

## Information regarding the entering of completed 30EC portfolio information in Hora Finita

The information which you enter in Hora Finita will be the source for your PhD transcript of records (i.e. the TGS Certificate). Therefore, it should be clear and complete.

Please read the document '[Doctoral Education Guidelines](#)' and use the following as checklist:

- 1) Make sure that for every activity, you enter correct information in the fields 'start date', 'finishing date', 'organizer' and 'Workload'.
- 2) List the organizer names in English. Avoid activity names which are too long.
- 3) Don't state 'Various' in the organizer field unless too many institutions were involved in the organization of the activity. You should as a minimum type acronyms in the organizer fields. However, preferably you should list the full name of the organization (e.g. University of Twente) rather than the acronym (e.g. UT). List only the name of the organization(s) and not the name of the individual person who organized it. Also, don't list the name of a department or research group.
- 4) Make sure that every activity is properly categorized (i.e. 'courses', 'trainings', 'teaching', 'seminars', 'other'). Exemptions are issued and entered by TGS.
- 5) Check whether you attached a certificate (or other proof) for every activity. For conferences, upload the conference programme or the registration confirmation email.

Note: if you don't have any evidence for a course, teaching-supervision task, peer review task, research group seminar attendance, etc., email the lecturer/coordinator. Ask the person to confirm (by email) that you passed the course successfully (or performed the teaching-supervision task, submitted the peer review or attended the research group seminars regularly). Make sure to include in your email the estimated workload (in ECs or hours) so that the lecturer/coordinator can confirm that as well.

- 6) Check the amount of EC's of every activity. 1 EC is equivalent to 28 hours of study (including preparation, self-study etc.). Small items should be grouped together to add up to at least 0,5 EC. Round EC figures to the nearest 0,5EC.

Every activity should have a reasonable amount of EC's; this number is either listed on the certificate or statement by the official lecturer/coordinator or was agreed upon with your promotor.

- 7) Be consistent with the use of the letter case.

If you need any help, don't hesitate to contact the Twente Graduate School's Support Office ([horafinita@utwente.nl](mailto:horafinita@utwente.nl)).