



VRIJE
UNIVERSITEIT
BRUSSEL

PhD Portfolio

Guidelines for supervisors

VUB Central PhD Office

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1. PhD Portfolio: what is it?

The PhD Portfolio is the PhD candidate's personal online documentation system of the research process allowing him/her to:

- gather data for the annual [Progress Report](#);
- record optional data online regarding personal achievements in the margins of the 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 (cf. attestation or Certificate of the doctoral training programme).

The PhD Portfolio keeps track of the PhD candidates' progress in the Doctoral Training Programme, offering them a clear and up-to-date overview of their educational and research activities. There are four main types of activities that are included:

1. Regular courses (bachelor, master, advanced master, post graduate ...)
2. Doctoral Seminars and Workshops (both internal and external activities)
3. Research Activities, e.g. publications and conference participation, papers, awards ...
4. Successful defence of the doctoral thesis

At the end of their doctoral programme, PhD Candidates will be able to apply for the Certificate of the Doctoral Training Programme or an attestation of the followed activities through the PhD Portfolio.

More information [here](#).

2. Where can I find the PhD Portfolio, and how can I login?

The PhD Portfolio is embedded in the CaLi Self Service. Login to [CaLi](#) with your VUB Net ID (we advise you to select 'English' as language option). Open the main menu and click on "Manager Self-Service"; there you'll find a link to the "PhD Portfolio for Supervisors".

Leave the search fields blank and click 'search' to obtain an overview of Portfolios of all your PhD candidates (*cf. figure 1*) or find a specific Portfolio by filling out the search fields. Access the PhD candidates' portfolio by clicking his/her name.

ORACLE

Favorites Main Menu > Manager Self Service > PhD Portfolio Supervisor

PhD Portfolio Supervisor

Enter any information you have and click Search. Leave fields blank for a list of all values:

Find an Existing Value

Search Criteria

EmpID: begins with

Programma: begins with

Name: begins with

Program Status: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-5 of 5 Last

EmpID	Name	Programma	Academic Program	Program Status
009	Bram	00015	PHD Bio-ingenieurswetensch	Active in Program
009		00015	PHD Bio-ingenieurswetensch	Active in Program
010		00015	PHD Bio-ingenieurswetensch	Active in Program
05		00015	PHD Bio-ingenieurswetensch	Active in Program
052		00015	PHD Bio-ingenieurswetensch	Active in Program

Figure 1 : obtain an overview of Portfolios of all your PhD candidates by performing an empty search task.

3. The PhD Portfolio at first glance

You will see three tabs in the student's PhD Portfolio:

- Home overview of the PhD candidate's credits in the framework of the doctoral training programme
- I Activities various activities taken into account for the first cluster of the doctoral

training programme: attended workshops & courses, research output, educational activities and other research activities.

- II Thesis information on the second cluster, the candidate's PhD thesis.

The evaluation of the activities as a supervisor takes place on the tab 'I Activities'.

4. The 'Activities' page

The activities page consists of attended (internal & external) regular courses, attended (internal & external) seminars or workshops, Research Output, Research Activities and Educational activities.

All activities need to be validated and approved by the supervisor as relevant for the PhD candidate's Doctoral Training Programme. The validation process is integrated within the PhD Portfolio. Before going deeper into the activity types, we will briefly touch upon the process flow and the evaluation procedure.

The process flow

- *Waiting for eligibility (cf. supervisor) -> Waiting for approval (cf. director) -> approved/rejected*

Process flow for *external* entries that were added by the PhD candidate. Both you as supervisor *and* the director of the doctoral school need to evaluate *external* entries.

- *Waiting for eligibility (cf. supervisor) -> approved/rejected*

Process flow for *internal* entries that were added automatically to the PhD Portfolio (via PURE or CaLi). Since these activities are organised by the Central PhD Office or validated by R&D (cf. PURE), the approval of the director of the doctoral school is not necessary.

The evaluation procedure

To evaluate an activity, you will have to select that activity by (a) clicking the checkbox at the right, and (b) click "approve" or "deny" at the bottom of the page (cf. figure 2).

ORACLE

Home | Data

Favorites | Main Menu > Manager Self Service > PhD Portfolio Supervisor

Home | Activities | Thesis

Name: DOC Bio-ingenieurswetensch [Send Mail](#)

Attended seminars

Seminar Title	Institution	Academic Year	Credits	Result	Status
Introduction days for new PhD researchers	VUB	1718	1	Attended	Approved
Introduction to intellectual property and technology transfer	VUB	1718	1	Attended	Approved
Publishing and Registering your Output	VUB	1718	1	Attended	Approved

Educational activities

Taught course units

Course Title	Professor	Institution	Academic Year	Contact Hours	Credits	Status	
Plant Molecular Biology	Geert ANGENON	Vrije Universiteit Brussel	1718	45	4	Awaiting Eligibility	<input type="checkbox"/>

Page Summary

Submitted credits: 7

Eligible credits: 3

Approved credits: 3

Select All

Deselect All

Approve

Deny

[Return to Search](#) |
 [Previous in List](#) |
 [Next in List](#)

[Home](#) |
 [Activities](#) |
 [Thesis](#)

Figure 2 : Evaluating an activity

4.1 Attended course units and seminars

As a supervisor you will have to confirm that the activities added to the PhD Portfolio are relevant for the PhD candidate's doctoral training programme. This is especially important for external course units and seminars.

Internal course unit

Regular VUB courses (from the BA/MA programme, or courses organised by the Central PhD Office).

External course unit

PhD candidates may validate external courses as part of their VUB doctoral training programme. In order to do so, they need to upload the activity so it can be validated by both the supervisor and the director of the doctoral school. A proof of participation is required (point sheet or another document that confirms successful participation in the course).

Internal DOCBE seminar

Seminars and workshops organised by the Central PhD Office.

External seminar

Seminars that weren't organised by the Central PhD Office can be taken into consideration as part of the doctoral training programme as well. The activity (+ proof of participation) needs to be validated in Portfolio by the supervisor and the DS director.

4.2 Research Output

Scientific publications published during the PhD research can be part of the doctoral training programme. They need to be added to the PURE research base in order to be taken into account. The automatic transfer between PURE and the PhD Portfolio ensures that the relevant PURE publications appear in Portfolio. First part of the validation process takes place within PURE, but as a supervisor you will receive an automatic email for an additional evaluation of the output in the context of the student's doctoral training programme.

Research output			
Publications			
Reference	Category	Credits	Status
De Grande H , Vandenheede H , Gadeyne S , Deboosere P . Health status and mortality rates of adolescents and young adults in the Brussels-Capital Region: differences according to region of origin and migration history . <i>Ethnicity & Health</i> . 2014;19(2):122-143.	international peer-reviewed articles/ letters/ scientific reviews in scientific journals	8	Approved
De Grande H , Vandenheede H , Deboosere P . Trends in young-adult mortality between the 1990s and the 2000s in urban and non-urban areas in Belgium: the role of a changing educational composition in overall mortality decline . <i>Health & Place</i> . 2014 Sep 14;30:61-69. Available from, DOI: 10.1016/j.healthplace.2014.08.003	international peer-reviewed articles/ letters/ scientific reviews in scientific journals	8	Approved
De Grande H , Vandenheede H , Deboosere P . Educational Inequalities in the Transition to Adulthood in Belgium: The Impact of Intergenerational Mobility on Young-Adult Mortality in 2001-2009 . <i>PLoS ONE</i> . 2015 Dec 14;10(12). e014210. Available from, DOI: 10.1371/journal.pone.0142104	international peer-reviewed articles/ letters/ scientific reviews in scientific journals	8	Approved
De Grande H , Vandenheede H , Deboosere P . Educational inequalities in young-adult mortality between the 1990s and the 2000s: regional differences in Belgium . <i>Archives of Public Health</i> . 2015;73(11). Available from, DOI: doi:10.1186/s13690-014-0059-3	international peer-reviewed articles/ letters/ scientific reviews in scientific journals	8	Approved
Vandenheede H , Willaert D , De Grande H , Simoens S, Vanroelen C . Mortality in adult immigrants in the 2000s in Belgium: a test of the "Healthy migrant" and the "Migration-as-rapid-health-transition" hypotheses . <i>Tropical Medicine & International Health</i> . 2015 Dec;20(12):1832-1845. Available from, DOI: 10.1111/tmi.12610	international peer-reviewed articles/ letters/ scientific reviews in scientific journals	6	Approved

Figure 3: Publications automatically transferred from PURE to the PhD Portfolio.

4.3 Research Activities

Not only scientific publications can appear in the portfolio via PURE, but there's a whole range of other research activities that are taken into account as well (cf. check the [credit table](#) of your Doctoral School). By adding these activities to PURE, the student receives credits for the activity in Portfolio as well. Similar to the scientific publications, the first part of the validation process takes place within PURE with an additional confirmation of the supervisor in Portfolio.

Home | **I Activities** | II Thesis

Name [Send Mail](#) Academic Program DOC Ingenieurswetenschappen
 Werkn.ID

[Attended course units](#) [Attended seminars](#) [Research output](#) [Research activities](#) [Educational activities](#)

Research activities			
Reference	Credits	Status	
52nd IEEE Conference on Decision and Control (Speaker)Dec 2013 Activity: Talk or presentation , Talk or presentation at a conference	2	Approved	<input type="checkbox"/>
33rd Benelux Meeting on Systems and Control (Speaker)Mar 2014 Activity: Talk or presentation , Talk or presentation at a conference	2	Approved	<input type="checkbox"/>

Figure 2: Research activities automatically transferred from PURE to the PhD Portfolio.

4.4 Educational Activities

Structural involvement in educational activities , whether by supervising a thesis on MA level or by teaching (internal or external) BA/MA students, can be validated in Portfolio. The same goes for giving research trainings or scientific workshops.

Home | **I Activities** | II Thesis

Name [Send Mail](#) DOC Sociology

[Attended course units](#) [Attended seminars](#) [Research output](#) [Research activities](#) [Educational activities](#)

Educational activities						
Taught course units						
Course Title	Professor	Institution	Academic Year	Contact Hours	Credits	Status
Seminar Demographic Analysis and Population Projections	Patrick DEBOOSERE	Vrije Universiteit Brussel	1415	10	4	Approved

Taught seminars						
Seminar Title	Audience	Institution	Academic Year	Contact Hours	Credits	View Proof
Scientific Integrity	Mixed academic personnel	Vrije Universiteit Brussel	1314	8	2	View Proof

Supervision MA thesis					
Thesis Title	Student Name	Institution	Academic Year	Credits	Edit Detail
Example Titel	Example Name	Universidad de Quintana Roo	1617	3	Edit Detail

[Add taught course unit](#) [Add taught seminar](#) [Add supervision MA thesis](#)

Page Summary	
Submitted credits	9
Eligible credits	4
Approved credits	4

Figure 3: Different types of educational activities in the PhD Portfolio.

5. The 'Thesis' Page

Here you can find information on the PhD candidate's thesis. Your name as (the administrative VUB) supervisor should be filled out, but the date of the public defence and the title of the thesis will be left blank until the actual defence of the thesis.

[Home](#) | [I Activities](#) | **[II Thesis](#)**

Name 0100933 [Send Mail](#) DOC Sociology

Successful Defence

Thesis Title Brussels: Young and Healthy!? Educational Inequalities in Health and Mortality among Young Persons in the Brussels-Capital Region.

Date of Public Defence 01/10/2015

Supervisor Patrick DEBOOSERE

Figure 4: Information on a PhD thesis

6. Credit Table Doctoral Schools

Code		Type of Activity	ECTS
<i>Scientific Publications</i>			
1	PURE	(co-) author of a book/anthology	5
2a		international peer-reviewed contributions in book	6
2b		... as first author	8
3a		international peer-reviewed articles/letters/scientific reviews in scientific journals	6
3b		... as first author	8
4a		national peer-reviewed contributions in book/anthologies	3
4b		... as first author	4
5a		national peer-reviewed articles/letters/scientific reviews in scientific journals	3
5b		... as first author	4
6		contributions in book/anthologies/journals without peer-review , as first author	1
7		scientific editor of book/anthologies/journals	6
8		report of research projects/policy preparing studies submitted to the subsidizing organisation after conclusion of the activities, as first author	1
9		contribution to specialist publication (i.e. protocol, handbooks), as first author	1
10		conference paper in proceedings, as first author	3
<i>Presentations for scientific audience</i>			
11	PURE	presentation at meeting as activity in PURE	2
12		poster presentation	1
<i>Public engagement and outreach</i>			
13a	PURE	vulgarizing publications aimed at a non-academic audience, as first author	1
13b		public lecture/debate /seminar for a non-academic audience	1
13c		media participation	1
13d		work on advisory panels for social community and cultural engagement; industry or government or non-government organisation	1
13e		schools engagement	1
<i>Business and community</i>			
14	PURE	patent	6
15		membership of public / government advisory / policy group or panel	1

16		joint or sponsored appointments or secondments with industry or commerce	6
<i>Other research activities</i>			
17	PURE (or additional proof)	approved written proposal for external agency (FWO, Innoviris,...)	2
18		developing new software/database/digital or visual products/web publication	2
19		artefact	3
20		exhibition/Performance	3
21		composition/Design	3
22		contribution to the work of external committees and working groups OR contribution to conference as organiser/chair/member of programme committee	1
23		scientific award or prize	2
24		international mobility stay of minimally one week at a foreign university, library, archive or lab for an apprenticeship or research	2
<i>Educational activities</i>			
25	PhD Portfolio (or additional proof)	giving research training / workshops	2
26		teaching BA/MA students	4
27		supervising thesis on MA level	3
<i>Courses, workshops and seminars</i>			
28	PhD Portfolio (or additional proof)	following regular courses (on bachelor, master or manama level)	*
29		specialist workshops and seminars (organised by DS or external)	*
30		workshops in transferable skills training	*

*: course-specific points, or 1 credit per 24h investment of the doctoral candidate.

7. PURE categories

A lot of research activities are automatically imported from the PhD candidate's PURE account into the PhD Portfolio. This is only possible if the activities were correctly added to the relevant PURE category. We would advise you to encourage your PhD candidates to make use of the VUB's research database.

Below we present an overview of the PhD activities that are imported from PURE and the corresponding category in PURE.

7.1 Scientific Publications

Type in PhD Portfolio	PURE
(co-) author of a book	research output > book/report > book
(co-) author of an anthology	research output > book/report > anthology
international peer-reviewed¹ contributions in book (+ first author²)	research output > chapter in book/report/conference proceeding > chapter
international peer-reviewed¹ in scientific journals: - Articles - Letters - scientific reviews (+ first author²)	research output > contribution to journal > article research output > contribution to journal > letter research output > contribution to journal > scientific review
national peer-reviewed³ contributions in book (+ first author²)	research output > chapter in book/report/conference proceeding > chapter
national peer-reviewed³ in scientific journals - articles - letters - scientific reviews (+first author²)	research output > contribution to journal > article research output > contribution to journal > letter research output > contribution to journal > scientific review
- Articles - Letter - Scientific review - contributions in book/anthologies in journals without peer-review⁴	research output > contribution to journal > article research output > contribution to journal > letter research output > contribution to journal > scientific review research output > chapter in book/report/conference proceeding > chapter
scientific editor of - book - anthologies	Author role=editor research output > book/report > book research output > book/report > anthology
report of research projects/policy preparing studies submitted to the subsidizing organization after conclusion of the activities	Research output > book/report > commissioned report
Contribution to specialist publication⁶ (i.e. protocol, handbooks)	Research output > contribution to specialist/vulgarizing publication > featured article or book/film/article review or editorial or letter or special issue

	Research output > chapter in book/report/conference proceeding > chapter Research output > book/report > book or anthology
Conference paper in proceedings	Research output > contribution to journal > conference paper Research output > chapter in book/report/conference proceeding > conference paper

Peer-reviewed *
 Peer-reviewed Not peer-reviewed
 International peer-reviewed *
 International peer-reviewed National peer-reviewed

¹ International peer review:

² First author in Pure: Your name is listed on the first place in de author list in Pure

Peer-reviewed *
 Peer-reviewed Not peer-reviewed
 International peer-reviewed *
 International peer-reviewed National peer-reviewed


³ National peer review:

Peer-reviewed *
 Peer-reviewed Not peer-reviewed


⁴ without peer review:

Authors and affiliations ⓘ


Authors *

 **Jan Janssen** Editor

Internal person

 **Applied Mechanics**

Organisational unit: Department



Edit -

-

⁵ scientific editor


Type

Publication category *
 Specialist Vulgarizing

⁶ Specialist publication:

7.2 Presentations for scientific audience

Type	Pure
presentation at meeting	Activity > talk or presentation > talk or presentation at a conference Role = speaker, invited speaker or keynote speaker:

	Persons/organisations <hr/> Persons *  Ian Janssen Speaker
poster presentation	Research output > unpublished contribution to conference > poster


7.3 Public engagement

Type	Pure
vulgarizing publications aimed at a non-academic audience	Research output > contribution to specialist/vulgarizing publication > featured article or book/film/article review or editorial or letter or special issue Research output > chapter in book/report/conference proceeding > chapter Research output > book/report > book or anthology Type <hr/> Publication category * <input type="radio"/> Specialist <input checked="" type="radio"/> Vulgarizing
Public lecture/debate /seminar for a non-academic audience	Activity > talk or presentation > talk at a public lecture/debate Activity > participating in or organizing an event > participating in or organizing a public lecture/debate
Media participation	Press / Media > Press / Media > expert comment or other or public engagement activities or research
work on advisory panels for social community and cultural engagement; industry or government or non-government organization	Activity > membership > Membership of public/government advisory/policy group or panel or Work on advisory panels for social, community and cultural engagement
schools engagement	Activity > talk or presentation > talk at a school event

7.4 Business and community

Type	Pure
Patent	Research output > patent > patent
Membership of public / government advisory / policy group or panel	Activity > membership > Membership of public/government advisory/policy group
joint or sponsored appointments or secondments with industry or commerce	Activity > consultancy > Joint or sponsored appointments or secondments with industry and commerce

7.5 Other research activities

Type	Pure
approved written proposal for external agency (FWO, Innoviris,...)	Managed centrally as a project. Should appear in your Pure under 'projects' with you as 'collaborator'
developing new software/database/digital or visual products/web publication	Research output > Non-textual form > Software or Database or Digital or Visual Products or Web publication/site
Artefact	Research output > Non-textual form > Artefact
Exhibition/Performance	Research output > Non-textual form > Exhibition or Performance
Composition/Design	Research output > Non-textual form > Composition or Design
Contribution to the work of external committees and working groups OR contribution to conference as organisor/chair/member of programme committee	Activity > Membership > membership of external research organisation Role = Chair of member Activity > Participation in organizing an event > Participation in conference Role = Organisor / Chair / member of programme committee Persons/organisations Persons * 
Scientific award or prize	Prize > Prize > Fellowship awarded competitively
International mobility stay of minimally one week at a foreign university, library, archive or lab for an apprenticeship or research	Activity > Other > research and Teaching at External Organisation