

How to use the Hora Finita portfolio feature at WUR - EPS

The Hora Finita portfolio will be the central place where WUR PhD candidates can keep track of their training activities and upload appropriate items of proof (e.g. course certificates, registration confirmations, or event programmes). The searchable portfolio overview will be visible to the PhD candidate, the PhD supervisors, and the graduate school, and can also be downloaded. In the final phase of the PhD trajectory, the portfolio will also be used to request the EPS education statement and certificate.

How to use the training portfolio?

The EPS TSP excel file will be used in the start phase of the PhD trajectory to write down agreements between the PhD candidate and the supervisors on the PhD supervision, the individual training plan, and possible teaching & student supervision duties. This file should be submitted in Hora Finita within 3 months. See also the general Hora Finita guideline: [How to submit a TSP?](#) However, the actually attended training activities should be recorded throughout the PhD trajectory in the Hora Finita portfolio. Please make sure to update the Hora Finita portfolio regularly, for instance before your annual Performance & Development (P&D/R&O) meeting with your supervisors. When you have reached the end of your PhD trajectory, you should request your education statement and certificate via the PhD checklist item "Portfolio approval" in your Hora Finita dashboard.

How to add new items to my training portfolio?

The structure of the portfolio follows the [new EPS TSP structure and training requirements](#) (valid since Oct 2025), as you can see in the screenshot of the dropdown menu for the training categories. For more details on how to enter training items and upload proof, please see the general Hora Finita guidelines: [How do I add training activities to my training portfolio?](#). In the appendix "Possible supporting documents to upload in Hora Finita portfolio" you can find an EPS list of possible items of proof per training section.

Training activity

type of activity*	<input type="text"/>
name*	<input type="text"/>
description	<input type="text"/>
organizer	<input type="text"/>
start date*	<input type="text"/>
finishing date*	<input type="text"/>
Other	<input type="text"/>
added by	<input type="text"/>
created	<input type="text"/>
modified	<input type="text"/>

Start-up phase

- First presentation of your project
- Writing or rewriting a project proposal
- MSc courses

Scientific exposure

- Scientific meetings & events
- Presentations outside own group(s)
- Interviews

In-depth scientific training

- In-depth scientific training

Professional & career development

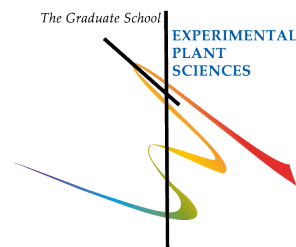
- Professional & career development

Academic services, governance & outreach activities

- Academic services, governance & outreach activities

Teaching & supervision duties

- Courses
- Supervision of BSc/MSc projects



- ➔ Please note that when you enter a new training item any information added to the field "description" or the field "organizer" is so-called internal information that will not end up in the EPS education statement when you request your portfolio certificate.

Approval procedure Hora Finita portfolio

If you have compiled a training portfolio in your Hora Finita account, have a PhD defense date and are of the opinion that you have fulfilled the minimal EPS training requirements, you can request your EPS certificate and education statement by clicking on the link in the PhD checklist item "portfolio approval" in their Hora Finita dashboard. See also the Hora Finita guidelines: [How to request approval of your portfolio?](#)

Subsequently your (1st) promotor will receive a request to look at the portfolio overview and agree or disagree with the request to have the EPS office do the final assessment. See also the Hora Finita guidelines: [How to approve a portfolio request by the PhD candidate?](#)

Possible supporting documents to upload in Hora Finita portfolio

Start-up phase:

- Proof of attended MSc courses (Please note: Qualifying Exams (QEs) cannot be listed in the training!)

Scientific exposure:

- For events of 0,3 or more credits: registration confirmations, or certificate, or programme of the attended symposia, conference, workshop, PhD day etc.
- Seminars with 1-2 speakers: please just list the name of the speaker and/or the topic of the attended seminar, no further proof needed.
- Poster presentations: PDFs of the posters
- Oral presentations: programs, certificates or e-mails that show that you were a speaker at the event
- 3rd year interview and annual meetings with mentor: please just list the dates, in principle no further proof needed

In-depth scientific training:

- Certificates of the attended courses, summer schools or workshops (or e-mails confirming registration or attendance)
- Journal club: if available, an example of the scheduled list of the meetings
- Individual research training or secondments: please list institute/lab, place, country and if possible upload some confirmation (e.g. an email) of the time spent there

Professional & career development:

- Certificates of the attended courses or workshops
- For other (career) events of 0,3 or more credits: registration confirmations, or programme of the attended event

Academic services, governance & outreach activities:

- Please upload a document that proves your involvement in these activities

Teaching & Supervision Duties:

- Schedules or confirmations that show your involvement in courses
- Page from BSc or MSc thesis or internship report on which you are listed as supervisor

