

HOW TO NAVIGATE EDUCATIONAL BACKGROUND – DEGREES AND DIPLOMAS (CV MANAGEMENT)

TARGET AUDIENCE: FHS DB USER (FACULTY)

Updated April 27, 2023

LOGIN

Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

OVERVIEW

This section is in the McMaster CV. Completed Degrees and Diplomas are entered here. Incomplete or degrees in progress should be listed under Other Specialized Training in the Educational Background section.

BEST PRACTICE

For each degree include the designation i.e., MD, PhD, etc. The formal name of the institution and year received must be added. The institution is the organization that grants the designation.

Questions regarding content placement can be directed to your department [Academic Coordinator](#).

EXAMPLES:

Degrees and Diplomas

2020	PhD, Health Research Methodology, McMaster University, Hamilton
1992	MBBS, University of London, United Kingdom
1998	MD, McMaster University, Hamilton

DEGREES AND DIPLOMAS INSTRUCTIONS

LOCATING SECTION

Login to FHS DB and navigate to the CV Management menu on the left. The Education Background can be expanded to show your options. Click on Degrees and Diplomas.

CV Menu Options

Home

CV Management

- Education Background
- Professional Organizations
- University Appointments
- Employment History
- Scholarly and Professional Activities
- Areas of Interest
- Honours and Awards
- Courses Taught / Supervisorships
- Contributions to Teaching Practice
- Research Funding
- Lifetime Publications
- Presentations at Meetings
- Patents and Copyrights
- Administrative Responsibilities
- Other Responsibilities

McMaster University has a specific set of guidelines for CVs called the SPS B11 McMaster Curriculum Vitae Guidelines. The document can be found on the University Secretariat website.
<https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/sps-supplementary-policy-statements-tenure-promotion/>

Faculty Members must submit their CV in McMaster format for all academic reievs and for any administrative appointments. Preparation of the CV in McMaster format can be simplified by using the CV Management Module here.

To view and download your CV click the View CV button bellow. Toggle the Show Details switch to view the detailed CV.

Any entries that may need more details will be displayed below in the CV alerts. Click the hyperlink to view those entries.

[View CV](#) Show Details no

CV Alerts

There are no items for review at this time.

Home

CV Management

- Education Background
 - Degrees and Diplomas**
 - Qualifications, Licences and Certifications
 - Other Specialized Training

FEATURES

The section will be displayed upon selection. Users can sort and search within the section as well as add, edit, and delete entries.

Degrees and Diplomas Add

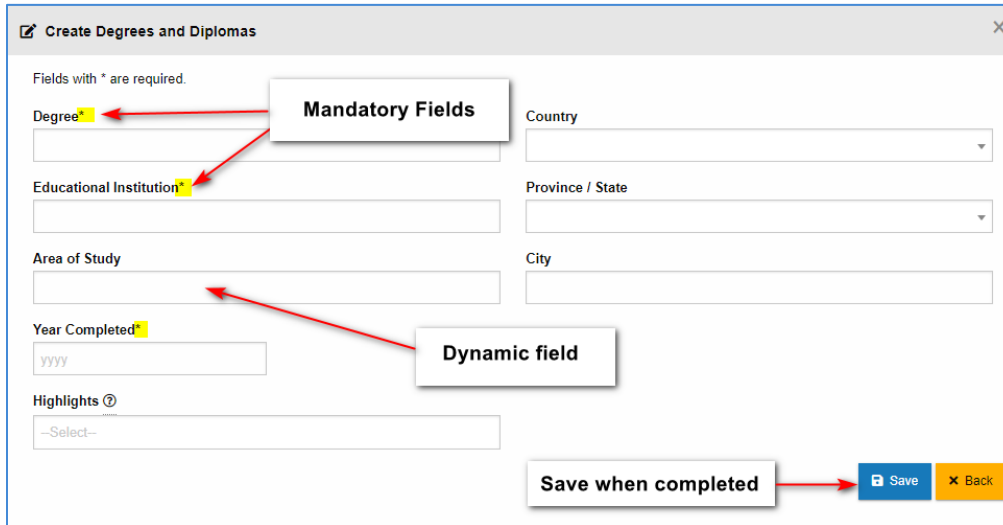
Showing 1 to 3 of 3 entries Filter

Degree	Educational Institution	Area of Study	Country	Province	City	Year Completed	Highlight
MD	University of Western Ontario	Medicine			London	2001	edit delete
BSc	University of Guelph				Guelph	1997	edit delete
MS	McGill University	Healthcare Management			Montreal	2015	edit delete

Show entries Previous **1** Next

DATA ENTRY FORM

The form contains prompts for users showing fields that are mandatory. **Dynamic fields will allow users to type in their entries and have a selection of previously defined values. If no matches appear, details can be added in as new entries.**



Create Degrees and Diplomas

Fields with * are required.

Mandatory Fields (points to Degree* and Educational Institution*)

Dynamic field (points to Year Completed*)

Save when completed (points to Save and Back buttons)

Form fields include: Degree*, Educational Institution*, Country, Province / State, Area of Study, City, Year Completed* (with 'yyyy' placeholder), and Highlights (dropdown menu).

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)