

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 enrolment 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.

HORA FINITA MANUAL

MANAGEMENT ASSISTANTS OF THE DEANS

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Introduction

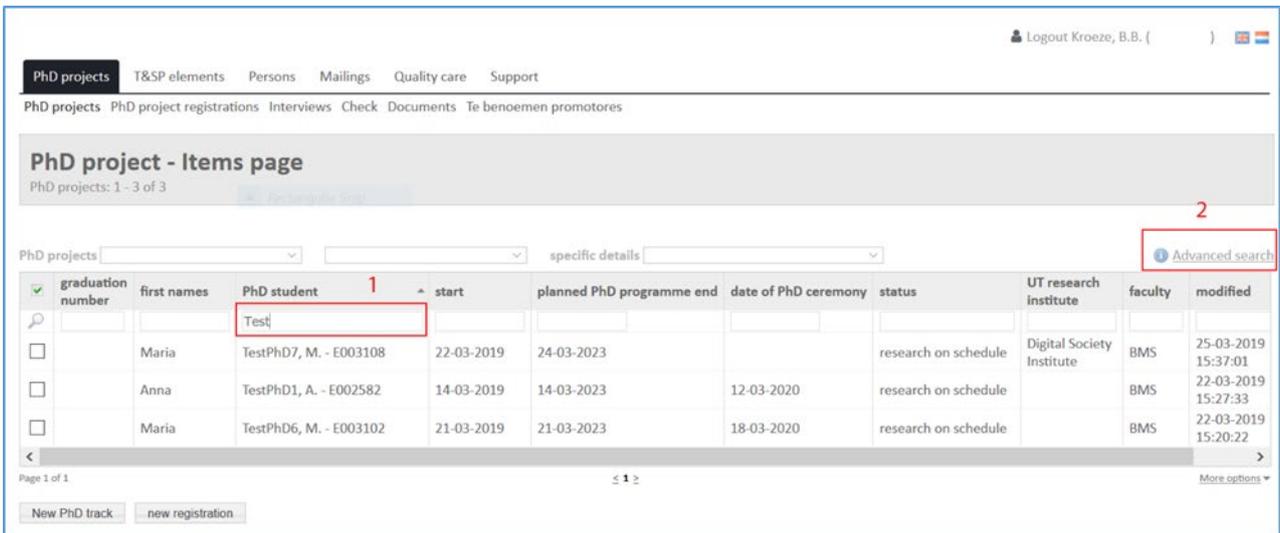
This manual provides you with relevant information and explains the actions which you will do in Hora Finita. Please note that the diploma validation will be handled on the system: the PhD candidate will upload the necessary files, the Admissions Office will take action and will upload the resulting 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/>

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 the Support Office (horafinita@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.

Approval of new candidate - J. Test008 (Intake UT6 BMS) sent 18-10-2021 16:52:50
Hora Finita / University of Twente (horafinita@utwente.nl) opened 18-10-2021 16:52:58

To: theo.toonen@utwente.nl
Registration approval: prof.dr. Toonen, T.A.J. (Theo)
Attachments: zip_a_res_step5prom.zip

UNIVERSITY OF TWENTE.  **HORA FINITA**
promovendusvolgsysteem

Recipients:
registration approval: prof.dr. Toonen, T.A.J. (Theo) - 76615210 (22256) code:
promotietrajectRegistratieAkkoordBenodigd
pntMailId: 90106

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/yhwcN8mNOvA3ZiFK7pABgRKKCW98Sto?hfTaalld=1&pnt18nLocaleId=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

University of Twente | Twente Graduate School
T 053 489 4900 | horafinita@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 5254

- 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.

Home **Open PhD project registration**

Approval for the PhD project of J. Test008

Test008, J.

PhD project registration

Listed below you can see the registration of J. Test008. Your agreement is required in order to complete the registration procedure.

Personal details

first names: Juan

given name: [input]

last name: Test008

infix(es): [input]

initials: J.

title: [input]

gender: male

date of birth: 19 10 1999

telephone1: [input]

telephone2: [input]

e-mail: a.l.monloya@utwente.nl

private email address: [input]

conditions accepted:

PhD project

project description: [input]

faculty: Faculteit Behavioural, Management and Soc

department: **Industrial Engineering & Business Informati** **1**

ut research institute: [input]

start date: 18 10 2021

finishing date: 17 10 2025

Documents

joint/double degree agreement: [input]

passport: [Download \(5 B\)](#)

Category

Please provide as much details as possible.

type of phd contract: **1a. Employed PhD candidate based on a 0** **2**

specific details: [1](#)

The previous education which the admission to the PhD track is based upon

The PhD candidate is kindly asked to fill in the details about the previous education which the admission to the PhD track is based upon.

name of institution: Benemerita Universidad Autónoma de Pue

country: MEXICO

faculty: Humanidades

degree programme: Sociologia

type of degree: Foreign degree certificate

master degree: [Download \(11 KB\)](#)

certified translation: [Download \(5 B\)](#)

transcript of records: [Download \(5 B\)](#)

date of degree certificate: [input]

Supervisors

rank	hours monthly	title	person	Suffix	affiliation	appointment	email	telephone	profile url
1	1		A. testprom1		BMS, Industrial Engineering & Business Information Systems				+

Co-supervisors

rank	monthly hours	title	person	Suffix	affiliation	appointment	email	telephone	profile url
No persons selected as co-supervisor.									

Other supervision

rank	monthly hours	title	person	Suffix	affiliation	appointment	email	telephone	profile url
No persons selected as daily supervisor.									

Comments

If you have any comments for the office employee or the PhD candidate, please fill them in below.

remarks: [input]

Accept **Reject** **5**

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 should tell you whether the names which appear on the form are fine 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)
- 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).

PhD projects: 1 - 18 of 18

Dit overzicht toont alleen promotietrajecten waarvan de formele benoeming van de promotor vereist is. De criteria zijn als volgt:

- Bij het traject is een document geüpload van het soort "Appointment promotor"
- Het document is niet afkomstig uit ProDoc (bestandsnaam als Doc-126486404.*), want die zijn allemaal al afgehandeld.)
- Het is een lopend traject, d.w.z. heeft geen status gestopt of (elders) gepromoveerd, maar de startdatum is wel verstrekt
- Er is nog geen mail met de code "registratie.formele-benoeming-promotor.aan-promovendus" of "registratie.formele-benoeming-promotor.aan-promotores" verzonden voor dit traject

PhD project number	PhD student	promotor 1	qualifier	form. aanwz. promotor ontvangen	PhD programme start	planned PhD programme end*
88068	(George) - 3	prof.dr.ir. [redacted]	21-09-2021	07-10-2021	01-11-2020	31-12-2025
88189	(Tineke) -	prof.dr. [redacted]	26-08-2021	22-09-2021	01-02-2021	31-01-2025
87991	(Fer)	prof.dr. [redacted]	21-01-2019	22-06-2021	01-10-2020	15-12-2024

Procedure for finding the appointment form of a particular PhD candidate:

- Next click the 'Documents' tab of the particular PhD candidate (4).

PhD project of "Test007, J. - E007519"

Test007, J. - E007519

General (Co)Supervisors Admission T&SP Manuscript Summaries Assessment Cum laude predicate PhD examining committee Ceremony **Documents** PhD checklist After track

Appointment

phd project number: 88320

personnel number: [redacted]

graduation number: [redacted]

archive number 2: [redacted]

phd student*: Test007, J. - E007519

appointment: No appointment was found

phd type according hr: [redacted]

vsnu phd type: 1a. Employed PhD candidate based on [redacted]

Affiliation

faculty*: Faculteit Behavioural, Management and [redacted]

department: Industrial Engineering & Business Infor [redacted]

graduate school: Twente Graduate School

ut research institute: Digital Society Institute

research school: [redacted]

tgs program: [redacted]

tgs program line: [redacted]

phd program: [redacted]

hoop area: [redacted]

iscsd: [redacted]

Funding

fte*	funding source	subtype	cash flow*	from*	up to and including*
1	1,00				

- Next identify the document which is classified as 'Appointment of Promotor'.
- Click on the icon (5) to download the document.

PhD projects | Persons | Progress | Mailings | Reports | Support | T&SP elements

PhD projects | PhD project registrations | Check | Documents | Deficiencies | PhD theses | Te benoemen promotores

PhD project of "Test007, J. - E007519"

Test007, J. - E007519

The PhD project 'Test007, J. - E007519' has been updated.

General | (Co)Supervisors | Admission | T&SP | Manuscript | Summaries | Assessment | Cum laude predicate | PhD examining committee | Ceremony | **Documents** | PhD checklist | After track

Search for documents in list view

Documents

Drag your documents to this frame, or

5  empty.txt omschrijving ↓ Appointment of Promotor	 empty.docx omschrijving T&SP	 empty.txt omschrijving Qualifier Report
--	---	--

Save | Save | E-mail those involved | Add R&O cycle interviews

Deficiencies | Interviews | Portfolio items | Emails | Back | Login as Phd candidate | Login as supervisor | Share PhD project

3. Confirmation of appointment of supervisors (REQUIRES ACTION FROM YOU)

If necessary, you next you need to make any necessary changes to the names listed in the '(Co)Supervisor' tab. You need to trigger the official confirmation email to the PhD, and supervisor (CvP and the Dean are on the CC).

The screenshot shows the 'PHD projects' system interface for 'Test007, J. - E007519'. The interface is divided into several sections:

- Supervisors:** A table with columns for rank, UT staff, affiliation, UT Faculty, email, and d.s. The first supervisor listed is 'prof.dr.ir. Hans, E.W. (Erwin)'.
- Co-supervisors:** A table with columns for rank, UT staff, affiliation, UT Faculty, email, and d.s. The first co-supervisor listed is 'dr. Harms, R. (Rainer)'.
- Other members guidance team:** A table with columns for rank, Supervisor role, UT staff, affiliation, UT Faculty, and d.s.
- Change of (co)supervisors:** A section with a 'Send e-mail' button.
- Mail to supervisor reg. appointment:** A section with a 'Send e-mail' button.
- Mail to PhD (cc Dean & CvP) reg. appointment:** A section with a 'Send e-mail' button.
- Opmerkingen m.b.t. promotores:** A text area for comments.
- Individual assessment of manuscript by supervisor(s):** A table with columns for supervisor, date, assessment, motivatie, and cum laude.
- Joint assessment:** A table with columns for assessment and date.
- Buttons:** 'Save', 'E-mail those involved', and 'Add R&O cycle interviews'.

- 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.
- Very important, if you made changes in the Co-Supervisor tab, you need to check the Interview tab. Interviews happening in the future need to show the new updated supervisory team composition (11).

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 official confirmation emails.

Note: even if the Dean did not agree with the names listed in the appointment form and wants to keep the names which are already in Hora Finita, **triggering the official confirmation emails is important** so that it is clear that the form was analyzed and was processed.

The screenshot shows the 'Email - Compose' interface. The 'subject' field contains 'Appointment of supervisor(s) J. Test007 (Qualifier UT6a)'. The 'message' field contains the following text:

Dear prof.dr.ir. Hans,

The Doctorate Board hereby informs you that the request dated 18-10-2021 to appoint you as (co)supervisor for James Test007 has been approved.

supervisors

name	email
prof.dr.ir. E.W. Hans	e.w.hans@utwente.nl

co-supervisors

name	email
dr. R. Harms	r.harms@utwente.nl

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 IGS, b) the approval of the manuscript 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

At the bottom of the interface, the 'Send' button is highlighted in red and labeled '12'.



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,

Surname _____
Born on Day _____ Month _____ Year _____
Provisional title of the dissertation/technical design : _____

First names (in full) _____
Date and place _____
Signature _____

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)

Supervisor 1 (corresponding supervisor)
Title and name _____
Institution and faculty _____

Date _____
Signature _____

Supervisor 2
Title and name _____
Institution and faculty _____

Date _____
Signature _____

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)

Title _____
Name _____
Institution and faculty _____

Title _____
Name _____
Institution and faculty _____

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 put in a special request with the Doctorate Board by email to horafinita@utwente.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. Note about TGS staff involvement in the handling of the appointment forms

TGS is no longer responsible for processing appointment forms. This means that the TGS Support Office will not make changes on the Co-Supervisor tab of Hora Finita. However, there are some situations in which TGS will support the process:

- a. If a PhD or supervisor emails an appointment supervisor form to TGS staff (instead of uploading it themselves), TGS staff will upload the form into Hora Finita. The form will then automatically appear in the 'Te Benoemen Promotores' list.

- b. If a PhD or supervisor **sends an email to TGS staff asking for changes** to be made to the supervisory team (ie. change of supervisors or co-supervisors) **before the qualifier interview has taken place**, TGS staff will tell the PhD or supervisor to email the management assistant of the Dean about the changes needed.
 - c. If a PhD or supervisor **sends an email to TGS staff asking for changes** to be made to the supervisory team (ie. change of supervisors or co-supervisors) **after the qualifier interview has taken place**, TGS staff will tell the PhD or supervisor to fill in a new appointment supervisor form and to upload it via the link available in the Hora Finita email. TGS staff will resend the Hora Finita email to the PhD since most likely, the PhD already deleted the Hora Finita email.
 - d. In all 3 cases explained before, if the PhD or supervisor mentioned that this is urgent, TGS staff will email the Dean's Management Assistant to signal that this seems urgent. TGS staff will put a note about this procedure being urgent in the comment box in the General tab.
5. Extra step: if the name of the 'first' supervisor got changed in the Co-Supervisor tab (i.e. the corresponding supervisor) (**MAY REQUIRE ACTION FROM YOU**)
- You need to adjust the list of participants of the future annual interviews, otherwise the wrong person will receive the emails about planning of the annual interview and about the recording of the results of the annual interview.
- **Click the 'Interviews' button (1)**

PhD project of ' [redacted] ' 

General (Co)Supervisors Admission T&SP Manuscript Summaries Assessment Cum laude predicate PhD examining committee Ceremony Documents PhD checklist After track

These are the supervisors, co-supervisors and others.

Supervisors

rank	UT staff*	affiliate	UT Faculty*	email
1	prof.dr.ir. Brem, G. (Gerrit) - 	University of Twente, ET, Energy Technology	ET	g.brem@utwente.nl  
2	Enter text to search... 			 
3	Enter text to search... 			 

Co-supervisors

rank	UT staff*	affiliate	UT Faculty*	email
1	dr. Shahi, M. (Mina) - 	University of Twente, ET, Energy Technology	ET	m.shahi@utwente.nl  
2	dr.ir. Mahmoudi, A. (Amir) - 	University of Twente, ET, Energy Technology	ET	a.mahmoudi@utwente.nl  
3	Enter text to search... 			 

Other members guidance team

rank	Supervisor role*	UT staff*	affiliation	UT Faculty
1		Enter text to search... 		 
2		Enter text to search... 		 
3		Enter text to search... 		 

Change of (co)supervisors

Send an email containing the composition of the supervisors and co-supervisors to the Phd candidate, the supervisors and co-supervisors

Sent: -

Mail to supervisor reg. appointment

Inform the supervisors (not co-supervisors) about their appointment.

Sent: -

Mail to PhD (cc Dean & CvP) reg. appointment

Inform the PhD candidate about the appointment of the supervisors and co-supervisors. The dean will receive a carbon copy.

Sent: -

Opmerkingen m.b.t. promotores

Individual assessment of manuscript by supervisor(s)

supervisor	date	assessment	motivatie	cum laude
prof.dr.ir. Brem, G. (Gerrit) -				no

Joint assessment

assessment	date

Save  **1** Save  Delete E-mail those involved Add R&O cycle interviews Generate documents

Deficiencies **Interviews** Portfolio items Emails Back Login as Phd candidate Login as supervisor Share PhD project

- Open only future interviews by double clicking the line? (2)

Configuratie Gebruikers Promotie Personen Mail Organisatie Opleidingen Interviews Vragenlijsten Api Reports Log Support

PhD projects PhD project registrations Specific details Financial support requests Shared PhD tracks Te benoemen promotores Deficiencies Exceptions

Progress interviews: 1 - 4 of 1

Filter for:

<input checked="" type="checkbox"/>	date	taken place	VSNU PhD type	type of interview	result	primary promotor	faculty	modified
<input type="checkbox"/>	01-03-2023		1a. Employed PhD candidate based on a 0.8-1.0 FTE	Annual interview year 3		prof.dr.ir. G. Brem	ET	10-06-2020 09:03:36
<input type="checkbox"/>	16-02-2022	yes	1a. Employed PhD candidate based on a 0.8-1.0 FTE	Annual interview year 2 2		prof.dr.ir. G. Brem	ET	06-07-2022 09:12:59
<input type="checkbox"/>	10-02-2021	yes	1a. Employed PhD candidate based on a 0.8-1.0 FTE	Qualifier	Positive	prof.dr.ir. G. Brem	ET	02-06-2022 13:16:07
<input type="checkbox"/>	10-06-2020	yes	1a. Employed PhD candidate based on a 0.8-1.0 FTE	Intake		prof.dr.ir. G. Brem	ET	10-06-2020 09:04:01

Page 1 of 1 ≤ 1 ≥ [More options](#)

New Add R&O cycle interviews Delete

Back Report PhD project

- Click the 'edit' button of the supervisor box (3)

Results and Development interview - Annual interview year 2

16-02-2022 - Annual interview year 2

Results and Development interview

Agreement

date*

preliminary date

time

location

definitive date participants have approved the date

discussion taken place has taken place

reminder sent reminder sent

afterwards reminder sent reminder sent

submit reminder sent reminder sent

Properties

phd project*

type of interview*

result

comments

date submitted

created

modified

Participants

phd candidate

3 Prof.dr.ir. Brem, G. (Gerrit)
supervisor

Dr.ir. Mahmoudi, A. (Amir)
co-supervisor

Approval by TGS

UT staff	assessment	assessment date	comments
1 TGS, - E003664	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Sent:

assessment

Information

- Click the 'ut staff' box to change the name (4)
- Click 'Update' to save the change (5)

The screenshot shows a web form titled "Participant - update" for a participant named "prof.dr.ir. Brem, G. (Gerrit)". The form is in "Step 3" and contains the following fields:

- ut staff:** A text input field containing "prof.dr.ir. Brem, G. (Gerrit)". A red box highlights this field with a red number "4" next to it.
- interview*:** A text input field containing "16-02-2022 - Annual interview year 2".
- participant role:** A dropdown menu currently showing "Supervisor".

At the bottom of the form, there are three buttons: "Update", "delete", and "Back". A red box highlights the "Update" button with a red number "5" next to it.

6. PhD Ceremony Date (this is only for your information)
You receive an email to inform you that the ceremony date has been set.

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: PhD defence ceremony date - (Graduation phase UT6) (hfRef: 882)
Date: donderdag 21 maart 2019 16:10:31
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)

UNIVERSITY OF TWENTE.



Recipients:
person: testprom1, A. - E003087 (E003087)
to: horafinita@utwente.nl
code: hfPromotietraject.plechtigheid.definitievePromotiedatumIngevoerd.betrokkenen
pntMailId: 882

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):

name	e-mail
A. Testprom1	horafinita@utwente.nl

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

7. 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. Alsaqaf MSc (Graduation phase UT7) EECMS sent 23 09 2020 13:31:31
 Hora Finita / University of Twente (horafinita@utwente.nl) opened not yet opened

To: r.j.wieringa@utwente.nl
 Person: [prof. dr. Wieringa, R.J. \(Roel\) - E003105](#)
 Cc: bfd-ewi@utwente.nl; s.e.engbers@utwente.nl
 Attachments: [6-7-zip_b_grad_step35prom.zip](#)

UNIVERSITY
OF TWENTE.



HORA FINITA
promoties en begeleiding

Recipients:
 person: prof. dr. Wieringa, R.J. (Roel) - E003105 (E003105) code:
 zoekindereis/VoorsteSamenstellingBeoordelingscommissie
 preMailId: 35056

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:
 Alsaqaf, W.H.A. MSc (Wasim) - 76618719

Titel van het manuscript:

Supervisor(s):

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

Co-supervisors(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 most i.e. the chairman, the secretary, the supervisor(s), the possible co-supervisor(s) and/or referee(s) (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 email addresses of non-UT committee members.
2. Check the names of supervisors and co-supervisors listed above and contact horafinita@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 promoties@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 Scholtens-Hofenk
 Support Office Doctorate Board Hora Finita

University of Twente | Twente Graduate School
 T 31(0)53 489 4242 | promoties@utwente.nl

8. 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.

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Request to approve the graduation committee proposal - (Graduation UT 8/9) (hfRef: 884)
Date: donderdag 21 maart 2019 16:13:34
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)
[zip_b_grad_step36andstep37deancvp.zip](#)

UNIVERSITY OF TWENTE.

 **HORA FINITA**
promovendusvolgsysteem

Recipients:
composition assessment committee approval: prof.dr. Toonen, T.A.J. (Theo) - 76615210 (3714)
to: theo.toonen@utwente.nl
code: akkoordtreinSamenstellingBeoordelingscommissie
pnt/MailId: 884

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

9. 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.

Akkoord manuscript door supervisor(s): prof. K. Wilde 14test (Graduation phase UT4)
Hora Finita / University of Twente (horafinita@utwente.nl) opened  not yet opened sent 02-06-2020 14:13:36

To: b.b.kroeze@utwente.nl
Actor: b.b.kroeze@utwente.nl secretariaat faculteit BMS



Recipients:
actor: b.b.kroeze@utwente.nl secretariaat faculteit BMS (19) code:
naAkkoordManuscriptPromotoresGerichtAanFaculteit
pntMailId: 33808

Geachte collega,

Voor jullie informatie: zojuist hebben alle supervisor(s) akkoord gegeven op het onderstaand manuscript:

Promovendus:
prof. 14test, K. wilde (Kim) - E003758

Titel van het manuscript:
Test Title Thesis

De promotiecommissie zal uitgenodigd worden om het manuscript te beoordelen.
De bijbehorende deadline is: 14 July 2020

Controleer tijdelijk de promotiecommissie
We vragen u voorlopig - in verband met de overgangssituatie naar de nieuwe werkwijze - te controleren of er daadwerkelijk een promotiecommissie is voorgesteld en geaccordeerd. Mocht dat niet het geval zijn, vraag dan de promotor om een commissie voor te stellen.

[Open dit promotietraject](#)

Kind regards,

Mariska Buurman & Astrid Scholtens-Hofenk
Support Office Doctorate Board Hora Finita

University of Twente | Twente Graduate School
T 053 489 4242 | promoties@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 5260

10. 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.

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Deadline submission of evaluations - (Graduation UT10) (hfRef: 925)
Date: vrijdag 22 maart 2019 12:00:48
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)

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 **HORA FINITA**
promovendusvolgsysteem

Recipients:
person: TestPhD6, M. - E003102 (E003102)
to: horafinita@utwente.nl
code: beoordeling.scommissieIngesteldPromovendusMail
pntMailId: 925

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

11. 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).

PhD projects: 1 - 2 of 2

graduation number	first names	PhD student	start	planned PhD programme end	date of PhD ceremony	status	UT research institute	faculty	modified
	Jan	PhD1 Test, J. - E002837	12-02-2019	12-02-2023	04-02-2020	research on schedule	Digital Society Institute	BMS	13-02-2019 16:45:37
		PhD100, - E002854	19-02-2019	19-02-2023		research on schedule		BMS	19-02-2019 11:17:20

- Go to the "ASSESSMENT" tab (3).

PhD project of "ir. drs. PhD0, J. - E002843"

ir. drs. PhD0, J. - E002843

3

General (Co)Supervisors Admission T&SP Manuscript Summaries Assessment Cum laude predicate PhD examining committee Ceremony Documents PhD checklist After track

Appointment

phd project number: 87175
 personnel number: E002843
 graduation number:
 archive number 2:
 phd student*: ir. drs. PhD0, J. - E002843
 appointment: Er is geen aanstelling gevonden
 phd type according hr:
 vsnu phd type: 1. PhD candidate with employee status 1

Funding

line #	funding source	cash flow	from	up to and including
1	1.0		11-02-2019	11-02-2023

Data concerning PhD project

phd programme start: 11-02-2019
 planned phd programme end: 11-02-2023
 success rate by end date:

Status

current status: research on schedule
 11-02-2019 research on schedule
 Automatisch status op schema, omdat de promotietrajectregistratie is omgezet naar een promotietraject.

Affiliation

faculty*: Faculteit Behavioural, Management and
 department: Industrial Engineering & Business Informa
 graduate school: Twente Graduate School
 ut research institute: Digital Society Institute
 research school:
 tgs program:
 tgs program line:
 hoop area:

Specific details

specific details *:

Joint doctorate

joint / double / bi doctorate: Double Doctorate
 Joint doctorate
 No joint / double / bi doctorate

associated university:
 contactperson:
 defense:
 degree certificates:

Academic Integrity Code

academic integrity code:

Associated Graduate Schools

- 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).

Promotietrajecten T&SP elementen Personen Malingen Kwaliteitszorg Support

Promotietrajecten Promotietrajectregistraties Gesprekken Controleren Documenten Te benoemen promotores

Promotietraject van "PhD7 Test, J. - E002183"

PhD7 Test, J. - E002183 - Thesis test

Algemeen (Co)Promotores Toelating T&SP Manuscript Samenvattingen **Beoordeling** Cum laude Promotiecommissie Plechtigheid Documenten Promotiechecklist Na promotie

1. Voorstel beoordelingscommissie

In onderstaand tekstveld staan de eventueel voorgestelde beoordelingscommissieleden door de eerste promotor.

titel	commissielid	Suffix	affiliatie	aanstelling	e-mail	opmerkingen
1	K. PROM1 test		TNW		horafinta@utwente.nl	
2	K. PROM2 test		BMS		horafinta@utwente.nl	
3	K. PROM3 test		TNW		horafinta@utwente.nl	
4	T. PhD1		BMS		horafinta@utwente.nl	
5	T. PhD1		BMS		horafinta@utwente.nl	
6	T. PhD1		BMS		horafinta@utwente.nl	

voorzitter

2. Beoordelingscommissie

Overnemen van:

rang	persoon *	voorzitter	datum beoordeling	beoordeling	top 5%	oestbonden	
1	PROM1 Test K. - E002184	<input type="checkbox"/>	09/01/2019	Goedgekeurd	<input checked="" type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
2	PROM2 Test K. - E002187	<input type="checkbox"/>	09/01/2019	Goedgekeurd	<input checked="" type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
3	PROM3 Test K. - E002188	<input type="checkbox"/>	09/01/2019	Goedgekeurd	<input checked="" type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
4	PhD1, T. - E002157	<input type="checkbox"/>	09/01/2019	Goedgekeurd	<input checked="" type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
5	PhD1, T. - E002157	<input type="checkbox"/>	09/01/2019	Goedgekeurd	<input checked="" type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
6	PhD1, T. - E002157	<input type="checkbox"/>			<input type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>
7	<input type="text" value="Typ hier om te zoeken..."/>	<input type="checkbox"/>			<input type="radio"/> ja <input type="radio"/> nee	nee	<input type="button" value=""/>

decaan

3. Beoordelingscommissie eindoordeel

Zodra de beoordelingscommissie het manuscript heeft beoordeeld, wordt aan onderstaande mensen gevraagd om een eindoordeel te geven. Het manuscript is goedgekeurd na unaniem akkoord. Nadat ieder lid van de beoordelingscommissie het manuscript heeft beoordeeld worden de personen weergegeven die het eindoordeel dienen te geven.

Akkoorden

Onderstaande gegevens worden automatisch door het systeem gevuld.

- De beoordeling van het manuscript wordt bepaald a.d.h.v. de beoordelingen van de beoordelingscommissie.
- Het titelblad wordt beoordeeld door het College voor Promoties.

Akkoord	Beoordeling	Datum	Beoordeeld door	Opmerkingen
Akkoord manuscript				
Akkoord titelblad				

Uitnodiging tot beoordeling naar beoordelingscommissie

De hieronder vermelde datum geeft aan wanneer de uitnodiging naar de beoordelingscommissie is verstuurd.

verzonden op

Rappel leden beoordelingscommissie

Klik op de mailbutton om een rappel mail te op te stellen en te versturen naar leden van de beoordelingscommissie die nog niet hebben gereageerd.

verzonden op

deadline

rappelleren op

Opslaan

Terug

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.

12. 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) reject the round of assessments if 2 or more committee members rejected the manuscript or b) simply trigger the next email to tell the PhD that the manuscript was accepted .

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Graduation committee evaluation submission confirmation of - (Graduation UT14) (hRef: 935)
Date: vrijdag 22 maart 2019 12:30:45
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)
[zip_b_grad_step43facsec.zip](#)

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promovendusvolgsysteem

Recipients:
assessment committee final judgment: Kroeze, B.B. bc. (Brenda) - 76447515 (3933)
to: b.b.kroeze@utwente.nl
code: akkoordtreinBeoordelingscommissieEindoordeelLast
pntMailId: 935

Geachte Brenda Kroeze,

De leden van de promotiecommissie van het manuscript van de hieronder genoemde promovendus hebben hun oordelen opgegeven, wij verzoeken u deze te bekijken en een eindbeoordeling op te geven. Let u erop dat er maximaal één afkeuring mag zijn. Bij meer dan één afkeuring mag de promovendus niet toegelaten worden tot de promotie.

Promovendus:
TestPhD6, M. - E003102

Titel manuscript:
My Thesis

Leden beoordelingscommissie:

naam	affiliatie
A. Testprom1	BMS, Industrial Engineering & Business Information Systems
D. TestProm2	EWI, Services, Cybersecurity & Safety
E. TestProm3	ET, Werktuigbouwkundige Automatisering en Mechatronica
M. TestProm4	ITC, Department of Water Resources
S. TestProm5	TNW, Optical Sciences
M. TestProm6	BMS, Public Administration
M.A.R.I.J.N. De Boer	University of Groningen

U kunt op onderstaande link klikken om de oordelen in te zien, en uw reactie hierop in te sturen.

<https://horafinita-test.utwente.nl/verzoek/gQkby0PMIHUyGO1LQljOfuEN5AUGFij4>

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

- 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).


HORA FINITA

[acceptation](#)

UNIVERSITY OF TWENTE.

Logout Kroeze, B.B. (Brenda) - 76447515 

Assessment committee conclusion review

Request

The assessment committee members have given their opinion on the following PhD trajectory. Please review their findings and give your advice on this.

PhD project

first supervisor

phd candidate

faculty

title manuscript

file of thesis

Assessment supervisor

supervisor	assessment	motivation date	motivation
	Approved	12-12-2018	

Assessment committee judgements

[Click here to see the assessments](#) **1**

Your assessment

assessment* **2**

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).

The screenshot shows the 'PhD project - Items page' in the Hora Finita system. The page includes a navigation menu at the top with options like 'PHD projects', 'T&SP elements', 'Persons', 'Mailings', 'Quality care', and 'Support'. Below the navigation, there are search filters and a table of PhD projects. The table has columns for 'graduation number', 'first names', 'PhD student', 'start', 'planned PhD programme end', 'date of PhD ceremony', 'status', 'UT research institute', 'faculty', and 'modified'. The 'PhD student' column contains three entries: 'phd1', 'PhD1 Test, J. - E002837', and 'PhD100, - E002854'. Red boxes highlight 'phd1' and 'PhD1 Test, J. - E002837' with red numbers 4 and 5 respectively. The page also includes a 'Page 1 of 1' indicator and a 'More options' dropdown.

graduation number	first names	PhD student	start	planned PhD programme end	date of PhD ceremony	status	UT research institute	faculty	modified
<input checked="" type="checkbox"/>		phd1							
<input type="checkbox"/>	Jan	PhD1 Test, J. - E002837	12-02-2019	12-02-2023	04-02-2020	research on schedule	Digital Society Institute	BMS	13-02-2019 16:45:37
<input type="checkbox"/>		PhD100, - E002854	19-02-2019	19-02-2023		research on schedule		BMS	19-02-2019 11:17:20

- Go to the "PhD EXAMINING COMMITTEE" tab.

PhD projects T&SP elements Persons Mailings Quality care Support

PhD projects PhD project registrations Interviews Check Documents Te benoemen promotores

PhD project of "ir. drs. PhD0, J. - E002843"

ir. drs. PhD0, J. - E002843

6

General (Co)Supervisors Admission T&SP Manuscript Summaries Assessment Cum laude predicate **PhD examining committee** Ceremony Documents PhD checklist After track

Appointment

phd project number: B7175
 personnel number: E002843
 graduation number:
 archive number 2:
 phd student*: ir. drs. PhD0, J. - E002843
 appointment: Er is geen aanstelling gevonden
 phd type according hr:
 vsnu phd type: 1. PhD candidate with employee status 1
[more personal data](#)

Affiliation

faculty*: Faculteit Behavioural, Management and
 department: Industrial Engineering & Business Informa
 graduate school: Twente Graduate School
 ut research institute: Digital Society institute
 research school: Enter text to search...
 tgs program:
 tgs program line:
 hoop area:
[more personal data](#)

Funding

line #	funding source	cash flow #	from #	up to and including #
1	1,0		01	01

Data concerning PhD project

phd programme start: 11 02 2019
 planned phd programme end: 11 02 2023
 success rate by end date:
[more personal data](#)

Status

current status: research on schedule
 11-02-2019 research on schedule
 Automatisch status op schema, omdat de promotietrajectregistratie is omgezet naar een promotietraject.

Comments

Other information

don't mail:
 created: 11-02-2019 16:46:27
 modified: 12-02-2019 13:02:03
 import source:
[more personal data](#)

Specific details

specific details*: 1
[more personal data](#)

Joint doctorate

joint / double / bi doctorate
 Double Doctorate
 Joint doctorate
 No joint / double / bi doctorate

associated university: Enter text to search...
 contactperson: Enter text to search...
 defense: UT
 partner
 degree certificates: UT
 partner

Academic Integrity Code

academic integrity code:
[more personal data](#)

Associated Graduate Schools

Associated Graduate Schools can view, but not edit, some basic information about this PhD project.

faculty*: 1
[more personal data](#)

Working title of project

Project description

Save Save E-mail those involved Add P&O cycle interviews

- 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.

General | (Co)Supervisors | Admission | T&SP | Manuscript | Summaries | Assessment | Cum laude predicate | **PhD examining committee** | Ceremony | Documents | PHD checklist

1. Proposal attendees ceremony (examining committee and experts)

The text below shows the proposed examining committee. It may also consist of other involved persons. Check the indicated role. The persons as mentioned in the (Co)supervisors tab are not to be included in this overview.

Copy from:

rank	UT staff	role*	title	surname	infa(ex)	initia(x)	suffix	email*	institute/organisation	faculty	profile url	comments
1	<input type="text" value="Enter text to search..."/>	▼	▼				▼					
2	<input type="text" value="Enter text to search..."/>	▼	▼				▼					
3	<input type="text" value="Enter text to search..."/>	▼	▼				▼					
4	<input type="text" value="Enter text to search..."/>	▼	▼				▼					
5	<input type="text" value="Enter text to search..."/>	▼	▼				▼					

chair

2. Approved attendees ceremony (examining committee and experts)

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

Copy from:

rank	UT staff*	chair	secretary	role*	invited on	confirmed on	Digital-Physical	
1	testprom1, A. - E003087	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor	<input type="text" value=""/>	<input type="text" value=""/>	▼	
2	TestProm2, D. - E003088	<input type="checkbox"/>	<input type="checkbox"/>	Supervisor	<input type="text" value=""/>	<input type="text" value=""/>	▼	
3	Copromotor100, R. (Rob) - E	<input type="checkbox"/>	<input type="checkbox"/>	Co-supervisor	<input type="text" value=""/>	<input type="text" value=""/>	▼	
4	prof.dr. Need, A. (Ariana) - 7f	<input type="checkbox"/>	<input type="checkbox"/>	Internal	<input type="text" value=""/>	<input type="text" value=""/>	▼	
5	prof.dr. Denters, S.A.H. (Bex)	<input type="checkbox"/>	<input type="checkbox"/>	Internal	<input type="text" value=""/>	<input type="text" value=""/>	▼	
6	dejong, - E003115	<input type="checkbox"/>	<input type="checkbox"/>	External	<input type="text" value=""/>	<input type="text" value=""/>	▼	
7	prof. dr. Groen, A. (Aard) - E	<input type="checkbox"/>	<input type="checkbox"/>	External	<input type="text" value=""/>	<input type="text" value=""/>	▼	
8	<input type="text" value="Enter text to search..."/>	<input type="checkbox"/>	<input type="checkbox"/>	▼	<input type="text" value=""/>	<input type="text" value=""/>	▼	

9 10 11 8 7

Invitation e-mail to PhD examining committee

Click on the mail button to invite members only (not the promotores!) in the PhD examining committee.

12

sent on

Reminder to members of the PhD examining committee

Click on the mail button to create and send a reminder mail to members of the PhD examining committee that have not yet responded to the invitation mail.

sent on

Confirmation e-mail to PhD examining committee

Click on the mail button to create the definitive confirmation mail and to send it to the PhD examining committee members who have indicated that they will attend.

all members ignoring confirmation

sent on

Confirmation e-mail to advisory members

Click on the mail button to create the definitive confirmation mail and to send it to the advisory members

sent on

Mail PhD

Click the mail button to inform the PhD about the examining committee.

sent on

Mail chair PhD examining committee

Click on the mail button to send the motivation statements by the members of the Assessment Committee to the chair of the PhD examining committee.

sent on

Mail all members PhD examining committee

Click on the mail button to send the assessments by the members of the Assessment Committee and the referees to the members of the PhD examining committee.

14

sent on

Reminder ceremony

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

sent on

Save Delete Add R&O cycle interviews

Deficiencies Portfolio items Back Login as supervisor

- Check the ticked names (the blue ones) to make sure that the right people are selected.

Select addressees

Selected addressees that are not yet a member of the PhD examining committee will be added as ordinary members. If you want to add somebody as an advisory member, please go back to the PhD project, add the person to the PhD examining committee and select the right type.

PhD examining committee members

<input checked="" type="checkbox"/>	person	email	role	voorzitter
<input checked="" type="checkbox"/>	dejong, - E003115	i.dejong@gmail.com	external	no
<input checked="" type="checkbox"/>	Copromotor100, R. (Rob) - E003086	dennis2@fargeau.nl	co-supervisor	no
<input checked="" type="checkbox"/>	testprom1, A. - E003087	horafinita@utwente.nl	supervisor	no
<input checked="" type="checkbox"/>	TestProm2, D. - E003088	horafinita@utwente.nl	supervisor	no
<input checked="" type="checkbox"/>	prof. dr. Groen, A. (Aard) - E003606	a.j.groen@rug.nl	external	no

Supervisors

<input checked="" type="checkbox"/>	UT staff	email
<input type="checkbox"/>	testprom1, A. - E003087	horafinita@utwente.nl
<input type="checkbox"/>	TestProm2, D. - E003088	horafinita@utwente.nl

Assessment Committee members

<input checked="" type="checkbox"/>	person	email
<input type="checkbox"/>	dejong, - E003115	i.dejong@gmail.com
<input type="checkbox"/>	prof. dr. Groen, A. (Aard)	a.j.groen@rug.nl
<input type="checkbox"/>	prof.dr. Denters, S.A.H. (Bas)	s.a.h.denters@utwente.nl
<input type="checkbox"/>	prof.dr. Need, A. (Ariana)	a.need@utwente.nl

Co-supervisors

<input checked="" type="checkbox"/>	person	email
<input type="checkbox"/>	Copromotor100, R. (Rob) - E003086	dennis2@fargeau.nl

Promovendus

<input checked="" type="checkbox"/>	label	email
<input type="checkbox"/>	A, A. (A)	a.aastha@utwente.nl

Hoogleraren

<input checked="" type="checkbox"/>	label	email
<input type="checkbox"/>	prof.dr.ir. Adriaanse, A.M. (Arjen)	a.m.adriaanse@utwente.nl
<input type="checkbox"/>	prof.dr.ir. Akkerman, R. (Remko)	rakkerman@utwente.nl
<input type="checkbox"/>	Anzalone, M. (Marco) -	m.anzalone@utwente.nl
<input type="checkbox"/>	prof.Dr.-Ing. Arens, J. (Jutta) -	j.arens@utwente.nl
<input type="checkbox"/>	dr. Asseldonk, E.H.F. van (Edwin)	e.h.f.vanasseldonk@utwente.nl

Hoogleraren ET

<input checked="" type="checkbox"/>	label	email
No persons have been found.		

Use adresses **13**

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

Note that those committee members who don't react will receive an 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.

13. 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 inform the Dean but don't inform the supervisor.

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Voordracht cum laude promotietraject (UT graduation cumlaude 1) (HfRef: 938)
Date: vrijdag 22 maart 2019 12:38:07
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)

UNIVERSITY OF TWENTE.



Recipients:
actor: [redacted]@utwente.nl secretariaat faculteit BMS (19)
to: [redacted]@utwente.nl
code: promotie.cumlaude.voordracht
pntMailId: 938

Beste collega,

Minstens 1 commissielid van de ingestelde beoordelingscommissie van het hieronder genoemde proefschrift hebben aangegeven dat dit proefschrift wellicht in aanmerking komt voor verlening van het predicaat 'cum laude'. De promotor(en) dient hierover door jou geïnformeerd te worden.

PhD candidate:
TestPhD6, M. - E003102

Titel van het manuscript:
My Thesis

Met vriendelijke groeten,

Support Office of the Doctorate Board
Hora Finita

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

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'.

From: [hora-finita-no-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Eindoordeel commissieleden negatief - (Graduation UT14a) (hfRef: 1213)
Date: dinsdag 26 maart 2019 12:35:26
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)

UNIVERSITY OF TWENTE.

 **HORA FINITA**
promovendusvolgsysteem

Recipients:
person: testprom1, A. - E003087 (E003087)
to: horafinita@utwente.nl
code: akkoordreinBeoordelingscommissieEindoordeelRejected
pntMailId: 1213

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 | horafinita@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).

PhD project of "drs. TestPhD7, M. - E003108"

drs. TestPhD7, M. - E003108 - Land Administration Ma...

The PhD project 'drs. TestPhD7, M. - E003108 - Land Administration Ma...' has been updated.

General (Co)Supervisors Admission T&SP Manuscript Summaries **Assessment** Cum laude predicate PhD examining committee Ceremony Documents PhD checklist After track

1. Proposal Assessment Committee

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

title	member	Suffix	affiliation	appointment	e-mail	comments
1 Prof.	A. testprom1		BMS, Industrial Engineering & Business Information Systems			
2	D. TestProm2		EWI, Services, Cybersecurity & Safety			
3	E. TestProm3		ET, Werktuigbouwkundige Automatisering en Mechatronica			
4	M. TestProm4		ITC, Department of Water Resources			
5	S. TestProm5		TNW, Optical Sciences			
6	dejong		BMS		l.dejong@gmail.com	

chair

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".

UT staff	assessment	assessment date	assessment type	comments
1 prof.dr. Toonen, T.A.J. (Theo)	Approved	26 03 2019	dean of faculty	
2 Doctorate Board, - E002170	Approved	26 03 2019	college voor promoties	

2. Assessment Committee

rank	UT staff *	chair	date of assessment	assessment	top 5%	disbanded
1	testprom1, A. - E003087	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
2	TestProm2, D. - E003088	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
3	TestProm3, E. - E003089	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
4	TestProm4, M. - E003090	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
5	TestProm5, S. - E003091	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
6	Dejong, - E003115	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
7	TestProm6, M. - E003092	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no
8	<input type="text" value="Enter text to search..."/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="radio"/> yes <input type="radio"/> no	<input type="checkbox"/> no

chair / dean

New round of assessments

Click the button below to archive and clear the current assessments and ready the committee for a new round.

Download snapshots previous rounds:
snapshot 26-03-2019 12:37:45

Invitation to assess sent to Assessment Committee

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

sent on

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.

sent on deadline remind on

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.

Request final judgement

Click the button below to (re)send the request via email regarding the final judgement

Sent: -

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 Ceremonies.

Approved	Assessment	Date	Assessed by	Comments
Approval manuscript	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Approval title page	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

- 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)

PhD projects T&SP elements Persons **Mailings** Quality care Support

Mailings Mails Mail groups

Mailing - update

Request to assess the thesis of [HfPromotietraject.hfpPerson] (Graduation UT 12)

Send invitation to assess

Below you can change the accompanying e-mail to the Assessment Committee if necessary, before it is sent.

Mailing Sending

Email

from: horafinita-no-reply@utwente.nl No Reply / Hora Finita / University of Twente

7 recipients, 0 sent, 7 to send Add CC & BCC

subject: Request to assess the thesis of [HfPromotietraject.hfpPerson] (Graduation UT 12)

message

B **I** **U** Paragraph Font Size

Dejong BMS
M. TestProm6 BMS, Public Administration

Please click on the link below to **download and evaluate the thesis** (if you require a hard copy you can request this to promoties@utwente.nl).

[HfBeoordelingscommissieLid.beoordelingsLink]

The public defense is planned on Wednesday 21 August 2019 at 10.30h, in the Agora Vrijhof of the University of Twente. Please note that in addition to providing the evaluation, you are also expected to attend the defense ceremony. The full graduation committee must be present at least **25 minutes** before the start of the graduation ceremony. The protocol of the graduation is included in the attachment.

Please submit your (justified) assessment of the thesis **before 07 May 2019**, stating whether the PhD candidate qualifies for the degree. If you are of the opinion that the quality of the thesis justifies a cum laude (with honours) you can state this in your assessment.

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.

created: 26-03-2019 12:42:57 modified: 26-03-2019 12:42:57

Attachments

1

zip_b_grad_step40gradcom.zip x

5b_attachment2defenceprotocolex... x

2

3

Preview Recipients Back

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)

PhD projects | Persons | Progress | Mailings | Quality assurance | Support | T&SP elements

PhD projects | PhD project registrations | Check | Documents | PhD theses | Te benoemen promotores

Export job - update

export PhD projects

The columns selection 'promotietraject: PhD Promotor Afdeling' has been updated.

Export job

title:

Please click "start export" to queue the export job. You will receive a notification when it has finished.

Start export 8

Back

Columns selection

Optionally you can specify which columns should be included in the export by selecting the desired option. Should you want to create a selection of columns, please click the link below the select widget.

columns selection: 6

columns:

- promotietraject: Email Export
- promotietraject: minimaal
- promotietraject: PhD can request date
- promotietraject: PhD Promotor Afdeling** 7
- promotietraject: promovendus, werkgever en cumlaude
- promotietraject: standaard
- promotietraject: t.b.v. export 07-01-2021
- promotietraject: uitgebreid

Status

count:

status:

started:

stopped:

created:

modified:

- 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).

PhD projects | Persons | Progress | Mailings | Quality assurance | Support | T&SP elements

PhD projects | PhD project registrations | Check | Documents | PhD theses | Te benoemen promotores

PhD project - Advanced search

PhD projects: 1 - 5 of 5

The export job has been queued 9

You will be notified as soon as the export job has finished. In the mean time you may continue with other activities.

Previously saved queries:

Search controls

manuscript near completion AND

definitive PhD ceremony date

Search | save query | delete query

- Click the link to download (10)

PhD project - Advanced search

PhD projects: 1 - 5 of 5

Your exportjob has been completed

• [Download export PhD projects \(276 B\)](#) 10

Previously saved queries:

Search controls

manuscript near completion yes

definitive PhD ceremony date is null

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.

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

General (Co)Supervisors Admission T&SP Manuscript Summaries Assessment Cum laude predicate PhD examining committee Ceremony Documents PhD checklist After track

These are the supervisors, co-supervisors and others.

Supervisors

rank	UT staff*	affiliatie	UT Faculty*	email
1	testprom1, A. - E003087	BMS, Industrial Engineering & Business Information Systems		horafinita@utwente.nl
2	Enter text to search...		▼	
3	Enter text to search...		▼	

Co-supervisors

rank	UT staff*	affiliatie	UT Faculty*	email
1	Enter text to search...		▼	
2	Enter text to search...		▼	
3	Enter text to search...		▼	

Extra notices:

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

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

Step 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.

Co-supervisors

rank	UT staff*	affiliatie
1	achternaam	
2		
3		

Other memb

No results were found:

Search also under ex-personnel

Add new ut staff (popup)

Step 3: Klik op + add new ut staff (popup) als de persoon niet te vinden is. Deze optie is ook voor externen.

Co-supervisors

rank	UT staff*	affiliatie
1	achternaam	
2		
3		

Other memb

No results were found:

Search also under ex-personnel

Add new ut staff (popup)

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.)

Extern persoon - toevoegen

Extern persoon toevoegen (1/2)

- Vul hieronder de achternaam van de persoon in die u wilt toevoegen
- Mocht het systeem een overkomstig (deel) van een achternaam vinden bij andere personen, dan worden deze hieronder weergegeven.
- Staat de persoon die u toe wilt voegen in deze tabel, klik deze dan aan en druk op volgende.
- Staat de persoon die u toe wilt voegen **niet** in deze tabel, klik dan zonder iets aan te klikken op volgende.

Stap 1

surname*

— Possible duplicated persons —

Select the person you are looking for below.

person	roepnaam	email
No matching persons have been found		

[Deselect](#)

Stap 1

surname*

— Possible duplicated persons —

Select the person you are looking for below.

person
<input type="radio"/> Copromotor100, R. (Rob) - E003086
<input type="radio"/> prof. Promotor100, T. (Thomas) - E003085
<input type="radio"/> testprom1, A. - E003087
<input type="radio"/> Testprom10, T. - E004064
<input type="radio"/> Testprom11, T. - E004065
<input type="radio"/> TestProm2, D. - E003088
<input type="radio"/> TestProm3, E. - E003089
<input type="radio"/> TestProm4, M. - E003090
<input type="radio"/> TestProm5, S. - E003091
<input type="radio"/> TestProm6, M. - E003092
<input type="radio"/> TestProm7, S. - E003101

[Deselect](#)

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.

Add external person (2/2)

You can add the external person below.

Personal details

<h5>General</h5> <table border="0" style="width: 100%;"><tr><td style="width: 20%;">e-number</td><td><input type="text"/></td></tr><tr><td>title</td><td><input type="text" value="prof. dr."/> ▼</td></tr><tr><td>surname*</td><td><input type="text" value="Achternaam"/></td></tr><tr><td>infix(es)</td><td><input type="text" value="Van"/></td></tr><tr><td>initial(s)</td><td><input type="text" value="A"/></td></tr><tr><td>first names</td><td><input type="text" value="Annemarie"/></td></tr><tr><td>usual name</td><td><input type="text" value="Anne"/></td></tr><tr><td>suffix</td><td><input type="text"/> ▼</td></tr><tr><td>sex</td><td><input type="text" value="Female"/> ▼</td></tr></table>	e-number	<input type="text"/>	title	<input type="text" value="prof. dr."/> ▼	surname*	<input type="text" value="Achternaam"/>	infix(es)	<input type="text" value="Van"/>	initial(s)	<input type="text" value="A"/>	first names	<input type="text" value="Annemarie"/>	usual name	<input type="text" value="Anne"/>	suffix	<input type="text"/> ▼	sex	<input type="text" value="Female"/> ▼	<h5>Place of birth and nationality</h5> <table border="0" style="width: 100%;"><tr><td style="width: 20%;">date of birth</td><td><input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="1990"/> <input type="text" value="31"/></td></tr><tr><td>place of birth</td><td><input type="text" value="Enschede"/></td></tr><tr><td>country of birth</td><td><input type="text" value="NETHERLANDS"/></td></tr><tr><td>nationality</td><td><input type="text" value="Dutch"/></td></tr><tr><td>nationality 2</td><td><input type="text" value="Enter text to search..."/></td></tr></table> <h5>Other</h5> <table border="0" style="width: 100%;"><tr><td style="width: 20%;">profile url</td><td><input type="text" value="anneachternaam.people.utwente.nl"/></td></tr><tr><td>comments</td><td><input type="text"/></td></tr><tr><td>keep external</td><td><input type="checkbox"/> <input type="checkbox"/> prevent converting to internal person</td></tr><tr><td>created</td><td><input type="text"/></td></tr><tr><td>modified</td><td><input type="text"/></td></tr></table>	date of birth	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="1990"/> <input type="text" value="31"/>	place of birth	<input type="text" value="Enschede"/>	country of birth	<input type="text" value="NETHERLANDS"/>	nationality	<input type="text" value="Dutch"/>	nationality 2	<input type="text" value="Enter text to search..."/>	profile url	<input type="text" value="anneachternaam.people.utwente.nl"/>	comments	<input type="text"/>	keep external	<input type="checkbox"/> <input type="checkbox"/> prevent converting to internal person	created	<input type="text"/>	modified	<input type="text"/>
e-number	<input type="text"/>																																						
title	<input type="text" value="prof. dr."/> ▼																																						
surname*	<input type="text" value="Achternaam"/>																																						
infix(es)	<input type="text" value="Van"/>																																						
initial(s)	<input type="text" value="A"/>																																						
first names	<input type="text" value="Annemarie"/>																																						
usual name	<input type="text" value="Anne"/>																																						
suffix	<input type="text"/> ▼																																						
sex	<input type="text" value="Female"/> ▼																																						
date of birth	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="1990"/> <input type="text" value="31"/>																																						
place of birth	<input type="text" value="Enschede"/>																																						
country of birth	<input type="text" value="NETHERLANDS"/>																																						
nationality	<input type="text" value="Dutch"/>																																						
nationality 2	<input type="text" value="Enter text to search..."/>																																						
profile url	<input type="text" value="anneachternaam.people.utwente.nl"/>																																						
comments	<input type="text"/>																																						
keep external	<input type="checkbox"/> <input type="checkbox"/> prevent converting to internal person																																						
created	<input type="text"/>																																						
modified	<input type="text"/>																																						

Contact details	Affiliation
-----------------	-------------

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.

Contact details		Affiliation	
postal code / town / city	<input type="text"/>	institution	Achternaam instituut
street / no.	<input type="text"/>	internal address	<input type="text"/>
country	<input type="text" value="Enter text to search..."/>	faculty this university (ut)*	BMS
telephone	<input type="text"/>	departement this university	<input type="text" value="Enter text to search..."/>
telephone 2	<input type="text"/>	external faculty	<input type="text"/>
private email address	<input type="text"/>	external function type	<input type="text"/>
preferred email address	<input type="text"/>	work email	anne@achternaam.com
		work telephone	<input type="text"/>
		postal code / town / city	<input type="text"/>
		street / no.	<input type="text"/>
		country	<input type="text" value="Enter text to search..."/>
		courier	<input type="text"/>
Address in country of origin		Address in an emergency	
email	<input type="text"/>	name	<input type="text"/>
telephone	<input type="text"/>	email	<input type="text"/>
mobile	<input type="text"/>	telephone	<input type="text"/>
postal code / town/city	<input type="text"/>	mobile	<input type="text"/>
street / no.	<input type="text"/>	postal code / town/city	<input type="text"/>
country	<input type="text" value="Enter text to search..."/>	street / no.	<input type="text"/>
		country	<input type="text" value="Enter text to search..."/>

Save  Close window

Stap 7: De persoon is nu ingevuld en een E nummer is aangemaakt:

Supervisors					
rank	UT staff*	affiliatie	UT Faculty*	email	
1	testprom1, A. - E003087 	BMS, Industrial Engineering & Business Information Systems		horafinita@utwente.nl	 
2	<input type="text" value="Enter text to search..."/>		▼		
3	<input type="text" value="Enter text to search..."/>		▼		

Co-supervisors					
rank	UT staff*	affiliatie	UT Faculty*	email	
1	prof. dr. Achternaam, A. Van (Anne) - E001 	Achternaam instituut		anne@achternaam.com	
2	<input type="text" value="Enter text to search..."/>		▼		
3	<input type="text" value="Enter text to search..."/>		▼		

Stap 8: Sla de bewerking op.

Individual assessment of manuscript by supervisor(s)					Joint assessment	
supervisor	date	assessment	motivatie	cum laude	assessment	
testprom1, A. - E003087						

Save  Save  E-mail those involved Add R&O cycle interviews

Deficiencies Interviews Portfolio items Emails Back Login as Phd candidate Login as supervisor Share PhD project

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

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