

Instructions of how to use the portfolio function

Required EC's; Using the portfolio function to keep track of completed training activities

Firstly, Hora Finita portfolio will be the central place where PhD candidates can keep track of their training activities and upload appropriate items of proof (e.g., Course certificates, registration confirmations etc.). The searchable portfolio overview will be visible to the PhD candidate, the PhD supervisors, and the graduate school, and can also be downloaded.

The portfolio function is organized following the [WIMEK-SENSE TSP of 2026](#). If you have an approved TSP via an older TSP form, you should be able to find all activities, but under different headers. For an overview of where to find the subcategories, please see illustration 2 in the section "Portfolio approved: requesting the WIMEK-SENSE diploma certificate" below.

See link to manual below how to add training activities.

Tip for PhD candidates: start using the Portfolio function now to add all the activities you did. This so you have an overview, and a central place to store any evidence, such as your certificates.

Tip for PhD supervisors: ask your PhD candidate to update their portfolio prior to their annual Performance & Development meeting, so you can view the updated training list in Hora Finita.

Certificates, emails that demonstrate you completed the course, a document with links to the symposium where you presented can all be used as evidence.

Note that WIMEK will only approve your individual item when you have requested the Portfolio approval at the end of your PhD trajectory. We trust you and your supervisors to keep an eye on meeting WIMEK-SENSE requirements; and that continued discussions are had on designing the best training program possible. So, any changes you agree on, do not have to be approved by WIMEK. As always, if you have questions about whether individual training activities can be listed, and if they meet the WIMEK-SENSE requirements, you can always ask WIMEK for guidance.

Portfolio approved: requesting the WIMEK-SENSE diploma certificate

Secondly, in the final phase of the PhD trajectory, the portfolio will also be used to request the WIMEK-SENSE final diploma certificate.

Add your activities to Hora finita

When you have reached the end of your PhD trajectory, you should request your WIMEK-SENSE diploma certificate via the PhD checklist item "Portfolio approval" in your Hora Finita dashboard.

The portfolio function is organized following the [WIMEK-SENSE TSP of 2026](#). If you have an approved TSP via an older TSP form, you should be able to find all activities, but under different headers. Please see illustration 2 below.

For more details on how to enter training items and upload proof, please see the general manuals in the last section of this attachment.

Illustration 2: new headers and subcategories used in Hora finita.

Academic knowledge and skills	
	<i>In-depth PhD courses</i>
	<i>Methodological / Statistical Postgraduate Course</i>
	<i>Scientific writing courses</i>
	<i>Writing or rewriting a project proposal</i>
	<i>Invited review of journal manuscripts</i>
	<i>MSc courses</i>
	<i>PhD discussion groups</i>
	<i>Guest researcher and visits</i>
	<i>Oral presentations</i>
	<i>Poster presentations</i>
	<i>Attending International symposia and conferences</i>
	<i>Publications</i>
Effective research management (including Integrity and Ethics)	
	<i>Integrity, Ethics and Philosophy courses</i>
	<i>Academic thinking</i>
	<i>Effective Research Management</i>
Transferable Professional Skills	
	<i>A1: Research and personal development in context</i>
	<i>inter- and transdisciplinary courses and activities</i>
	<i>Leadership, communication and collaboration courses</i>
	<i>Management and organisational activities</i>
Societal impact	
	<i>A2: pathways to impact</i>
	<i>Societal impact- additional courses and activities</i>
	<i>Teaching and supervision</i>
Career perspectives	
	<i>Future career– courses</i>
	<i>Future career activities</i>

Notes: 1) when entering the titles of your Oral or poster presentations, start the title with "Oral Presentation" or "Poster presentation". This will make it clear what kind of presentation you gave on the diploma itself 2) when you have attended more days at a conference you presented, please add those days in a separate activity under "Attending International symposia and conferences" separately. This so we can distinguish between the Oral and poster presentations (credits given for 4 Oral and 4 poster presentations maximum) and the attendance category (4 ECTS in total).

Approval procedure Hora Finita portfolio by PhD Supervisor

Also see link to manual below.

When the PhD candidate requests a certificate following the procedure below, subsequently, the promotor will receive a request to look at the portfolio overview and agree or disagree with the request. We only need confirmation that the candidate has done the listed activities in agreement with the supervisors; WIMEK will still do the check whether the WIMEK-SENSE requirements have been met, and whether the credits allocated to these activities follow WIMEK-SENSE rules and guidelines. Our advice is going

through the list and to check whether any activities are listed you have not agreed to; and to approve when you see nothing strange in that list. We are looking into whether all members of the supervision team can have this task (delegated this task to say, the daily supervisor); we will inform you if and when that is possible.

With the approval, the Supervisor formally acknowledges that the training that the PhD candidate has done under their supervision has been completed.

Approval procedure after Supervisor approval

WIMEK will first check your list of activities and generate a first draft of the certificate. The check mark "Portfolio approved" will then become green. Note this does not mean yet that your final diploma certificate has been formally approved. We will adjust things in the list, change estimated credits to WIMEK-SENSE rules and guidelines, use the first draft to ask you for clarification where needed and give you the opportunity to change a few things to your liking. Only when you have sent us your comments to the draft back to us, do we assess whether your request fully meets WIMEK-SENSE requirements. If so, we will finalize your diploma, send you a pdf and upload the final certificate to Hora finita for archiving.

In short, an approval in Hora finita does not mean yet that your request has been approved; that is only the case when we send you the final pdf.

If you are in the final phase of the PhD trajectory:

We still advise you to use the portfolio function to streamline and automate the proceedings. However, if you have already filled in most of your activities in a previous WIMEK TSP form, you can submit this form still to wimek@wur.nl. Please use either the WIMEK form unchanged (no deleting tables; leave empty if you have no activities in that category; or the SENSE diploma form (the one on the SENSE website).

If your request gets approved, we will check mark the "Portfolio approval" item in your Hora Finita PhD checklist.

For WIMEK PhD candidates, we will fully go to using the portfolio on **September 1st 2026**. But you can help us greatly by using the portfolio function now!

If you already handed in your WIMEK-SENSE diploma certificate request:

No action is needed, we will process your request via the old procedure.

4) Questions or portfolio bugs?

If you have any questions after reading the manual for PhD candidates or the manual for PhD supervisors **see links below**, or if you think that there might be a bug in the portfolio processes, please do not hesitate to contact us at wimek@wur.nl.

Kind regards,

Peter Vermeulen, WIMEK

Available training portfolio manuals:

PhD candidate

Research phase

[How do I add training activities to my training portfolio? | Hora Finita: PhD candidates | Educatio...](#)

[How to request review of my portfolio via a Certificate request - Final list? \(Legacy procedure\) | ...](#)

Graduation phase

[How to request approval of your portfolio? | Hora Finita: PhD candidates | Education Support](#)

Supervisor

Research phase

[How can I view a PhD candidate's portfolio? | Hora Finita: Supervisor | Education Support](#)

Graduation phase

[How to approve a portfolio request by the PhD candidate? | Hora Finita: Supervisor | Education Supp...](#)

Graduate school

[How to review portfolio training activities? \(NEW\) | Hora Finita: Graduate School | Education Suppo...](#)