Login to Hora Finita

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

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

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

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

In Hora Finita, whenever you need to take action, you will receive an email. The only exception is if you want to log in periodically to approve the evidence provided by your PhD candidates related to the 30ECs doctoral education programme.

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 4 important features in the dashboard: 1) complete list of your PhD candidates with basic information such as start and planned end date. You can click and go into an individual dossier and click the T&SP to approve the activities done by the PhD candidate (30EC doctoral education programme), 2) quick access to your PhD candidates’ dossiers, 3) the list of upcoming qualifier or annual appraisals and 4) a list of tasks which require your action.

Next, you will find information about 12 steps in the process which are relevant to you. Note that your action is required in 8 out of these 12 steps. The 8 steps which require your action are highlighted in yellow. The 5 actions which can be carried out by your secretary on your behalf are highlighted in green. If you want to delegate such actions to your secretary, email horafinita@utwente.nl

Relevant information and actions needed

1. Approval of PhD student’s additional information **(REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY)**.

   In this step, you receive an email requesting a check on the additional information provided by the PhD candidate. You do this and then accept the PhD candidate. Note that there is a .zip file attached to the email which guides you through the procedure you have to perform. All emails which require you to perform an action in the system include a .zip file with detailed instructions.
Dear supervisor,

The PhD project registration of B. 3testphd requires your approval.

In your capacity as supervisor (promotor), you need to approve this registration. You can also provide additional details such as: the research institute, specific details about the contract and add extra (co-) supervisors.

Please follow this link: https://horafinita-test.utwente.nl/verzoek/f2xU5Jy4uNS3Zp58MVcKt6mmsMKTZ0CC?hf管理局=1&onti1&nLocaId=1

Kind regards,
Kim Velthuis - 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

- Click on the link in the email.
- Fill in additional information about the “UT RESEARCH INSTITUTE” (1), add “SPECIFIC DETAILS” (2), and potential other “(CO)SUPERVISOR INFORMATION” (3).
- Click on the “ACCEPT” button (4) to accept the candidate. (Further steps cannot be made unless you accept the PhD candidate.)
2. Approval of the T&SP of PhD student (REQUIRES YOUR ACTION).

In this step you receive an email about the submission of the T&SP by the PhD candidate. You assess the T&SP, choosing to either approve or reject it.

- Follow the link in the email and log in.
- Download the document and check it.
- Under “ASSESSMENT” (1), select either “APPROVE” or “REJECT”. (If you reject it, add your feedback; the PhD candidate will then receive an email with your comments and will be asked to upload an improved T&SP version).
- Click the “SUBMIT” button (2).
3. Approval of T&SP of PhD student after T&SP resubmission (**REQUIRES YOUR ACTION**). If you rejected the initial T&SP submission, you repeat step 2.

4. Approval of T&SP element’s completion evidence (**REQUIRES YOUR ACTION**). You will periodically receive an email requesting the approval of the evidence of T&SP element completion uploaded by your PhD candidates.

There are several ways of doing this:

**Option 1:**
- Follow the link ‘approve multiple courses in one go’ available in the email you periodically receive if you wish to approve all the courses at once.
- Tick the boxes of activities you want to approve.
- Select “APPROVE SELECTION” (2).
- Select “SET DATE COMPLETED TO FINISHING DATE” (3).
- Click the button “APPROVE ALL” (4).

Option 2:
- If you wish to approve elements more frequently and review the evidence uploaded, log in to Hora Finita: https://horafinita.utwente.nl
- On your Dashboard, select the PhD candidate, click ‘edit PhD track’, click ‘T&SP’, click ‘Open portfolio’, to obtain a list of all the elements entered so far by that PhD candidate. Approval via this method the approval has to be done one element at a time.

5. Registration of qualifier result (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).
   You receive an email after the qualifier has taken place. You upload the qualifier report and either approve it or request a second one; the latter if the first one was deemed insufficient.
Read this email carefully and follow the link on the email.
- Under “RESULT” (1), select either “POSITIVE” or “REQUIRES A 2ND QUALIFIER”.
- Make sure the box “DISCUSSION TAKEN PLACE” (2) has been ticked.
- Fill in sections 3 and 4 of the QUALIFIER REPORT. You will have either received it from your PhD candidate, or you can download it from the files uploaded to the page by the PhD candidate.
- Upload the complete QUALIFIER REPORT under “SUPERVISOR FILES” (3).
- N.B. You and the PhD candidate must sign the form before uploading it!
- Click “SAVE” (4).
6. **Registration of second qualifier result** *(REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY)*.

   If you stated that the first qualifier was insufficient, you will carry out the procedure described in step 4 again. Read the email you receive [email code: *(Qualifier UT5)*] carefully because if the second qualifier is insufficient, you must contact HR immediately.

7. **Registration of annual interview result** *(REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY)*.

   The procedure for the annual interview is similar to that of the qualifier. The only difference between the two procedures is that as ‘Result’ you either

   a) leave it blank (which is the default) or you

   b) set it to ‘Last Annual Interview’ if you consider that the PhD defence will take place within the next 12 months.

   Note that this is an important step because it indicates to the Twente Graduate School that the candidate will start the defence preparation procedure soon.
8. Appointment of supervisors (this is only for your information)

This email informs you that you have been appointed as a supervisor of the PhD candidate.

Dear [Name],

The Doctoral Board hereby informs you that the request to appoint you as supervisor for [PhD candidate] has been approved.

Supervisors

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td><a href="mailto:hora@university.nl">hora@university.nl</a></td>
</tr>
</tbody>
</table>

Co-supervisors

Co-supervisors have not (yet) been registered.

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 E&SP elements by T&S, 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 appointment of the graduation committee by the Doctorate Board, after approval of the faculty Dean, must take place three months before the day of the public defence.

Kind regards,

[Signature]

[Institutional Address]


After you have indicated that the PhD candidate had its last annual interview and the 30EC has been approved, you are asked to indicate if the manuscript is near completion.

- Follow the link in the email
- Click ‘the manuscript is near completion’ (1)
- Click the ‘SAVE’ button (2)
Dear prof. dr. Itestprom,

The portfolio for 1testphd, S.P. - E003770 has been approved by TGS. As soon as you consider that the manuscript of Alberto Itestprom has progressed to a point where it will be finalized no later than 3.5 months before the desired defence date, kindly log into Hora Finita to make such statement.

The statement of near completion made by you on behalf of all (co-supervisors) allows the PhD candidate to select a defence date.

Submit statement of near completion

Please note that if you follow this link and now state that the manuscript is still progressing, you should use the link above later to login and state that it is now near completion.

Do not hesitate to contact us if you have any questions.

Kind regards,

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

University of Twente | Twente Graduate School
T +31(0)53 449 4242 | promotes@utwente.nl
Postbus 217, 7500 AE Enschede | Building Ravelijn | Room S280

Statement of manuscript near completion

I declare on behalf of all supervisors and co-supervisors that the draft manuscript of Alberto Itestprom is near completion. This means that it has progressed to the point where it will be completed no later than three and a half months before the desired defence date. After a positive declaration the candidate will be informed that a PhD ceremony date can be requested.

Status

- The manuscript is near completion 1
- The manuscript is still progressing

Save 2
10. Proposal for graduation committee request (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).

In this step, you receive an email in which you are asked to submit a proposal for the graduation committee. You fill in the information and then request the Dean’s approval.

Dear prof. dr. 1testprom,

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:

Data ceremony: 31-12-2020 at 13:15 hours
Location: Prof. dr. G. Berkhoff-Zaal Waalj
PhD candidate: D. 78testphd
Thesis title: name - e-mail

Co-supervisor(s): co-supervisors have not (yet) been registered

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 committees 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 horaflinta@utevante.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 promotions@utevnte.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,

Marska Bruins & Astrid Scholtens-Hofenk
Support Office Doctorate Board Hora Finita

University of Twente | Twente Graduate School
T 31053 489 4242 | promotions@utevnte.nl
Postbus 217, 7500 AL Enschede | Building Ravelijn | Room 1260
- Follow the link in the email.
- You will fill in the names of the committee members in the table. To do this, select the names of the UT staff using the first column in the table (1). (Note: the name of the supervisor must be in the table, the dean's name should only be there if (s)he has the double role of chairing the committee and also evaluating the manuscript).
- For external committee members, DON'T use the first column. Instead, fill
  o the surname (2).
  o initials (3).
  o email address (4).
  o cellphone (5)
  o institute/organization
  o (6) under the appropriate columns. If available,
  o fill in the url where their organization lists their name and employment type (7).
  o fill their title (e.g. dr.ir) in the “COMMENTS” column (8).
- Next fill in the role (9) for all committee members
- Add the Dean's name under “CHAIR” (10) (EVEN if he will not attend the defence!).
- Click the button “REQUEST APPROVAL COMPOSITION” (11) if you have finished filling in all the details.
- If you are not yet finished, click “SAVE” (12) and come back later to submit it for approval.
- Click “OK” (13) to confirm your proposal.
1. Proposal Assessment Committee

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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Staff</th>
<th>Title</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John</td>
<td>Prof.</td>
<td>123 Main St.</td>
<td>1234567</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jane</td>
<td>Assoc.</td>
<td>456 Elm St.</td>
<td>7654321</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use profile: T.A.J. Tukker (ideal as chair)

Request approval for composition

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”.

2. Assessment Committee

The composition of the assessment committee is still unknown or has not yet been approved.

Assessment Committee assignment send mail

The data below is when the assignment was to the Assessment Committee were sent.

<table>
<thead>
<tr>
<th>Person</th>
<th>Assessment date</th>
<th>Assessment type</th>
<th>Opinions</th>
<th>Opinions type</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>01/01/2022</td>
<td>1</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

Invitation to assess sent to Assessment Committee

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

<table>
<thead>
<tr>
<th>Person</th>
<th>Assessment date</th>
<th>Assessment type</th>
<th>Opinions</th>
<th>Opinions type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane</td>
<td>02/02/2022</td>
<td>2</td>
<td>B</td>
<td>B</td>
</tr>
</tbody>
</table>

Remind members of the Assessment Committee

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

- Send e-mail
  - Send on
  - Deadline
  - Remind on

Request final judgment

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

- Sent:

3. Assessment committee final judgment

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

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

Agreed

The details below will be entered automatically by the system.

- The assessment of the manuscript will be based on the assessments of the Assessment Committee.
- The title page will be assessed by the Academic Ceremony.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Assessment</th>
<th>Date</th>
<th>Assessed by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval manuscript</td>
<td>30/10/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval title page</td>
<td>31/10/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. Rejection of manuscript by graduation committee *(REQUIRES YOUR ACTION).*
You receive this email if the PhD candidate’s manuscript was rejected by the graduation committee. You should get in contact with the Dean as soon as possible.

The most likely scenario is the following:

- you contact the PhD candidate regarding the work to be done and the uploading of a new manuscript.
- you inform the secretary of the Dean when the new manuscript has been uploaded.
- you will provide the secretary of the Dean with a short text explaining why the manuscript was rejected and where the changes to the manuscript can be found in the new manuscript (page number, paragraph).
- the secretary of the Dean will create a new round of evaluations in Hora Finita and will trigger an email requesting the committee members to evaluate the new manuscript.
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:
TestPhD6, M. - E003102

Title of the thesis:
My Thesis

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.

12. Thesis approved by graduation committee (this is only for your information).

You receive this email after your PhD candidate’s thesis was approved by the graduation committee. Note that if committee members wrote suggestions, these are listed in this email which both you and the PhD candidate receive.
Dear Alberto 1testprom,

The thesis listed below has just been approved by the graduation committee.

Please note that if committee members wrote suggestions, those are listed at the bottom of this email.

PhD student:
18testphd, S.P. - E003770

Title of the thesis:

Defence date, time and location:

Thursday 31 December 2020 at 13.45h, in the Prof. dr. G. Berkhoff-Zaal Waaijer.

Suggestions from the graduation committee:

P.A. Dejong There are typos throughout the document and incorrect table numbers in the following sections: 1.4, 3b and 5d.

Yours sincerely,

Faculteit Behavioural, Management and Social Sciences
ANNEX 1: Finding the Master Diploma Validation Letter (procedure described is for research group secretaries)

Type the last name of the PhD candidate (1) in the search box

Click on the applicable row (2)

Select the Toelating tab (3).

Go to the diplomavalidatie section and download the letter there (4).
### Promotietraject van "TestPhD9, C. - E003117"

<table>
<thead>
<tr>
<th>Velden</th>
<th>Inhoud</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voorwaarden</td>
<td></td>
</tr>
<tr>
<td>Master vooropleiding</td>
<td>Universiteit Tilburg - Master 2019-03-01</td>
</tr>
<tr>
<td>Diplome ontvangst</td>
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<td>Tweeling diploma</td>
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<tr>
<td>Financieel partner</td>
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<td>Afspraken kosten gegevens</td>
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