



Academic CV & Dossier Checklist

Academic Commission of Academicians | aca.edu.ge

Academic CV

Include contact and profile information, degrees, academic appointments, teaching, publications, research projects, presentations, supervision, service, leadership, awards and relevant professional activity. Use reverse chronology and consistent formatting.

Publication record

Separate peer-reviewed articles, books, chapters, conference proceedings and other outputs. Add DOI or stable links where available. Do not mix submitted or in-preparation work with published work without clearly labeling status.

Supporting evidence

Maintain copies of diplomas, certificates, appointment letters, teaching evidence, project documentation and relevant identity records in a secure location. Upload only what is necessary for the specific application.

Dossier structure

Use a cover summary, academic narrative, CV, selected evidence and appendices. Make it easy for reviewers to verify claims and understand the sequence of your academic development.

Final quality check

Verify dates, titles, institutional names, publication details and document legibility. Remove duplicate material and make sure the dossier matches the criteria of the target institution or program.

ACA guidance materials are designed for academic planning and dossier preparation. Formal institutional decisions remain with the competent institution.