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 ‘Manuals’ (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.
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**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 receive emails asking you to perform actions. **The only exception is logging into the system to:**

- find out if there are appointment supervisor forms that need processing
- 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/](https://horafinita.utwente.nl/)

There are 2 important features for you on the Dashboard a) the standard search box (l) 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](mailto: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. Registration **(this is for your information, REQUIRES ACTION FROM THE DEAN)**

The Dean receives an email requesting the approval of the registration. You receive a copy of that email. The Dean is asked to check the (co)supervisor names and approve the registration in Hora Finita.

Note:

If no action is taken within 1 month, TGS will assume that the Dean has no objections. TGS will proceed to approve the registration and put a comment indicating that TGS approved on behalf of the Dean.

![Screen capture of Hora Finita registration page](attachment:image)

Dear Dean,

The PhD project registration of J. Test008 requires your approval.

Kindly review the information and

- make any necessary changes to the ‘Supervisor’, ‘Co-supervisor’ and ‘Other supervision’ tables,
- write any relevant notes for TGS on the Comment box at the bottom of the page and,
- click ‘Accept’ (Note: click ‘Reject’ if you want to signal that the candidate shouldn’t be registered at all. Make sure to leave a note in the Comment box so that TGS knows how to proceed).

Please follow this link: [https://horafinita-test.utwente.nl/verzoek/878N8mNOvA374K7p0A8pRKKGWr985to?hTaalId=1&pmt18nLocaleId=1](https://horafinita-test.utwente.nl/verzoek/878N8mNOvA374K7p0A8pRKKGWr985to?hTaalId=1&pmt18nLocaleId=1)

Note: If after 1 month you haven’t taken any action, the TGS Support Office will assume that you are OK with the information and will make the approval on your behalf.

Kind regards,

Support Office Hora Finita

- The Dean clicks the link on the email to go into the Hora Finita registration page.

Below is a screen capture of the page the Dean will see. The red boxes highlight the relevant information.

- Boxes (1) and (2) contain important (research group name and contract type) information originating from AFAS so they are blocked for edits.
- The Dean can change the names of the supervisor(s) (3) which TGS typed based on information provided by the PhD. The Dean can also add more names. If there is any important information for TGS, it should be written in the Comment box (4). (Note: TGS staff will check any comments written after the Dean submits the approval)
- The 'Accept' button (5) has to be clicked to finalize the approval.
- If the Dean doesn’t agree with the candidate being registered, the button ‘Reject’ should be clicked and an explanation written in the Comment box so that TGS staff know how to proceed.
2. **Appointment of supervisors (REQUIRES ACTION FROM YOU AND THE DEAN)**

You log into Hora Finita to check whether there are new appointment supervisor forms which need processing. Our suggestion is that every 2 weeks, you print the forms which need to be processed and hand them over to the Dean. The Dean can then tell you if you can approve them or whether any names need to be changed or added.

Procedure for finding the names of PhDs who have appointment forms which need to be processed:
- Log in to Hora Finita with your email address ([www.horafinita.utwente.nl](http://www.horafinita.utwente.nl))
- Click the ‘Te Benoemen Promotores’ tab (1)
- The list shows the candidates who have forms which need to be processed.
- **Don’t click ‘Documents’ (2), because that shows a list of all the documents available for all the PhDs of the Faculty (that list contains both processed and unprocessed documents).**
- Instead, just click on the name of the particular PhD to go into the dossier (3).

Procedure for finding the appointment form of a particular PhD candidate:
- Next click the ‘Documents’ tab of the particular PhD candidate (4).
- Next identify the document which is classified as 'Appointment of Promotor'.
- Click on the icon (5) to download the document.
3. Confirmation of appointment of supervisors (REQUIRES ACTION FROM YOU)

Next you need to make any necessary changes to the names listed in the ‘(Co)Supervisor’ tab and trigger the confirmation email to the PhD, and supervisor (CvP and the Dean are on the CC).

- Click the ‘(Co)Supervisor’ tab (5a)
- Make the necessary name changes (6). *For details on how to add a person please see appendix 3
- Trigger the confirmation email to the supervisor (7). **Very important:** please make sure to write the date (11) mentioned in the appointment form on the confirmation email (see screen capture below). You will have to add that manually to the default email text. Click the ‘Send’ (12) button.

‘Which is the date I should type on the email?’ (11). Use the date given by the PhD in the Appointment Form (see Appointment Form example below).
- Trigger the confirmation email to the PhD (8). Very important: same procedure as on email to supervisor (don't forget to write the date mentioned in the appointment form).
- Write any important comments for CvP (9). For example, if the Dean checked the appointment form but did not agree with the changes and therefore, nothing got changed in Hora Finita.
- Make sure to Save (10) the changes at the end.

**IMPORTANT:** if the confirmation emails aren't sent, the name of the PhD will not disappear from the ‘Te Benoemen Promotores’ list. Therefore, make sure to trigger the confirmation emails. Even if the Dean did not agree with any changes which appear on the appointment form, triggering the emails is important so that it is clear that the form has been processed.
# APPOINTMENT OF PhD SUPERVISOR(S)

Having successfully passed the qualifier in accordance with Article 15 of the University of Twente PhD Charter, I, the undersigned doctoral candidate,

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<th>First names (in full)</th>
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Provisional title of the dissertation/technical design

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request the Doctorate Board to:
- grant me formal admission to the doctoral programme; and
- appoint the below-mentioned person(s) as supervisor in accordance with Article 4 of the University of Twente Doctoral Regulations.

### SUPERVISOR(S)

<table>
<thead>
<tr>
<th>Supervisor 1 (corresponding supervisor)</th>
<th>Supervisor 2</th>
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I (we), the undersigned
- accept to supervise the doctoral candidate,
- request to appoint the below-mentioned persons as co-supervisors in accordance with Article 28 of the University of Twente Doctoral Regulations and,
- declare to undertake to observe the stipulations of the University of Twente Doctoral Regulations.

### CO-SUPERVISOR(S)

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Notes:

1. It is possible to appoint a maximum of one supervisor and two co-supervisors or two supervisors and one co-supervisor (Article 34.2 of the Doctoral Regulations). In case the supervisory team needs to consist of more than three persons, the first promotor will pull in a special request with the Doctorate Board by email to hora@university.nl

2. Family members (up to the fourth degree) and those who have a relationship with the PhD candidate which prevents them from making an independent judgement are not eligible to act as supervisor or co-supervisor (Article 34.8 of the Doctoral Regulations).

DIGITALLY FILL, SIGN AND UPLOAD FORM INTO HORA FINITA
4. 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
5. 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. Alsasaf MSc (Graduation phase UT7) EECMIS
Horia Finita / University of Twente (horasaf@utwente.nl)

To: nj.wieringa@utwente.nl

cc:  prof.dr. W.J. Buurman, R.J. Driel, rj.wieringa@utwente.nl

Attachment: 595x595b.png

Dear prof. dr. Wieringa,

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:
Alsasaf, W.H.A. MSc (Weasim) - 70510719

Titel van het manuscript:

Supervisor(s):

name  e-mail
prof. dr. R.J. Wieringa nj.wieringa@utwente.nl

Co-supervisor(s):

co-supervisors 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 ten members at least i.e. the chairman, the secretary, the supervisor(s), the possible co-supervisor(s) and/or reader(s) (also see article 34 of the doctorate 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 email addresses of non-UT committee members.
2. Check the names of supervisors and co-supervisors listed above and contact hora.finita@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 hora.finita@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 graduation 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 & Astrid Schouten-Hofenk
Support Office Doctorate Board Hora Finita
University of Twente | Twente Graduate School
T 31/(0)53 489 42 02 | promo@fs@utwente.nl
6. Request for the Dean to approve the graduation committee composition (this is only for your information, **REQUIRES ACTION FROM THE DEAN**)

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. **The Dean should not make the approval if there is no defence date on the system. This information can be found in the Ceremony tab.**

---

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
7. 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.
8. 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
9. **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 "REMIND 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.
10. 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.
- 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 section “2. APPROVED ATTENDEES CEREMONY (EXAMINING COMMITTEE AND EXPERTS)”, go to the ‘Copy from’ pull-down menu (7), click “Assessment Committee”, then “supervisors” and last “co-supervisors” to have all the members of the committee on the table.

- Next manually add the chairman’s name at the bottom of that list (9). If the Dean will not attend, list the name of the replacement chairman. After you do that, tick the box “CHAIR” (10) and for the purpose of this table, please assign the role ‘internal’ to the chairman in the column ROLE* (11)

- Now fill in the default availability (8). For example, if the chairman and all UT members of the committee must be present physically, select ‘physically present’ from the pull-down menu for these persons.

- Now click the “SEND E-MAIL” button (12) so that you prepare the triggering of the email asking the other committee members to indicate if they will attend physically or digitally.
### 1. Proposal attendees committee (examining committee and experts)

The text below shows the proposed examining committee. It may also result of other involved persons, check the indicated role. The persons mentioned in the (supervisors tab are not to be included in the overview.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>1</td>
<td>A.</td>
<td>Supervisor</td>
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<tr>
<td>2</td>
<td>B.</td>
<td>Co-Supervisor</td>
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<tr>
<td>3</td>
<td>C.</td>
<td>Co-Supervisor</td>
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<tr>
<td>4</td>
<td>D.</td>
<td>Examiner</td>
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<td>5</td>
<td>E.</td>
<td>Examiner</td>
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### 2. Approved attendees committee (examining committee and experts)

Everyone who is invited will be listed here with his/her confirmation.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>1</td>
<td>A.</td>
<td>Supervisor</td>
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<td>2</td>
<td>B.</td>
<td>Co-Supervisor</td>
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<td>Examiner</td>
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**Remind to members of the PhD examining committee**

Click on the mail button to remind the members of the PhD examination committee.

**Send email**

<table>
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<tr>
<th>Member</th>
<th>Send email</th>
<th>Sent on</th>
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**Confirmation email to advisory members**

Click on the mail button to send the confirmation email to the advisory members.

**Send email**

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**Mail PhD**

Click on the mail button to inform the PhD about the examination committee.

**Send email**

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**Mail all members PhD examining committee**

This email reminds the recipients of the examination date, time and location. It also provides them with practical information about the ceremony. A date will show below this email has already been sent automatically.

**Send email**

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<th>Member</th>
<th>Send email</th>
<th>Sent on</th>
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<tr>
<td>C.</td>
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<td>D.</td>
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<td></td>
</tr>
<tr>
<td>E.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Check the ticked names (the blue ones) to make sure that the right people are selected.

- Click the “SAVE” button (14) to trigger the emails.

Note that those committee members who don’t react will receive a reminder email. However, these persons might have to be contacted by phone or email if they don’t follow the instructions of the email and the reminder email.
11. Notice about Cum Laude Recommendations [REQUIRES YOUR ACTION].
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’.

- 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 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)
Your export is complete.

- Download export PhD projects (771 MB) 10

Previously saved queries:
- PhD can request data

Search controls:
- manuscript near completion: yes
- PhD ceremony date: is full
Appendix 3: Dean is supervisor

If the Dean has the role of supervisor, Hora Finita will alert the Dean that the committee composition approval can’t be made by the same person who submitted the list of committee names. Hora Finita will therefore ask the Dean to list the name of the TGS Dean (prof. dr. A. Need) instead in the approval.
Appendix 4: Een persoon toevoegen aan Hora Finita.

**Stap 1:** Zoek in het (co)supervisor tabblad op de naam onder Supervisors of Co-Supervisors.

![Co-supervisor tabblad](image)

**Extra notities:**

Om een regel te verwijderen gebruik het symbool aan het einde van de regel

Let ook op de ranking in de 2e kolom, deze is van invloed op de volgorde. Het is de 1e supervisor die de correspondentie krijgt. (Bij alleen 2e en 3e supervisor gaat er géén mail uit).

**Stap 2:** Kijk of je de persoon kan vinden, initialen kunnen soms voor duplicaten zorgen. Als je de persoon toch kan vinden is er geen toevoeging nodig.

![Search for staff](image)

**Step 3:** Klik op + add new ut staff (popup) als de persoon niet te vinden is. Deze optie is ook voor externen.
Stap 4: Als er geen overeenkomsten zijn, klik dan op next. (Zijn er wél overeenkomsten, maar zit de juiste persoon er niet tussen zorg dan dat géén van de profielen geselecteerd is.)

Het gaat hier om het invoeren van een extern persoon, als het goed is staan alle wetenschappelijk personeelsleden van de UT automatisch in deze lijst. Deze komen dagelijks over vanuit AFAS.
Stap 5: Vul de details in voor zover beschikbaar

Minimum nodig: Titulatuur, Achternaam, Initialen, Instituut, Faculteit* & Email. (Meer mag altijd, voor diversiteitsrapportages is het zeer welkom.)

*Vul hier de faculteit waarvoor deze persoon ingezet zal worden.

De profile URL is de link naar het profiel van de externe persoon, bijvoorbeeld de “People pages” van de UU.
Stap 6: Scroll naar beneden en sla op.

Stap 7: De persoon is nu ingevuld en een E nummer is aangemaakt:
Stap 8: Sla de bewerking op.

Save is sla op en ga naar de vorige pagina, Save is sla op en versers de pagina (op de huidige pagina blijven).

Proces afgerekend: Indien nodig kun je nu verder met het versturen van de appointment emails.