

All applicants for graduate research degrees are required to submit a CV as part of their application for candidature and/or scholarships. This guide provides instructions on how your CV should be organised.

- Set the page to A4 size (297mm x 210mm), in portrait orientation with margins of 2cm
- Text should be in black colour, in a 12 point font that is easy to read
- Do not use all capital letters
- Organise your information using the headings provided below

1. PERSONAL INFORMATION *(required)*

Full name:

Email address:

University of Melbourne Student ID *(if applicable)*:

2. PROPOSED THESIS TITLE/TOPIC *(if required)*

3. RESEARCH PROJECT SUMMARY *(if required)*

In no more than 100 words, provide a summary of your proposed research project. Do not include images, tables or graphs.

4. ACADEMIC QUALIFICATIONS *(required)*

- Please list ALL tertiary level studies you have undertaken (whether you have completed them or not, including those in which you are currently enrolled) beginning with the most recent. If you are currently completing a degree, write **CU** for “current” and the date that you anticipate completion by month and year. If you began a degree and did not complete it, write **INC** for “incomplete”.
- Please **either** use the table format provided below **or** list the information for each degree/course of study that you have undertaken as shown:
 - Name of Degree
 - Name of Institution & Country
 - % Research *(eg thesis or major research project if applicable)*
 - Length of Program *(full-time basis)*
 - Completion Date *(mm/yyyy)*
 - Overall Degree Grade or Grade Point Average

Name of Degree (eg Master of Arts; Bachelor of Science-Honours, etc)	Name of Institution & Country	% Research (if applicable)	Length of Program (eg 3 years)	Completed (mm/yyyy)	Overall Degree Grade or Grade Point Average

5. RESEARCH AND/OR RELEVANT PROFESSIONAL EXPERIENCE *(if applicable)*

Provide details of any voluntary and/or paid roles in the last five (5) years that are **relevant** to your proposed project/degree program. Please provide the following information for each organisation.

- Organisation name
- Start and end dates
- Average hours per week
- A brief description of your role and the relevant research/professional experience gained

6. MEDICAL FELLOWSHIPS *(if applicable)*

If you have held or currently hold a medical fellowship or have completed the first three years of clinical fellowship training indicated by success in passing the specified “Written and Clinical Examinations”, please provide:

- Name of fellowship
- Date awarded
- Official website that provides details of the fellowship (*eg general description, criteria for award*)

7. RELEVANT PUBLICATIONS *(if applicable)*

Relevant publications include refereed journal articles, refereed conference papers, book chapters, books, etc that have been published or accepted for publication.

- Do not include publications that have been submitted or are under review
- Begin with the most recent publication first
- Present publications in the format below:
 - (i) **Journal references in print:** name(s) of author(s), year, title of paper, title of journal, volume number, page number(s).
 - (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).
 - (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.
 - (iv) **Books:** name(s) of author(s), year, title of book, edition, publisher, ISBN.
 - (v) **Refereed conference papers:** name(s) of author(s), year, title of paper, title of conference, page numbers or URL of article as appropriate.

8. CREATIVE WORKS *(if applicable)*

Citations are required for creative works. Creative works include:

- creation of original visual arts, music, theatre, dance, performance design, film, creative writing, environmental design and so on
- professional level performance of music, theatre, dance, film

Please refer to the table below for information on what citations are accepted and to the instructions that follow for formatting your citations. Begin with the most recent citation first.

Creative work	Types of citations accepted
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

Present citations in the format below:

- (i) **Catalogues:** title, name of gallery, city of gallery, date of publication, pages and/or URL.
- (ii) **Reviews published in print:** name(s) of reviewer(s), date of publication, title of review, title of publication, first and last page numbers.
- (iii) **Reviews published online:** name(s) of reviewer(s), date accessed, title of review, title of publication, publisher, URL of the review
- (iv) **CD, DVD, Videos:** name(s) of author(s), year, title of disc, publisher.
- (v) **Bibliographic citation:** (as per book citations above).
- (vi) **Performances:** title of piece(s) performed, date of performance(s), location of performance (theatre and city).
- (vii) **Program or brochure:** Title, name of presenter, city of presenter, date of presentation, page listing and/or URL.
- (viii) **Awards:** Name of award, date of award, name of organisation, URL of the official website that provides details of the award (eg general description, criteria for award).

9. GRADUATE AWARDS AND SCHOLARSHIPS *(if applicable)*

If you have received or currently hold a graduate award or scholarship and did not have enough space to complete this section in the application form, please provide details of all awards/scholarships received here. Include:

- Name of award
- Institution by which the award was granted
- Award's annual monetary value
- Award start and end dates (month, year)
- Briefly describe the research or study the award is supporting

10. ADDITIONAL INFORMATION *(if applicable)*

If you wish to include any additional information related to your academic/research career (eg prizes or awards, professional organisation memberships, etc), please do so here.