Dear

Greetings

I have just completed my Ph.D. studies a couple of days ago. I have been trying to add my research papers into the VUB pure but the system has been failing to respond for some days now. This has made me fail to update my portfolio. Kindly let me know how to go about it.

Regards
ESSENTIALS OF THE DOCTORAL TRAINING PROGRAMME

GUIDED TOUR OF VUB TOOLS – SYSTEMS – RULES

Mimi Deprez (Researcher Training & Development Office)
PORTFOLIO = YOUR Competence backpack!
A. **Compulsory doctoral training/education:** for whom and are there exemptions?

B. **Student.vub.be:** where to find info on your PhD trajectory and your doctoral education?

C. **TEO:** how can you register for courses and which ones?

D. **PORTFOLIO:** how can you monitor your PhD track & your activities?
A. COMPULSORY DOCTORAL TRAINING -EDUCATION

TOPICS

Why?

What is it about?

As of when?

- Transition

- Exemptions

How?

Who? (Teams involved)
A. COMPULSORY DOCTORAL TRAINING - EDUCATION

Why?

- Better prepare the PhD candidates to:
  1. successfully defend PhD thesis
  2. empower to be ready for the labour market

- Following EU, national/regional, local (VUB) regulations & trends

What is it about?

- Achieving 30 credits BEFORE doctoral thesis submission
- Minimum 5 credits per Category (see Quadrant figure hereafter)
RESEARCH OUTPUT

DOMAIN SPECIFIC SKILLS

OVERARCHING WILDCARD

international/interinstitutional/interdisciplinary/intersectoral Collaborations and/or Mobility

Max. 4

TRANSFERABLE SKILLS

Min. 5

Min. 5

Min. 5

Min. 5

Fig. QUADRANT

Credits @ a glance
1. Total credits = 30
2. /quadrant 5 Min
3. /quadrant ≠ 0
4. Wildcard 4 Max
As of when?

START@VUB Compulsory => PhD candidates starting in academic year: 2019-2020

Transition & exemptions? YES+ procedure !

• No obligation for PhD candidates enrolled BEFORE 2019-2020
• Exemptions: 3
  ✓ Joint PhDs with VUB NOT as main institutional partner
  ✓ Sandwich PhD (≥50% of a full PhD trajectory abroad)
  ✓ ≥50% PhD Working non research-related context in/or outside VUB
A. COMPULSORY DOCTORAL TRAINING - EDUCATION

Exemption form? YES

Go to PhD portal

Download form

Have it signed by supervisor

Send to doctoral.schools@vub.be

NOTE: deadline April 1st 2020

As of 2019-2020 the doctoral training programme is a compulsory part of your PhD. This means you need to meet the criteria of the programme before you can submit your thesis. More information about the conditions can be found on our website. If you want to apply for an exemption of this compulsory part, please state if you meet one of following criteria:

- Joint PhD, VUB is not the main institution
- Sandwich PhD (Doing your PhD minimally 50% outside of Belgium in your home country)
- Minimally 50% working in non-research function
- Other

Please send this document to doctoral.schools@vub.be for further follow-up and by 31/3/2020 at the latest.

Short Statement:

[Blank]

APPROVAL SUPERVISOR*

Name: ....................................................
Department: ....................................................
Date: ....................................................
Signature: ....................................................

SIGNATURE DOCTORAL CANDIDATE

Name: ....................................................
Date: ....................................................
Signature: ....................................................
A. COMPULSORY DOCTORAL TRAINING - EDUCATION

How?

- By using ICT TOOLS CALI/PORTFOLIO & PURE
- Check out Credit Table Cards (cft info sessions)

Who? => Teams involved: ROLES & RESPONSIBILITIES

- PhD candidate
- Supervisor
- Faculty
- RTDO
• Actively keep track of your activities in Portfolio & PURE

• Discuss relevant activities per Category/Quadrant with your supervisor

• Detail your activities in Progress Report (NEW version available)

• When submitting PhD, show proof of the required minimum credits (30)
Progress report form

Go to PhD portal
Download form from FORMS => PHD => per faculty
Retrieve info out of PORTFOLIO & PURE
Have it signed by your supervisor

PART I: PHD CANDIDATE

Personal information
First name:
Last name:
E-mail
Enrolment number:

Domain-specific Skills
Total credits earned so far:

Regular Courses & Seminars
List of regular university courses followed successfully. Only the courses followed after the master diploma are included. This includes also the courses followed in the context of pre-doctoral examinations. Add from Portfolio.

Research-related activities
Add from PURE activities.

Transferable Skills
Total credits earned so far:
• Discuss relevant activities per Category/Quadrant with PhD candidate

• Actively follow-up approval-flow in Portfolio

• Is aware of the regulations and the exemptions to the rule
• Follow up on **Exemption** procedure
  
  • 2019-2020: will compile list of exemptions

  • Mark Completion of doctoral training programme when submitting PhD
    upon receipt of a **proof** from RTDO

  • Follow up on ‘**Access to VUB tools**’ especially for PhD candidates who are
    ‘**Voluntary researchers**’
• Communicated and still transfer the INFO about compulsory training programme and the training offer through various channels

• Developed New Progress Report

• Increased the Offer of popular training sessions
• Initiated ICT project (CALI/PORTFOLIO Interface change & updates)

• Prepared HR Project (to ease procedure to get access to VUB tools for “Voluntary Researchers”)

• Prepared the Exemption procedure + follow-up
B. **STUDENT.VUB.BE: WHERE TO FIND INFO**

**TOPICS**

Why?

How to get there?

Most important links?
HOW?

LRN + TEO = A BETTER WAY OF BROWSING AND PARTICIPATING IN THE TRAINING OFFER

From September 10th 2019 you can consult the total VUB LRN training offer and immediately register for available sessions in the bat of an eye via the brand new TEO learning module. Make sure to bookmark the link now!

Browse the offer via TEO

YOU CAN BROWSE THE MAJORITY OF OUR VUB LRN CATALOGUE WITHOUT A TEO ACCOUNT. REGISTERING FOR SESSIONS REQUIRE A GUEST ACCOUNT.

Browse the catalogue without TEO access

NO ACCESS (YET) TO TEO?

SOME COLLEAGUES WHO ARE NOT OFFICIALLY EMPLOYED AT VUB OR UZB (LIKE RESEARCHERS EMPLOYED BY SOME FUNDING INSTITUTIONS) MAY NOT HAVE ACCESS TO TEO LEARNING VIA THE ABOVE LINK. HOWEVER, ALL COLLEAGUES ARE VERY WELCOME TO PARTICIPATE IN THE TRAINING OFFER AFTER OBTAINING A GUEST ACCOUNT.

NO ACCESS (YET) TO TEO?

Request your guest account

CRAZY ABOUT OUR OFFER? TO BE ABLE TO REGISTER FOR SESSIONS, YOU FIRST HAVE TO COMPLETE A ONE-TIME PROCEDURE OF REQUESTING A GUEST ACCOUNT.
The annual progress report will be assessed by the faculty’s PhD Progress Monitoring Commission:

- If the Commission is of the opinion that the PhD process is continuing favourably, the Registrar’s Office will issue the PhD candidate with the appropriate form for automatic re-admission.

- If the Commission is of the opinion that there is not enough progress, it may decide to interview the PhD candidate and the supervisor. At the candidate’s request, the ombudsman may also be present for the interview.

By the end of June, the Commission must report to the Rector with a full account of its reasons for advising why the PhD candidate should not be readmitted.

The decision whether or not you will be given permission to enrol for the next academic year is based on this assessment. If you do not submit a progress report, you will not be able to enrol for the following year.

Once a year, doctoral students will be invited to fill out a PhD survey with questions about their supervisors and scientific guidance networks, the students’ perceived progress of the research, their career plans and training needs.

Via the survey, doctoral students can request to meet up with the faculty PhD survey coordinator or the ombudsman for an informal talk concerning issues of their doctoral progress.

Completing the PhD survey is highly recommended but not obligatory. You can look at the survey as the subjective counterpart to the annual PhD progress report. While the progress report mainly focuses on your research results so far, the PhD survey highlights your perspective and gives you an opportunity to detail problems and doubts anonymously.
I want to start a joint PhD with an institution located in Flanders

Flow chart for Flemish institutions

I want to start a joint PhD with an institution outside Flanders

Flow chart for non-Flemish institutions

COOPERATION BETWEEN UNIVERSITIES

PhD topics can easily expand to other locations or disciplines. A partnership between educational institutions can bring your research to a new level.

What is a joint PhD?

A joint PhD, known as ‘gezamenlijk doctoraat’ in Dutch and ‘cotutelle de thèse’ in French, stands for a doctoral thesis which is researched, written and defended under the joint responsibility of two partner institutions. In concrete terms, this means that the Vrije Universiteit Brussel cooperates with another domestic or foreign institution either within or outside Europe.

The terms of cooperation are stated for each PhD candidate individually in a contract signed by the rectors of the two institutions, PhD candidate and the co-supervisors.

Why do a joint PhD?

Infosession PhD Portfolio
16-3-2020 | 22
Central PhD regulations

- Central PhD regulations (English) (version: 21/10/2019)
- Central PhD regulations (Dutch) (version: 21/10/2019)

Supplementary faculty regulations

- Faculty of Languages and Humanities - English/Dutch
- Faculty of Engineering - English/Dutch
- Faculty of Psychology and Educational Sciences - English/Dutch
- Faculty of Physical Education and Physiotherapy - English/Dutch
- Faculty of Social Sciences & Solvay Business School - English/Dutch
- Faculty of Law and Criminology - only in Dutch (also read these ‘Faculty notes to the doctoral programmes’ (also only in Dutch))

Other regulations

- Decision regarding the organisation of the Doctoral Training Programme at the Vrije Universiteit Brussel
- Doctoral Schools & Central PhD Office No-show Policy
- Doctoral Schools credit table
- Procedures after obtaining a Doctoral School grant
- Compulsory Doctoral Education Exemption Form
Which activities are mandatory for PhD candidates who started before 2019-2020?

Every PhD trajectory is highly specialised 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 done outside of the university is also acknowledged by the Doctoral Schools.

- To help you get started, the Doctoral Schools and the Researcher Training & Development Office organise some events to help candidates orient themselves.

Although most activities in the Doctoral Training Programme are optional, meaning candidates are free to draw their own PhD trajectory from scratch, there are two critical exceptions in which participation is deemed mandatory:

1. As of academic year 2017-2018, the first day of the **Introduction days** for new PhD candidates is compulsory. It includes necessary information about which services to contact, how the doctoral schools operate, what is good scientific conduct and what not, etc. Candidates have to present proof of attendance in their annual progress reports.

2. Individual faculties may decide to make the doctoral training programme or parts of it compulsory, based on what they consider to be an important factor in the prospective PhD candidate's personal file.

structure for PhD candidates who started before 2019-2020, applicable until academic year 2020-2021

A complete PhD programme yields at least 60 ECTS credits and consists of 2 clusters:

I. Training and research activities: at least 30 credits. There are no minimum and maximum credit requirements per type of activity. Candidates may choose any amount of activities of any type.

1. Regular course units from Bachelor's, Master's or Advanced Master's Programmes from the VUB or other institutions.

2. Specialised course units organised by a Doctoral School of the VUB or other institutions.

3. Doctoral Seminars (e.g. transferable skills workshops, master classes, ...).

4. Research related activities (e.g. publications, public engagement ...).

5. Educational activities.

II. Successfully writing and defending a PhD thesis: 30 credits.
campus Etterbeek

Doctoral School of Human Sciences (DSh)

- **Ombudsperson**: Prof. Dr. Patrick Deboosere
- **Office**: Campus Etterbeek, Pleinlaan 5 room 2.05
- **Telephone number**: +32 2 614 81 23
- **E-mail**: ombudsphd.dsh@vub.be

Doctoral School of Natural Sciences and (Bioscience) Engineering (NSE)

- **Ombudsperson**: Prof. Dr. Dominique Maes
- **Office**: Campus Etterbeek, building E, room E5.08
- **Telephone number**: +32 2 629 18 52
- **E-mail**: ombudsphd.nse@vub.be

campus Jette

- **Ombudsperson**: Prof. Dr. Luc Bouwens
- **Office**: Campus Jette, building D, room D036 (ground floor)
- **Telephone number**: +32 2 477 44 05
- **E-mail**: ombudsphd.jette@vub.be

More information about the ombudsperson for doctoral students can be found in the **Central PhD Regulations**.

If you encounter personal problems that get in the way of performing your research, it might be a good idea to contact our **Centre for Wellbeing**. You can go on consultation free of charge.
For more events, information, registration and updates: teo.vub.be => VUB LRN module

Career coordinator Early-Career researchers
Annelies Colpin

- Ideas for new career events? Not sure which kind of career support is the right fit for you?...
  - Drop Annelies a note: annelies.colpin@vub.be
  - Give her a ring: 02 629 11 84
  - Or just stop by at the VUB Career Center (Room B011)
CAREER CENTER BULLETIN BOARD

CAREER EVENTS

Careers over Coffee & Croissants (3 thematic sessions for each cluster: DSH, NSE, LSM)
Sessions 2 & 3: March/May: Dates to be confirmed
Sectors: Industry, Academia, Entrepreneurship, Public sector

Researcher careers at international institutions
24/02: NATO career workshop
May/June: EU institutions
June: United Nations & other international organisations

Gender20: Female researchers speak up
10/03: Media training for female research science experts

CAREER SKILLS

Individual coaching & counseling (by appointment)
Jette: 26/03
Etterbeek: 25/06

Collective career skills training
Jette: Series: 9-11/03
Etterbeek: Intensive: TBC

Resume LAB
Jette: 11/02
Etterbeek: 07/05

Manage your online brand
Etterbeek: 28/04
DIFFERENT DIMENSIONS OF EC-RESEARCHER CAREER DEVELOPMENT

- CENTRAL CAREER ADVICE
- ACADEMIC SKILLS & DEVELOPMENT
- COMPANY & ORGANIZATIONAL INTERACTION
- (INTERNATIONAL) MOBILITY & DIVERSITY
- NETWORKING

PARTNERS
- Career coordinator
- Supervisor
- RTDO & Doctoral school
- Research & Grant officers
- Tech transfer
- ...

YOU
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Browse the catalogue without TEO access

Request your guest account
C. TEO LEARNING MODULE

TOPICS

What is TEO for RTDO?
Where to find?
What to look for? How does it work?
Total offer?
Access?
Help?
Enroll for the training offer for PhD candidates via TEO.VUB.BE
A tiny sneak peek of PhD-training offer continuously updated.
In (A) the VUB LRN catalogue you can conveniently search (1) via keywords (e.g. “career”), (2) through filters for target group and theme (e.g. “PhD” filter), (3) via the language in which the course is given (make sure to select English since most of the PhD offer is in English!).

You can also select (4) the calendar view to see which sessions are planned in the near future or filter them by specific dates or by campus location!
WHAT CAN I DO IN TEO LRN?

Mini crash course: How does it work and what can I do in TEO?

In (A) the VUB LRN catalogue you can conveniently search (1) via keywords (e.g. "career"), (2) through filters for target group and theme (e.g. "PhD") , (3) via the language in which the course is given (make sure to select English since most of the PhD offer is in English!). You can also (4) select the calendar view to see which sessions are planned in the near future or filter them by specific dates or by campus location!

Moreover, you'll be able to compose (B) your personal learning assignments (assigning courses to yourself in which you are interested but for which you are not immediately enrolling), consult (C) your personal learning history from which you can draw certificates per completed course, … and much more!

VUB LRN opleidingen

Infosession PhD Portfolio
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TEO LEARNING MODULE
WHAT CAN I DO IN TEO LRN?

(B) My learning assignments
- Courses you’re registered for (“register now”)
- Courses you’re interested in (“assign to me”)

(C) Learning history
- Overview
- Printing certificates for courses

... and much more!
More info & links via vub.be/en/lrn

✓ Browsing the catalog without access to TEO
✓ Asking for an external account
✓ Scrolling the TEO LRN Help Pages
PhD candidates today face many challenges: conducting good research, presenting it at international conferences and forums, collaborating with other (international) researchers, and communicating their findings to a broad audience; on top of that, there's assisting a professor with his/her courses, giving (guest) lectures, advising students, etc.

You can browse the full catalogue specifically for PhD candidates, or explore the various categories of available resources for training and support.

TEACHING

HOW DO YOU ASSIST A PROFESSOR IN A COURSE?
HOW DO YOU ACTIVATE STUDENTS? ETC.

Click here

RESEARCH

ALL ABOUT RESEARCH CULTURE, METHODOLOGY, SPECIALIST SKILLS AND SCIENTIFIC WRITING, PRESENTATION AND PUBLISHING.

Click here

Valorization

COMMUNICATING YOUR RESEARCH TO A LAITY AUDIENCE? CONVERTING YOUR SCIENTIFIC KNOWLEDGE INTO ECONOMIC ADDED VALUE?

Click here

Well-being and career

HERE, YOU'LL FIND INITIATIVES FOR MORE CONSCIOUSLY BUILDING YOUR CAREER AND YOUR PERSONAL RESILIENCE.

Click here

Transferable skills

ALL-ROUND PROFESSIONAL SKILLS, INCLUDING MANAGEMENT, ORGANISATION, COMMUNICATION, ICT AND LANGUAGES.

Click here
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Request your guest account

AND REMEMBER: NO ACCESS TO TEO? NO PANIC! Request your guest account … and get LEARNING!

WE'VE GOT QUICK REFERENCE CARDS AND VIDEOS TO HELP YOU ON YOUR WAY IN THE TEO LEARNING MODULE.

- Help sheets (how to look for a course, how to enroll & unenroll, ...)
- Common problems & solutions

Your guide to VUB LRN in TEO
Go explore!

Bookmark teo.vub.be
# CREDIT TABLE

## COMPONENTS OF EACH CATEGORY/QUADRANT

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>16-3-2020</td>
<td>43</td>
<td></td>
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</tbody>
</table>
**RESEARCH OUTPUT**

**OVERARCHING WILDCARD**
- international/interinstitutional/interdisciplinary/intersectoral
- Collaborations and/or Mobility

**DOMAIN SPECIFIC SKILLS**
- Min. 5

**TRANSFERABLE SKILLS**
- Min. 5

**TEACHING AND SOCIETAL OUTREACH**
- Min. 5

**Credits @ a glance**
1. Total credits = 30
2. /quadrant 5 Min
3. /quadrant ≠ 0
4. Wildcard 4 Max

Fig. QUADRANT
<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> SCIENTIFIC PUBLICATIONS</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>6</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 SCIENTIFIC AUDIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>presentation at meeting as activity in PURE</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>poster presentation</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Small changes to the number of credits can apply – under discussion at DS-level
<table>
<thead>
<tr>
<th>PhD Portfolio</th>
<th>Teaching and Societal Outreach (public engagement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>giving research training / workshops</td>
<td>vulgarian publications aimed at a non-academic audience</td>
</tr>
<tr>
<td>teaching BA/MA students (incl. scoring papers and supervising internships)</td>
<td>public lecture/ debate for a non-academic audience</td>
</tr>
<tr>
<td>supervising thesis on BA/MA/MaNaMa level</td>
<td>media participation</td>
</tr>
<tr>
<td></td>
<td>schools’ engagement</td>
</tr>
<tr>
<td></td>
<td>organising a Festival/Exhibition</td>
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<td></td>
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</tbody>
</table>
### Domain Specific Skills

#### Training
- Following regular courses (on bachelor, master or manama level)
- Research Integrity
- Funding & writing grant proposals
- Methodology: preparing and organizing data
- Methodology: collecting data
- Methodology: analysing data
- DS-specific PhD days, seminars and master classes
- External summer schools/workshops

#### Knowledge and Innovation

<table>
<thead>
<tr>
<th>PURE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Patent</td>
<td>6</td>
</tr>
<tr>
<td>Approved written proposals for external agency (FWO, Innoviris,...)</td>
<td>2</td>
</tr>
<tr>
<td>Developing new software/database/digital or visual products/web publication</td>
<td>2</td>
</tr>
<tr>
<td>Artefact</td>
<td>3</td>
</tr>
<tr>
<td>Exhibition/Performance</td>
<td>3</td>
</tr>
<tr>
<td>Composition/Design</td>
<td>3</td>
</tr>
<tr>
<td>Scientific award or prize</td>
<td>2</td>
</tr>
<tr>
<td>Membership of academic working groups or councils</td>
<td>1</td>
</tr>
</tbody>
</table>

*: course-specific points or 1 credit per 24h investment
### Transferable Skills

#### Training

<table>
<thead>
<tr>
<th>PhD Portfolio</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic English courses</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 (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>

#### Activities

<table>
<thead>
<tr>
<th>PURE</th>
<th></th>
</tr>
</thead>
<tbody>
<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 at VUB or another organisation</td>
<td>3</td>
</tr>
</tbody>
</table>

*: course-specific points or 1 credit per 24h investment
### OVERARCHING WILDCARD

<table>
<thead>
<tr>
<th>Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint or sponsored appointments or seconde...</td>
<td>*</td>
</tr>
<tr>
<td>Third Party Services</td>
<td>*</td>
</tr>
<tr>
<td>International mobility stay of minimally on...</td>
<td>*</td>
</tr>
<tr>
<td>Interdisciplinary collaboration (i.e., Interdisciplinary doctorats)</td>
<td>2</td>
</tr>
</tbody>
</table>

- **Allocation**: Activities in the Wildcard fit in any of the 4 Quadrants.
- **Usage**: to fill a deficit in the Categories of the Quadrant
  
  => cannot fully replace one Quadrant

- **EXAMPLE**:
  
  - **Outcome credits in Teaching & Societal outreach**
  - Services for a Third Party + Internationally mobile = **5 credits**
  - Supervised 1 MA thesis (Teaching & Societal outreach quadrant) = **3 credits**
  
  => **missing 2**
  
  - Wildcard credits earned for being **internationally mobile** are used to fill gap

**Note**: If you don’t have earned any credits yet, you can use up **maximum 4 credits** from WILDCARD, but you need to earn at least **1 credit specifically** for that Quadrant.
PhD candidate from LW, started in 16/17

Collected 0 credits so far

Is he/she using PORTFOLIO? PURE?

Or do they belong to the EXEMPTIONS?

Research output

Teaching & Societal Outreach

Domain specific

Transferable skills
International PhD candidate from GF, started in 16/17

Collected 61 credits so far

Research output
- 5X Articles 30
- 2 presentations 4
- 2x poster 2

Teaching & Societal Outreach
- 2x Taught course 8
- Academic English regular course 6
- Workshop English for research purposes 1
- How to make a good poster/presentation 2
- Critical thinking 1

Domain specific
- Statistics for PhD candidates 6
- Cochrane Seminar 1

Transferable skills
- 30 presentations
- 4 articles
- 2 posters
- 2x taught courses
- Academic English regular course
- Workshop English for research purposes
- How to make a good poster/presentation
- Critical thinking
PhD candidate from ES, started in 16/17

Collected 42 credits so far

Research output
- 2 articles
- 8 presentations
- Public lecture
- Supervision of thesis

Teaching & Societal Outreach
- Statistics for PhD candidates
- Setting up a good survey
- Academic English
- Speed Reading
- Personal efficiency

Domain specific
- Transferable skills

16-3-2020 | 52
PhD candidate from IR, started in 16/17

Collected 21 credits so far
+ 4 credits from WILDCARD
+ 6 ; + 3, ..... Outcome 34 achieved!

OVERARCHING WILDCARD
USED MAX 4 credits
international/interinstitutional/interdisciplinary/intersectoral
Collaborations and/or Mobility

Earned 4 credits with new article published

Poster 1
Following International STAY in US: article accepted + 6

Bright Club 2
3x teaching course 12

Earned 6 credits with new article published

award 1
ELPI user 2
+ 4 CREDITS directly form WILDCARD

Effective scientific communication 3
Organised in US a congress 3

Earned 3 credits by organising congress

Domain specific
Transferable skills

Poster 1
Following International STAY in US: article accepted + 6

Bright Club 2
3x teaching course 12

award 1
ELPI user 2
+ 4 CREDITS directly form WILDCARD

Effective scientific communication 3
Organised in US a congress 3

Earned 3 credits by organising congress

Domain specific
Transferable skills

Poster 1
Following International STAY in US: article accepted + 6

Bright Club 2
3x teaching course 12

award 1
ELPI user 2
+ 4 CREDITS directly form WILDCARD

Effective scientific communication 3
Organised in US a congress 3

Earned 3 credits by organising congress

Domain specific
Transferable skills
D. THE PHD PORTFOLIO

WHAT IS IT?

What?

• Your personal tailored online documentation system giving information on your Doctoral Training Programme

What’s in it for me?

• Keep track of your Doctoral Training Programme
• Gather data for your annual Progress Report
• Request a Certificate of the Doctoral Training Programme
A. COMPULSORY DOCTORAL TRAINING – EDUCATION

Progress report form

Go to PhD portal

Download form from FORMS => PHD => per faculty

Retrieve info out of PORTFOLIO & PURE

Have it signed by your supervisor

PART I: PHD CANDIDATE

Personal information

- First name:
- Last name:
- E-mail
- Enrolment number:

Domain-specific Skills

Total credits earned so far:

Regular Courses & Seminars

List of regular university courses followed successfully. Only the courses followed after the master diploma are included. This includes also the courses followed in the context of pre-doctoral examinations. Add from Portfolio.

Research-related activities

Add from PURE activities.

Transferable Skills

Total credits earned so far:
D. THE PHD PORTFOLIO

WHERE TO FIND IT?

https://student.cumulus.vub.ac.be/

- in the CaLi Self Service (Path to: CaLi > login with your VUBNet ID> main menu > Self Service > PhD Portfolio)
THE PHD PORTFOLIO
HOME PAGE @ FIRST GLANCE

Home
general credit overview

Activities
your doctoral training programme in detail

Thesis your phd thesis

Request Certificate, Attestation or Activities
Print overview
# The PhD Portfolio

**Home Page: To Be**

<table>
<thead>
<tr>
<th>Category</th>
<th>Submitted</th>
<th>Eligible</th>
<th>Approved</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Output</td>
<td></td>
<td></td>
<td></td>
<td>Min 5</td>
</tr>
<tr>
<td>Teaching &amp; Societal Outreach</td>
<td></td>
<td></td>
<td></td>
<td>Min 5</td>
</tr>
<tr>
<td>Domain-specific skills</td>
<td></td>
<td></td>
<td></td>
<td>Min 5</td>
</tr>
<tr>
<td>Transferable skills</td>
<td></td>
<td></td>
<td></td>
<td>Min 5</td>
</tr>
<tr>
<td>Wildcard</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>Min 30</strong></td>
</tr>
</tbody>
</table>
Submitted: uploaded and/or imported into Portfolio - not yet approved

Eligible: approved by supervisor, not yet by director

Approved: by supervisor and director

Required:
- to finalise the doctoral training programme -> 30 + 30 credits
- ‘Request Certificate’ enabled if 30 + 30 ‘approved’ credits / ‘Request Attestation’ disabled
### Attestation:
- < 30 + 30 approved credits
- end of trajectory

### Certificate:
- ≥ 30 + 30 approved credits
- end of successful trajectory
- Request yourself or receive it automatically (deadline)

**FEB MAY AUG DEC**

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Attestation of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Approval Status</td>
<td>Attestation Approval Status</td>
</tr>
<tr>
<td>Awaiting Request</td>
<td>Awaiting request</td>
</tr>
<tr>
<td>Request Certificate</td>
<td>Request Attestation</td>
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</table>

<table>
<thead>
<tr>
<th>I Activities</th>
<th>II Thesis</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>II Thesis</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>98</td>
<td>94</td>
</tr>
</tbody>
</table>
# THE PHD PORTFOLIO

## HOME PAGE: PRINT OVERVIEW

**Overview:**

- All submitted credits (regardless status)
- Word file (cf. Progress Report)

## THE PHD PORTFOLIO

<table>
<thead>
<tr>
<th></th>
<th>Submitted credits</th>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
</tr>
</thead>
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<td>68</td>
<td>64</td>
<td>64</td>
<td>30</td>
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<tr>
<td><strong>II Thesis</strong></td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
<td>98</td>
<td>94</td>
<td>94</td>
<td>60</td>
</tr>
</tbody>
</table>

### Certificate

- Certificate Approval Status: Awaiting request
- Request Certificate

### Attestation of Activities

- Attestation Approval Status: Awaiting request
- Request Attestation

---

**Print Overview**
Remember:

<table>
<thead>
<tr>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
</tr>
</thead>
<tbody>
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<td>64</td>
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<td>30</td>
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<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>94</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Message**

You can only make a request for a certificate or an attestation ONCE; are you sure? (32000,2) (0,0)

Yes  No
**Pain neuroscience education plus cognition targeted exercise therapy can improve pain, disability, functioning and pain cognitions in people with chronic spinal pain: a multi-centre randomised controlled trial.**

*IPS World Congress of Pain* | **16 Sept 2019** | **Speaker**

**Effect of pain neuroscience education combined with cognition targeted exercise therapy on chronic spinal pain: a randomised clinical trial.**

9th biennial congress of the Belgian Back Society on 02 December 2018. **Speaker**

**The Modern Neuroscience Approach to Chronic Spinal Pain is Superior to Current Best Evidence Physiotherapy: A Two-Year Triple-Blind Multicenter Randomized Controlled Trial.**

*IPS World Congress of Pain* | **13 September 2018** | **Speaker**

**Blended learning Pain Neuroscience Education improves Kinesiophobia and illness perceptions in people with Chronic Spinal Pain: A Two-Year Triple-Blind Multicenter Controlled Trial.**

*IPS World Congress of Pain* | **13 September 2018** | **Speaker**

**The added value of exercise therapy after pain neuroscience education.**

*IPS World Congress of Pain* | **15 Sept 2018** | **Speaker**

**Hoe omgaan met chronische rugpijn: kennis en chronische rugpijn in de klinische praktijk?**

Rotterdam University of Applied Sciences on 15 November 2018 | **Speaker**

**Pain Science in Motion Pain Science in Motion from 24 March 2017 to 25 March 2017** | **Speaker**

**Cerebrovascular blood flow and heart rate variability in response to exercise and emotional stress are not altered in chronic fatigue syndrome Pain Science in Motion from 23 March 2017 to 24 March 2017** | **Speaker**

**How to get funded as a junior researcher? Pain Research Meeting on 28 September 2017** | **Invited speaker**

**Combined pain neuroscience education and cognition targeted exercise training is effective to improve pain and disability in chronic spinal pain.**

Pain Research Meeting on 30 September 2017 | **Speaker**

**Blended learning is an effective approach for pain neuroscience education in patients with chronic spinal pain.**

World Congress of Physiotherapy (WCFP) From 02 July 2017 to 04 July 2017 | **Speaker**

**Brain-Morphology is associated with motor control in patients with chronic low back pain: preliminary results.**

World congress on low back and pelvic pain from 31 October 2016 to 03 November 2017 | **Speaker**

**Pain Science in Motion International and Interdisciplinary Collaborative on research methods in Pain Science Pain Science in Motion International and Interdisciplinary Collaborative on research methods in Pain Science from 26 March 2015 to 27 March 2015** | **Speaker**

**Pain Science in Motion International and Interdisciplinary Collaborative on research methods in Pain Science Pain science in motion International and Interdisciplinary Collaborative on research methods in Pain Science from 26 March 2013 to 27 March 2013** | **Speaker**

**Pain Science in Motion congress. Pain Science in Motion congress from 26 March 2013 to 27 March 2013** | **Speaker**
THE PHD PORTFOLIO

HOME PAGE: ACTIVITIES


Type of activities (cf. DS Credit Table)

• Attended course units (internal + external)
• Attended seminars (internal + external)
• Research output
• Research activities
• Educational activities (internal + external)
**THE PHD PORTFOLIO**

**ACTIVITIES: GENERAL PROCESS FLOW**

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>Institution</th>
<th>Code</th>
<th>Attended</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to High Performance Computing (HPC)</td>
<td>VUB</td>
<td>1415</td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td>Intro to Scientific Integrity</td>
<td>Universiteit Gent</td>
<td>1516</td>
<td></td>
<td>View Proof, Awaiting Eligibility</td>
</tr>
</tbody>
</table>

**Internal activities & imported from PURE**

- **Automatically submitted (CALI/PURE)** -> waiting for eligibility (cf. supervisor) -> approved/rejected

**External activities**

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

→ ergo: possible supervisor approved activity but still status 'awaiting approval'.
**THE PHD PORTFOLIO**

**ACTIVITIES : ATTENDED COURSE UNITS**

**Internal Course Unit:**
- VUB BA/MA/PHD course
- Added automatically
- Approval: supervisor
  
  (receives mail when **result** is added)

**External Course Unit:**
- Non-VUB course
- Added manually by yourself
- Approval: supervisor + director DS

![Course Unit Table](image)
THE PHD PORTFOLIO

ACTIVITIES: ADD EXTERNAL ATTENDED COURSE UNIT

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Coordinator or professor</th>
<th>Institution</th>
<th>Credits</th>
<th>View Proof</th>
<th>Result</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The EU Area of Criminal Justice</td>
<td>Prof. Anne Weyembergh</td>
<td>ECLAN 1</td>
<td>3</td>
<td>view Proof</td>
<td>Passed</td>
<td>Awaiting Approval</td>
</tr>
<tr>
<td>Transparency International School on Integrity</td>
<td>Ti Lithuania</td>
<td>Ti Lithuania</td>
<td>6</td>
<td>view Proof</td>
<td>Passed</td>
<td>Awaiting Approval</td>
</tr>
<tr>
<td>School on Integrity of the anti-corruption</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>and accountability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comparative Criminal Law and Criminal Procedure</td>
<td>Daniel DE WOLF</td>
<td>VUB</td>
<td>6</td>
<td>view Proof</td>
<td>Passed</td>
<td>Awaiting Eligibility</td>
</tr>
<tr>
<td>Academic English for PhD students</td>
<td>Douglas ATKINSON</td>
<td>VUB</td>
<td>6</td>
<td>view Proof</td>
<td>Passed</td>
<td>Awaiting Eligibility</td>
</tr>
<tr>
<td>Statistics for PhD students</td>
<td>Ronald BUYL</td>
<td>VUB</td>
<td>6</td>
<td>view Proof</td>
<td>Passed</td>
<td>Awaiting Eligibility</td>
</tr>
</tbody>
</table>

Free text fields (!typos)

Proof: point sheet
THE PHD PORTFOLIO

ACTIVITIES : ATTENDED SEMINARS

Internal seminar:

- Organised by RTDO (some DS workshops)
- Added automatically (afterwards – can take some weeks)
- Awaiting Eligibility => Approval: supervisor only (receives mail when activity is added)

External seminar:

- Not organised by the RTDO
- Added manually by yourself
- Awaiting Approval => Approval: supervisor + director DS
THE PHD PORTFOLIO

ACTIVITIES : ADD EXTERNAL ATTENDED SEMINAR

- Select: attended
- Unknown?
  Reasonable suggestion: 1 ECTS = 24 work effort
- Proof of participation
- Free text fields (!typos)
**THE PHD PORTFOLIO**

**ACTIVITIES : RESEARCH OUTPUT**

---

**Scientific publications**

- Different types, cf. credit table DS
- Via PURE only (**correct category**)
- Approval=> validated in PURE => transferred by default to PORTFOLIO=> validated by **supervisor**
THE PHD PORTFOLIO

ACTIVITIES : OTHER RESEARCH ACTIVITIES

Presentations, public engagement, scientific awards...

• Different types, cf. credit table DS
• Via PURE only (correct category)
• Approval: validated in PURE + supervisor
THE PHD PORTFOLIO

ACTIVITIES : EDUCATIONAL ACTIVITIES

- Taught course units (internal & external)
- Taught seminars (internal & external)
- Supervision MA thesis (internal & external)

next slides: how to add educational activities
THE PHD PORTFOLIO

ACTIVITIES: ADD INTERNAL TAUGHT COURSE UNIT

1. Cf. previous slide
2. VUB is default entry
3. Fill out academic year, before looking up Course ID
4. Estimate contact hours

Course title and professor are now filled out automatically based upon Course ID

Click magnifying glass to find the course ID
THE PHD PORTFOLIO

ACTIVITIES: ADD EXTERNAL TAUGHT COURSE UNIT

1. Educational activities

2. Add taught course unit

3. Look Up Institution ID

4. Add taught course unit

VUB is default, click magnifying glass to look up another institution.

Course ID is disabled. ‘Course title’ and ‘Professor’ are now free text fields.

Add proof
THE PHD PORTFOLIO

ACTIVITIES : ADD (INTERNAL & EXTERNAL) TAUGHT SEMINAR

1. Educational activities

- Add taught course unit
- Add taught seminar
- Add supervision MA thesis

2. Add taught seminar

- VUB is default. Click magnifying glass to select external institution
- Free text field
- Select audience from dropdown
- Estimate contact hours
- Add proof

Add proof
THE PHD PORTFOLIO

ACTIVITIES: ADD SUPERVISION INTERNAL MA THESIS

1. Educational activities
   Add taught course unit  Add taught seminar  Add supervision MA thesis

2. Add supervision MA thesis
   *Institution ID: 110143
   *Academic Year: 
   Academic Program: 
   Student ID: 
   *Student Name: 
   *Thesis Title: 

   Internal: VUB is default
   Fill out Academic year and program
   Filled out automatically via Student ID

3. Look Up Student ID
   Academic Year: 17/18
   Academic Program: 00127
   Student ID: begins with
   Student Name: begins with
   Milestone Title: begins with

   Look Up  Clear  Cancel  Basic Lookup

   Search Results
   View 100
   Student ID  Student Name  Milestone Title
   Ethnic segregation in Brussels and Antwerp
   Impact of the internship on the employee

Click ‘magnifying glass’ to view all relevant MA theses (in that year/program). Select by clicking the title.
THE PHD PORTFOLIO

ACTIVITIES: ADD SUPERVISION EXTERNAL MA THESIS

1. Educational activities
   - Add taught course unit
   - Add taught seminar
   - Add supervision MA thesis

2. Add supervision MA thesis
   - Institution ID
   - Academic Year
   - Academic Program
   - Student ID
   - Student Name
   - Thesis Title

3. Look up Institution ID
   - External Org ID
   - Description
   - Organization Type
   - City
   - Country

4. VUB is default, click magnifying glass to look up and change institution

VUB is default; look up institution ID and select it by clicking its name.

Student ID is disabled; remaining fields are now free text fields.
• Info on your PhD thesis
• Title is left blank until after defense
PORTFOLIO REALITY
EXAMPLE

<table>
<thead>
<tr>
<th></th>
<th>Submitted credits</th>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
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<td>I Activities</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>30</td>
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<tr>
<td>II Thesis</td>
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<td>30</td>
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<tr>
<td>Total</td>
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<td>380</td>
<td>380</td>
<td>60</td>
</tr>
</tbody>
</table>

380 credits approved!
PORTFOLIO REALITY

EXAMPLE

Attended seminars

Research Output


<table>
<thead>
<tr>
<th>Name</th>
<th>Sent Mail</th>
<th>DOC Revalidatiewetenschappen</th>
</tr>
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<tbody>
<tr>
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<th>Result</th>
<th>View Proof</th>
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<th>Edit Detail</th>
<th>Check Box</th>
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<tbody>
<tr>
<td>FLAMES Summer School Methodology &amp; Statistics</td>
<td>Ghent University</td>
<td>2019</td>
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<td>View Proof</td>
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<td>1</td>
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<td>View Proof</td>
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<td>ERC</td>
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<tr>
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<td>ERC</td>
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PORTFOLIO REALITY

EXAMPLE

Research activities

Education activities

Title of the presentation
16-3-2020 | 83
Progress report form

Go to PhD portal

Download form from FORMS => PHD => per faculty

Retrieve info out of PORTFOLIO & PURE

Have it signed by your supervisor

PART I: PHD CANDIDATE

Personal information

| First name: |
| Last name:  |
| E-mail     |
| Enrollment number: |

Domain-specific Skills

Total credits earned so far:

Regular Courses & Seminars

List of regular university courses followed successfully. Only the courses followed after the master diploma are included. This includes also the courses followed in the context of pre-doctoral examinations. Add from Portfolio.

Research-related activities

Add from PURE activities.

Transferable Skills

Total credits earned so far:
Questions?

Also check our manuals:

MAKE YOUR PHD AN EMPOWERED ADVENTURE FOR NOW AND FOR YOUR FUTURE CAREER PATH

IT IS YOUR COMPETENCE BACKPACK

HAVE FUN ENGAGE IN PHD COMMUNITIES OF DOC SCHOOLS

MY 3 KEY MESSAGES ARE

KNOW THE SYSTEMS PORTFOLIO TAILORED PERSONALISED

PURE INFO IN CORRECT CATEGORIES

TEO TO REGISTER EVEN TO REQUEST A CERTIFICATE OF PARTICIPATION