Login to Hora Finita

Hora Finita is the registration system for PhD students at the University of Twente. All processes relating to your PhD, from enrollment to thesis submission, are managed by this system. This is in accordance with the PhD regulations of the University.

It is of utmost importance that data is entered into Hora Finita in a timely manner and that this data is complete. The PhD student, supervisor(s), Graduate Schools and Doctorate Board each have their own role here.

Once you have logged in, you will find manuals for PhD students and supervisors under 'Manual' (at the top right of each page).

If you have any questions please address these to the contact person at your own Graduate School. You will find their contact details at the bottom of each page once you have logged on.
Introduction

Relevant information and actions needed

1. Appointment of supervisors (this is only for your information)
2. PhD Ceremony Date (this is only for your information)
3. Proposal for graduation committee request (this is only for your information)
4. Request for the Dean to approve the graduation committee composition (this is only for your information)
5. Approval of manuscript by supervisor (this is only for your information)
6. Deadline for submission of assessments by graduation committee members (this is only for your information)
7. Pending graduation committee assessments’ check (REQUIRES YOUR ACTION)
8. Evaluation submission by all committee members (REQUIRES YOUR ACTION)
9. Notice about Cum Laude Recommendations (REQUIRES YOUR ACTION)

Appendix 1: If you rejected the Assessment round (after step 8)

Appendix 2: Obtaining a list of candidates who can request a defence date
Introduction

This manual provides you with relevant information and explains the actions which you will do in Hora Finita. Please note that the diploma validation will be handled on the system: the PhD candidate will upload the necessary files, the Admissions Office will take action and will upload the resulting diploma validation letter into Hora Finita. Therefore, since your involvement is not needed in this procedure any longer, this manual does not provide information on that.

In Hora Finita, you will receive emails asking you to perform actions. The only exception is logging into the system to send reminders to committee members who did not send their evaluations before the deadline.

Before explaining which are the relevant emails and actions which you have to perform, familiarize yourself with your Dashboard by logging into Hora Finita using your email address: https://horafinita.utwente.nl/

There are 2 important features for you on the Dashboard a) the standard search box (1) and b) the ‘Advanced search’ option (2) at the left. The ‘Advanced search’ allows you to construct, store and apply filters. If you feel the need to have one built for you, please email Joost Oude Heuvel (j.a.oudeheuvel@utwente.nl) at the TGS office. On Appendix 2, we explain how to run a filter which allows you to find out which PhDs are able to request a defence date.

Next, you will find information about 9 steps in the process which are relevant to you. Note that your action is only required in 3 out of these 9 steps. The three steps which require your action are highlighted in yellow.

Relevant information and actions needed

1. Appointment of supervisors (this is only for your information)

   Email to the PhD with cc to you so that you are informed about the appointment of supervisors. This takes place after the qualifier has been successfully completed.
Dear ir. MSc,

The Doctorate Board hereby informs ir. de Wolf MSc, that the request to appoint the supervisors and/or co-supervisors listed below has been approved.

**supervisors**

<table>
<thead>
<tr>
<th>name</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>dr.</td>
<td>@utwente.nl</td>
</tr>
</tbody>
</table>

**co-supervisors**

<table>
<thead>
<tr>
<th>name</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>prof. mr.</td>
<td>@utwente.nl</td>
</tr>
<tr>
<td>prof. em.</td>
<td>@vanhans.nl</td>
</tr>
</tbody>
</table>

The protocol of the Doctorate Board stated in the Doctoral Regulations of the University of Twente will be followed.

After a) the approval of the evidence provided by the PhD candidate regarding the T&SP elements by TGS, b) the statement of near completion by the supervisor and c) the setting of a definitive date for the public defence, the supervisor will be asked to make a proposal regarding the composition of the graduation committee. The formal appointment of the graduation committee by the Doctorate Board, after approval of the faculty Dean, must take place three months before the day of the public defence.

Kind regards,

Mariska Buurman & Astrid Scholten-Hofenk
Support Office Doctorate Board Hora Finita
2. PhD Ceremony Date (this is only for your information)

You receive an email to inform you that the ceremony date has been set.

Dear colleagues,

The following PhD Defense ceremony has been approved. Please add the following information to your agenda (if applicable).

**Date ceremony:** 18-03-2020 at 14:45 hours  
**Location:** Agora Vrijhof  
**PhD candidate:** M. TestPhD6  
**Thesis title:** My Thesis  
**Supervisor(s):**

<table>
<thead>
<tr>
<th>name</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Testprom1</td>
<td><a href="mailto:horafinita@utwente.nl">horafinita@utwente.nl</a></td>
</tr>
</tbody>
</table>

**Co-supervisor(s):** geen personen gevonden

Kind regards,

Support Office Doctorate Board  
Hora Finita

University of Twente | Twente Graduate School  
T 053 489 4242 | horafinita@utwente.nl  
Postbus 217, 7500 AE Enschede |  
Building Ravelijn | Room 4266
3. Proposal for graduation committee request (this is only for your information)

The supervisor is asked to make the committee composition proposal.

---

Proposal for graduation committee request - W.H.A. Alszaqf MSc (Graduation phase UT) EEOMS

To: scien@utwente.nl

Dear prof. dr. Winerge,

If you have not done so already, kindly proceed to make a proposal for a graduation committee in consultation with the Dean of the faculty for the following PhD project:

Promovendus:
Alszaqf, W.H.A. MSc (Waslin) - 7568719

Title van het manuscript:

Supervisor(s):

name                      e-mail
prof. dr. w. j. wierenga  r.j.wierenga@utwente.nl

Co-supervisor(s):

cosupervisors have not (yet) been registered

We kindly request you to make a proposal for a graduation committee in consultation with the Dean of the faculty. The graduation committee consists of five members at most (i.e. the chairman, the secretary, the supervisor(s), the possible co-supervisor(s) and/or referees) (also see article 34 of the doctoral regulations). Besides the chairman and secretary, the graduation committee should consist of at least four professors (including yourself).

Please take note of these two important issues:

1. Take special care when filling in the e-mail addresses of non UT committee members.
2. Check the names of supervisors and co-supervisors listed above and contact horaria@utwente.nl immediately if this information is incorrect. Please report this before you fill in the committee member names and request the Dean's approval.
3. Don't fill in the names of supervisors or co-supervisors as these are not required to submit a formal assessment.
4. If you include an expert from industry, you need to send a CV showing whether the person has a PhD degree and showing the list of publications. Email this CV to the Dean's secretary and to aom@utwente.nl.
5. Because of the arrangements in connection with digital defence attendance, it is very important that you include the mobile number of committee members in Hora Finita.

The official appointment of the gradation committee by the Doctorate Board should take place no later than three and a half months before the day of the doctoral defence.

Please submit your proposal here, make sure to read the attached instructions on the .zip file, because there are detailed instructions in it.

Please refer to the attached zip file(s) for step-by-step instructions on how to carry out the requested action(s) in Hora Finita.

Kind regards,

Mariska Buurman & Annelid Scholten-Hoferk
Support Office Doctorate Board Hora Finita

University of Twente | Twente Graduate School
T 31(0)53 485 4653 | promote@utwente.nl
4. Request for the Dean to approve the graduation committee composition (this is only for your information)

The Dean receives an email in which (s)he is asked to approve the graduation committee composition. Afterwards, CvP will also approve the graduation committee composition. After these steps are done, the graduation committee members will be asked to evaluate the manuscript.

Dear Theo Toonen,

The composition of the graduation committee has been proposed for the following PhD project:

**PhD student:**
TestPhD6, M. - E003102

**Title of the thesis:**
My Thesis

Please review and approve the proposed committee by following the link.

Please refer to the attached zip file(s) for step-by-step instructions on how to carry out the requested action(s) in Hora Finita.

Kind regards,

Support Office Doctorate Board
Hora Finita

University of Twente | Twente Graduate School
T 053 489 4242 | horafinita@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 4266
5. Approval of manuscript by supervisor (this is only for your information)

This email is for you to be aware that the manuscript has been approved by the promotor. If the committee composition has been approved by the Dean and CvP, the committee will be contacted and asked to assess it.
6. Deadline for submission of assessments by graduation committee members (this is only for your information)

The PhD receives an email about the deadline for the submission of the assessments by the graduation committee members. You should note this date down because you have to log into Hora Finita to send reminders. The reminder procedure is explained in step 7.

Dear Maria TestPhD6,

The graduation committee has been installed.

They have to reply before 03 May 2019.

You will receive an email with further instructions once all evaluations of the committee are in.

Kind regards,

Support Office Doctorate Board
Hora Finita

University of Twente | Twente Graduate School
T 053 489 4242 | horafinita@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 4266
7. Pending graduation committee assessments’ check [REQUIRES YOUR ACTION].

After all graduation committee members submitted their assessments, you will receive an email informing you that all the evaluations are in. Therefore, if you did not receive such email it means that there are pending assessments so you need to check and send a reminder to those who did not submit it yet.

- Log in to Hora Finita using this URL: https://horafinita.utwente.nl/
- Write the surname of the PhD candidate in the “PhD STUDENT” search box (1) and hit “ENTER”.
- Click on the PhD candidate’s name (2).

- Go to the “ASSESSMENT” tab (3).

- Check the “ASSESSMENT COMMITTEE” table (4) to identify who hasn’t submitted the evaluation.
- Go to the “REMINDE MEMBERS OF THE ASSESSMENT COMMITTEE” section (5).
Click on the "SEND EMAIL" button (5). Note that if you want to avoid asking graduation committee members to submit evaluations during holidays, you can change the deadline yourself.

Automatically the system shows those committee members who haven't reacted. You can add text to the email draft if you want to.
8. **Evaluation submission by all committee members [REQUIRES YOUR ACTION].**

You receive an email saying that all evaluations are in. You make a check to determine if you need to a) contact the Dean and supervisor or b) simply trigger the next email going to the PhD candidate.

Click on the link in the email.

---

**uestra@unetwente.nl**

---

https://horafinita-test.utwente.nl/verzoek/gQkbyOPMHyGQjQjOr8uEN5AUGEFj4

---

Kind regards,

Support Office Doctorate Board
Hora Finita

University of Twente | Twente Graduate School
T 053 489 4242 | horafinita@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 4266
- Check the assessments (1).
- Go to “YOUR ASSESSMENT” and set the assessment (2) to ‘approved’ if all committee members gave positive evaluations. If there are more than 2 rejections, you have to ‘rejected’ it. However, if there is 1 rejection, you should get in contact with the Dean and the supervisor to find out whether their final decision is to set the assessment to approved or rejected.
- Click “SUBMIT” (3).

If you reject the assessment, go to Appendix 1.

After the assessments are approved, continue with the following:

The names of the graduation committee need to be copied to another table in Hora Finita.

- Log in to Hora Finita with your email address (www.horafinita.utwente.nl)
- Write the surname of the PhD student under the “PhD STUDENT” search box (4) and hit “ENTER”.
- Click on the PhD student’s name (5).

- Go to the “PhD EXAMINING COMMITTEE” tab.
- On the “APPROVED PhD EXAMINING COMMITTEE” section, open the “COPY FROM” (7) pull down menu and select “ASSESSMENT COMMITTEE” (8).
  Manually add the chairman’s name at the bottom of that list. If the Dean will not attend, list the name of the replacement chairman.
- Tick the box “CHAIR” (9).
- Click the “SAVE” button (10).

You receive an email about Cum Laude recommendation issued by one or more graduation committee members. Please get in contact with the supervisor and inform him/her about this.

Appendix 1: If you rejected the Assessment round (after step 8)

If you reject the assessment round, the supervisor receives an email and is asked to get in contact with the Dean. The supervisor will have to contact the PhD candidate because an improved manuscript has to be uploaded. After the PhD uploads the new manuscript, you will log in to Hora Finita, go to the ‘Assessments’ tab and will click on ‘Create New Evaluation Round’. Next, you will trigger an email to the committee members asking them to evaluate the new draft by clicking the ‘Uitnodiging tot beoordeling naar beoordelingscommissie’.
Dear Anna testprom1,

The final judgment based on the judgment of the assessment committee for the manuscript belonging to the following PhD trajectory is negative.

PhD student: 
drs. TestPhD7, M. - E003108

Title of the thesis: 
Land Administration Management

The primary supervisor is requested to contact the Dean of the Faculty.

Kind regards,

Support Office Doctorate Board
Hora Finita

University of Twente | Twente Graduate School
T 053 489 4242 | hora@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 4266

N.B. This message has been automatically generated by Hora Finita.

- You log into Hora Finita, put the name of the PhD candidate in the Search box, click enter and then click on the PhD candidate row. Once you are in the file of the PhD candidate, you go to the ‘ASSESSMENT’ Tab.
- You will then click on the ‘CREATE NEW ROUND’ button (1)
- Next go to ‘INVITATION TO ASSESS SENT TO ASSESSMENT COMMITTEE’, click ‘SEND EMAIL’ (2).
The PhD project "drs. TestPhD7, M. - E003108" - Land Administration M.", has been updated.

1. Proposal Assessment Committee

The list below shows the possible Assessment Committee proposed by the primary supervisor.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Affiliation/Research Area</th>
<th>Appointment</th>
<th>Email</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>prof. dr. Tenen, T.A.J. (Theo)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Doctorate Board, E003173</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Composition assessment committee approvals

The people below will be asked to approve the composition of the assessment committee. Please note that in case you enter one or more approvals on behalf of the people below, you will need to invite the next person in line to approve manually. This can be done by clicking the button marked "Request approval for composition".

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position</th>
<th>Approval Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>prof. dr. Tenen, T.A.J. (Theo)</td>
<td></td>
<td>28.03.2019</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Doctorate Board, E003173</td>
<td></td>
<td>28.03.2019</td>
<td></td>
</tr>
</tbody>
</table>

Request approval for composition

2. Assessment Committee

<table>
<thead>
<tr>
<th>Rank</th>
<th>Off staff</th>
<th>Chair</th>
<th>Date of Assessment</th>
<th>Assessment</th>
<th>Assessment Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Invitation to assess sent to Assessment Committee

The date below shows when the invitations to the Assessment Committee were sent.

- Send e-mail

Remind members of the Assessment Committee

Click on the mail button to create and send a reminder mail to members of the Assessment Committee that have not yet responded.

- Send e-mail

3. Assessment Committee final judgement

As soon as the assessment committee has evaluated the manuscript, the following people will be asked for a final review. If all reviews are positive, the manuscript is approved.

Once every member of the assessment committee has evaluated the manuscript, those responsible for the final judgement will be shown here.

Agreed

The details below will be entered automatically by the system.
- The assessment of the manuscript will be based on the assessments of the Assessment Committee.
- The title page will be assessed by the Academic Council.

Approved | Assessment | Date | Assessed by | Comments |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval manuscript</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval title page</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Save | Save | E-mail | Submit | Add R&I cycle interviews

Interviews | Portfolio forms | Emails | Back
- The email will be sent to all committee members so you should edit the email to explain why they are asked to evaluate the manuscript again. Therefore, before the paragraph about how to download the manuscript you should add some text (2). We recommend that you ask the supervisor to give you a paragraph explaining where changes were made to the manuscript so that committee members don’t need to read the whole manuscript again if they don’t have time available to do that.
- If necessary, you are able to add extra files to the email using the ‘ATTACHMENTS’ button (1).
- Click the ‘SEND’ button to send the email (3).

Appendix 2: Obtaining a list of candidates who can request a defence date

This procedure allows you to find out who has fulfilled all the research phase requirements (e.g. master diploma validation, passport upload, T&SP, qualifier, annual interviews, appointment supervisor form, 30EC portfolio approval) and have a manuscript near completion. The candidates on this list are ready to request a defence date as soon as they (i.e. PhD and supervisor) wish to do so.

- You log into Hora Finita,
- Click on ‘ADVANCED SEARCH’ (1).
- Open the pull down menu 'PREVIOUSLY SAVED QUERIES' (2)
- Select the filter 'PHD CAN REQUEST DATE' (3)
- Click the ‘SEARCH’ button (4).

- If you want to export the list, click ‘MORE OPTIONS’ at the bottom right of the page (4) and then click ‘EXPORT’ (5).

- Click the pull down menu ‘COLUMNS SELECTION’ to display the list of pre-made exports (6)
- Select the export ‘PROMOTIETRAJECT: PHD PROMOTOR AFDELING’ (7)
- Click ‘START EXPORT’ (8)
You get a message saying that the export has been queued (9). **Don't close the page**, wait until you get a notice that it is ready for download (10).

Click the link to download (10)
#### PhD project - Advanced search

**PhD projects**: 1 - 5 of 5

Your export has been completed

- [Download export PhD projects (771 KB)]

---

<table>
<thead>
<tr>
<th>Previously saved queries:</th>
<th>PhD can request data</th>
</tr>
</thead>
</table>

Search controls

- manuscript not completed: **yes**  
- within PhD ceremony data: **is full**

[Search], [save query], [delete query]