PORTFOLIO

Manual for PhD candidates

VUB DOCBE-RTDO
Last update: 13/01/2021
Part A. Concept & impact of compulsory doctoral training

Part B. Practical hands-on

(Still to come and ongoing work in the course of January 2021)

Part C. Work flow when submitting a thesis: PhD &

    Doctoral training track

Part D. Internal reports (print overview) & Certificates

Part E. Combining a PhD track and a short trajectory of the

    ‘educatieve MA’ (Nederlands)

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Part A. Principles of the Compulsory Doctoral Training programme

1 What is it about?

1.1 Quadrant figure

Doctoral candidates starting as of academic year 2019-2020\(^1\) are obliged to pursue a doctoral training programme. They have to earn at least 30 credits in total before submitting their doctoral dissertation following the quadrant figure (Figure 1) and the credit table.

![Quadrant Figure](image)

This figure contains 4 quadrants- each holding a cluster of activities- and an overarching wildcard. The clusters are related to: (a) Research Output (i.e., publications and presentations: posters & talks), (b) Teaching and Societal Outreach (e.g., supervision and jury member of BA/MA thesis and other bridging programs), (c) Domain specific skills (e.g. courses, summer schools, awards) and (d) Transferable skills (e.g. workshops and seminars, event organization and taking part in working groups).

Per quadrant cluster of activities a minimum of 5 credits should be acquired and none can be empty. The 'Overarching Wildcard' with focus on Collaborations and Mobility may be used to sum up to this 5 credits minimum and thus fill out possible gaps in all Quadrants.

\(^1\) Starting means starting for the first time as doctoral student at VUB and admitted to start in the academic year 2019-2020.
<table>
<thead>
<tr>
<th>ICT tool</th>
<th>Curriculum Doctoral School Output &amp; Trainings</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH OUTPUT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SCIENTIFIC PUBLICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURE</td>
<td>(co-) author of a book/anthology</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>international peer-reviewed articles/contributions in book/anthology</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>international peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>national peer-reviewed articles/contributions in book/anthologies</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>national peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>articles/contributions in book/anthologies/journals without peer-review</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>scientific editor of book/anthologies/journals</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>report of research projects/policy preparing studies submitted to the subsidizing organisation after conclusion of the activities</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>contribution to specialist publication (i.e. protocol, handbooks)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>conference paper in proceedings</td>
<td>3</td>
</tr>
<tr>
<td><strong>PRESENTATIONS FOR ACADEMIC AUDIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURE</td>
<td>presentation at conference as activity in PURE</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>poster presentation</td>
<td>1</td>
</tr>
<tr>
<td><strong>TEACHING AND SOCIETAL OUTREACH</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TEACHING (educational activities)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD Portfolio</td>
<td>Teaching courses to BA/MA students (incl. scoring papers and supervising internships)</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Giving research training: seminars</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Thesis support: Supervising thesis on BA/MA/MaNaMa level and/or serving in thesis jury</td>
<td>*</td>
</tr>
<tr>
<td><strong>SOCIETAL OUTREACH (public engagement)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURE</td>
<td>vulgarizing publications aimed at a non-academic audience</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>public lecture/debate for a non-academic audience</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>media participation</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>schools’ engagement</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>organising a Festival/Exhibition (this is NOT a research conference)</td>
<td>3</td>
</tr>
<tr>
<td><strong>DOMAIN SPECIFIC SKILLS</strong></td>
<td>TRAINING</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>PhD Portfolio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attending (regular) courses (bachelor, master or MaNaMa level)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Research Integrity</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Funding &amp; writing grant proposals</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Methodology: preparing and organizing data</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Methodology: collecting data</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Methodology: analysing data</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>DS-specific trainings: i.e., Introduction PhD days, seminars and master classes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>External summer schools/workshops</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td><strong>KNOWLEDGE AND INNOVATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Approved) written proposals for external agency (e.g., FWO, Innoviris,...)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Developing new software/database/digital or visual products/web publication</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Artefact</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Exhibition/Performance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Composition/Design</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Scientific prize/award</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Membership of academic working groups or councils</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PhDPortfolio Patent</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TRANSFERABLE SKILLS</strong></th>
<th>TRAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Portfolio</td>
<td></td>
</tr>
<tr>
<td>Academic English courses (i.e. 4 different courses: introduction, argumentation, argumentative writing, advanced writing skills &amp; publications)</td>
<td>*</td>
</tr>
<tr>
<td>Presentation skills training</td>
<td>*</td>
</tr>
<tr>
<td>Writing skills training</td>
<td>*</td>
</tr>
<tr>
<td>Getting organized training (e.g. time management, personal effectiveness)</td>
<td>*</td>
</tr>
<tr>
<td>Leadership training</td>
<td>*</td>
</tr>
<tr>
<td>Other transferable skills trainings (creative thinking, conflict management, negotiating)</td>
<td>*</td>
</tr>
<tr>
<td>Wellbeing courses (Mindfulness, stress management)</td>
<td>*</td>
</tr>
<tr>
<td>Career development</td>
<td>*</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>*</td>
</tr>
<tr>
<td>External training in transferable skills</td>
<td>*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACTIVITIES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PURE</td>
<td></td>
</tr>
<tr>
<td>Membership of public / government advisory / policy group or panel work on advisory panels for social community and cultural engagement; industry or government or non-government organisation</td>
<td>1</td>
</tr>
<tr>
<td>Contribution to the work of external committees and working groups</td>
<td>1</td>
</tr>
<tr>
<td>Organizing research related events (e.g. conference at VUB or another organisation)</td>
<td>3</td>
</tr>
<tr>
<td>OVERARCHING WILDCARD</td>
<td>PURE</td>
</tr>
<tr>
<td>----------------------</td>
<td>------</td>
</tr>
<tr>
<td>Joint or sponsored appointments or secondments with industry or commerce</td>
<td>*</td>
</tr>
<tr>
<td>Third Party Services</td>
<td>*</td>
</tr>
<tr>
<td>International mobility stay of minimally one week at a foreign university, library, archive or lab for an apprenticeship or research</td>
<td>*</td>
</tr>
<tr>
<td>PhD Portfolio</td>
<td>Interdisciplinary doctorate</td>
</tr>
<tr>
<td>Interdisciplinary collaboration</td>
<td>3</td>
</tr>
</tbody>
</table>

Legend: *: course specific points or credits per 24h work investment by the doctoral candidate

Table 1: Credit table doctoral training as of 2019-2020

The Credit table gives an overview of all activities per quadrant you can earn credits for. On the left side it shows the ICT tool to be used for inputting the activities: some will have to be added directly in Portfolio, others in PURE and will be added into Portfolio through a link between both systems. On the right side the column shows the credit set-up, see section under PORTFOLIO input of activities in a 3-way manner.

1.3 Target group

All doctoral candidates can make use of Portfolio and the training offer by RTDO. Doctoral candidates who started as of academic year 2019-2020 are obliged to reach the minimum required credits before they can submit their doctoral thesis.

The doctoral training programme is NOT compulsory for doctoral candidates who enrolled in an earlier academic year than 2018-2019. (BEFORE the start of the 2019-2020 academic year, i.e., 16/09/2019). They don’t have to fulfill the conditions of the doctoral training programme in order to submit their thesis. They however CAN complete the doctoral training programme if they’ve earned enough credits and meet the conditions.

1.4 Exemptions

Can you be exempt from the compulsory doctoral training?

Yes. Exemptions may apply to one of the following categories:

1. Joint PhDs who are enrolled with a joint PhD contract and who’s main institution is not the VUB;

2. Doctoral candidates with a sandwich fellowship and who are pursuing ≥50% of their research trajectory abroad;

3. Doctoral candidates combining their PhD track with working ≥50% in a non-research related context e.g. Doctoral students in the Arts, Clinical Doctors, prof. emeritus, retired persons,…

In addition, there is also a group called ‘Other’ for special cases and exceptional circumstances. These exemption requests will be handled by the Doctoral School Steering Committee.
1.4.1 Procedure for doctoral candidates who started in academic year 2019-2020 and 2020-2021

1. Exemptions are formalized (3-step procedure) by downloading the form on the PhD portal mentioning a statement and duly signed by the supervisor and sent to RTDO@vub.be in order to have it listed in the VUB CALI ICT system.


2. Timing: exemptions should be asked within 2 years from the start of the PhD. Ideally before submitting the first progress report.

Doctoral candidates who are exempted, yet, wish to get a Certificate of their doctoral training/education can still use their PORTFOLIO to insert their activities. More info see What is a Certificate of doctoral training and how to get one?

1.4.2 Procedure for doctoral candidates who started as of academic year 2021-2022

Upon enrollment, you have to complete an application form. You have the option to ask for an exemption in that form. Your faculty will decide upon granting you the exemption if it is part of one of the three reasons stated earlier. If you wish an exemption with another reason, this application will be sent to the VUB Steering Committee of the Doctoral Schools which will handle your request.

To view the application forms, please check the following pages:

- [here](https://student.vub.be/en/phd/doctoral-training#training-programme): if you have studied at a Flemish university

- [here](https://student.vub.be/sites/vub/files/exemption_compulsory_doctoral_training_programme_1.pdf): if you have not studied at a Flemish university

**IMPORTANT TO REMEMBER**

Doctoral candidates who are exempted from the compulsory doctoral training are still enrolled in the doctoral training program but not obliged to finish it. Yet, the doctoral candidate is free to acquire credits and if compliant -to the certificate rules- get a certificate for it.

If for any reason the exemption changes and the training should become mandatory the doctoral candidate can immediately start to actively use the PORTFOLIO.

1.5 What is a Certificate of doctoral training and how to get one?

A Certificate of doctoral training is an official document issued by the VUB mentioning your successful completion of the doctoral training programme at our institution.

The former separate Supplement to the Certificate of the doctoral training listing all activities which were approved in your PORTFOLIO will not be printed anymore. See also Print Overview.
To get this Certificate you need to fulfill the requirements of the doctoral training programme: you need to have acquired 30 credits, with minimally 5 credits per quadrant. For practical info see Quadrant figure. Once the doctoral student complies with all the criteria the Certificate will be issued automatically.

2 What’s in it for me?

VUB is convinced that expertise and competencies earned through the doctoral training program will create added value for the doctoral candidate’s career and for the university as a whole.

Every PhD trajectory is highly specialized and requires specific abilities. As a PhD candidate at the VUB, you decide for yourself what skills you need and how you should acquire them. Research activities completed outside of the university are also acknowledged by the Doctoral Schools.

3 Which actions are necessary?

Make sure to enroll on a yearly basis, otherwise you will no longer have access to these ICT-tools. Get to know the ICT tools of Portfolio and PURE. Add activities on a regular basis in order to have these validated on time before submitting your PhD thesis.
Part B: Portfolio, a practical hands-on

1 General principles of Portfolio

The PhD PORTFOLIO is a personal online documentation system allowing you to:

- record optional data online regarding personal achievements in the margins of your PhD research project, which benefits the university and academia in general;
- create a file of the PhD process which may be used in presentations for future employers.

The PORTFOLIO keeps track of the doctoral candidates’ progress in the Doctoral Training Programme, according to a Quadrant structure.


1.1 Where can I find the PORTFOLIO, and how to log in?

The PORTFOLIO is embedded in the CaLi Self Service. Log in to CaLi with your VUB Net ID. Open the main menu and click on Self Service; you'll find a link to the PORTFOLIO.

- Link to CaLi: here
- If you cannot find a link to the PORTFOLIO in your Self Service? Most likely data is missing in your Student profile. Contact rtdo@vub.be so we can check it.
- In case you are a staff member e.g., assistant position, please switch to your Student profile.

Figure 2: CALI start page

CLICK PhD Portfolio or go to Self Service, CLICK PhD Portfolio

1.2 The home page

1.2.1 General

Upon clicking the PhD PORTFOLIO icon the homepage will appear. It is structured into 2 parts: On top there are the access buttons of the 4 Quadrants and the Wildcard. Below is the credit status overview per Quadrant and the Wildcard.
Each quadrant has **Quadrant types** further specifying its **subtypes**.

- **Research Output**
  - Scientific publications
  - Presentations for academic audience

- **Teaching & Societal Outreach**
  - Taught courses
  - Taught seminars
  - Thesis support; jury member
  - Societal Outreach

- **Domain specific skills**
  - Attended (regular) courses
  - Attended seminars/workshops
  - Research activities (including patent)

- **Transferable skills**
  - Attended (regular) courses
  - Attended seminars/workshops
  - Research activities

- **Overarching Wildcards**
  - Internship/secondment (mobility)
  - International/interinstitutional (mobility)
  - Interdisciplinarity (collaboration); doctorate in the interdisciplinary studies
  - 3rd party services (collaboration/consultancy)

### 1.2.2 Approval statuses and becoming compliant

The overview table shows three statuses of the activity input: AVAILABLE, SUBMITTED, ACQUIRED. Note activities can also be rejected but are not shown on the overview.
REQUIRED displays the minimum number of credits needed to comply to the doctoral school regulations when submitting the PhD thesis. This is:

1. In total a min of 30 credits should be acquired
2. Per quadrant a min of 5 credits is required

The overarching wildcard or bonus can be used to fill out gaps in the quadrants with a maximum of 4 credits to be used in total, see also: Quadrant figure. Consequently, a quadrant can never be zero. Yet, if in the overarching wildcard more credits have been acquired, these are not lost but can help to add up to the 30 credits minimum.

Below is an example on how the WILDCARD is used in Portfolio

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># CREDITS ACQUIRED</th>
<th># CREDITS REALLOCATED</th>
<th># CREDITS REQUIRED AS MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Output</td>
<td>22</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Teaching &amp; Societal Outreach</td>
<td>1</td>
<td>+4 or +2 or +1</td>
<td>5</td>
</tr>
<tr>
<td>Domain specific skills</td>
<td>7</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Transferable skills</td>
<td>2</td>
<td>+0 or +2 or +3</td>
<td>5</td>
</tr>
<tr>
<td>WILDCARD</td>
<td>12</td>
<td>-4</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>44</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Table 2: WILDCARD usage scenarios

In this table the doctoral candidate acquired 44 credits in total. When checking all quadrants two don’t have a minimum of 5 credits. This is the case for Q2: Teaching and Societal Outreach and Q4: Transferable skills. Following the rules the WILDCARD (bonus) can only be used with a maximum of 4 credits to fill out gaps as the quadrants may not be zero. Under Column: ‘# CREDITS REALLOCATED’ scenarios are shown on how WILDCARD acquired credits can be reallocated to others. Yet this is done automatically by the system. Note that at the end the remaining 8 credits of the WILDCARD are never lost and could be counted to add up to the 30 credits required minimum.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th># CREDITS ACQUIRED</th>
<th># CREDITS REALLOCATED</th>
<th># CREDITS REQUIRED AS MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Output</td>
<td>22</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Teaching &amp; Societal Outreach</td>
<td>1+2=3</td>
<td>+2</td>
<td>5</td>
</tr>
<tr>
<td>Domain specific skills</td>
<td>7</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Transferable skills</td>
<td>2+2=4</td>
<td>+2</td>
<td>5</td>
</tr>
<tr>
<td>WILDCARD</td>
<td>8</td>
<td>-4</td>
<td>30</td>
</tr>
<tr>
<td>TOTAL</td>
<td>44</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>

Table 3: WILDCARD scenario outcome using maximum of 4 credits

The status ACQUIRED - taking into account the credits used from the overarching WILDCARD to fill out gaps – still shows the doctoral candidate has a deficit in Q2 (Teaching and Societal outreach) and in Q4 (Transferable skills). Three credits still need to be acquired before submitting the PhD thesis to fulfill the conditions.
When compliant the following message will appear on the homepage:

Dear doctoral candidate,
You have successfully completed the doctoral training programme. As of now you can submit your doctoral thesis to the secretariat of your faculty, please check the procedure in the supplementary faculty regulations [here](#). As soon as your faculty accepted your submission, we will close your doctoral training programme. You will receive a proclamation certificate shortly after acceptance.

1.3 Approval flow and credit status

It is not sufficient to just collect activities in the PORTFOLIO; the activities and the corresponding credits need to be validated either by the PURE team or by your supervisor or director of your doctoral school. The validation process flow is integrated in the PORTFOLIO.

To see the details of the approval flow, click on the QUADRANT TITLE (access buttons) on the menu bar.

The table below shows the statuses and the approval flow.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVAILABLE</td>
<td>The status refers to activities for which the doctoral candidate still needs to input information. Once the input has been done the status changes into SUBMITTED, see next status for info. This is the case for the overarching Wildcard activities which come automatically after transfer from PURE into the PORTFOLIO. Yet, input still needs to be done in PORTFOLIO by the doctoral candidate about the <em>hours spent (investment)</em>. Note that available input from PURE is transferred into PORTFOLIO with the status ACQUIRED if no approval by supervisor or director is requested. This is the case for input coming from all research output e.g., peer reviewed publications.</td>
</tr>
<tr>
<td>SUBMITTED</td>
<td>This is a technical status and is actually an overview of all AWAITING APPROVALS on the home page. Depending on the items it is either the supervisor or the doctoral school director who approves. You can check those specific statutes in the concerned quadrants.</td>
</tr>
<tr>
<td>AWAITING SUPERVISOR APPROVAL</td>
<td>This status will be shown for activities which need to be approved by the supervisor. (i.e., taught courses and seminars/workshops, thesis support,...). (S)He receives an automatic email to evaluate the activity as soon as it appears in the PORTFOLIO. Once approved it status will go to ACQUIRED. If not approved the status will show REJECTED.</td>
</tr>
<tr>
<td>AWAITING DIRECTOR APPROVAL</td>
<td>The status refers to activities which need to be approved by the doctoral school director. (i.e., attended courses and seminars, ...). Once approved the status will go to ACQUIRED. If not approved the status will show REJECTED.</td>
</tr>
<tr>
<td>ACQUIRED</td>
<td>Once submitted activities have been approved either by supervisor or by the doctoral school director the status will show ACQUIRED</td>
</tr>
</tbody>
</table>

*Table 4: Approval statuses*

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2 After migration of the former Portfolio to the new Portfolio some activities can have status AVAILABLE referring to the fields e.g., organization which still need to be filled out for Q3 and Q4 trainings (courses and seminars /workshops) and confirmed by clicking OK.
1.4 PORTFOLIO input of activities in a 3-way manner & credit calculation

There are 3 ways in which credits are visible in the PORTFOLIO:

a. Directly in PORTFOLIO tool (e.g., workshops’ participation incl. uploading of proofs of participation) upon input by the doctoral candidate.

b. Transfer after input in PURE from PURE interface to PORTFOLIO (e.g., input of published peer reviewed articles).

c. Internal transfer coming from CALI updates (e.g., passed exam(s) of attended course(s))

Credit Calculation

When attending training (seminars, workshops) the system will ask to input the hours spent or workload investment this seminar required. Consequently, credits will be calculated upon this input.

**Basic rule is 1 credit = 24h investment.** This includes not only contact hours (hours you followed a certain workshop), but all investment as part of that workshop, such as preparatory work (e.g. reading specific literature, filling out questionnaires) and assignments.

As an example: when participating in the ‘ethics week’ during which several sessions are organized the total hours spent may be summed up for all joined sessions. The total outcome can then be considered in one input and will then count as one credit.

1.5 Print Overview redesigned

This process is currently under development.

There are 2 buttons available generating proofs. These are called:
- xx
- xx

The first one: xx will generate a word document This file gives an overview of all acquired activities in the PORTFOLIO. The entries can easily be cut and paste into the Doctoral Progress Report or when needed for other communications.

The second button called: xx will generate a PDF secured and official signed document which can be used e.g. for VISA purposes confirming the ongoing doctoral training track.
2 Quadrant 1: Research output

Navigate to Research Output to see the results.

The first Quadrant called RESEARCH OUTPUT is divided into 2 Quadrant types:
a. SCIENTIFIC PUBLICATIONS and b. PRESENTATIONS FOR ACADEMIC AUDIENCE. Its input is done in the ICT tool PURE. For all categories a fixed amount of ECTS is allocated.

<table>
<thead>
<tr>
<th>ICT tool</th>
<th>Curriculum Doctoral School Output &amp; Trainings</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH OUTPUT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SCIENTIFIC PUBLICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(co-) author of a book/anthology</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>international peer-reviewed articles/contributions in book/anthology</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>international peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>national peer-reviewed articles/contributions in book/anthologies</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>national peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>articles/contributions in book/anthologies/journals without peer-review</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>scientific editor of book/anthologies/journals</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>report of research projects/policy preparing studies submitted to the subsidizing organisation after conclusion of the activities</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>contribution to specialist publication (i.e. protocol, handbooks)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>conference paper in proceedings</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>PRESENTATIONS FOR ACADEMIC AUDIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>presentation at conference as activity in PURE</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>poster presentation</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Table 5: Q1: Research Output: Scientific Publications: # of credits

2.1 Scientific publications

Scientific publications published during your PhD research are part of your doctoral training programme. You will need to add these to the PURE research database.
After validation by RIDM\(^3\), the automatic transfer between PURE interface and the PORTFOLIO ensures that the PURE publications appear in the PORTFOLIO. The transfer is done on a weekly basis every Thursday.

Consult Table 5, to see an overview of the considered research output and corresponding obtained credits. For hands-on experience on how to input in PURE in this manual, see Quadrants input through PURE at the end of the manual, see Quadrants input through PURE.

---

**Figure 4: Q1: Research Output: Scientific Publications-PORTFOLIO**

**IMPORTANT TO REMEMBER**

1. Articles which are in press are **not** transferred into your PORTFOLIO, only published ones.
2. Being a ‘**First**’ author does not give more credits as some scientific journals publish articles with the authors in alphabetic order. Therefore this type of authorship has been omitted.
3. It is important to fill out all **mandatory** fields in PURE. Examples of these are: fields for publication year; **ISBN** field for book validation; for journals you will need to select or the issue number **ISSN** or the volume number; review status: peer reviewed or not, international or national peer-reviewed.
4. Contributions to **specialist** publication is aimed at an **academic** audience; here you will need to make a choice; in case you have a contribution as a **vulgarization** of your research aimed at a non-academic audience- note that this belongs to Quadrant 2: Teaching and Societal Outreach. In addition, this kind of input does not refer to press articles which should be input under press/media (under the same Q2). As an example an article can be written for experts in the domain (specialists) (Q1) e.g., medical

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\(^3\) RIDM is the Research Information & Data Management team which is part of Research and Data Management Department
doctors, psychologists and disseminated for the lay public (vulgarized) (Q2) in a psychology magazine.

5. Articles and contributions in book/anthologies/journals **without** peer review can also provide credits e.g., *contribution* to National Geographic about pandemics: ‘How pandemics change us’ or *articles* published in EOS.

6. Final reports of research projects to funding agencies after finishing the project term will give credits.

7. Contributions to Proceedings published after a set of meetings or a conference will give credits yet, papers at conferences can also be a scientific peer reviewed paper in a scientific journal.
2.2 Presentations for an academic audience

Participations during conferences, by means of active contributions will be taken into account through your presentations. This means that you either presented a paper in giving a talk or participated with a poster presentation.

<table>
<thead>
<tr>
<th>PRESENTATIONS FOR ACADEMIC AUDIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURE</td>
</tr>
<tr>
<td>presentation at conference as activity in PURE</td>
</tr>
<tr>
<td>poster presentation</td>
</tr>
</tbody>
</table>

*Table 6: Q1: Research Output: Presentations for Academic audience: # of credits*

The input in PURE of both differs and once the input has been transferred from PURE to PORTFOLIO both activities need to be approved by the supervisor in the PORTFOLIO.

**Paper** Presentations are added in PURE under:
*Activity* > talk or presentation > talk or presentation at a conference

Here the event field needs also to be entered with the title of the conference and under period the specific date the talk was given.
Research Activities transferred from PURE to PORTFOLIO always need to be approved. This activity will be approved by your supervisor.

**Poster** Presentations are added in PURE under:
*Research output* > unpublished contribution to conference > poster

Here the event field should be entered. As this Research Output is the only one which still needs to be validated by the supervisor.
Figure 5: Q1: Research Output: Presentations for academic audience-PORTFOLIO

IMPORTANT TO REMEMBER

1. When you are inputting in PURE please note that you also need to specify your role in order to have the activity transferred to your PORTFOLIO.
   - For paper presentations (talk): your role can be either: SPEAKER, INVITED SPEAKER, KEYNOTE SPEAKER, LECTURER OF PRESENTER
   - For poster presentations, your role is AUTHOR on the poster.
2. If during a conference you presented your poster also as a talk, note that this can only be input once. Yet, it is up to the doctoral candidate to make a choice.
3. When during a conference you were awarded a ‘Poster award’, this award will yield credits and can be entered under Quadrant 3: Domain specific skills.
4. Note that it is possible to enlist attended meetings (e.g. congresses) in PURE, though these input will NOT appear in your PORTFOLIO that way. Only active participations through paper or poster presentations will result in credits visible in your PORTFOLIO with status acquired after approval.
5. Active participation during Meetings/Conferences are not be confused with attending workshops/seminars, see the info on attended seminars, Quadrant 3: Domain specific skills or Quadrant 4: Transferable skills. Acquiring credits for having participated in these trainings will depend on your input in PORTFOLIO.
6. If you are a member in the organising committee of a congress then add this under Activity > participating in or organizing an event > Participating in or organizing an event at an external academic organization.
3 Quadrant 2: Teaching and Societal Outreach

Navigate to Teaching and Societal Outreach to see the results and to input.

The second Quadrant called Teaching and Societal Outreach is divided into 2 Quadrant types: a. Teaching (educational activities) and b. Societal Outreach (public engagement).

The first section’s input is done in the ICT tool PORTFOLIO, while the second section’s input goes through PURE.

Credits for section one will be allocated depending on the input of hours spent, i.e. your workload invested.

For the section about Societal Outreach a fixed amount of credits is configurated. For both sections all activities need to be approved by the supervisor except the specialist publication category: vulgarizing publications. These are validated by the RIDM team in PURE similarly as for the other publications (see also the info under IMPORTANT TO REMEMBER)

<table>
<thead>
<tr>
<th>PhD Portfolio</th>
<th>Teaching courses to BA/MA students (incl. scoring papers and supervising internships)</th>
<th>Giving research training; seminars</th>
<th>supervising thesis on BA/MA/MaNaMa level / serving in thesis jury</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURE</td>
<td>vulgarizing publications aimed at a non-academic audience</td>
<td>public lecture/debate for a non-academic audience</td>
<td>media participation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>schools' engagement</td>
<td>organising a Festival/Exhibition (this is NOT a research conference)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Available</th>
<th>Submitted</th>
<th>Acquired</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research output</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Teaching &amp; societal outreach</td>
<td>0</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Domain specific skills</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transferable skills</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overarching wildcards</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>3</td>
<td>28</td>
</tr>
</tbody>
</table>

Figure 6: Q2: Homepage

Table 7: Q2: Teaching and Societal Outreach: # of credits
3.1 **Teaching (educational activities)**

Active involvement in education tasks called Teaching comprises 3 different items:

a. Teaching **courses** for BA & MA students;
b. Giving research trainings or more specifically scientific **seminars or workshops**;

c. **Thesis support.** This comprises 2 subtypes:
   1. **Supervising thesis** in Bachelors’, Masters’ programmes, Advanced Master’s Programmes (MNM), Bridging Programmes, Postgraduate Programmes, and Preparatory Programmes.
   2. **Serving as a jury member.**

All these activities need to be approved by your supervisor only and are calculated in hours of investment spent, meaning not only contact hours but also preparation and follow-up can be taken into account. Proofs to be uploaded are necessary in case of teaching courses only outside VUB but always when giving workshops/seminars at VUB as well as externally.

![PhD Portfolio](image)

*Figure 7: Different types of Teaching - Educational activities in the PORTFOLIO.*
3.1.1 Teaching courses to BA/MA students and other students incl. scoring and supervising internships.

To indicate your educational involvement in a **VUB course or a non-VUB course**, you will have to specify the details of that course in your PORTFOLIO.

Click **ADD TAUGHT COURSE**. A new page will open, and you are asked to provide the following information:

**Add taught course**

- **Organisation**: VUB is the default entry, but you can change this by clicking the magnifying glass icon if you want to add a non-VUB taught course. This means that the taught course is given at an institution officially recognised by the Higher Education Department (DHO). Go to DESCRIPTION – select CONTAINS, type a part of the institution. There is an extensive list of institutions included in the database, but in case the institution you want to select is not one of them, you can send a request to RTDO@vub.be in order to have it added into the system. Note: only the **name** of the institution will appear in the PORTFOLIO.
• **Academic year**: Please select the appropriate year in accordance with your taught activity.

• **Course ID**: *For VUB courses only*. By adding the VUB course ID, the course title and professor will automatically appear. Click the magnifying glass icon to view the list of all course IDs and select the right one by searching on the name of the course title and or the course titular (coordinator or professor).

![Figure 10: Q2: add taught course – field: Course ID](image_url)

- **Course title**: *For VUB courses*: this will automatically enter after input of the Course ID number (see above).
  *For non-VUB courses*: type the name of the course here.

- **Coordinator or Professor**:  
  *For VUB courses*: this will automatically enter the name of the professor after input of the Course ID number (see above).
  *For non-VUB courses*: type the name of the course instructor here.

- **Hours Spent**: Enter the (estimated) amount of hours invested. For info on the credit calculator, see the section about PORTFOLIO input of activities in a 3-way manner.

- **Proof**: *Only for a taught non-VUB course*. Add a proof that can confirm your involvement in teaching this course; i.e., the announcement of the scheduled course mentioning your name.
Figure 11: Q2: add taught course – fields: VUB course

Figure 12: Q2: add taught course – fields: non-VUB course

When finished click OK, your activity will be visible in your PORTFOLIO under TAUGHT COURSES with the activity TEACHING COURSES and with status AWAITING SUPERVISOR APPROVAL.
Figure 13: Q2: add taught course – outcome VUB course

Figure 14: Q2: add taught course – outcome Non VUB course

Note:
- When entering input, as long as you did not click OK you can cancel this activity.
- As long as your supervisor has not approved this activity you can still change and click edit detail to adjust your input.
- If you want to remove this activity from your portfolio then click the trash icon to delete the action.
IMPORTANT TO REMEMBER

1. All VUB courses are followed up by the faculty, in case you have a question about the course contact the faculty secretariat.

2. Please remember to select the appropriate year in accordance with your taught activity; if projected in the future, you may mark it in your progress report for tracking purposes but in your PORTFOLIO it can only be approved by your supervisor for the current or past academic years. Besides, course ID is always linked to a specific academic year.

3. It is possible to add the same course multiple times if you taught that specific course in more than one academic year. Just add it in separate lines. Credits for the same activity done over numeral years will be approved for workload you invested in preparing and updating the courses.

4. Proofs are only needed (uploading) in case of a non-VUB course (taught course outside VUB).

5. When attaching files the format of only files with the following extensions are allowed to upload: doc, .docx, .html, .jpeg, .jpg, or .pdf with a maximum of 4MB.

6. To select the institute outside VUB you may also click first letter of the country and fill out the city to find your institution. See the annex ABBREVIATION LIST FOR COUNTRIES WHEN SEARCHING FOR EXTERNAL INSTITUTIONS.

7. Entering input in free fields should be done carefully as typos will not be corrected and are under your responsibility once the proclamation certificate of your accomplished.

3.1.2 Giving research training: seminars, workshops

Navigate to: ADD TAUGHT SEMINAR IN Q2 TEACHING AND OUTREACH

Figure 15: Q2: Add taught seminar

Indicate your involvement as a lecturer or trainer of a seminar or workshop set up by VUB or outside the VUB by specifying the details of that seminar in your PORTFOLIO.
A new page will open, and you are asked to provide the following information:

**Add taught seminar**

![Add taught seminar screenshot](image)

- **Institution ID:** VUB is the default entry, but you can change this by clicking the magnifying glass icon. Go to country put the first letter, go to city and find the institution if outside Belgium, Go to city and find the institution if in Belgium. There is an extensive list of institutions included in the database, but in case the institution you want to select is not one of them, you can send a request to RTDO@vub.be to update the database?
  Note: only the name of the institution will appear in the PORTOFLIO.

- **Academic year** Please select the appropriate year in accordance with you proof to be uploaded
- **Seminar title:** Type the name of the seminar here.
- **Audience:** Select the target audience from the dropdown menu.
- **Hours spent:** Enter the (estimated) amount of hours spent here, upon which your credits will be calculated.
- **Proof:** Add proof that can confirm your involvement in teaching this seminar/workshop; i.e., the announcement of the scheduled seminar/workshop mentioning your name.

When finished click OK, your activity will be visible in your PORTFOLIO under TAUGHT SEMINARS mentioning the activity: GIVING WORKSHOPS and with status AWAITING SUPERVISOR APPROVAL.
Note:
- When entering input, as long as you did not CLICK OK you can cancel this activity.
- As long as your supervisor has not approved this activity you can still change and CLICK EDIT DETAIL to adjust your input.
- If you want to remove this activity from your PORTFOLIO then CLICK THE TRASH ICON to delete the action.

IMPORTANT TO REMEMBER

1. When giving seminars to a non-academic audience, see the section Societal Outreach (public engagement) hereafter.
2. Proofs are always to be uploaded; in the PORTFOLIO. These will be visible by clicking View and going to your downloads on your computer. If you click edit you can still replace the uploads.

3.1.3 Supervising thesis on BA/MA/MaNaMa level/serving as a jury member

- General

Thesis support (coaching undergraduates) comprises 2 items: 1. supervising thesis (i.e., BA, MA preparation program, bridging program, postgraduate program) and 2. serving as a jury member. These activities can be validated as part of your doctoral training programme by adding the activity to the PORTFOLIO.
- Add thesis support / serving as a jury member

Figure 18: Q2: Add thesis support

Click ADD THESIS SUPPORT you will have to provide the following information:

**Add thesis support**

Brussels

![Add thesis support form](image)

Note: The default entry at the **subtype** is **supervision**. Do not forget to change this if you are serving in a thesis jury.

Figure 19: Q2: Add thesis support: Subtype default
Entering a VUB student

Add thesis support

- **Organisation:** VUB is the default entry
- **Academic year:** choose the correct academic year
- **Academic Career:** choose the program wherein the student has been enrolled.
- **Student ID:** *For a VUB thesis only.* Make sure you have selected the academic year, career and academic program prior to filling out this field. Click the magnifying glass, an overview of all VUB students who were enrolled for that program and specific academic year will displayed. Verify the student’s name and select the STUDENT ID. If you know the STUDENT ID OR STUDENT NAME, fill in either one of the fields, Click LOOK UP the STUDENT ID along with the STUDENT NAME will be displayed. Click the STUDENT ID to have it automatically visible on the Edit thesis support page.
- **Subtype:** Select the correct subtype of thesis support: supervision or thesis jury
- **Hours Spent:** Fill out the invested hours; the rule is 24h investment gives one credit

*Figure 20: Q2: Thesis support: fields*
Figure 21: Q2: Thesis support: search for a VUB student

Note:
- When entering input, as long as you did not CLICK OK you can cancel this activity.
- As long as your supervisor has not approved this activity you can still change and CLICK EDIT DETAIL to adjust your input.
- Moreover, if you want to remove this activity from your PORTFOLIO then CLICK THE TRASH ICON to delete the action.

Enter it by CLICKING OK
Your activity is added under ‘thesis support’ and the status shows ‘Awaiting supervisor approval’.

Figure 22: Q2: Thesis support: for a VUB student -display in PORTFOLIO
Entering a non VUB student & serving in thesis jury

**Add thesis support**

- **Organisation**: VUB is the default entry, but you can change this by clicking the magnifying glass icon. There's an extensive list of institutions included in the database, but in case the institution you want to select isn't one of them, you can contact RTDO@vub.be in to request adding the institution (either in Belgium or outside Belgium) in the database.
- **Academic year**: choose the correct academic year.
- **Academic Career**: choose the program the student is following.
- **Student Name**: enter first and last name of the student. Be careful for typos.
- **Subtype**: select the appropriate subtype of thesis support: supervision or thesis jury.
- **Hours Spent**: the rule is 24h investment gives one credit.

**Note:**
- When entering input, as long as you did not CLICK OK you can cancel this activity.
- As long as your supervisor has not approved this activity you can still change and CLICK EDIT DETAIL to adjust your input.
- Moreover, if you want to remove this activity from your PORTFOLIO then CLICK THE TRASH ICON to delete the action.

Enter it by CLICKING OK.
Your activity is added here under subtype serving in thesis jury and the status shows ‘AWAITING SUPERVISOR APPROVAL’.

**Figure 23: add a non-VUB student (free text fields)**

- Organisation:
- Academic Year:
- Academic Career:
- Student Name: Fi
- Subtype: Thesis Jury
- Hours Spent: 100
- Serving in thesis jury
- The group of students for which the doctoral candidate can give thesis support is not limited to students who are enrolled in the MA programme. Supervision of students in the following programs are taken into account:

- In case the student unfortunately did not pass, the thesis support will also be taken into consideration as long as the student was correctly enrolled.

- No need to upload proofs as the approval will be done by the supervisor.

- Credit calculation will be done on the basis of hours spent.

- If several people are working on the same thesis-project the thesis support can only be input once and linked to one student’s name by the doctoral candidate.

- Besides supervising a student the doctoral candidate can also be serving in a thesis jury but this is not mandatory. What is more, the doctoral candidate can supervising different students (having different careers: BA, MA, etc.) and serving in more than one thesis jury.

- Serving in a thesis jury should always be separately input under subtype ‘Serving in thesis jury’. Yet, if the thesis support comprises supervision and jury member both tasks may be added up under: ‘Thesis supervision’. 
3.2 Societal Outreach (public engagement)

Active involvement in the so-called ‘Societal Outreach’ covers both scientific communication as well as actively participating in events. It can also include organizing a Festival/Exhibition (different from a pure scientific research conference) for attendees to learn about the latest research findings in science and technology, innovative discoveries, Art and beyond.

Examples can be: writing a popularizing article; pitching your research during the VUB Doctoral Derby competition⁴; preparing a press release; translating your research for a lay public during Biotech day/Science Day, ‘Open Door’ events; partaking in STEM⁵ activities, VUB ‘Children’s University / (Kinderuniversiteit), Robocup Junior, Bright Club Brussels, Dag van de Wetenschap, Science Bar Brussel, Wetenschapswinkel and much more⁶.

These activities need to be approved by your supervisor and come with a fixed amount of credits from PURE to PORTFOLIO. The Quadrant subdivision displays the details in the subtype.

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⁴ VUB Doctoral Derby is an annual event organized by RTDO and the Doctoral Schools during which doctoral candidates pitch their research topic in 180 sec. for the lay public.
⁵ STEM stands for Science, Technology, Engineering and Mathematics. Purpose of these events is boosting young adults to go for these educational trainings.
3.2.1.1 ICT tool see: Q2.Societal Outreach (public engagement)

For input in PURE see section Quadrants input through PURE

4 Quadrant 3: Domain specific skills

The third Quadrant called DOMAIN SPECIFIC SKILLS is divided into 2 Quadrant types:

a. TRAINING and b. KNOWLEDGE AND INNOVATION.
4.1 Training

The first Quadrant type ‘TRAINING’ consists of

1. attended passed\(^7\) course units: either set up internally by VUB (VUB courses) or externally\(^8\) (non-VUB courses).

2. attended seminars/workshops\(^9\): either internally organised at VUB by RTDO, Doctoral Schools and/or other VUB Services (e.g., P&O, Research & Data management departments, i.e. RIDM /Research Information & Data Management, LEO/Legal & Ethics Office….) or either externally organized.

VUB course units\(^10\) can be BA/MA courses set up during the whole year or per semester, have a fixed amount of ECTS and validated by the Doctoral School Director to approve the relevance of this course in the framework of your doctoral training programme.

\(^7\) VUB (regular) course units will only come through from Cali upon registered at RTDO and successfully passing the exams

\(^8\) Externally organized refers to courses in Belgium (e.g., ULB, UGent) as well as set up abroad outside Belgium.

\(^9\) These can also be a series of workshops e.g. FLAMES Summerschool

\(^10\) (Regular) course units = ‘opleidingsonderdelen’ courses which normally generate 3 ECTS and of which the course profile sheet is validated by the Education / Teaching Council
Its input is directly visible in the PORTFOLIO either coming from an internal transfer in CALI if it concerns VUB courses or from direct input by the doctoral candidate if non-VUB courses were taken.

![Figure 28: Different types of Domain specific skills -activities- in the PORTFOLIO.](image)

4.1.1 **Attended (passed) course units**

- **VUB course**

Navigate on the HOME PAGE to the DOMAIN SPECIFIC SKILLS AND CLICK to initially view the obtained credits.

VUB courses you attended and passed successfully will appear automatically in your PORTFOLIO showing # of credits you will acquire. Here no action is requested from your side.

By default ECTS from VUB courses -specifying the academic year these were attained- will show up under Q3 with status . The doctoral school director will be notified to validate the ECTS. The status will show AWAITING DIRECTOR APPROVAL.

Yet, in case you want to switch from Q3 to Q4 this option is still possible as long as the Doctoral School director has not validated the ECTS. After approval the status goes into acquired. The director can still reject the switching and contact the doctoral candidate by email.
Figure 30: Q3 Edit Attended VUB course in case of switching quadrants

• **Switching between Q3 and Q4**
  Example of switching Domain specific skills (Q3) towards Transferable skills (Q4)
Figure 32: Q3: Edit attended course: when switching between Quadrants 3 en 4.

- Click TRANSFERABLE SKILLS under Apply to
- You will be asked to fill out the organisation again
- Look up organisation by CLICKING THE MAGNIFYING GLASS
- Fill out under city ELSENE and click the EXTERNAL ORG ID NUMBER 110148

Figure 33: Q3: Edit attended course: Look Up Organisation when switching.
**Figure 34: Q3: Switch to Q4: attended course under Transferable skills.**

**IMPORTANT TO REMEMBER**

- Internal transfers from CALI to PORTFOLIO is scheduled on a weekly basis on Thursdays. However, **VUB courses** and the acquired credits will only be visible if the name of the doctoral candidate is linked to the doctoral training. In order to have the fixed acquired credits internally transferred to the PORTFOLIO, **registration** of these VUB courses is **mandatory**. This should be done by filling out a **registration form** and sent to RTDO@vub.be. As soon as the **result** of these VUB courses are added in CALI, these will appear in the PORTFOLIO and need to be approved by the DS director only. Note that if the course has not been registered it will also not appear on the PhD Diploma.

- **for VUB courses** look up VUB by putting under field City: ‘**Elsene**’. If you search VUB via ‘Brussel’ or ‘Etterbeek’ you will not find it. 

- Suppose you did not have time to pass the exams the first term, but want to participate in the second term, you will be automatically enrolled into the second term and your credits will be available in your portfolio afterwards. No action needed from your side to re-register this VUB course. If however, you plan to take exams in the next academic year then a new registration form should be sent to RTDO mailbox, see: [https://student.vub.be/en/regulations-and-forms#forms](https://student.vub.be/en/regulations-and-forms#forms). (go to PhD >> Registration and Participation >> Registration form regular courses). The team will register you in the right course and after successful completion it will be linked to your doctoral training.

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- To see an overview of all offered regular courses at VUB go to: https://caliweb.vub.ac.be/caliweb/?year=2021 or go to CANVAS.

- If you need to look up more detailed info about content or schedule of a specific course in a specific academic year, please go to Caliweb. Adjust in the link hereafter the ID number and specific academic year:
  https://caliweb.vub.be/?page=course-offers&id=009876&target=pr&year=2021&language=nl&output=html

- Non VUB course

  Navigate to the HOME PAGE on the main menu on top to DOMAIN SPECIFIC SKILLS and click ADD ATTENDED COURSE.

  ![Figure 36: Q3: Add Attended non VUB course (externally set up)](image)

  ![Figure 37: Q3: Add attended non-VUB course: Look Up Organisation](image)

  A new window pops up and you will need to provide the following information:

  - **Apply to:** choose and tick off the quadrant you want to have the attended course to be added to: Q3=Domain specific skills, Q4=Transferable skills
- **Organisation:** click the magnifying glass icon, fill out the first letter of the country and look for your institute. To see the list of abbreviations of the institutions see ABBREVIATION LIST FOR COUNTRIES WHEN SEARCHING FOR EXTERNAL INSTITUTIONS. There is an extensive list of institutions included in the database, but in case the institution you want to select is not one of them, send an email to RTDO@vub.be

- **Course title:** type the title, be careful for typos

- **Coordinator or professor:** type the name of the coordinator or professor of the course

- **Academic year:** click the magnifying glass icon, and select the correct academic year

- **Credits:** fill out the ECTS. Note that taken courses input will ALWAYS BE IN CREDITS and not hours spent.

- **Add Proof:** upload a scan of the point sheet (or another document that confirms your successful participation in the course.)

**Note:**
- When entering input, as long as you did not click OK you can cancel this activity.
- As long as your DS director has not approved this activity you can still change and click EDIT DETAIL to adjust your input.
- Moreover, if you want to remove this activity from your PORTFOLIO then click the TRASH ICON to delete the action.

### 4.1.2 Attended seminar, workshops, summer school,…

- **VUB seminars**
  Seminars/workshops organised by RTDO, the Doctoral Schools or another VUB department (e.g., DS specific trainings such as MA classes, Introduction PhD day (mandatory), summer schools, …) are usually announced in TEO. Upon sharing the participation list by the trainer, a proof of participation can be generated in TEO.
  The training information input needs to be added by the doctoral candidate in the PORTFOLIO. Filling out fields are mandatory along with adding the proof of participation and the hours spent (see also the section on the credit calculation: PORTFOLIO input of activities in a 3-way manner).

  If a training module is less than 24hrs all preparatory work before and tasks preparation (incl. assignments) during the workshop can also be added up. Finally, it is DS director who will decide whether the input credits can be approved for the corresponding activity.

  Currently, many training courses are offered online yet, proofs of online participation will be sent to the doctoral candidate and/or can be downloaded from TEO. Do not forget to fill out the evaluation forms.
Click ADD ATTENDED SEMINAR.

A new window pops up and you will need to provide the following information:

**Figure 38: Q3: Add Attended seminar set up at VUB**

**Figure 39: Q3: Add Attended seminar set up at VUB: input fields**
Figure 40: Q3: Add Attended seminar: Department field choice options

A new window pops up and you will need to provide the following information:

- **Apply to:** choose and tick off the quadrant you want to have the attended seminar to be added to: Q3=Domain specific skills, Q4=Transferable skills
- **Organisation:** by default the VUB is entered and the field Department will be visible. In case it is a non-VUB seminar\(^\text{11}\), click the magnifying glass icon. If in Belgium look for the city to find the institution. If abroad look for the country, fill out the first letter of the country and look for your institute. There is an extensive list of institutions included in the database (see also adding a non VUB course), but in case the institution you want to select is not one of them, send an email to RTDO@vub.be.
- **Department:** click from a dropdown menu one of the following VUB core departments: Doctoral Schools, Education & Student Affairs, Faculty, International Relations, Other, People & Organisations, RTDO, Tech Transfer.
- **Seminar Title:** type the title, be careful for typos
- **Academic year:** click the magnifying glass icon, and select the correct academic year
- **Hours spent:** fill out the amount of work investment in hours spent.
- **Add Proof:** upload the proof of participation (pdf) from TEO or another document that can confirm your successful attendance.

**Note:**
- When entering input, as long as you did not CLICK OK you can cancel this activity.
- As long as your DS director has not approved this activity you can still change and CLICK EDIT DETAIL to adjust your input.

\(^{11}\text{When searching for the organization you may also go to the description, select contains and put a dollar sign in front and type up a part c.g. université, centrum ….} \)
Moreover, if you want to remove this activity from your PORTFOLIO then CLICK THE TRASH ICON to delete the action.

- **NON VUB seminars**

Seminars that were organised outside the VUB can be taken into consideration as part of your doctoral training programme as well. This is the same input procedure as for the internal seminars, see above except for one field which is not visible anymore: ‘Department’.

Some examples of workshops set up or participating in by one of the 4 other Flemish universities, by the SOCs and other organizers can be found here:

- *F-Tales*
- *Symposium: xx Belgian symposium on tissue engineering*
- *Conference: Benelux Meeting on Systems and Control*
- *National Symposium for Applied Biological Sciences (NSABS)*
- *Theory at Sea: Theoretical and Mathematical Physics (10th Edition)*
- *BMIC Congress*
- *Modave Summerschool*
- *Gender Research Seminar: Embodiment and the Performativity of Gender*
- *Applied Flow Cytometry*
- *VIB: GMP-GLP-GCP*
- *Knowledge for Growth Flanders Bio*
- ...

**GENERAL INFORMATION ON IU COLLABORATION, MIGRATION, VUB LRN AND TEO.**

- FLAMES is an interuniversity (IU) activity. The FLAMES Summerschool is organised in turns by one of the Flemish universities. When inputting this summerschool add it under ORGANISATION: ‘IU’ which is referring to the Inter University collaboration.

- Attended seminars/workshops (including attending non VUB courses) input can -depending the input choice by the doctoral student- be either allocated to Q3 or Q4. Yet, VUB (regular) course unit credits (ECTS) by default allocated to Q3 can also be switched to Q4 as long as these have not yet been approved by the DS director.

- As a recap, please note that the **Doctoral School Director can change** your input of attended courses /seminars towards another Quadrant. He/she may email you with some information about it. See also the message on top of the overview screen for trainings input of Q3 and on the Edit screen in case you are switching: ‘Please note that the **director** could change an activity quadrant’.

![Figure 41: Q3: General Message: the director could change an activity quadrant.](image)

---

12 Flanders has 4 Flemish Strategic Research centra: VIB, VITO, imec, and Flanders Make
-During the migration to the new User Interface PORTFOLIO all doctoral candidates will get the opportunity to switch Q3 attended trainings to Q4 and vice versa, see Error! Reference source not found.

-Some workshops such as Academic English’ training courses are semester courses/workshops. Depending on the participation lists some courses may start later during the academic year. This is also the case for some regular courses such as ‘Statistics for research and data analysis’ (offered twice) and digital extra curriculum Starter Seminar Courses within the context of entrepreneurship (holding different levels).

-Hours spent: please do not input the amount of credits which might be mentioned on your official transcript of records and or your certificate /proof of participation you received from the organisation. Just convert the credits into hours spent before input. Yet, taken courses’ credits need always to be input in ECTS (number of credits) and not hours spent.

-For information on which seminars/workshops or summer schools might be relevant for your PhD track please go to the VUB LRN platform: https://www.vub.be/en/lrn to have a glance of the course overview. Once you have access and are in course overview, make sure to set ‘Language of Education’ (‘Taal van Opleiding’) to English before exploring the course offer.

-For info on how to use VUB LRN see the tutorial(s): https://student.vub.be/en/doing-a-phd#phd-introduction-day view the video clip here: (https://web.microsoftstream.com/video/a4854954-ddb4-4c7e-8068-722700c8e18d?channelId=e6e36360-eaf7-4df2-a846-ef2f9211c5e1) or go to https://www.vub.be/en/teo-lrn-module-help#finding-your-way-in-the-teo-lrn-module, and find your way in the user manual through the quick reference cards (TEO LRN basics).

-To navigate the courses, you can use the search function to search for a specific topic or target audience, or you can use the ‘calendar’ view’ to get a chronological overview of upcoming workshops.

-Access to TEO: All employees at VUB are able to access the VUB LRN through TEO using the Microsoft Office login. Once logged in, scroll down and click the VUB LRN module to open it. For doctoral candidates who cannot access there is the option to request a guest account to VUB LRN here: https://vrijeunive.plateau.com/learning/user/portal.do?siteID=External%5femployees&landingPage=login. Make sure that all requested information is filled in. Once it has been approved, you will be able to log in to VUB LRN.

-Proofs of participation out of TEO: If you registered for a seminar/workshop in TEO and successfully attended, you may download a proof of participation to upload on the PORTFOLIO. See also the guideline to print a certificate: https://student.vub.be/sites/vub/files/6._how_to_print_a_certificate_of_a_completed_course.pdf.

13 Guest accounts should only be requested if you are not on the payroll and do not have a voluntary researcher status in TEO.
Please do not forget to first fill out the **Evaluation Form**. Trainings are sponsored by our Flemish government and offered free of charge to our PhD community. Upon sending us comments, remarks, suggestions the RTDO office is able to improve the Training Offer while tailoring it to the latest trends in professional knowledge and skills. These professional skills will boost your personal effectiveness and future employability.

**-no-show policy**, late or invalid cancellation: To all seminars/workshop trainings organised by RTDO and the Doctoral Schools the no-show policy applies. This means that unless otherwise stated, cancellations by the doctoral candidates should be done **at least 5 working days** prior to the start of the seminars/workshops. Trainings are very costly and it is quite impolite and disrespectful towards the trainers. In addition some colleagues might be on waiting lists and as a result be left out of filling in empty ‘costly’ chairs.
See also the PhD portal for consequences this might have.

In case of a no-show without a timely notification, two steps are followed:

1. As a first measure, you and your supervisor will receive an email, underlining our policy on no-shows. Of course, if you did have a valid reason for not showing up at the last minute (e.g. accident, illness,...), you can still let us know and we will leave it without further ado. In case of illness we will need proof via a medical certificate. However, if we do not receive a good argumentation/proof for your absence at the event without prior and timely notification, your name will be put on the no-show list.

2. After two no-shows without prior and timely notification, you will not be admitted to any other future event or workshop of the RTDO or Doctoral School. Furthermore, you will be excluded from travel grants, language vouchers and other financial means offered by the Doctoral Schools.

It is a necessary measure to guarantee RTDO’s mission, that is to make training in domain-specific and transferable skills accessible to as many doctoral candidates and postdocs as possible.

4.2 **Knowledge & Innovation**

The second Quadrant type: ‘KNOWLEDGE AND INNOVATION’ comprises research activities such as: (approved) written proposals, developing new software/database/digital or visual products/web publication, artefacts, exhibition/performance, composition/design, scientific prize/award, membership of academic\(^{14}\) working groups or councils, which are directly input in PURE. These activities are transferred from PURE to PORTFOLIO -with a fixed configured credit allocation- on a weekly basis and still need to be approved. Some will be by the supervisor, others will be validated by the DS (doctoral school) director. In the PORTFOLIO this outcome will be displayed under Research Activities.

\(^{14}\) For ‘Membership of non-academic groups: public/government advisory /policy group or panel work on advisory panels for social community and cultural engagement; industry or government or non-government organization, see Q4 Transferable skills.
One exception is the item: ‘Patent’ which the doctoral candidate needs to input in the PORTFOLIO.

When the doctoral candidate is actively participating in the preparation of a patent meaning writing and this within the context of a European or international patent request, 6 credits can be acquired. The ICT tool is the PORTFOLIO and the activity will be approved by the Doctoral School Director. Patent requests are always processed in close collaboration with the VUB Tech Transfer. Therefore, the doctoral candidate should send a template email with all the necessary information to VUB Tech Transfer. Upon receipt, VUB Tech Transfer will handle the patent process and validate the patent code, publication number and dates by sending a confirmation to the doctoral candidate. This mail should be uploaded along with filling out all mandatory fields in the PORTFOLIO.

IMPORTANT TO REMEMBER

In PURE there is also a section: PATENT UNDER RESEARCH OUTPUT > PATENTS > PATENT. Yet, this field should NOT be used as its interface is not mapped with the PORTFOLIO.

Patent contribution should always be input through PORTFOLIO and in collaboration with VUB Tech Transfer.

Click ADD PATENT PREPARATION.

Figure 43:Q3: Add patent preparation in the PORTFOLIO
A new window pops up and you will need to provide the following information:

**Add patent preparation**

- Patent request date
- Request code
- Patent approval date
- Patent publication code
- Patent contributors

### Attached File

- **Add Proof**
- **View Proof**
- **Delete Proof**

![Figure 44: Q3: Add patent preparation: input fields](image1)

All this information can be found on your proof document signed by VUB TechTransfer.

- **Credits**: After clicking OK the fixed amount of 6 credits will be visible automatically in PORTFOLIO waiting approval by the supervisor.

![Figure 45: Q3: Patent display in PORTFOLIO: input outcome](image2)

**Note:**
- When entering input, as long as you did not **click OK** you can **cancel** this activity.
- As long as your DS director has not approved this activity you can still **change** and **click Edit Detail** to adjust your input.
- Moreover, if you want to **remove** this activity from your PORTFOLIO then **click the Trash Icon** to delete the action.
5 Quadrant 4: Transferable skills

![Figure 46: Q4: Homepage](image)

<table>
<thead>
<tr>
<th>TRANSFERABLE SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAINING</strong></td>
</tr>
<tr>
<td>PhD Portfolio</td>
</tr>
<tr>
<td>Academic English courses (i.e. 4 different courses: introduction, argumentation, argumentative writing, advanced writing skills &amp; publications)</td>
</tr>
<tr>
<td>Presentation skills training</td>
</tr>
<tr>
<td>Writing skills training</td>
</tr>
<tr>
<td>Getting organized training (e.g. time management, personal effectiveness)</td>
</tr>
<tr>
<td>Leadership training</td>
</tr>
<tr>
<td>Other transferable skills trainings (creative thinking, conflict management, negotiating)</td>
</tr>
<tr>
<td>Wellbeing courses (Mindfulness, stress management)</td>
</tr>
<tr>
<td>Career development</td>
</tr>
<tr>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>External trainings in transferable skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACTIVITIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PURE</td>
</tr>
<tr>
<td>Membership of public / government advisory / policy group or panel work on advisory panels for social community and cultural engagement; industry or government or non-government organisation</td>
</tr>
<tr>
<td>Contribution to the work of external committees and working groups</td>
</tr>
<tr>
<td>Organizing research related events (e.g. conference at VUB or another organisation)</td>
</tr>
</tbody>
</table>

*Table 9: Q4: Transferable skills: # of credits*
The Fourth Quadrant called TRANSFERABLE SKILLS is divided into 2 sections: a. TRAINING and b. ACTIVITIES. It follows the same flow as

5.1 Training

5.1.1 General

The first Quadrant type ‘TRAINING’ consists of attended seminars/workshops: either internally organised by RTDO, Doctoral Schools and or other VUB CORE Departments\(^\text{15}\) (e.g. Starter seminars organised by VUB Tech Transfer) or either externally set up (outside VUB).

The training offer comprises a large range of different kinds of workshops. Currently, training tracks are in development. These tracks are a collection of recommended workshops focusing on some of the most important skills a doctoral researcher needs to acquire. Depending on where the doctoral candidate is in the doctoral trajectory these training tracks will help in putting together doctoral candidates ‘learning schedule’.

This will help to compose the training schedule in parallel to the PhD research planning and monitor at own pace progress of the compulsory doctoral training.

Below are some examples of trainings in a nutshell:

For PhD starters who are eager to become their own manager, the next trainings might be of interest when:

- setting out concrete deadlines, managing to do lists: Time management; project management,…
- communicating strategically in group meetings or face to face: From conflict to resolution; Negotiation skills; Personal effectiveness,…Communicating, the path to a healthy and happy relationship with your supervisor, …

When time is ready to think about writing up research results the following trainings can give some support:

- ACTO: academic English courses: Introduction course Academic English; Argumentation and Academic English; Argumentative Writing, …
- other courses: How to get published: tips & tricks; Writing articles for international peer reviewed journals; Creative thinking, …

When communicating research results among peers, going to conferences, presenting posters and being invited to give talks during international meetings, the following trainings are available:

- to inspire others: Prepare and deliver the best presentation of your life; the science of scientific writing: storytelling facts, removing junk; Writing and giving conference papers; Research presentations and posters with impact, …
- to disseminate research results for the media and press: Dealing with the media; Opinion article writing for researchers; Podcasting for researchers, …

\(^{15}\) For info on the VUB CORE departments see under Q3: Error! Reference source not found.
Finally, when time is ready to think about the next career step, RTDO has a specific Career Track which encompasses the following trainings:

- Career chats; Careers over Coffee & Croissants; Manage your online brand; Developing your own compass Career training for PhD’s; Resume Labs; Turning the table: advanced negotiation skills; Thematic career workshops: cover letter, job interview, …

The final aim of RTDO offering these transferable trainings is to better prepare the doctoral candidates towards a successful PhD defense and to empower the doctoral candidates for future employability. Knowing that only 15% will continue an academic career, international employers can as such, easily have an understanding of the unique blend of skills the doctoral student acquired during their PhD trajectory and the great potential these future employees might develop.

5.1.1.2 ICT tool: PORTFOLIO

Navigate to the HOME PAGE and click TRANSFERABLE SKILLS and click

For info on how to input and process this input in the PORTFOLIO see Q3 input

Attended seminar, workshops, summer school, …

![Figure 47: Q4: Overview of attended seminars](image-url)
Add attended seminar

Please note that the director could change an activity quadrant

Apply to  ☐ Domain specific skills  ☑ Transferable skills

Organisation: 110148 Vrije Universiteit Brussel

Department

Seminar title

Academic Year

Hours Spent

Attachment is required. Please add an attachment.

Attached File

Add Attachment  View Attachment  Delete Attachment

Figure 48: Q4: Add attended seminar: input fields

IMPORTANT TO REMEMBER

- The doctoral candidate is free to add the attended seminars/workshop in Q4 or Q3 however note that the DS Director could change the activity Quadrant.
- If the activity is missing mandatory fields input a red background will indicate where to add info.
- For VUB seminars the Department is a mandatory field.
- For the field ‘Hours spent’ a credit calculator will convert the input into a number of credits.
- For seminars/workshops the amount of credits can usually be seen in VUB LRN through TEO in the elaborated description of the training (click the title to see it) and on the proof of participation.

5.2 Activities

5.2.1.1 General

This refers to the second Quadrant type: Activities and is visible in PORTOFOLIO under Research Activities. The input in PURE embraces a choice of 3 items these are:

1) Membership of public (government advisory/policy group or panel work on advisory panels for social community and cultural engagement, industry or government or non-government organization)(= non academic membership).
2) Contribution to the work of external committees and working groups
3) Organizing research related events (e.g., research conference at VUB or another organization/institution).
Figure 49: Q4: transferable skills - transfer PURE to PORTFOLIO – Research Activities

5.2.1.2 ICT tool: PURE see Q4 Transferable skills: activities

6 Wildcard

Figure 50: WILDCARD: Homepage
## Table 10: WILDCARD: # of credits

<table>
<thead>
<tr>
<th>OVERARCHING WILDCARD</th>
<th>Joint or sponsored appointments or secondments with industry or commerce</th>
<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Third Party Services</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>International mobility stay of minimally one week at a foreign university, library, archive or lab for an apprenticeship or research</td>
<td>*</td>
</tr>
<tr>
<td>PhD Portfolio</td>
<td>Interdisciplinary doctorate</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Interdisciplinary collaboration</td>
<td>3</td>
</tr>
</tbody>
</table>

The Overarching Wildcard is originally set up as a **bonus** to fill out gaps in one of the Quadrant cluster of activities. It comprises the 3 ‘I’ (**Intersectoral** activities and **International Mobility** and **Interdisciplinarity**) and **3rd party services**.

Input related to intersectoral activities and International mobility and third party services are done in the ICT tool PURE.

Activities related to the Interdisciplinarity can be found in the PORTFOLIO and are configured with a **fixed** amount of credits (3 credits).

All items related to the overarching WILDCARD are approved by the supervisor.

### 6.1.1 Activities in PURE (see under section PURE: Wildcards)

Activities coming from PURE will be visible in PORTFOLIO with status ‘**AVAILABLE**’. It is up to the doctoral candidate to further **add** the hours spent per activity upon which the supervisor needs still to approve it. Once approved it will show the status ‘**ACQUIRED**’.

**IMPORTANT TO REMEMBER**

1. On the Homepage the number of credits will not be visible under status ‘available’ until you have added your hours spent in the Quadrant page WILDCARD.
   Once filled out it will show the credits under status ‘submitted’ on the Homepage. These will be switched to status ‘acquired’ after approval by the supervisor.
2. Hours spent during a secondment /consultancy assignment spread over a certain duration (e.g., 3 months period) should be entered as a workload investment: max 8h/day or 40h/week. This tip is valid for secondment and for international mobility (staying abroad).
6.1.2 Activities in the PORTFOLIO

6.1.2.1 Interdisciplinarity (doctorate)

Credits input for pursuing a doctorate in the interdisciplinary studies will be allocated after obtaining a positive advice to reenroll after submission of the progress report. Prerequisite is that the doctoral candidate is enrolled for a doctorate in the interdisciplinary studies.

It will be visible in PORTFOLIO automatically after the internal transfer\(^{17}\), showing 3 credits; no action is required from the doctoral candidate nor from the supervisor or DS director afterwards.

---

6.1.2.2 Interdisciplinarity (collaboration)

Interdisciplinary collaboration will be referring to an existing activity visible in PORTFOLIO with already acquired credits either coming from input in the PORTFOLIO (e.g., Q2: teaching input) or either coming from PURE interface (e.g., Q1: research output: publications with focus on interdisciplinarity).

---

\(^{17}\) Internal transfers will be scheduled on a weekly basis on Thursdays.
For both inputs, the status in the PORTFOLIO is **AWAITING SUPERVISOR’S APPROVAL**. Adding the attachment is optional.

Navigate on the HOME PAGE to the OVERARCHING WILDCARD AND CLICK ADD INTERDISCIPLINARY COLLABORATION.

![Image: Overarching Wildcards](image)

*Figure 53: WILDCARD: Add interdisciplinary collaboration*

A new page will open.

![Image: Add interdisciplinary collaboration](image)

*Figure 54: WILDCARD: Add interdisciplinary collaboration*

CLICK the magnifying glass. A Look up list will be displaying all **acquired** items from the quadrant types from which the doctoral candidate can choose.
Figure 55: WILDCARD: Add interdisciplinary collaboration
Look up list of all acquired activities in PORTFOLIO

CHOOSE the existing PORTFOLIO item/activity (with acquired credits) with an interdisciplinary collaborative focus and select.

Figure 56: WILDCARD: Add interdisciplinary collaboration
Selection of an acquired activity in PORTFOLIO

Add interdisciplinary collaboration

Figure 57: WILDCARD: Add interdisciplinary collaboration example
It is possible to add an attachment to explain the interdisciplinarity **character** of the activity. This should comprise 2 elements:

a. the active **participation** of the doctoral candidate as well as
b. per discipline: the **added value**.

**CLICK ADD ATTACHMENT (OPTIONAL)**

**Information referring to the period** will be displayed in the usual consistent layout way. Example: in the case of a publication, the **date** will be visible in the mentioned reference.

**CLICK OK** to finalize the input.

---

**Figure 58: WILDCARD: Add interdisciplinary collaboration : output in PORTFOLIO**

**Note:**
- When entering input, as long as you did not **CLICK OK** you can **cancel** this activity.
- As long as your supervisor has not approved this activity you can still **change** and **CLICK EDIT DETAIL** to adjust your input.
- Moreover, if you want to **remove** this activity from your PORTFOLIO then **CLICK THE TRASH ICON** to delete the action.

**IMPORTANT TO REMEMBER**

- Wildcard activities will never replace a Quadrant cluster of activities.
- Interdisciplinary doctorate will be referring to the **academic year** as where the interdisciplinary collaborations will be linked to **calendar years**.

---

**7 MIGRATION**

7.1 **Acquiring credits for attended courses/workshops/seminars in PORTFOLIO after 15 October 2020**

**What is it about?**

Portfolio was updated towards the quadrant structure of the compulsory doctoral training programme. In order to keep track of your minimum required credits per quadrant, all research activities have been migrated to the right quadrant. In this new structure, for some activities **extra information is necessary** in order to obtain the credits you earned earlier.
Courses/Workshops with status ‘Available’

In the home tab, you see an overview of all credits per quadrant. In the example below 10 credits have the status ‘available’: 5 in domain-specific skills, 5 in transferable skills.

<table>
<thead>
<tr>
<th></th>
<th>Available</th>
<th>Submitted</th>
<th>Acquired</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research output</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching &amp; societal outreach</td>
<td></td>
<td></td>
<td>23</td>
<td>5</td>
</tr>
<tr>
<td>Domain specific skills</td>
<td></td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transferable skills</td>
<td></td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overarching wildcards</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>10</td>
<td></td>
<td>23</td>
<td>30</td>
</tr>
</tbody>
</table>

*Figure 59: MIGRATION: status Available*

Go to the concerned quadrant and click on “edit detail” or icon per course/workshop.

*Figure 60: MIGRATION: required action: click Edit detail or its icon*

You have to complete the organization. Go to the magnifying glass to find the right one. Don’t enter text in that field, you need to choose from this list! Go to city Elsene and choose VUB or put vrije in description.
If you completed everything, you can click on “OK”. You can also change the quadrant, in case the course is a transferable skill rather than a domain-specific skill.

After completing the information, the status will turn into ‘awaiting Director approval’. Upon approval, it will turn into “acquired”.

Do this for all courses/training with status ‘available’.

Important note

If you followed seminars by RTDO/DS the system will ask a proof. Please use the “migrated workshops” pdf, otherwise you will not be able to acquire this credit.
Figure 63: MIGATION: required action(s)

Currently, this form can be downloaded from the PhD portal:


If you still have questions feel free to send an email to RTDO@vub.be
with as subject: MIGATION : .... .
1 Quadrants input through PURE

1.1 General

1.1.1 Access to PURE

Pure stands for Current Research Information System (CRIS) at and is used to capture research output. This software collects all research output from our researchers and is used to disclose our research to the general public and for various reporting purposes. Pure also connects to the governmental database FRIS. See https://vub.sharepoint.com/sites/ORG-RandD/SitePages/Pure%20Website.aspx

-More information on accessing the PURE database: https://wikisites.vub.ac.be/purewiki/Accessing_Pure
-Info on how to input in PURE see the knowledge base https://wikisites.vub.ac.be/purewiki/Pure_Wiki
-Pure online course https://canvas.vub.be/enroll/6HFKAW
(The course will take up to 2 hours, yet it is structured in such a way allowing you to quickly navigate to specific topics).

All VUB members have access to PURE. You can use your NetID (e.g. 'jansens') to log in to Pure. If you’re not a member but you need access to Pure (e.g. doctoral candidates, EhB staff members) you can request an "affiliated member" status (onbezoldig vrijwillig onderzoeker) via the secretarial office of your faculty in agreement with your promotor. This status is valid for 2 years. As a PhD student you will need access to Pure if you want to use the scientific section of your PORTFOLIO, seen as this will be populated with content from Pure. Researchers of the University Hospital can log in with their 'UZB account' as long as you do not have a NetID. If you have both, you can only log in with your NetID.

IMPORTANT TO REMEMBER

-It is recommended after interface transfer from PURE to PORTFOLIO once the status of the activity in PORTFOLIO is set to acquired the doctoral candidate should NOT make changes anymore in PURE! However, as long as the status is still available or submitted (awaiting approval) any changes in PURE will be transferred again to the PORTFOLIO and overwrite former input.

   Thus, we urge the doctoral candidates to be very careful during the input as typos will not be manually corrected and visible on the final doctoral training diploma certificate.

-To have all the input correctly transferred from PURE to PORTFOLIO you also need to make sure that a. all required fields per PURE Category are correctly input and b. the correct role has been selected. Research activities from PURE mapped with the PORTFOLIO and automatically transferred will still need to be approved in your PORTFOLIO. Some do require action from your side when hours spent are requested.

18 For info about the faculty secretariats, see: https://student.vub.be/en/phd/contact#faculty-representatives
1.1.2 Structure

Figure 1: PURE: Structure

On the left side you have the main menu of which you can choose the main PURE type entrances: e.g. Research Outputs to enter your publications. When clicking the + sign the PURE type will show up a list of categories to choose from e.g., for Quadrant figure: Q1 (Research Output): if you have a co-author of book/anthology, enter here under Book/Report (3rd line).

1.1.3 Questions

Should you have questions, please first check the guidelines in PURE. If you cannot access PURE, check whether you have a link with the VUB payroll. If you encounter ICT issues, make a snapshot or printscreen and send an email to the helpdesk: ServiceNow with in the subject PURE issue: XXX.

Below is an overview of the PhD activities which were input in PURE and after transfer were imported from PURE to the corresponding Cluster Quadrant in PORTFOLIO.
1.2 **Q1: Scientific Publications**

All input here are classified under **Research Output**. Depending on the category choose the right one.

The list of values are:
- book/anthology author or coauthor, international peer-reviewed article/contribution in book/anthology, international peer reviewed article/letter/scientific review, national peer reviewed article/contribution in book/anthology, national peer-reviewed article/letter/scientific review in scientific journals, non peer-reviewed article/contribution in a book/anthology/scientific journal, scientific editor, concluding research project report, contribution to specialist publication, conference paper in proceedings.

<table>
<thead>
<tr>
<th>Type in PORTFOLIO</th>
<th>PURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(co-) author of an anthology</td>
<td>research output &gt; book/report &gt; anthology</td>
</tr>
<tr>
<td>international peer-reviewed contributions in book</td>
<td>research output &gt; chapter in book/report/conference proceeding &gt; chapter</td>
</tr>
<tr>
<td>international peer-reviewed in scientific journals:</td>
<td>research output &gt; contribution to journal &gt; article</td>
</tr>
<tr>
<td>- articles</td>
<td>research output &gt; contribution to journal &gt; letter</td>
</tr>
<tr>
<td>- letters</td>
<td>research output &gt; contribution to journal &gt; scientific review</td>
</tr>
<tr>
<td>national peer-reviewed contributions in book</td>
<td>research output &gt; chapter in book/report/conference proceeding &gt; chapter</td>
</tr>
<tr>
<td>national peer-reviewed in scientific journals</td>
<td>research output &gt; contribution to journal &gt; article</td>
</tr>
<tr>
<td>- articles</td>
<td>research output &gt; contribution to journal &gt; letter</td>
</tr>
<tr>
<td>- letters</td>
<td>research output &gt; contribution to journal &gt; scientific review</td>
</tr>
<tr>
<td>- scientific review</td>
<td></td>
</tr>
<tr>
<td>- contributions in book/anthologies in journals without peer-review³</td>
<td></td>
</tr>
<tr>
<td>- articles</td>
<td>research output &gt; contribution to journal &gt; article</td>
</tr>
<tr>
<td>- letter</td>
<td>research output &gt; contribution to journal &gt; letter</td>
</tr>
<tr>
<td>- scientific review</td>
<td>research output &gt; contribution to journal &gt; scientific review</td>
</tr>
<tr>
<td>scientific editor of</td>
<td>Author role=editor</td>
</tr>
<tr>
<td>- anthologies</td>
<td>research output &gt; book/report &gt; anthology</td>
</tr>
<tr>
<td>report of research projects/policy preparing studies submitted to the subsidizing</td>
<td>Research output &gt; book/report &gt; commissioned report</td>
</tr>
<tr>
<td>Organization after conclusion of the activities</td>
<td>Research output &gt; contribution to specialist/vulgarizing publication &gt; featured article or book/film/article review or editorial or letter or special issue</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Contribution to specialist publication(^5) (i.e. protocol, handbooks)</td>
<td>Research output &gt; chapter in book/report/conference proceeding &gt; chapter</td>
</tr>
<tr>
<td></td>
<td>Research output &gt; book/report &gt; book or anthology</td>
</tr>
<tr>
<td>Conference paper in proceedings</td>
<td>Research output &gt; contribution to journal &gt; conference paper</td>
</tr>
<tr>
<td></td>
<td>Research output &gt; chapter in book/report/conference proceeding &gt; conference paper</td>
</tr>
</tbody>
</table>

\(1\) International peer review:

\(2\) National peer review:

\(3\) without peer review:

\(4\) scientific editor

\(5\) Specialist publication:

Note: Vulgarizing publications are classified under Q2 Teaching and Societal Outreach under Societal Outreach (public engagement).
Details

1.2.1  book/anthology author or coauthor

1.1.1  Pure type(s)

Research output > book/report > book
Research output > book/report > anthology

1.1.2  Velden

1.1.2.1  Publication date

Publication status

Publication statuses and dates

Published

Add publication status and date...

1.1.2.2  Title in original language

Publication information

Original language

Dutch

Title of the contribution in original language

1.1.2.3  Contributors/persons

Contributors and affiliations

Contributors

Joeri Van Mierlo  Author
Joeri Van Mierlo  Internal person

Mobility, Logistics and Automotive Technology Research Centre  Organisational unit: Research Group

Foad Heidari Gandoman, Author  Edit
Foad Heidari Gandoman  Internal person

Faculty of Engineering  Organisational unit: Faculty

Mobility, Logistics and Automotive Technology Research Centre  Organisational unit: Research Group

Add person...  Add organisational unit...  Add author collaboration...

Total number of authors

2
Pay attention to the roles here: if you select author (editor role if editor) it will come through to the PORTFOLIO.

1.1.2.4 Publisher

Publisher

Wolters-Plantyn

Publisher information

Name
Wolters-Plantyn

Alternative names
Wolters Plantyn
Mechelen, Wolters-Plantyn
Wolters-Plantyn, Mechelen
Wolters Plantyn, Mechelen
Mechelen: Wolters Plantyn


Countries
1.1.2.5  Volume & edition (publisher)

These fields are not mandatory to get the book validated/approved.

1.1.2.6  Place of publication & ISBN

The ISBN is a mandatory field to get the book valid approved.

1.2.2  international peer-reviewed articles/contributions in book/anthology

1.1.3  Pure type(s)
Research output > contribution to book > chapter
Research output > contribution to book > anthology

1.1.4  Fields

1.1.4.1  Publication date
See above (link)

1.1.4.2  Title of the contribution in original language
see above (link)
For chapters also the title of the book should be
1.1.4.3 Contributors / Persons
See above (link)

1.1.4.4 Pages (From-to)
Pages (from-to) should be filled out except for digital publications where one of both pages or article number should be filled out: either pages (from -to) or article number and the amount of pages.

Only when role author is filled out it comes through

1.1.4.5 Journal, Volume & Issue number
Volume or issue number are mandatory fields
A journal can have several alternative ISSN.
1.1.4.6 peer-reviewed status & international/national peer-reviewed

Both fields are mandatory.

1.1.4.7 Publisher & ISBN

1.2.3 international peer-reviewed articles/letters/scientific reviews

1.1.5 Pure type(s)
Research output > journal contribution > Article
Research output > journal contribution > Letter
Research output > journal contribution > Scientific Review
1.2.4 national peer-reviewed articles/contributions in book/anthologies

idem as international

1.2.5 national peer-reviewed articles/letters/scientific reviews in scientific journals

Input is identical as for international peer-reviewed articles, letters and scientific reviews in scientific journals.

1.2.6 Non Peer-reviewed articles/contributions in book/anthologies/scientific journals

Input is identical as for the international peer-reviewed articles, letters and scientific reviews in scientific journals yet with not peer-reviewed ticked off.

1.2.7 scientific editor

1.1.6 Pure type(s)

Research output > book/report > Book
Research output > book/report > Anthology

Role: Editor. For details about book editor or special issues see PURE manual

1.2.8 Concluding research project report

Role: Author, Illustrator, Editor, Translator, Publisher -all roles are mapped to PORTFOLIO.

1.1.7 Pure type(s)

Commissioned report

1.1.8 Fields idem as with books

It will not have a ISBN number.
1.2.9 contribution to specialist publication

1.1.9 Pure type(s)
Research output > Contribution to specialist/vulgarizing publication > Featured article
Research output > Contribution to specialist/vulgarizing publication > Book/film/article
Research output > Contribution to specialist/vulgarizing publication > Editorial
Research output > Contribution to specialist/vulgarizing publication > Letter
Research output > Contribution to specialist/vulgarizing publication > Special issue

Role: Author Editor (zonder filter door te sturen naar PORTFOLIO)

Research output > Chapter in book/Report/conference proceeding > chapter
Research output > book/report > Book
Research output > book/report > anthology

Roles: Author, Illustrator, Editor, Translator, Publisher: all comes come through the PORTFOLIO

1.1.10 Specialised books and book chapters

1.1.11 Specialist publications
1.2.10 *proceedings paper*

Proceedings do not have a separate category.

Research output => contribution to journal => conference paper. No distinction between national or international.

1.1.12 *conference papers in a scientific journal*

Conference papers can sometimes be added in a journal with reference to the event.

1.3  **Q1. Presentations for Academic audience**

Presentations for academic audience can be either a talk or a poster presentation.

<table>
<thead>
<tr>
<th>Type</th>
<th>Pure</th>
</tr>
</thead>
<tbody>
<tr>
<td>presentation at conference</td>
<td>Activity =&gt; talk or presentation =&gt; talk or presentation at a conference</td>
</tr>
<tr>
<td></td>
<td>Role = speaker, invited speaker or keynote speaker</td>
</tr>
<tr>
<td></td>
<td>Persons/organisations</td>
</tr>
<tr>
<td></td>
<td>Persons = Jan Jansen</td>
</tr>
<tr>
<td></td>
<td>Speaker</td>
</tr>
<tr>
<td>poster presentation</td>
<td>Research output =&gt; unpublished contribution to conference =&gt; poster</td>
</tr>
<tr>
<td></td>
<td>Role = author</td>
</tr>
</tbody>
</table>

*Table 2: PURE: input for Q1-presentations for academic audience*
If a talk => go to research activity, under role select speaker.

Table 3: PURE: input for Q1-presentations for academic audience: talk

If a poster presentation => go to research output, under role select author.

Table 4: PURE: input for Q1-presentations for academic audience: poster

DETAILS

1.3.1 Poster presentation

1.3.1.1 Pure type(s)
Research output > unpublished contribution to conference > poster
1.3.1.2  Velden

• Publication date

Publication status

Publication statuses and dates
Published 20 Oct 2020  Current  Edit

Add publication status and date...

• Title of the contribution in original language

Title of the contribution in original language
Automated detection of vertebral fractures in CT using 3D convolutional neural networks

• Contributors / Persons

Contributors and affiliations

Contributors
Joeri Nicolaes, Author
External person

Steven Raeymaeckers, Author
Internal person

Basic (bio-) Medical Sciences
Organisational unit: Department

Radiology
Organisational unit: Medical Department

Authors can be affiliated with VUB and non VUB organizations. If a VUB member there will be a grey-out icon next to the person’s name.

Roles on the poster presentation should always be authors. Several authors can select the same poster presentation if they all present the poster during the conference.
When presenting a poster, once transferred to PORTFOLIO the supervisor needs to validate your active contribution during the conference. Therefore the event information needs to be filled out (mandatory).

**Note:**
If your poster has been selected for a talk during the conference, it should only be entered once in PURE in order to avoid double credit counting.

### 1.3.2 Paper presentation

#### 1.3.2.1 Pure type(s)

Activity > talk or presentation > talk or presentation at a conference

Roles: Speaker, Invited speaker, Keynote speaker, Lecturer, Presenter, Interviewee, Contributor

**Note:**
The *long title* should always be input along with the *event* information

#### 1.3.2.2 Velden

- **Title of the contribution in original language**

- **Contributors / Persons**
  - Speaker
  - Invited speaker
1.4 **Q2 Societal Outreach (public engagement)**

All input here are classified under **Q2 Teaching and Societal Outreach**, except for ‘work on advisory panels for social community and cultural engagement; industry or government or non-government organization’. The latest belongs to **Q4 Transferable skills**, Activities also called non-academic membership, see below.
Table 5: PURE: input for Q2 (Membership academic) and Q4 (Membership non-academic)

1.4.1 General

Input In PURE embraces a choice of 5 different items:

➢ writing vulgarizing/popularizing publications aimed at a non-academic audience
➢ giving a public lecture/participating in a debate for a non-academic audience
➢ media participation
➢ schools’ engagement
➢ organising a Festival/Exhibition (note: this is NOT a Research conference).
<table>
<thead>
<tr>
<th>Type</th>
<th>Pure</th>
</tr>
</thead>
<tbody>
<tr>
<td>vulgarizing publications aimed at a non-academic audience</td>
<td>Research output &gt; contribution to specialist/vulgarizing publication &gt; featured article or book/film/article review or editorial or letter or special issue</td>
</tr>
<tr>
<td></td>
<td>Research output &gt; chapter in book/report/conference proceeding &gt; chapter</td>
</tr>
<tr>
<td></td>
<td>Research output &gt; book/report &gt; book or anthology</td>
</tr>
<tr>
<td>Public lecture/debate /seminar for a non-academic audience</td>
<td>Activity &gt; talk or presentation &gt; talk at a public lecture/debate</td>
</tr>
<tr>
<td></td>
<td>Activity &gt; participating in or organizing an event &gt; participating in or organizing a public lecture/debate</td>
</tr>
<tr>
<td>Media participation</td>
<td>Press / Media &gt; Press / Media &gt; expert comment or other or public engagement activities or research</td>
</tr>
<tr>
<td>Schools' engagement&lt;sup&gt;19&lt;/sup&gt;</td>
<td>Activity &gt; talk or presentation &gt; talk at a school event (see 1.3)</td>
</tr>
<tr>
<td>Organising a Festival/Exhibition</td>
<td>Activity &gt; participating in organizing a festival/exhibition</td>
</tr>
</tbody>
</table>

<sup>19</sup> Schools engagement can be ‘Kinderuniversiteit’, training or showcasing research experiments to grammar school pupils within the context of STEM in the school laboratories,…)

Table 6: PURE: input for Q2 -Societal outreach-
1.4.2 vulgarizing (popularization) publication

Click the + sign next to Research Output, on the next pop up you can choose contribution to specialist/vulgarizing publication.

This is the same as under scientific publications except that here these are referring to vulgarizing publications. Thus, publications could be besides articles, also book chapters, reviews. Once the publication has been selected click under publication category: ‘vulgarizing’.

The role can be: besides author, also illustrator, translator, publisher, editor.

1.4.3 Public lecture/debate

Below are the details for participating in or organizing an event:
At the public lecture/debate the doctoral candidate can either give a talk or presentation or participate in the organization of the event itself.

1.4.3.1 Pure type(s)
Activity > talk or presentation > talk at a public lecture/debate

Roles: Speaker, Invited speaker, Keynote speaker, Lecturer, Presenter, Interviewee, Contributor

Activity > participating in or organizing an event > participating in or organizing a public lecture/debate

Roles: Chair, Participant, Organiser, Member of programme committee, Member, Advisor, Supervisor, Visitor, Host
1.4.3.2  Period

![Specific date]

- **Year**: 2019
- **Month**: 12
- **Day**: 5

1.4.3.3  Event

1.4.3.4  Talk or presentation

Here the doctoral candidate can specify the event itself:

- Event
- Organisational unit
- External organisation

**IMPORTANT TO REMEMBER**

If however the activity already incorporates an external organization e.g. UGent then this can be added in EXTERNAL ORGANIZATION. If nothing exists yet it can be either set up under Event or External Organization.

1.4.3.5  Participation in or organizing an event

![Activity information]

**Attending event**

- **LOK Vlaams Brabant – E-Health toepassing en E-recipe**
  - 5/09/19 – 5/09/19
  - Belgium

1.4.3.6  Organizational unit/external organization

1.4.3.7  Talk or presentation

![Activity information]

**Talk or presentation held at**

- **Center for Neurosciences**
  - Belgium
1.4.4 Media participation

Table 10: PURE: input for Q2 - Societal outreach: Media participation

1.4.4.1 Pure type(s)
- Press / Media > Press / Media > expert comment
- Press / Media > Press / Media > other
- Press / Media > Press / Media > public engagement activities
- Press / Media > Press / Media > research

Roles: Research cited, Interviewee, Contributor, Presenter, Participant, Speaker, Advisor, Host, Organiser

1.4.4.2 Period
Deze informatie is te vinden op het niveau van de aparte media contributions.

1.4.4.3 Title

IMPORTANT TO REMEMBER

Here there is the possibility to input 2 types of titles: 1. Theme/topic title and 2. The title of the article. As an example Title 1: Corona crisis and Title 2: the real titles of the articles which were written for various newspapers. Only the Title 2 will be transferred from PURE to PORTFOLIO.
1.4.4  **Thema titel**

This title will not go to PORTFOLIO

1.4.5  **Artikel titel**

Only Title 2 will be transferred. Note that often the same titles are input.

1.4.6  **Type of media contribution/converage**

Deze informatie is te vinden op het niveau van de aparte media contributions.

Select Media contribution.

1.4.5  **Schools engagement**

**ACTIVITY > TALK OR PRESENTATION > TALK AT A SCHOOL EVENT**

1.4.5.1  **Pure type(s)**

Activity > talk or presentation > **talk at a school event**
Roles: Role: Speaker, Invited speaker, Keynote speaker, Lecturer, Presenter, Interviewee, Contributor

Input title of your presentation, specific date and the event information (e.g. classes you encountered at the school in ...).

1.4.5.2 Period

1.4.5.3 Event/Organisational unit/external organisation

1.4.6 Organising a festival/exhibition

Table 11: PURE: input for Q2 - Societal outreach: organizing a festival
IMPORTANT TO REMEMBER

Doctoral candidates ART and/or other doctoral candidates who are involved in organizing a festival or exhibition can obtain 3 credits.

1.4.6.1 Pure type(s)
Activity > participating in organizing a festival/exhibition

Role: Chair, Participant, Organiser, Member of programme committee, Member, Advisor, Supervisor

Note that joining a festival is not enough. The doctoral candidate should have an active participation in the festival or exhibition as a member in the organizing committee.

<table>
<thead>
<tr>
<th>Expo Photovoice</th>
<th>Activity: Participating in or organising an event &gt; Participating in or organizing a festival/exhibition</th>
</tr>
</thead>
</table>

Persons/organisations

- **Jetske Rosa Strijbos**, Organiser
  - Internal person
- Multidisciplinair Inst. Lerarenopleiding
  - Organisational unit: Department
- Teacher Education
  - Organisational unit: Department
- Faculty of Psychology and Educational Sciences
  - Organisational unit: Faculty

1.4.6.2 Period

<table>
<thead>
<tr>
<th>Expo Photovoice</th>
<th>Activity: Participating in or organising an event &gt; Participating in or organizing a festival/exhibition</th>
</tr>
</thead>
</table>

- **Specific date**
  - Year: 2020
  - Month: 1
  - Day: 14

1.4.6.3 Event

<table>
<thead>
<tr>
<th>Expo Photovoice</th>
<th>Activity: Participating in or organising an event &gt; Participating in or organizing a festival/exhibition</th>
</tr>
</thead>
</table>

Activity information

- **Expo Photovoice**
  - 14/01/20 – …
  - Brussels, Belgium
IMPORTANT TO REMEMBER

1. Under media participation only the title of your article is mandatory to be transferred in your PORTFOLIO.

2. As a reminder Vulgarizing/Popularizing publications (under research output) aimed at a non-academic audience are transferred from PURE to PORTFOLIO automatically without approved validation.
1.5 Q3. Knowledge and innovation

1.5.1 General

Except for Patent all the following research activities such as: (approved) written proposals, developing new software/database/digital or visual products/web publication, artefacts, exhibition/performance, composition/design, scientific prize/award, membership of academic working groups or councils) are directly input in PURE.

Once the PURE interface is transferred to PORTFOLIO under Q3 domain specific skills these items have as status : awaiting director’s approval.

1.5.2 Table

<table>
<thead>
<tr>
<th>Type</th>
<th>Pure</th>
</tr>
</thead>
<tbody>
<tr>
<td>(approved) written proposal for external agency (FWO, Innoviris,...)</td>
<td>Activiteit&gt;Other&gt;Writing of research proposal</td>
</tr>
<tr>
<td>developing new software/database/digital or visual products/web publication</td>
<td>Research output &gt; Non-textual form &gt; Software or Database or Digital or Visual Products or Web publication/site</td>
</tr>
<tr>
<td>Artefact</td>
<td>Research output &gt; Non-textual form &gt; Artefact</td>
</tr>
<tr>
<td>Exhibition/Performance</td>
<td>Research output &gt; Non-textual form &gt; Exhibition or Performance</td>
</tr>
<tr>
<td>Composition/Design</td>
<td>Research output &gt; Non-textual form &gt; Composition or Design</td>
</tr>
<tr>
<td>Scientific award or prize</td>
<td>Prize &gt; Prize &gt; Fellowship awarded competitively</td>
</tr>
<tr>
<td>Membership of academic working groups or councils</td>
<td>Activities &gt; memberships &gt; work on academic committees and working groups</td>
</tr>
</tbody>
</table>

Table 12: PURE: input for Q3 -Knowledge & Innovation-different types

1.5.3 Approved written proposals or writing of research proposal

Table 13: PURE: input for Q3 -Knowledge & Innovation-Written proposals

---

20 Membership of public/government advisory /policy group or panel work on advisory panels for social community and cultural engagement; industry or government or non-government organization

21 For Membership (non-academic)21 of public /government advisory/policy group or panel see Q4 Transferable skills, Activities in the ICT tool PURE.
Fields to enter:

a) Title under Title
b) Short title or keyword (of abstract) can be input in the DESCRIPTION

c) Persons/organisations
Here you will input the names of: Principal investigator (PI), your name and the collaborative partners

d) Roles
Several roles (Participant, Recipient, Member, Organiser, Speaker, Lecturer, Presenter, Interviewee, Contributor, Supervisor, Chair, Host, Visitor, Advisor, Reviewer, Examiner.) are visible but referring to your active participation the role should be contributor.

e) Life cycle: start- and end data are under “Period of time”

No document should be uploaded here.

Non-textual research output

These activities will not be validated by the RiDM team. Some will be approved by the Supervisor (award and academic membership) others will be approved by the DS Director (developments of new software, database, digital or visual products, web publication; artefacts, exhibition/performance, composition design, scientific prizes /awards).

In PURE this fits under : Research output > Non-textual form >

1.5.4 Development

The term Development comprises different items such as:
Pure type(s):
Research output > Non-textual form > Software or
Research output > Non-textual form > Database
Research output > Non-textual form > Digital
Research output > Non-textual form > Visual Products
Research output > Non-textual form > Web publication/site

Roles: Role: Author, Arranger, Composer, Coordinator, Creator, Curator, Designer, Developer, Director, Dramaturg, Organizer, Performer, Photographer, Presenter, Producer, Scriptwriter, Other

No need to select a role here.

Table 14: PURE: input for Q3 - Knowledge & Innovation - Non textual research output

Artefact

Pure type(s)
Research output > non-textual > artefact

Table 15: PURE: input for Q3 - Knowledge & Innovation - Non textual research output - artefact

1.5.5 Exhibition Performance

Pure type(s)
Research output > non-textual > exhibition
Research output > non-textual > performance
1.5.5.1 Composition & Design

Pure type(s)
Research output > non-textual > composition
Research output > non-textual > Design

Table 16: PURE: input for Q3 - Knowledge & Innovation - Non textual research output - exhibition, performance, composition and design

For all these above mentioned activities the following info will also need to be filled out:

Publication date/ Awarded date

Title of the contribution in original language
Mogelijke rollen voor de personen:

All roles can be selected here.

Event *(voor exhibition/performance)*

THIS IS NOT MANDATORY TO FILL OUT

1.5.6  *Academic Membership*

1.1.12.1  *Pure type(s)*  
Activities > memberships > work on academic committees and working groups

Role: Chair, Member, Participant, Speaker, Contributor, Supervisor, Host, Advisor, Reviewer, Examiner, Presenter

No role needs to be selected here

Regarding the period : ideally we would suppose you would be a member for at least one year.
Table 17: PURE: input for Q3 - Knowledge & Innovation - Membership (academic)

Publication date/ Awarded date

Period

Specific date

Period of time

Year: 2019, Month: 9, Day: 1

Degree of recognition

No value

Contributors / Persons

Persons/organisations

Karen De Vlamincx, Member
Internal person

Faculty of Sciences and Bioengineering Sciences
Organisational unit: Faculty

Department of Bio-engineering Sciences
Organisational unit: Department

Sophie Hernot, Chair
External person

Marleen Claes, Chair
Internal person

Medicine and Pharmacy academic/administration
Organisational unit: Logistic Unit
Although several roles are visible no need to select a role here.

Organisational unit

In PURE under activity information you can select MEMBER OF and the ORGANISATIONEL UNIT or EXTERNAL ORGANISATION (most preferable to choose) Only validated external organisation can be chosen. In case the external organisation does not exist yet, the set up can be requested.

Activity information

1.5.7 Prize / Award

In PURE this field refers to a prize e.g. poster award, an obtained fellowship (e.g. Innovaris, FWO, …)

Prize > Prize > e.g., Fellowship awarded competitively

Role: There is only one option: Recipient
In PORTFOLIO the PRIZE will come under AWARD.
Do NOT go to Awards (topic) in PURE as this refers to approved funding projects.

Table 18: PURE: input for Q3 - Knowledge & Innovation-Prize (awards)
Awarded date

- **Year**: 2020
- **Month**: 1
- **Day**: 6

Degree of recognition

- International

Title of the contribution in original language

- **The Hague Academy of International Law Scholarship**

Prize information

- **Title**: The Hague Academy of International Law Scholarship

Contributors / Persons

**Persons/organisations**

- **Recipients**: Seyyedeh Sajede Salehi, Recipient
  - Internal person

- **Law Science Technology and Society**
  - Organisational unit: Research Group

- **Faculty of Law and Criminology**
  - Organisational unit: Faculty

- **Metajuridica**
  - Organisational unit: Department

Event

- **The Hague Academy of International Law: Winter Courses**
  - 6/01/20 → 24/01/20
  - The Hague, Netherlands

Type

- All categories/type of prizes/awards can be selected and will be shown in the PORTFOLIO.
Granting organisation

1.6 Q4 Transferable skills: activities

1.6.1 Non-academic membership

1.6.1.1 Pure type(s)
Activity > membership > Membership of public/government advisory/policy group or panel
Activity > membership > Work on advisory panels for social, community and cultural engagement
Role: Chair, Member, Participant, Speaker, Contributor, Supervisor, Host, Advisor, Reviewer, Examiner, Presenter

The 3 following fields should be filled out.
1.6.1.2  Period

- Specific date
- Period of time

Degree of recognition
- National

1.6.1.3  Organisational unit

Activity information

- Vlaamse Hogeschoolenraad
  - Belgium

1.6.1.4  Persons

Persons/organisations

- Joris Vermeulen, Member
  - Internal person
- Public Health Sciences
  - Organisational unit: Department
- Faculty of Medicine and Pharmacy
  - Organisational unit: Faculty

All roles may be chosen. .
1.6.1.5 Contribution to event organisation

- Pure type(s)
- Activity > participating in or organizing an event > participation in a conference
- Activity > membership > membership of external research organization
- Activity > participating in or organizing an event > Participating in or organizing an event at an external academic organization
- Activity > Participating in or organizing an event > Participating in or organizing a festival/exhibition

Role: Chair, Participant, Organiser, Member of programme committee, Member, Advisor, Supervisor, Visitor, Host

- Velden

In deze categorie is het belangrijk dat de persoon de rol heeft van:
- Chair
- Organiser
- Member of program committee

Persons/organisations

- An Braeken, Chair
- Digital Mathematics
  - Organisational unit: Research Group
- Industrial Engineering
  - Organisational unit: Department
- Industrial Sciences and Technology
  - Organisational unit: Research Group

Period

- Specific date
  - 2015 4 20
  - 2015 4 24

Degree of recognition

Title of the contribution in original language

In deze template is er geen veld voor ‘title’.
Event

Activity information

Attending event *

20e Nederlands-Vlaams Doelencongres Infertilititeit, Gynaecologie en Obstetric
20/04/15 – 24/04/15
Rotterdam, Netherlands

Organisational unit

In deze template is er geen apart veld voor ‘organisational unit’, wel wordt de managing organisational unit vermeld maar dit heeft weinig informatieve waarde voor de PORTFOLIO. Dit wordt automatisch ingevuld op basis van de eerst affiliatie van de eerste interne persoon op de template.

1.6.2 Contribution to the work of external committees and working groups (non academic)

IMPORTANT TO REMEMBER

If you are Member of VUB (academic) Council or Board then select the last item: Work on academic committees and working groups.

Choose submission

Table 19: PURE: input for Q4 -Membership (non academic)

1.6.3 Organizing research related events e.g., conference at VUB or another organization

Currently this item in still in development mode, more detailed info will be provided after March 2021.
1.7 Wildcards

1.7.1 Intersectoral activities

Intersectorial activities are related to joint or sponsored appointments with the industry, commerce or other. Other refers to internship in government, as well as non government (NGO).

1.7.1.1 Pure type(s)

Activity > consultancy > Joint or sponsored appointments or secondments with industry and commerce

Navigate to Activities and click the + sign
Select Joint or sponsored appointments or secondments with Industry and commerce
Click to input your info

Table 21: PURE: input for WILDCARD - Secondment

1.7.1.2 Title

**Title**

Bfast meeting Abbvie
1.7.1.3  Contributors / Persons
Ook hier is wellicht de rol van de persoon relevant. Mogelijke opties in pure zijn:

Roles may vary: Consultant, Advisor, Member, Host, Participant, Contributor
For the doctoral candidate the role will be most likely contributor.

1.7.1.4  Period

This could also be a longer period with start and end date

1.7.1.5  Organisational unit/external organisation
This field refers to for whom the consultancy work was done

1.7.2  International Mobility
International mobility refers to an international stay of min 1 week at a foreign university, library, archive or lab for an apprenticeship or research journey.
This could be for research (e.g., learning new techniques, methodologies), as well as for being invited abroad for teaching activities.

Activity > Other > research and Teaching at External Organisation
Roles: can vary => Participant, Recipient, Member, Organiser, Speaker, Lecturer, Presenter, Interviewee, Contributor, Supervisor, Chair, Host, Visitor, Advisor, Reviewer, Examiner

Table 22: PURE: input for WILDCARD -International Mobility

1.7.2.1 Pure type(s)
Activity > Other > research and Teaching at External Organisation

Role: Participant, Recipient, Member, Organiser, Speaker, Lecturer, Presenter, Interviewee, Contributor, Supervisor, Chair, Host, Visitor, Advisor, Reviewer, Examiner.

For the doctoral candidate most likely the role of contributor should be selected.

1.7.2.2 Title

Research stay at CITA Copenhagen
Activity: Other > Research and Teaching at External Organisation

1.7.2.3 Period

As stated before the stay should be at least one week (5 working days), mentioning start and end date per activity abroad.
1.7.2.4 Organisational unit/external organisation

Event or organisation

Centre for Information Technology and Architecture, Royal Academy of Fine Arts, School of Architecture, Design and Conservation (KADK)
Denmark

External organisation is input here.

IMPORTANT TO KNOW
For your international mobility do not forget to indicate start and end date.
A week is normally 5 working days.

1.7.3 3rd Party Services

1.7.3.1 Pure type(s)
Activity > consultancy > consultancy

Role: Consultant, Advisor, Member, Host, Participant, Contributor
Roles may vary most likely contributor or consultant will be selected

NAVIGATE TO ACTIVITIES AND CLICK THE + SIGN
SELECT CONSULTANCY
CLICK TO INPUT YOUR INFO

Table 23: PURE: input for WILDCARD - Consultancy 3rd Party Services as contributor
Part C. Work flow when submitting a thesis: PhD & Doctoral training track
To be input in the course of January 2021

Part D. Internal reports (print overview) & Certificates
To be input in the course of January 2021

Part E. Combining a PhD track and a short trajectory of the ‘educatieve MA’ (MILO)
To be input in the course of January 2021

2 ANNEX

2.1 ABBREVIATION LIST
To be input in the course of January 2021

2.2 ABBREVIATION LIST FOR COUNTRIES WHEN SEARCHING FOR EXTERNAL INSTITUTIONS

ABW Aruba
AFG Afghanistan
AFI Afar- en Issaland
AGO Angola
AIA Anguilla
ALA Ålandseilanden
ALB Albanië
AND Andorra
ANT Nederlandse Antillen
ARE Verenigde Arabische Emiraten
ARG Argentinië
ARM Armenië
ASM Amerikaans-Samoa
ATA Antarctica
ATB Brits Antarctisch Territorium
ATF Franse Zuidelijke Territoria
ATG Antigua en Barbuda
ATN Koningin Maudland
AUS Australië
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Last update 13 01 21