ESSENTIALS OF THE DOCTORAL TRAINING PROGRAMME

GUIDED TOUR OF VUB TOOLS – SYSTEMS – RULES

dr. Hannelore De Grande & Mimi Deprez, Researcher Training & Development Office
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?

E. **PURE:** where to input your publications and so much more?
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 both to
  • successfully defend their PhD thesis
  • empower them to be ready for the labour market

• Following EU, national, local Regulations & Trends

What is it about?

• 30 credits acquired BEFORE doctoral thesis submission
• Minimum 5 credits per Category (see Quadrant figure hereafter)
@ a glance
1. Total credits = 30
2. /quadrant=5 credits
3. Wildcard=4 max
4. /quadrant ≠ 0

Fig. QUADRANT
A. COMPULSORY DOCTORAL TRAINING - EDUCATION

As of when?

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

Transition & exemptions? YES

- No obligation for PhD candidates enrolled BEFORE 2019-2020
- Exemptions: 3
  ✓ Joint PhDs with VUB NOT as main institution partner
  ✓ Sandwich PhD (≥50% of a full PhD trajectory abroad)
  ✓ ≥50% Working not research-related and 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 the 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:


APPROVAL SUPERVISOR*           SIGNATURE DOCTORAL CANDIDATE
Name: .................................................. Date: ..................................................
Department: ........................................ Date: ........................................
Signature: 
Signature:
A. COMPULSORY DOCTORAL TRAINING - EDUCATION

How?

• By using ICT TOOLS CALI/PORTFOLIO & PURE
• Check out your credit table cards

Who? => Teams involved: ROLES & RESPONSIBILITIES

• PhD candidate
• Supervisor
• Faculty
• RTDO
PHD CANDIDATE
ROLE & RESPONSIBILITIES

• Actively keep track of your activities in Portfolio & PURE

• Discuss relevant activities per quadrant with your supervisor

• Detail your activities in progress report (new version available)

• When submitting PhD, show proof of the required minimum credits
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
SUPERVISOR

ROLE & RESPONSIBILITIES

• Discuss relevant activities per quadrant with PhD candidate

• Actively follow-up approval-flow in Portfolio

• Is aware of the regulations and the exemptions to the rule
B. STUDENT.VUB.BE: WHERE TO FIND INFO

TOPICS

Why?

How?

What to find?

Most important links?
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.

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.

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.

Request your 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 ombudsperson 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.

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**PHD SURVEY**

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 ombudsperson 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 focusses 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?
Central PhD regulations

- Central PhD regulations (English) (version: 04/02/2019)
- Central PhD regulations (Dutch) (version: 04/02/2019)

Supplementary faculty regulations

- Faculty of Arts and Philosophy - 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
- 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
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.
DOCTORAL SCHOOLS
HARVEST GRANTS SUPPORTED BY OJO

DOCTORAL SCHOOL SUPPORT

- Grants
- Call for activities
- Call for travel grants
- Language support
- Publishing grants
- Grant for activities for PhD's and postdocs

- Organize an activity for PhD researchers
  - Call for activities
- Internationalization for PhD researchers
  - Call for travel grants
- Language support for publications
  - Language support
- Support to publish your PhD
  - Publishing grants
SUPERVISION-OMBUDSPERSON

**campus Etterbeek**

- **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

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**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.
**CAREER CENTER SERVICES FOR EARLY-CAREER RESEARCHERS**

**CAREER EVENTS**

- Breakfast testimonial series (3 thematic sessions for each cluster: DSH, NSE, LSM)
  - Sessions 1: Nov/Dec: Dates to be confirmed
- Researcher careers at European institutions
  - 14/01: workshops + company visit

**CAREER SKILLS**

- Individual coaching & counseling (by appointment)
  - Etterbeek: 22/10, 27/01 & 25/06
  - Jette: 26/11 & 26/03
- Collective career skills training
  - Etterbeek: Series: 24/10, 12-13/11
  - Jette: Intensive: 30/10
- Resume LAB
  - Jette: 7/10, 4/02
  - Etterbeek: 2/12, 07/05
- Manage your online brand
  - Jette: 26/11
  - Etterbeek: 28/04

For more events, information, registration and updates:
[teo.vub.be => VUB LRN module](#)

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**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)
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
PHD COMMUNITY

SUPPORT

PhD NETWORKS
Afterworking with your peers
- Quiz nights
- Speed dating
- Workshops & events
- Cocktail nights

Become a member of the PhD Network

18-10-2019 | 27
LRN + TEO = A BETTER WAY OF BROWSING AND PARTICIPATING IN THE TRAINING OFFER

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You can browse the majority of our VUB LRN catalogue without a TEO account. Registering for sessions requires a guest account.

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.

Crazy about our offer? Be able to register for sessions. You first have to complete a one-time procedure of requesting a guest account.

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
A tiny sneak peek of PhD-training offer continuously updated
**TEO LEARNING MODULE**

**WHAT CAN I DO IN TEO LRN?**

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

- **(A)** In the VUB LRN catalogue, you can conveniently search via keywords (e.g. "career")
- **(B)** Through filters for target group and theme (e.g. "PhD")
- **(C)** Via the language in which the course is given (make sure to select English since most of the PhD offer is in English!)
- **(D)** You can also 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 your personal learning assignments (assigning courses to yourself in which you are interested but for which you are not immediately enrolling), consult your personal learning history from which you can draw certificates per completed course, … and much more!

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![VUB LRN opleidingen](image)
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!
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!
Go explore!

Bookmark teo.vub.be
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.

<table>
<thead>
<tr>
<th>TEACHING</th>
<th>RESEARCH</th>
<th>VALORIZATION</th>
<th>WELL-BEING AND CAREER</th>
<th>TRANSFERABLE SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOW DO YOU ASSIST A PROFESSOR IN A COURSE? HOW DO YOU ACTIVATE STUDENTS? ETC.</td>
<td>ALL ABOUT RESEARCH CULTURE, METHODOLOGY, SPECIALIST SKILLS AND SCIENTIFIC WRITING, PRESENTATION AND PUBLISHING.</td>
<td>COMMUNICATING YOUR RESEARCH TO A LAYMEN AUDIENCE? CONVERTING YOUR SCIENTIFIC KNOWLEDGE INTO ECONOMIC ADDED VALUE?</td>
<td>HERE, YOU’LL FIND INITIATIVES FOR MORE CONsciously BUILDING YOUR CAREER AND YOUR PERSONAL RESILIENCE.</td>
<td>ALL-ROUND PROFESSIONAL SKILLS, INCLUDING MANAGEMENT, ORGANISATION, COMMUNICATION, ICT AND LANGUAGES.</td>
</tr>
</tbody>
</table>
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Browse the catalogue without TEO access

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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.

Your guide to VUB LRN in TEO

✓ Help sheets (how to look for a course, how to enroll & unenroll,...)
✓ Common problems & solutions
CREDIT TABLE
COMPONENTS OF EACH QUADRANT
@ a glance
1. Total credits = 30
2. /quadrant=5 credits
3. Wildcard=4 max
4. /quadrant ≠ 0
<table>
<thead>
<tr>
<th>RESEARCH OUTPUT</th>
<th>SCIENTIFIC PUBLICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(co-) author of a <strong>book/anthology</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>international peer-reviewed</strong> articles/contributions in <strong>book/anthology</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>international peer-reviewed</strong> articles/letters/scientific reviews in scientific <strong>journals</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>national peer-reviewed</strong> articles/contributions in <strong>book/anthologies</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>national peer-reviewed</strong> articles/letters/scientific reviews in scientific <strong>journals</strong></td>
<td>6</td>
</tr>
<tr>
<td>articles/contributions in <strong>book/anthologies/journals without peer-review</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>scientific editor</strong> of <strong>book/anthologies/journals</strong></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>1</td>
</tr>
<tr>
<td>contribution to specialist publication (i.e. protocol, handbooks)</td>
<td>3</td>
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<tr>
<td>conference paper in proceedings</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>PRESENTATIONS FOR SCIENTIFIC AUDIENCE</th>
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<tbody>
<tr>
<td><strong>presentation</strong> at meeting as activity in <strong>PURE</strong></td>
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<tr>
<td><strong>poster presentation</strong></td>
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! Small changes to the number of credits can apply – under discussion at DS-level
<table>
<thead>
<tr>
<th>TEACHING AND SOCIETAL OUTREACH</th>
<th>RESEARCH OUTPUT</th>
<th>DOMAIN SPECIFIC SKILLS</th>
<th>TRANSFERABLE SKILLS</th>
<th>OVERARCHING WILDCARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Portfolio</td>
<td>giving research training / workshops 2</td>
<td>teaching BA/MA students 4</td>
<td>supervising thesis on BA/MA/MaNaMa level 3</td>
<td></td>
</tr>
<tr>
<td>SOCIETAL OUTREACH (public engagement)</td>
<td>vulgarizing publications aimed at a non-academic audience 3</td>
<td>public lecture/debate /seminar for a non-academic audience 2</td>
<td>media participation 1</td>
<td>work on advisory panels for social community and cultural engagement; industry or government or non-government organisation 1</td>
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<tr>
<td></td>
<td>schools’ engagement 1</td>
<td>organising a Festival/Exhibition 3</td>
<td></td>
<td></td>
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<tr>
<td>DOMAIN SPECIFIC SKILLS</td>
<td>TRAINING</td>
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<tr>
<td>PhD Portfolio</td>
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<tr>
<td>Following <strong>regular</strong> courses (on bachelor, master or manama level)</td>
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<tr>
<td>Research Integrity</td>
<td>*</td>
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<td></td>
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<tr>
<td>Funding &amp; writing grant proposals</td>
<td>*</td>
<td></td>
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<tr>
<td>Methodology: preparing and organizing data</td>
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<tr>
<td>Methodology: collecting data</td>
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<tr>
<td>Methodology: analysing data</td>
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<tr>
<td>DS-specific PhD days, seminars and master classes</td>
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<tr>
<td>External summer schools/workshops</td>
<td>*</td>
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<table>
<thead>
<tr>
<th>KNOWLEDGE AND INNOVATION</th>
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<tbody>
<tr>
<td><strong>Patent</strong></td>
<td>6</td>
</tr>
<tr>
<td><strong>Approved</strong> written proposals for external agency (FWO, Innoviris,…</td>
<td>2</td>
</tr>
<tr>
<td>Developing <strong>new</strong> software/database/digital or visual products/web publication</td>
<td>2</td>
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<tr>
<td>Artefact</td>
<td>3</td>
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<tr>
<td>Exhibition/Performance</td>
<td>3</td>
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<tr>
<td>Composition/Design</td>
<td>3</td>
</tr>
<tr>
<td>Scientific <strong>award</strong> 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>Academic English courses</th>
<th>*</th>
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<tbody>
<tr>
<td></td>
<td>Presentation skills training</td>
<td>*</td>
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<td></td>
<td>Writing skills training</td>
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<tr>
<td></td>
<td>Getting organized training (e.g. time management, personal effectiveness)</td>
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<td></td>
<td>Leadership training</td>
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<td></td>
<td>Other transferable skills (creative thinking, conflict management, negotiating)</td>
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<tr>
<td></td>
<td>Wellbeing courses (Mindfulness, stress management)</td>
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<td></td>
<td>Career development</td>
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<td></td>
<td>Entrepreneurship</td>
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<tr>
<td></td>
<td>External training in transferable skills</td>
<td>*</td>
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</tbody>
</table>

### ACTIVITIES

<table>
<thead>
<tr>
<th>PURE</th>
<th>Membership of public / government advisory / policy group or panel</th>
<th>1</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Contribution to the work of external committees and working groups</td>
<td>1</td>
</tr>
<tr>
<td></td>
<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
As is you receive a fixed amount of credits, this will change towards the rule per 24h investment=1 credit.

Activities in the Wildcard are activities that could be applicable to each of the categories mentioned earlier. They can be used to fill a deficit in one of the categories but it cannot fully replace a category.

For example: If you have done services for a third party and have been internationally mobile you’ve earned 5 credits. Let’s say you only have supervised one MA thesis and miss 2 credits for the category ‘teaching and societal outreach’. Then you can use your credits earned for being internationally mobile to fill this category. If you don’t have earned any credits in this category yet, you can use up to 4 credits from your wildcard, but you need to earn at least one credit specifically for that category.
International PhD candidate from GF, started in 16/17

Collected 61 credits so far

Research output

Teaching & societal outreach

Domain specific

Transferable skills

5x Artikel 30
2 presentaties 4
2x poster 2

2x Taught course 8

Statistics for PhD candidates 6
Cochrane seminar 1

Academic English regular course 6
Workshop English for research purposes 1
How to make a good poster/presentation 2
Critical thinking 1

5x Artikel 30
2 presentaties 4
2x poster 2

2x Taught course 8

Statistics for PhD candidates 6
Cochrane seminar 1

Academic English regular course 6
Workshop English for research purposes 1
How to make a good poster/presentation 2
Critical thinking 1
PhD candidate from ES, started in 16/17

Collected 40 credits so far

Research output
- 2 Articles 12
- 8 presentations 12

Teaching & societal outreach
- Public lecture 2
- Supervision of thesis 3

Domain specific
- Statistics for PhD candidates 6
- Setting up a good survey 1

Transferable skills
- Academic English 4
- Speed Reading 1
- Personal efficiency 1
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 attestation or Certificate of the Doctoral Training Programme
D. THE PHD PORTFOLIO

WHERE TO FIND IT?

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

Where?

• in the CaLi Self Service (Path to: CaLi > login with your VUBNet ID > main menu > Self Service > PhD Portfolio)
THE PHD PORTFOLIO

AT FIRST GLANCE?

Home
general credit overview

Activities
your doctoral training programme in detail

Thesis your phd thesis

Request Certificate, attestation or print overview
## THE PhD PORTFOLIO

### HOME PAGE: CREDIT OVERVIEW

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

**Certificate**

- *Request Certificate* enabled if 30 + 30 ‘approved’ credits
- *Request Attestation* disabled

### 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
  - \( \geq 30 + 30 \) credits
- ‘Request Certificate’ enabled if 30 + 30 ‘approved’ credits
- ‘Request Attestation’ disabled

<table>
<thead>
<tr>
<th>Activity</th>
<th>Submitted credits</th>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Activities</td>
<td>68</td>
<td>64</td>
<td>64</td>
<td>30</td>
</tr>
<tr>
<td>II Thesis</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>98</strong></td>
<td><strong>94</strong></td>
<td><strong>64</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
### Attestation:
- $< 30 + 30$ approved credits
- end of trajectory

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

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

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Submitted credits</th>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Activities</td>
<td>68</td>
<td>64</td>
<td>64</td>
<td>30</td>
</tr>
<tr>
<td>II Thesis</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>98</td>
<td>94</td>
<td>94</td>
<td>60</td>
</tr>
</tbody>
</table>
Remember:

Message

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

Yes  No
### THE PHD PORTFOLIO

#### ACTIVITIES

- Attended course units (internal + external)
- Attended seminars (internal + external)
- Research output
- Research activities
- Educational activities (internal + external)

### Type of activities (cf. DS Credit Table)

- Attended course units (internal + external)
- Attended seminars (internal + external)
- Research output
- Research activities
- Educational activities (internal + external)

### Credit Table Doctoral Schools

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of Activity</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(co-) author of a book/anthology</td>
<td>5</td>
</tr>
<tr>
<td>2a</td>
<td>International peer-reviewed articles/contributions in book/anthologies</td>
<td>6</td>
</tr>
<tr>
<td>2b</td>
<td>... as first author</td>
<td>6</td>
</tr>
<tr>
<td>3a</td>
<td>International peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td>6</td>
</tr>
<tr>
<td>3b</td>
<td>... as first author</td>
<td>6</td>
</tr>
<tr>
<td>4a</td>
<td>National peer-reviewed articles/contributions in book/anthologies</td>
<td>3</td>
</tr>
<tr>
<td>4b</td>
<td>... as first author</td>
<td>3</td>
</tr>
<tr>
<td>5a</td>
<td>National peer-reviewed articles/letters/scientific reviews in scientific journals</td>
<td>3</td>
</tr>
<tr>
<td>5b</td>
<td>... as first author</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Articles/contributions in book/anthologies/journals without peer-review, as first author</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Scientific editor of book/anthologies/journals</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Report of research project/policy preparing studies submitted to the subsidizing organization after conclusion of the activity, as first author</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Contribution to specialist publication (e.g. protocol handbooks), as first author</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Conference paper in proceedings, as first author</td>
<td>3</td>
</tr>
<tr>
<td>11</td>
<td>Presentation at meeting as activity in PURE</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Poster presentation</td>
<td>1</td>
</tr>
</tbody>
</table>
THE PHD PORTFOLIO
ACTIVITIES: THE PROCESS FLOW

<table>
<thead>
<tr>
<th>Introduction to High Performance Computing (HPC)</th>
<th>VUB</th>
<th>1415</th>
<th>1 Attended</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Scientific Integrity</td>
<td>Universiteit Gent</td>
<td>1516</td>
<td>1 Attended</td>
<td>View Profile</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
THE PHD PORTFOLIO

ACTIVITIES : ADD EXTERNAL ATTENDED COURSE UNIT

Free text fields (!typos)

Proof: point sheet
**THE PHD PORTFOLIO**

**ACTIVITIES : ATTENDED SEMINARS**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Activity Details</th>
<th>Supervisor Approval</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing interview questions and basic interview skills</td>
<td>Universiteit Hasselt/DS</td>
<td>1415</td>
<td>1 Attended</td>
<td>View Proof, Awaiting Eligibility, Edit Detail</td>
</tr>
<tr>
<td>Focus group interviews for advanced users</td>
<td>VUB</td>
<td>1415</td>
<td>1 Attended</td>
<td>Awaiting Eligibility</td>
</tr>
</tbody>
</table>

**Internal seminar:**

- Organised by RTDO (some DS workshops)
- Added automatically (afterwards – can take up to 2 weeks)
- Approval: supervisor (receives mail when activity is added)

**External seminar:**

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

ACTIVITIES: ADD EXTERNAL ATTENDED SEMINAR

Proof of participation

Free text fields

Unknown?
Reasonable suggestion: 1 ECTS = 24 work effort

Select: attended

Name: Yani WANG
0532972
Research activity: Attended

<table>
<thead>
<tr>
<th>Seminar Title</th>
<th>Institution</th>
<th>Credits</th>
<th>Result</th>
<th>View Proof</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Intellectual Property and Technology Transfer</td>
<td>VUB</td>
<td>1</td>
<td>Attended</td>
<td>Waiting Eligibility</td>
<td></td>
</tr>
<tr>
<td>BIPS 2019 Annual Meeting: Theory Practice Innovation</td>
<td>University College Thomas More</td>
<td>1</td>
<td>Attended</td>
<td>View Proof</td>
<td>Waiting Eligibility</td>
</tr>
</tbody>
</table>
THE PHD PORTFOLIO

ACTIVITIES : RESEARCH OUTPUT

Scientific publications

- Different types, cf. credit table DS
- Via PURE only (correct category)
- Approval: validated in PURE + 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. Add taught course unit

3. Click magnifying glass to find the course ID

4. Estimate contact hours

VUB is default entry

Fill out academic year, before looking up Course ID

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

Cf. previous slide

VUB is default entry

Fill out academic year, before looking up Course ID

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

ACTIVITIES: ADD EXTERNAL TAUGHT COURSE UNIT

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

2. Add taught course unit
   - VUB is default, click magnifying glass to look up another institution

3. Look Up Institution ID
   - External Org ID: begins with
   - Description: begins with
   - Organization Type: begins with
   - City: begins with
   - Country: begins with
   - Search Results
     - Course ID is disabled. 'Course title' and 'Professor' are now free text fields.

4. Add taught course unit
   - Add proof

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

VRUVE UNIVERSTEIT BRUSSEL
THE PHD PORTFOLIO

ACTIVITIES: ADD SUPERVISION INTERNAL MA THESIS

1. Educational activities

2. Add supervision MA thesis

   - *Institution ID* 110148
   - *Academic Year*
   - Academic Program
   - Student ID
   - *Student Name*
   - *Thesis Title*

   Vrije Universiteit Brussel

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

3. Look Up Student ID

   - Academic Year: 1718
   - Academic Program: 00127
   - Student ID: begins with
   - Student Name: begins with
   - Milestone Title: begins with

   Filled out automatically via Student ID

Fill out Academic year and program

Internal: VUB is default
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: 110143
   - Academic Year
   - Academic Program
   - Student ID
   - Student Name
   - Thesis Title

3. Look Up Institution ID
   - External Org ID: begins with
   - Description: begins with
   - Organization Type: begins with
   - City: begins with
   - Country: begins with

4. Search Results
   - Institution: Universidad Popular Autonoma de
   - Academic Year: 2015-16
   - Student Name
   - Thesis Title

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

Student ID is disabled; remaining fields are now free text fields.
THE PHD PORTFOLIO

THESIS

- Info on your PhD thesis
- Title is left blank until after defense
<table>
<thead>
<tr>
<th></th>
<th>Submitted credits</th>
<th>Eligible credits</th>
<th>Approved credits</th>
<th>Required credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Activities</td>
<td>350</td>
<td>350</td>
<td>350</td>
<td>30</td>
</tr>
<tr>
<td>II Thesis</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>380</td>
<td>380</td>
<td>380</td>
<td>60</td>
</tr>
</tbody>
</table>

**Certificate**

- Certificate Approval Status
  - Awaiting request
    - Request Certificate
    - Approve Certificate
    - Deny Certificate

- Rejection Motivation
  - [Text input field]

**Attestation**

- Attestation Approval Status
  - Awaiting approval Docbe
    - Request Attestation
    - Approve Attestation
    - Deny Attestation

- Rejection Motivation
  - [Text input field]

**PHD Request Attestation**

- EMPLID=0107677, ACAD_PROG=00022: Pending

- Phd Portfolio docbe
- Van Gunsvan, Leonardus
  - Phd director final approval

380 credits approved
Portefolio Reality

Example

Attended seminars

Research Output

--

Attended seminars

<table>
<thead>
<tr>
<th>Seminar Title</th>
<th>Institution</th>
<th>Academic Year</th>
<th>Credits</th>
<th>Result</th>
<th>View Proof</th>
<th>Status</th>
<th>Edit Detail</th>
<th>Check Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to scientific integrity</td>
<td>VUB</td>
<td>2013</td>
<td>16</td>
<td>1</td>
<td>View Proof</td>
<td>Approved</td>
<td>Edit Detail</td>
<td>Check Box</td>
</tr>
<tr>
<td>FLAMES Summer School Methodology &amp; Statistics</td>
<td>Ghent University</td>
<td>2014</td>
<td>4</td>
<td>3</td>
<td>View Proof</td>
<td>Approved</td>
<td>Edit Detail</td>
<td>Check Box</td>
</tr>
<tr>
<td>Belgian Back Society Congress</td>
<td>The Belgian Back Society</td>
<td>2015</td>
<td>4</td>
<td>2</td>
<td>View Proof</td>
<td>Approved</td>
<td>Edit Detail</td>
<td>Check Box</td>
</tr>
<tr>
<td>Congress of the European Pain Federation EFIC</td>
<td>IFC</td>
<td>2016</td>
<td>2</td>
<td>1</td>
<td>View Proof</td>
<td>Approved</td>
<td>Edit Detail</td>
<td>Check Box</td>
</tr>
<tr>
<td>IFOMPT congress Glasgow</td>
<td>IFOMPT</td>
<td>2017</td>
<td>2</td>
<td>2</td>
<td>View Proof</td>
<td>Approved</td>
<td>Edit Detail</td>
<td>Check Box</td>
</tr>
<tr>
<td>Pain Research Meeting 2017</td>
<td>VUB</td>
<td>2018</td>
<td>2</td>
<td>1</td>
<td>View Proof</td>
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Add attended seminar

Page Summary

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<th>Approved credits</th>
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</thead>
<tbody>
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Approved

Page Summary

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<th>Approved credits</th>
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<tbody>
<tr>
<td>254</td>
<td>254</td>
<td>254</td>
</tr>
</tbody>
</table>

Approved

18-10-2019 | 73
## Educational activities

### Taught course units

- **Module basic principles of physical therapy II** (Kathy Ickmans, Vrije Universiteit Brussel) 1516
- **Module basic principles of physical therapy II** (Kathy Ickmans, Vrije Universiteit Brussel) 1617
- **Module basic principles of physical therapy II** (Kathy Ickmans, Vrije Universiteit Brussel) 1718

### Research activities

- **The Modern Neuroscience approach to chronic spinal pain: Practical application and promising results**
  - Annemiek Mattei (Speaker) - 21 Sep 2016 Activity: Talk at a public lecture/debate
- **Combined pain neuroscience education and cognition-targeted exercise training is effective to improve pain and disability in chronic spinal pain patients**
  - Jo Nijs (Speaker) - 11 Nov 2016 Activity: Talk at a public lecture/debate
- **Pain neuroscience education plus cognition-targeted exercise therapy can improve pain, disability, functioning, and pain cognitions in people with chronic spinal pain**
  - Jo Nijs (Speaker) - 11 Sep 2016 Activity: Talk at a public lecture/debate
- **Pain Science in Motion**
  - Jo Nijs (Speaker) - 24 Mar 2017 — 25 Mar 2017 Activity: Talk at a public lecture/debate
Questions?

Also check our manuals:

What is PURE?

Where to find?

What is its use concerning the doctoral training programme?

Overview functionalities?

Contact?
Current Research Information System =

Database to store and manage data about research conducted at an institution.

Research data in Pure:
• Publications
• Projects & funding (=awards)
• Internal & external organizations
• Internal & external persons
• Activities
• Equipment
DATA IN PURE

OVERVIEW

- Publications: 111,500
- Projects: 17,500
- Activities: 58,000
- Users: 6,100
- Persons: 105,000
WHY USE PURE
GOAL=ENTER ONCE RE-USE OFTEN

• Ease of use
  • (automated) Import sources PubMed, WoS, EMBASE & Scopus
  • Import from RIS & BibTex
  • Reuse curated metadata (journals, external organization & publishers)

• Visibility of your research
  • Pure portal, indexed by Google
  • FRIS research portal

• Re-use of data (internal & external)
  • Websites
  • Maintain multiple CVs
  • FWO export
  • Automated extraction of your academic record (promotions)
WHY USE PURE

GOAL=ENTER ONCE RE-USE OFTEN

- Used for the PhD portfolio
- Used for reporting (internal & external)
  - Staff evaluations/promotions (e-dossier)
  - VUB Funding (government)
  - Statistics
- You/VUB has ownership of the data in Pure
  - In contrast to ResearchGate, Academia, etc.
- Information in Pure is accessible for free for everybody via the portal
ACCESS TO PURE

STAFF AFFILIATION

• You need to have a staff affiliation to access Pure
  • If you don’t have a staff affiliation → contact your secretarial office (faculty) to obtain a “statuut als onbezoldigd medewerker” i.e. voluntary fellow

• You need an enrollment as a student to access your portfolio
PURE INTRODUCTION
GETTING STARTED

https://cris.vub.be/admin (Pure for researchers)

https://cris.vub.be (Pure portal)

Topics:
1. Overview
2. Your profile
3. Adding data to Pure (+workflow)
4. Searching data in Pure
5. CV
Manage your personal data (names, staff affiliations, degrees, ORCID, picture, expertise overview)

Manage your settings for messages, e-mails, tasks & trusted users.
What is shown on the portal:

- Profile photo (if provided)
- Contact details for each active staff affiliation (synchronised). Department and research group
- Expertise (when provided)
- CV (when provided)
- Research output, activities, prizes, theses & projects
- Links (only when provided in the contact details of the staff affiliations). These are displayed as ‘contact’.
PORTFOLIO ITEMS

RESEARCH OUTPUT

Publications
• book/report > book
• book/report > anthology
• book/report > commissioned report
• chapter in book/report/conference proceeding > chapter
• chapter in book/report/conference proceeding > conference paper
• contribution to journal > article
• contribution to journal > letter
• contribution to journal > scientific review
• contribution to journal > conference paper

Active participation in conferences
• unpublished contribution to conference > poster
• talk or presentation > talk or presentation at a conference (role=speaker!)
PORTFOLIO ITEMS

SOCIAL OUTREACH

• contribution to vulgarizing publication
  > featured article
• talk or presentation
  > talk at a public lecture/debate (also when you are participating in VUB PhD Cup)
  > talk at a school event
• Media participation
  ➢ media/press>expert comment/public engagement activity/re
  ➢ search/other
• Work on advisory panels for social, community and cultural engagement/industry
  > Activity > membership
• Organising a festival/exhibition-school engagement
  > Activity > organizing an event > festival or school engagement
PORTFOLIO ITEMS

DOMAIN SPECIFIC SKILLS

- patent > patent
- Research output > Non-textual form
  > Artefact
  > Exhibition or Performance
  > Composition or Design
  > Software or Database
  > Web publication/site
  > Digital or Visual Products
- Successful proposal writing (not yet linked to Portfolio)
- Prizes
  > prize > prize (incl medals & awards)/other distinctions
- Membership to academic working groups or councils
  > Activity > Membership
PORTFOLIO ITEMS
TRANSFERABLE SKILLS

• participating in or organizing an event
  > activity > organizing an event at an external academic organization
• contribution to conference as organisor/chair/member of programme committee
  > activity > participating in conference > ROLE!!!
  (organisor/chair/member of programme committee)
• membership
  > Membership of public/government advisory/policy group
  > Work on academic committees and working groups
PORTFOLIO ITEMS
WILDCARD

• Intersectoral mobility & third party services
  > activity > consultancy > consultancy OR
  > activity > consultancy > secondment
• International mobility
  > activity > other activity > external academic activity
**PURE INTRODUCTION**

**VALIDATION WORKFLOW**

Entry in progress → Check by R&D → For validation → validated

If not complete
Question? Check out our Knowledge Database on Pure

[https://vub.service-now.com](https://vub.service-now.com) > FAQ (no login required)

In need of assistance?

1. Log a ticket ([https://vub.service-now.com](https://vub.service-now.com)) (log in>create new ticket)
2. Send an e-mail to rd.databank@vub.ac.be
3. Call 02 629 1303
4. Request an info session (1 on 1 or in group) via stefanie.van.rysseghem@vub.be or Elena.Huerta.Sanchez@vub.be