**Required fields that are downloaded automatically from the HR database:**

* Name, surname
* Department and position
* Employment start date
* Total work experience (if applicable)
* Length of teaching and research experience (if applicable)
* Education (if applicable)
* Academic degree (if applicable)
* Academic title (if applicable)
* Awards and achievements (if applicable)
* Timetable (if applicable)

**Required fields that have to be completed by the user:**

* Continuing education / Professional retraining / Internships / Study abroad experience (if applicable)
* Professional interests – choose tags from the list of keywords
* Patents and intellectual property rights certificates (if applicable) – indicate the exact title of the patent/certificate, with number and date. This field has to be completed with the support of the Legal Support Office.
* Membership in editorial boards of academic journals (if applicable)
* Publications
* Grants (if applicable)
* Academic supervision (if applicable) – this field shows doctoral students that work under your academic supervision; it has to be completed with the support of the Office of Doctoral Studies
* Courses (if applicable) – this information downloads automatically from the ASAV comprehensive academic information system. Please make sure that it is correct. The Office of Degree Programmes is responsible for the system.
* Work experience or CV
* Language proficiency
* Photo
* Work address
* Email
* Working hours/ consultation hours
* Supervisor
* ORCID (if applicable)
* Researcher ID (if applicable)
* Scopus Author ID (if applicable)
* Google Scholar (if applicable)

**Optional fields:**

* Presentations at academic conferences and seminars
* About me
* Phone
* Accounts in social media