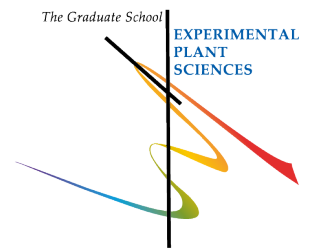


## When to use the new WUR Hora Finita training portfolio feature

From 31 March 2026 there will be a new feature in Hora Finita: the training portfolio. The 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, 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.



### Should I start using the new training portfolio feature?

#### **If you are a beginning PhD candidate (start date from 1 April 2025 and onwards):**

Please start using the Hora Finita portfolio to keep a record of your training activities, and include all items since the start of your PhD trajectory. 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. See also: [Guidelines-Hora-Finita-training-portfolio EPS WUR.pdf](#)

#### **If you are in the middle phase of the PhD trajectory (start date before 1 April 2025):**

You (and your supervisors) can decide (together) whether you should start to use the Hora Finita portfolio.

Option 1) If you decide to use the portfolio, please include all the training items since the start of your PhD trajectory, and at the end of your PhD trajectory request your education statement and certificate via the PhD checklist item "Portfolio approval" in your Hora Finita dashboard. See also: [Guidelines-Hora-Finita-training-portfolio EPS WUR.pdf](#)

Option 2) If you decide NOT to use the portfolio, please continue to use your EPS TSP excel file and at the end of the PhD trajectory use the old procedure as described here: [Certificate - Graduate School EPS](#) for requesting the EPS certificate. If your request has been approved, we will checkmark the "Portfolio approval" item in your Hora Finita PhD checklist.

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

We advise you to use your EPS TSP excel file and the old procedure as described here: [Certificate - Graduate School EPS](#) for requesting the EPS certificate and NOT to use Hora Finita for this. If your request has been approved, we will checkmark the "Portfolio approval" item in your Hora Finita PhD checklist.

#### **If you already handed in your EPS certificate request:**

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