



## The list of documents to be submitted for Level 4 application

Name of the Applicant

### IMPORTANT

Even if a candidate defends the qualification work in their native language, the set of documents have to be submitted **only in English**. The candidate should prepare **additional** materials to defend the qualification work in their native language.

|   | document   | comment  | check                    |
|---|--|--|--------------------------|
| A   | The letter for application for L4                                | addressed to MATRIZ President and TMCC Chairman requesting Level 4 TRIZ Specialist Certification   | <input type="checkbox"/> |
| <b>B. Personal data</b>                               |  |  |                          |
| B1  | CV / resume  |  | <input type="checkbox"/> |
| B2  | e-mail   |  | <input type="checkbox"/> |
| B3  | L3 certificate number  |  | <input type="checkbox"/> |
| B4  | photo  | files extensions: <i>png, bmp, gif, or jpeg</i>  | <input type="checkbox"/> |
| <b>C. Documents confirming the experience in TRIZ</b> |  |  |                          |
| C1  | inventive activity   | e.g., list of patents, description of inventions, evidence of invention implementation, case studies, etc.   | <input type="checkbox"/> |
| C2  | published works on TRIZ  | MINIMUM 3<br>e.g., references or abstracts of published papers, information on papers and reports presented at TRIZ conferences, textbooks, etc.   | <input type="checkbox"/> |
| C3  | evidence on training experience *                                | e.g., training and teaching materials, a list of conducted seminars, programs of such seminars plus case studies and tests for attendees, etc.   | <input type="checkbox"/> |
| C4  | evidence on developing and/or upgrading TRIZ *                   |  | <input type="checkbox"/> |
| C5  | OTHERS *   |  | <input type="checkbox"/> |
| <b>D. Qualification work</b>                          |  |  |                          |
| D1  | brief summary of a project                                       | not exceeding 1,000 characters<br>Word (or alternative), <i>pdf</i> format preferred   | <input type="checkbox"/> |
| D2  | project report ( <i>details below</i> )                          | compiled in compliance with the "Requirements to Term and Graduation Papers on TRIZ" (Appendix 1 to the "Regulations on MATRIZ Multi-Level Certification of TRIZ Specialists")<br>Word (or alternative), <i>pdf</i> format preferred | <input type="checkbox"/> |
| D3  | presentation for the report on a project                         | PowerPoint (or alternative), <i>pdf</i> format preferred   | <input type="checkbox"/> |
| D4  | presentation for 2÷3-hour lecture or practical training exercise | on one of the subject matters indicated in the TRIZ Qualification Standard (Appendix 1 to the "Regulations on MATRIZ Multi-Level Certification of TRIZ Specialists")<br>PowerPoint (or alternative), <i>pdf</i> format preferred     | <input type="checkbox"/> |

\* optionally



1. Project report should include:

- Technical description of an object (the description should be sufficient to provide an insight into the subject and to enable the analysis of obtained solutions).
- Brief background for the problem in question and previous attempts to solve it.
- Project goals and constraints.
- Description of work conducted at the analytical stage of the project:
  - Substantiation for the selection of analytical procedures for the analysis of the initial situation and identification of problems to be solved to accomplish the project goals.
  - Detailed description of application of several most efficient analytical procedures (from author's standpoint).
  - List of problems resulting from the analytical stage.
- Description of methodological tools and techniques used for solving identified problems:
  - Detailed descriptions of solving of at least two most illustrative problems (from author's standpoint) with explanations on the issue of TRIZ tool selection.
  - Verification of feasibility of obtained solutions by references to at least one of the documents listed below:
    - Statement of implementation;
    - Results of calculations/experiments;
    - Opinions of qualified experts;
    - Obtained patents for inventions and filed applications for patents for inventions;
    - Other kinds of documents verifying feasibility of proposed ideas for solutions.

*Note: a candidate must be a full participant in a project - "general leadership", "supervision", "participation in discussions" and the like are not considered to be full participation in work on a project.*

2. Procedures based on function analysis represent analytical procedures recommended by MATRIZ for use in the analysis of a source situation. However, other procedures (that have been tested in practical work) could be also used (e.g., procedures recommended by MATRIZ Council on Research and Developments and CEM) and approved by TMCC.
3. Deviations from the standard structure of technical report on a project are admissible<sup>1</sup>, but such deviations must be substantiated convincingly by a candidate.
4. All materials submitted to MATRIZ should not contain any confidential data and it should be possible to publish them in open sources of information. MATRIZ is not responsible for the disclosure of confidential information, if such information is included in submitted materials by a candidate.

*Note: Candidates may submit adapted reports on "made up" problems, which are based on real problems modified in such a way as to avoid disclosure of confidential information. In this case, the general approach to problem solving should be retained and meet the requirements of the present Regulations. In this case, a candidate should notify CC4 that he/she is going to present an adapted report on a "made up" problem for the defense purposes.*

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<sup>1</sup> Requirements to Term and Graduation Papers on TRIZ, Appendix 1 to the Regulations on MATRIZ Multi-Level Certification of TRIZ Specialists.