



# Guide to Creating a Qualifications Portfolio with CV for the University of Borås

The structure below is to be followed by applicants for teaching and research staff positions at the University of Borås in order to facilitate recruitment administration. The structure is also used for qualification acquisition applications. This document replaces the previous Guidelines for Portfolio of Qualifications, Reg. no. 227-07-10.

The following instructions apply:

- Keep the same numbering and heading.
- Note that the items differ in relevance for different positions.
- Leave blank those items that are not relevant.
- The Qualifications Portfolio with CV is to be uploaded as one file. Certificates and publications are to be uploaded separately.
- The application must be accompanied by the registration number (listed in the ad).

## 1. Basic information/CV

### 1.1. Background

Brief background as to why you are applying for this position can be given. This is followed by:

### 1.2. Name

### 1.3. Birthdate

### 1.4. Residential address and telephone number

### 1.5. Current employment

Title, subject area, scope (e.g. full-time), and location. Include the start date for this position.

### 1.6. Previous employment

Specify time periods and scope. Use reverse chronological order. Include any parental or other leaves of absence.

### 1.7. Other information

## 2. Degrees and scholarly competence

### 2.1. Higher education degrees

Specify the year, subject, and type of degree. Attach documentation in separate files.

### 2.2. Docent/Associate Professor qualification

Enter the year of the qualification. Attach documentation in a separate file.

## 3. Scholarly qualifications

### 3.1. Researcher profile

Describe your research focus (maximum 500 words).

### 3.2. Publications

List your publications by publication category and in reverse chronological order.

**3.3. Research environment and leadership**

Describe responsibilities and assignments aimed at building a research environment, such as work within doctoral education programmes, leadership of research groups, organisation of conferences, networks, international exchanges, etc.

**3.4. Funding received**

Report research funding you have received, e.g. from research councils, the EU, foundations, business and industry, and governmental authorities. Briefly describe your role in the application(s). Indicate the accountable authority and co-applicant(s). Attach documentation.

**3.5. Expert review experience**

Describe reviewer experiences/expert assignments, e.g. for international journals, assignments as external examiner and examining committee member, appointments, quality assurance.

**3.6. Other scholarly work**

Describe any other scientific/academic/scholarly activities within national and international networks, in business and industry, and governmental authorities, etc. Make note of patents, software, policy development, models, products with industrial application, exhibitions, awards, etc. Make note of collaborations and national and international research collaborations if not already detailed under 3.1. Note work as a visiting research fellow abroad or host for researchers at your own department.

**4. Fine arts qualifications**

The items below relate to positions relate to the fine arts and supplements or replaces the scholarly merits above. It is not necessary to list the same information more than once.

**4.1. Fine arts activity**

Report no more than three examples of fine arts activity.

**4.2. Fine arts production**

List your fine arts outputs in reverse chronological order, ensuring they have been presented in recognised contexts through selection processes such as curation or peer review.

**4.3. Fine arts leadership**

Describe fine arts leadership roles and other types of involvement in the arts.

**4.4. Funding received**

Report funds you have received. Attach documentation.

**4.5. Curation and assessment**

Describe curatorial work and reviewer experiences/expert assignments in the fine arts area.

**4.6. Fine arts research and other fine arts work**

Report other fine arts work. Report fine arts research projects if not mentioned above, including your role and output. Describe awards and work in networks.

**5. Pedagogical qualifications**

Pedagogical skills refer to the design, development, implementation, and examination of teaching. It includes both experiences and skills as teaching staff.

**5.1 Teaching profile**

This section is mainly qualitative and reflective, with references to theoretical sources where relevant. Describe how you design your teaching and supervision in practice and link this to your approach to teaching and learning (maximum 1,500 words).

**5.2 Teaching experience**

This section is mainly quantitative and explanatory. List your teaching experiences. If your experience is very extensive, give an overview and focus on the last 5-10 years.

**5.2.1.** Courses taught at the Bachelor's, Master's and doctoral levels, as well professional development. Specify your roles and responsibilities in the courses.

**5.2.2.** Supervision at Bachelor's and Master's levels.

**5.2.3.** Supervision at the doctoral programme level. State the name of the doctoral student(s) and their: doctoral thesis title, institution, year of admission, funding, type of degree, when it was awarded or is expected to be awarded. Specify your role and the extent of your involvement as a supervisor. Documentation of your role as principal supervisor should be attached.

**5.3 Skills as a teacher**

Describe the skills you have achieved as a teacher. Give two to three concrete examples from your teaching and supervision that demonstrate your skills from the teaching work mentioned in 5.1-5.3 (maximum 1,000 words).

Attach documentation to support your claims, such as how courses and teaching are designed or course analyses you have written (or course evaluations).

**5.4 Educational leadership**

Describe formal leadership roles, administration, and collaborations in education, such as programme responsibility, Director of Studies, etc. Report on teaching-related engagement and activities that have supported the teaching environment. Development and improvement of doctoral education.

**5.5 Educational courses**

List the teaching and learning courses you have completed. State the year, institution, course name, number of credits, and course objectives. Attach course certificate(s).

**5.6 Pedagogical production and projects**

Describe pedagogical development work/projects. Development of pedagogy in the subject area and production and development of teaching and teaching materials.

**5.7 Other pedagogical qualifications**

Describe other educational initiatives for the general public, companies, and others. Other pedagogical qualifications, awards, and distinctions.

**6. Other qualifications****6.1 Administration and management**

- List your experience in administrative and management assignments (e.g. for department, faculty) and indicate duration and scope.
- List any roles and positions of trust in boards, committees, evaluations at higher education institutions.

**6.2 Leadership courses**

List courses in leadership.

**6.3. Leadership profile**

Describe your personal view of academic leadership. Highlight challenges and tools (maximum 500 words).

**6.4. Assignments**

Describe assignments within government research councils/committees, international research councils/programmes/committees or other relevant expert or leadership assignments.

**6.5. Professional and professional experience**

Describe relevant professional and professional experience for the position.

**6.6. Other activities**

Other external contacts and activities (experience of collaboration in direct connection with own research and education activities is described in items 3, 4 and 5 above).

Describe business and industry and government collaborations and other collaborations with society. List roles on boards or in other bodies.

**7. Attached publications**

List and attach a selection (maximum five for lectureships and 10 for professorships) of your scholarly and fine arts publications that are most relevant to the position for which you are applying. Write a list and brief explanation for the selection. List them here but upload them separately in UB's recruitment system.

**8. Certificates and documentation**

Upload certificates and other documentation separately in UB's recruitment system, but list here which documents are being uploaded. Number the attachments as follows:

2.1 Certificate for higher education degrees with year of graduation, type of degree.

2.2 Documentation of being named Docent/Associate Professor. Enter the year of the assessment.

3.4 and 4.4 Documentation of reported funds you have received.

5.2.3 Documentation of being principal supervisor at the doctoral level.

5.3 Teaching skills. Attach documentation.

5.5 Documentation of higher education pedagogical education.