**School of Languages and Cultures**

 **Higher Degree by Research Student Academic Portfolio**

This Portfolio is intended for internal use within UQ, and personal use by students.

1. **Internal use:** You will be required to submit an updated portfolio each year along with other documents for your annual progress review.

2. **Personal use**: The Portfolio gathers the kind of information that would be included on a Curriculum Vitae or resumé when applying for academic or other professional jobs and research fellowships.

**Please note that not all sections of the Portfolio will be relevant to every student.** It is likely that you will complete more sections as your candidature progresses and it is likely that students close to the end of their candidature will have only completed some sections. Don’t be overwhelmed by the range of possible activities!

**CURRICULUM VITAE**

|  |  |
| --- | --- |
| **Date** |  |

**A. Personal and Candidature Details**

|  |  |
| --- | --- |
| Family Name |  |
| Given Name  |  |
| Title |  |
| Student Number |  |
| UQ email |  |
| Contact telephone number (optional) |  |
| Current address (optional) |  |
| **Research Integrity Module completion date:** |  |
| Current candidature status (PhD or MPhil; full-time/part-time or remote) |  |
| Discipline |  |
| Principal Advisor |  |
| Associate Advisor 1 |  |
| Associate Advisor 2 (if applicable) |  |
| Date of Commencement |  |
| Due date for candidature completion |  |
| Periods of interruption to candidature |  |

**B. Qualifications, Awards, Memberships and Professional Development**

**B.1 Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Qualifications | Year | Qualification | Institution (if relevant) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**B.2 Awards and Prizes**

|  |  |  |
| --- | --- | --- |
| Awards and Prizes, including Fellowships and Scholarships | Year | Description |
|  |  |  |

**B.3 Professional Memberships (e.g. Modern Language Teachers’ Association Qld)**

|  |  |  |
| --- | --- | --- |
| Memberships | Year | Description |
|  |  |  |

**B.4 Professional Development Activities**

Include attendance at School, Faculty and University level professional development activities (e. g. Faculty RHD Seminar Series, the Graduate School Skills Training), and external professional development activities such as workshops and master classes hosted by other academic institutions.

|  |  |
| --- | --- |
| Professional Development Activities | Year |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**C. Teaching**

**C. 1 Formal Teaching Contact**

Fill in actual hours spent teaching (list the most recent first). For each semester, include a ‘Total’ line, showing the total contact hours across all courses for that semester.

|  |  |  |  |
| --- | --- | --- | --- |
| Year/ Semester | Course Code and Name | Your total formal classroom contact **hours** in this course. Do not include preparation time.  | *Note:*– Indicate the class size. Show contact hours by teaching mode (e.g. lecture, seminar). If you team teach, list role (e.g. coordinator, classroom teacher)  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**C. 2 Evaluation(s) of Teaching**

|  |
| --- |
| Summary Table of Teaching Evaluations |
| Course Code | Title of Course | Semester/Year | Number of Students | Course Rating | Teacher Rating |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

###### C. 3 Teaching Activities and Outcomes

 List any significant teaching activities and outcomes (indicate role and percentage contribution where relevant) in areas such as:

* development of teaching materials
* development of reliable and valid assessment tools
* development of curricula at course level

|  |  |
| --- | --- |
| Year | Initiatives |
|  |  |
|  |  |
|  |  |

**D. Research and Creative Work**

**D.1 Summary Statement of Themes**

 Provide a brief summary (no more than a few paragraphs) of the major past and present themes of your work (e.g. Honours thesis, long-term research interests). Conclude your summary with the current version of your thesis abstract.

|  |
| --- |
|  |

**D.2 Funding Support Sought and Received**

In each case indicate the granting agency and the amount sought. This includes SLC and Graduate School funding. Include unsuccessful and pending applications as well as those granted. Start with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Granting Agency | Amount sought | Outcome (successful, unsuccessful, pending) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**D.3 Publications (including Submitted, Accepted and In Press)**

Listallrefereedand non-refereed publications (including those submitted/accepted/in press), starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Publication title | Bibliographical details (e.g. place, publisher and date of book publication; name, year and/or issue and page numbers of journal publication) | Percentage and type of contribution (e.g. 50% author) |
|  |  |  |
|  |  |  |
|  |  |  |

**D.4 Conference and Seminar Series Presentations (including those accepted for future presentation)**

List all conference and seminar series presentations or posters presented at conferences (including those accepted for future presentation), starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Paper title and details | Forum (e.g. name of conference) and year | Percentage and type of contribution |
|  |  |  |
|  |  |  |
|  |  |  |

**E. Service and Engagement**

### E.1 Service to the School/Centre, Faculty/Institute and University

Include committee memberships, other service positions and projects, service as a University representative with any external organisations, etc. Indicate the duration and nature of role undertaken. Start with the most recent.

|  |  |
| --- | --- |
| Date(s) | Description of Role |
|  |  |
|  |  |
|  |  |

E.2 External Service to Profession/Discipline

Include activities such as editing a journal, organising a conference etc. starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Professional Service(including, editorial duties, etc) | Date(s) | Description of Role |
|  |  |  |
|  |  |  |
|  |  |  |

**E.3 External Service to the Community**

Include activities such as consultancies related to your academic interests, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| Community Service | Date(s) | Description of Role |
|  |  |  |
|  |  |  |
|  |  |  |