

# Layout for Personal Profiles of HSE Academic Staff

Appendix 2

APPROVED

by HSE Directive

No. \_\_\_\_\_ dated \_\_\_\_\_

About HSE -> Faculty and Staff				Photo 200x200 pixels			
Name, surname							
Subdivision where the employee works (link to the website), position							
HSE employment start date							
Total years of employment							
Length of teaching and research experience							
<b>Home</b> <ul style="list-style-type: none"> <li>• Education uploaded automatically from IS-PRO</li> <li>• Academic Degree (if any), uploaded automatically from IS-PRO</li> <li>• Academic Title (if any), uploaded automatically from IS-PRO</li> <li>• Continuing education/ Professional retraining/ Internships</li> <li>• Professional Interests</li> <li>• Awards and Achievements (if any) uploaded automatically from IS-PRO</li> <li>• Participation in the Young Faculty Development Programme (if any), uploaded automatically from the portal database</li> </ul>		<b>Teaching</b> <ul style="list-style-type: none"> <li>• Courses (for faculty members), uploaded automatically from ASAV</li> <li>• Academic Supervision of doctoral students (if any)</li> </ul>		<b>Research and Publications</b> <ul style="list-style-type: none"> <li>• Publications</li> <li>• Presentations at academic conferences and seminars (non-mandatory)</li> <li>• Membership in editorial boards of academic journals (if any)</li> <li>• Grants (if any)</li> <li>• Patents and intellectual property rights certificates (if any)</li> </ul>		<b>Employment History</b> <ul style="list-style-type: none"> <li>• Employment history (can be replaced with a CV)</li> <li>• About me (non-mandatory)</li> </ul>	
<i>Contact details:</i> <ul style="list-style-type: none"> <li>• Work address</li> <li>• E-mail</li> <li>• Phone (non-mandatory)</li> <li>• Office hours/ Consultation hours</li> </ul>							
Timetable							
<ul style="list-style-type: none"> <li>• ORCID</li> <li>• ResearcherID</li> <li>• Scopus AuthorID</li> <li>• SPIN-RSCI ID</li> <li>• Google Scholar</li> </ul>							
Social media accounts							
CV (PDF)							
Supervisor							

# Layout for Personal Profiles of Administrative, Educational Support, Operations and Maintenance Staff

About HSE → Faculty and Staff

Name, surname

Subdivision where the employee works (link to the website), position

HSE employment start date

Total years of employment

**Home**

- Duties/Responsibilities
- Education  
uploaded automatically from IS-PRO
- Academic Degree  
(if any), uploaded automatically from IS-PRO
- Academic Title  
(if any), uploaded automatically from IS-PRO
- Awards and Achievements  
(if any) uploaded automatically from IS-PRO
- Participation in the Administrative Staff Development Programme  
(if any), uploaded automatically from the portal database

**Employment History**

- Employment History
- About me  
(non-mandatory)

Photo  
200x200 pixels

Language Proficiency

*Contact details:*

- Work address
- E-mail
- Phone
- Working hours

Social media accounts

CV (PDF)

Supervisor

Assistant/Secretary  
(if any)

Deputies  
(if any)