xxx XXXXX, Name, Place and Year of Meetings/Conf./Symp./Workshops <i>*Please underline your name. The names of authors should be in the order appearing in paper.</i>
o Other Talks/Lectures
1.) <u>Smith J, Otto N</u> (*incl. coauthor(s)) Title: Xxx xxx Xxx XXXXXXX, Name, Place and Year of Meetings/Conf./Symp./Workshops
Other (if there is any other information you would like to add)

(Example ¾)

B. Competitive External Research Grants/Funds	
Year - Month	Item
20xx Sep. – 20xx Aug.	1. Scientific Research Grants/Funds ○ Funds/Subsidies for Which Project You Were the Representative Name of Grant-in-Aid for Scientific Research, Research Item 'Research Project Theme', Total Research Expense
20xx Sep. – 20xx Aug.	○ Funds/Subsidies for Which Project You Were NOT the Representative Name of Grant-in-Aid for Scientific Research, Research Item 'Research Project Theme' (Name, Title, Occupation and Organisations/Institutions of the Project Representative) Total Research Expense
20xx Sep. – 20xx Aug.	2. Collaborative/Commissioned Research Projects (*Only the projects for which you were the representative) Name of Collaborator(s)/Commissioner(s), 'Research Project Theme', Total Research Expense
20xx Sep. – 20xx Aug.	3. Public Research Grants/Funds (*Only the grants/funds for which you were the representative) Name of Grant/Fund, 'Research Project Theme', Total Research Expense
C. Other	
Academic Society Membership and its Activities	
Year - Month	Item
20xx Sep. – 20xx Sep. – 20xx Aug.	Organiser, Xxxxxx Committee, International Xxxxxx Association Committee member, XXXXXXXXXXXX Committee, International XXXXXXXXXXXX Society
Social Contribution (incl. Collaboration with Industries)	
Year – Month	Item
20xx Sep.– 20xx Sep. – 20xx Aug.	Collaborative Research with XXXXXXXXXXXX, Ltd. Committee member, XXXXXXXXXXXX City Council
Honors and Awards	
Year - Month	Items
20xx June	XXXXX XXXXXX Medal Award from Institute of XXXXX XXXXXXXXXXXX (Awarding Reason: for the research project titled XXXXX XXXXX XXXXXXXXXXXX XXXXXX)

4.) Professional Educational Responsibilities

Relevant Teaching Responsibilities
<ol style="list-style-type: none">Teaching Experiences at Universities as a Permanent Faculty Staff<ul style="list-style-type: none">Undergraduate Level Names of Faculties/Departments & Institutions, 'Name of Teaching Class', Duration, Contents of Class/LectureGraduate/Postgraduate Level Names of Faculties & Institutions, 'Name of Teaching Class', Duration, Contents of Class/LectureTeaching Experiences at Institutions as a Temporary Staff Names of Institutions, 'Name of Teaching Class', Duration, Contents of Class/LectureAny other Teaching Experiences Practical Experiences Related to Teaching (Please list the items, durations and summaries succinctly.)
Relevant Experience for Education Improvement
<ol style="list-style-type: none">Writing and Translation of Textbooks Names of Textbooks and Publishers pp. x-xx (20xx)Publications and Papers regarding Education Improvement <u>Smith J, Hackworth T, Howe E and Jun M</u> (*incl. coauthor(s)) Book Title and Paper Title Journal Title Vol. X, #x pp. xx-xx (20xx)Educational Subsidies and Awards <1> Project Title Research Project Theme Total Research Expense <2> XXXXXXXX XXXXXXXX Prize (July 20xx)
Other Educational Experience
<ol style="list-style-type: none">Educational Boards (and the Assigned Period) and the ActivitiesOther