

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

SUPERVISORS

Introduction.....	2
Relevant information and actions needed	2
2. Approval of T&SP of PhD student after T&SP resubmission (REQUIRES YOUR ACTION)	4
3. Approval of T&SP element's completion evidence (REQUIRES YOUR ACTION).....	4
4. Registration of qualifier result (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).....	5
5. Registration of second qualifier result (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).....	7
6. Registration of annual interview result (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).....	7
7. Appointment of supervisors (this is only for your information)	8
8. Statement of near completion (REQUIRES YOUR ACTION).....	8
9. Proposal for graduation committee request (REQUIRES YOUR ACTION; CAN BE PERFORMED BY YOUR SECRETARY).....	10
10. Rejection of manuscript by graduation committee (REQUIRES YOUR ACTION)	13
11. Assessment committee approval (Graduation UT11) (this is only for your information)	14
12. Thesis approved by assessment committee (this is only for your information unless you wish to request a Cum Laude).....	15
ANNEX 1: Finding the Master Diploma Validation Letter (procedure described is for research group secretaries).....	17
ANNEX 2: Regulations related to the Cum Laude Procedure	19

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.

Home Progress Support

Home Promotietrajecten Promotietrajectregistraties Personen

Dashboard Sofia 2testprom

Current PhD students

Number active: 1
Number promoted: 0
[Go to list of my PhD students](#)

45 month 32,00 ec

Betsy 3testphd

Status of the upcoming interviews

date	volledge naam	type of interview	definitive date
31-10-2020	Sofia 2testprom	Qualifier	no

Tasks

[PhD project from Betsy 3testphd](#)
Statement of manuscript near completion: Betsy 3testphd
16-06-2020

Most recent messages

[Request approval interview Qualifier ir. J.R. de Wolf MSc \(Interview UT1\)](#)
from: Hora Finita / University of Twente, e-mail: horafinita@utwente.nl
sent: 09-10-2020 13:00:24

[Inloggen in promovendusvolgsysteem Hora Finita / Logging in to Hora Finita](#)
from: Hora Finita / Twente University, e-mail: horafinita@utwente.nl
sent: 05-10-2020 12:06:22

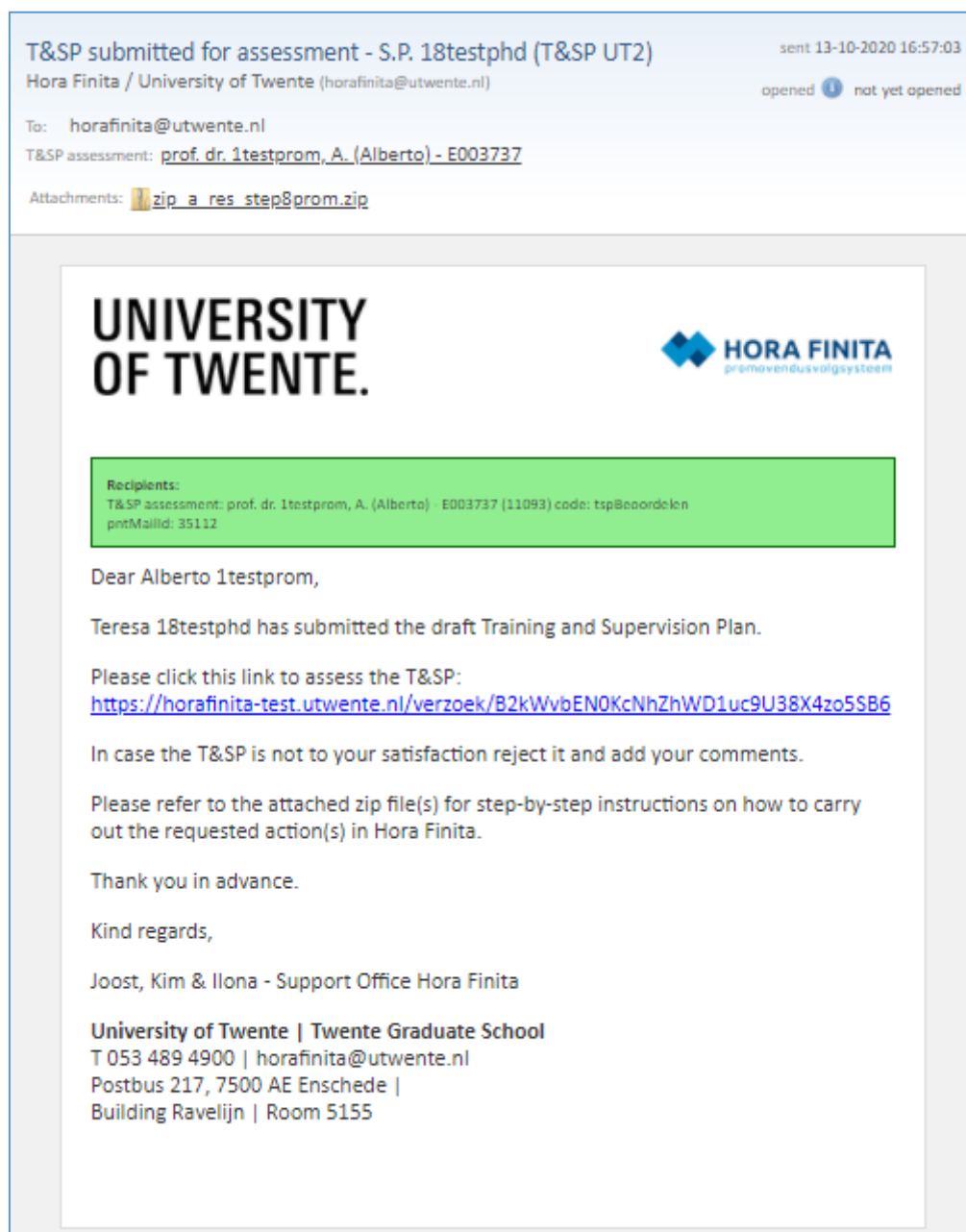
[Logging in to Hora Finita \(Credentials UT1\)](#)
from: Hora Finita / Twente University, e-mail: horafinita@utwente.nl
sent: 05-10-2020 12:06:21

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 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).

Logout Prof. dr. 1testprom, A. (Alberto) - E003737

Home Open PhD project

Review T&SP

18testphd, S.P. - E003770

Request

PhD project

first supervisor: prof. dr. A. 1testprom

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

faculty: Faculteit Behavioural, Management and Soci

T&SP

t&sp: Download (11 KB)

Feedback

comments

assessment*

Submit

2. 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

3. 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.

subject

Please approve T&SP elements of your PhD candidate(s) (T&SP UT4)

message

B I U Paragraph Font Size

Dear [HfpPersoon.fancyLabel],

A number of activities of your PhD candidates hasn't yet been approved. We kindly ask you to approve the following activities:

[nietGeacordeerdePromovendiEnCursussenTabel]

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.

Yours sincerely,

[PntMail.HfPromotietraject.hfpFaculteit]

NB This message has been automatically generated by [uni.naamhf].

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).

Home Support

Home PhD projects Interviews T&SP elements Cum laude predicate awarded Persons

Training activity - Items page

T&SP elements: 1 - 3 of 3

1 Filter for: Advanced search

<input checked="" type="checkbox"/>	PhD project	starting date	name	type of activity	assessment	EC entered	EC rated	approved
<input type="checkbox"/>	PhD9 Test, J. - E002186	12-12-2018	Academic publishing bootcamp	Course generic		2,00	2,00	no
<input type="checkbox"/>	PhD9 Test, J. - E002186	10-12-2018	Creative thinking	Course generic		0,50	0,50	no
<input type="checkbox"/>	PhD9 Test, J. - E002186	05-11-2018	Academic integrity	Course generic		1,00	1,00	no

Page 1 of 1 1 2

New Delete **Approve selection** 2

- Select "SET DATE COMPLETED TO FINISHING DATE" (3).
- Click the button "APPROVE ALL" (4).

Home Support

Home PhD projects Interviews T&SP elements Cum laude predicate awarded Persons

Training activity - Approve selection

T&SP elements: 1 - 3 of 3

Here you can approve the shown training activity at once. The choices you make will apply to all activities approved here.

Training activity

Training activity

date completed* ☒ set date completed to finishing date 3
☐ set date completed to starting date
☐ set date completed to today

PhD project	name	starting date	finishing date	mark	EC rated	date completed	approved	person
PhD9 Test, J. - E002186	Academic publishing bootcamp	12-12-2018	12-12-2018		2,00		no	
PhD9 Test, J. - E002186	Creative thinking	10-12-2018	10-12-2018		0,50		no	
PhD9 Test, J. - E002186	Academic integrity	05-11-2018	06-11-2018		1,00		no	

Alles accorderen 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.

4. 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.

Registration of qualifier result - L.M. Doornbosch - Akse MSc (Qualifier UT2)


Hora Finita / University of Twente (horafinita@utwente.nl)

opened  not yet opened ^{sent 07-05-2020 06:06:22}

To: m.d.t.dejong@utwente.nl

Participant: prof.dr. Jong, M.D.T. de (Menno) -  attended discussion on 06-05-2020

Cc: pauline.teppich@utwente.nl

Attachments:  zip_a_res_step15prom.zip

UNIVERSITY OF TWENTE.



Dear supervisor 1 Menno de Jong,

The qualifier of Linda Doornbosch - Akse was due yesterday. Therefore kindly:

- fill in section 3 and 4 of the qualifier form which the PhD candidate should have sent you by email
- upload it under the heading 'supervisor files' in [Hora Finita](#) in the file of Linda Doornbosch - Akse and
- finally approve all elements [Approve multiple courses in one go](#)

In case of a negative result:

- Since the candidate is entitled to have a second qualifier 3 months after the first qualifier, please note the following steps:
 - The faculty's HR department needs to be informed immediately.
 - Specific areas of improvement and results to be achieved by the candidate within the next 3 months should be clearly listed in the qualifier form.
 - You should plan a date for this second qualifier together with all committee members and Linda Doornbosch - Akse.

For more information see Article 16a or 16b of the [PhD Charter](#).

Thank you in advance.

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 Hora Finita

University of Twente | Twente Graduate School

T 053 489 4900 | horafinita@utwente.nl

Postbus 217, 7500 AE Enschede |

Building Ravelijn | Room 5155

- 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).

Home **Progress** Support

Interviews T&SP elements Catalog Questionnaires

Results and Development interview - Qualifier

14-10-2020 - Qualifier

Results and Development interview

Agreement

date* 14 10 2020

time

location

definitive date ☐ participants have approved the date

discussion taken place ☐ has taken place 2

reminder sent ☐ reminder sent

afterwards reminder sent ☐ reminder sent

Properties

phd project* 18testphd, S.P. - E003770

type of interview* Qualifier

result 1

comment

Participants

UT staff	participant role	external participant
1 Enter text to search...		
2 Enter text to search...		
3 Enter text to search...		
4 Enter text to search...		
5 Enter text to search...		

Approval by TGS

person	assessment	assessment date	opmerkingen
1 TGS, E003664			

Request review Sent:

assessment

Supervisor files

qualifier (incl. 1st year appraisal) 3

progress report

attachment 2

attachment 3

attachment 4

attachment 5

phd files

research plan

summary

data management plan

attachment 4

attachment 5

Information

[Download qualifier form](#)

[Download annual interview form](#)

Save Back Save Delete

4

5. 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.

6. 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


- leave it blank (which is the default) or you
- 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.



7. 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.

Appointment of supervisor(s) S.P. 18testphd (Qualifier UT6a)
Hora Finita / University of Twente (horafinita@utwente.nl)

sent 14-10-2020 13:05:53
opened  not yet opened

To: horafinita@utwente.nl
Person: prof. dr. 1testprom, A. (Alberto) - E003737



Recipients:
person: prof. dr. 1testprom, A. (Alberto) - E003737 (E003737) code: registratie.formele.benoeming.promotor.aan
promotoren
pntMailId: 35119

Dear prof. dr. 1testprom,

The Doctorate Board hereby informs you that the request to appoint you as (co)supervisor for Teresa 18testphd has been approved.

supervisors

name	e-mail
prof. dr. A. 1testprom	horafinita@utwente.nl

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 T&SP elements by TGS, 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,


Mariska Buurman & Astrid Scholtens-Hofenk
Support Office 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 5260

8. Statement of near completion (REQUIRES YOUR ACTION).

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)

Request statement of manuscript near completion - S.P. 18testphd (Graduation phase UT1b)
sent 14-10-2020 13:13:47
Hora Finita / University of Twente (horafinita@utwente.nl)
opened  not yet opened
To: horafinita@utwente.nl
Person: [prof. dr. 1testprom, A. \(Alberto\) - E003737](#)

UNIVERSITY
OF TWENTE.



Recipients:
person: prof. dr. 1testprom, A. (Alberto) - E003737 (E003737) code: promotie.verklaring vrijwel afgerond.verzoek
pntMailid: 35123

Dear prof. dr. 1testprom,

The portfolio for 18testphd, S.P. - E003770 has been approved by TGS. As soon as you consider that the manuscript of Alberto 1testprom 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 Scholtens-Hofenk
Support Office Doctorate Board Hora Finita

University of Twente | Twente Graduate School
T 31(0)53 489 4242 | promoties@utwente.nl
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 5260

Configuratie Gebruikers **Promotie** Personen Mail Organisatie Opleidingen Gesprek Reports Log Support

PhD projects PhD project registrations Specific details Financial support requests Te benoemen promotores

Statement of manuscript near completion

18testphd, S.P. - E003770



Statement of manuscript near completion

I declare on behalf of all supervisors and co-supervisors that the draft manuscript of **Teresa 18testphd** 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

☐ The manuscript is still progressing

statement substantiation

Save



Back

Details


9. 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.

Proposal for graduation committee request - D. 7testphd (Graduation phase UT7 BMS)
Hora Finita / University of Twente (horafinita@utwente.nl) opened not yet opened sent 14-10-2020 15:06:53

To: horafinita@utwente.nl
Person: [prof. dr. 1testprom, A. \(Alberto\) - E003737](#)
Cc: b.b.kroeze@utwente.nl
Attachments: [1-7-zip_b_grad_step35prom.zip](#)

UNIVERSITY OF TWENTE.

 **HORA FINITA**
promovendusvolgsysteem

Recipients:
person: prof. dr. 1testprom, A. (Alberto) - E003737 (E003737) code:
verzoekindienenVoorstelSamenstellingBeoordelingscommissie
pntMailId: 35136

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:

Date ceremony: 31-12-2020 at 13:15 hours
Location: Prof. dr. G. Berkhoff-Zaal Waaijer
PhD candidate: D. 7testphd
Thesis title:
Supervisor(s):

name	e-mail
prof. dr. A. 1testprom	horafinita@utwente.nl

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 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
Postbus 217, 7500 AE Enschede |
Building Ravelijn | Room 5260

- 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 1: the dean's name should only be there if (s)he has the double role of chairing the committee and also evaluating the manuscript; Note 2: Please don't fill in the name of the supervisor(s) or co-supervisors in the table).
- For external committee members, DONT use the first column. Instead, fill
 - the surname (2),
 - initials (3),
 - email address (4),
 - cellphone (5)
 - institute/organization
 - (6) under the appropriate columns. If available,
 - fill in the url where their organization lists there name and employment type (7).
 - 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.

PhD project of "18testphd, S.P. - E003770"

18testphd, S.P. - E003770



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.

rank	UT staff	role *	title	surname *	infix(es)	initial(s)	suffix	email *	cellphone	institute/organisation	external faculty	profile url	comments
1	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>
2	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>
3	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>
4	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>
5	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>	<input type="text" value="Enter text to search..."/>

chair Use prof.dr. T.A.J. Toonen (dean) as chair

11

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".

person	assessment	assessment date	reviewer type	opmerkingen
--------	------------	-----------------	---------------	-------------

2. Assessment Committee

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

Assessment Committee assignment send mail

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

sent on

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="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>
Approval title page	<input type="text" value="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>	<input type="text" value="DD MM JJ"/>

12

horafinita-test.utwente.nl meldt het volgende

You are about to submit your proposal of the composition of the assessment committee.

The following people will be asked to review your proposal:

- * prof.dr. T.A.J. Toonen (theo.toonen@utwente.nl)
- * Doctorate Board (promoties@utwente.nl)

Do you want to submit your proposal?

13

10. 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.

From: [hora-finita-nq-reply \(TNW\)](#)
To: [hora-finita \(TNW\)](#)
Subject: Eindoordeel commissieleden negatief - (Graduation UT14a) (hfRef: 936)
Date: vrijdag 22 maart 2019 12:35:38
Attachments: [ut_logo_en.png](#)
[hf_logo_transparent_bg.png](#)

**UNIVERSITY
OF TWENTE.**

 **HORA FINITA**
promovendusvolgsysteem

Recipients:
person: testprom1, A. - E003087 (E003087)
to: hora-finita@utwente.nl
code: akkoordreinBeoordeling.commissieEindoordeelRejected
pntMailId: 936

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.

11. Assessment committee approval (Graduation UT11) (this is only for your information)

You receive a confirmation about the approval of the committee. Note that the committee members also receive a confirmation email.

Proposal graduation committee accepted - D.T. [redacted] MSc (Graduation Phase UT11)
 Hora Finita / University of Twente (horafinita@utwente.nl) opened 1 not yet opened sent 17-05-2022 10:19:16

To: promoties@utwente.nl
 Actor: promoties@utwente.nl college voor promoties Universiteit

Dear Doctorate Board,

We have just received an approval for the proposal of the composition of the graduation committee belonging to the thesis below.

PhD student:

[redacted] D.T. MSc [redacted]

Title of the thesis:

[redacted]

Supervisor(s):

name	email
[redacted]	[redacted]

Co-supervisors(s):

name
[redacted]

Additional graduation committee members:

name	role	affiliation
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

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


12. Thesis approved by assessment committee (this is only for your information unless you wish to request a Cum Laude).

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.

If you wish to request a *Cum Laude* for this candidate, you should contact the Dean by email (please refer to Annex 2 for more information).

Thesis approved by graduation committee of S.P. 18testphd (Graduation Phase UT16)

Hora Finita / University of Twente (horafinita@utwente.nl)

opened  not yet opened ^{sent 14-10-2020 16:01:56}

To: horafinita@utwente.nl

Person: [prof. dr. 1testprom, A. \(Alberto\) - E003737](#)

**UNIVERSITY
OF TWENTE.**



Recipients:

person: prof. dr. 1testprom, A. (Alberto) - E003737 (E003737) code: goedkeuringManuscriptMailBetrokkenen
pntMailId: 35147

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)

Promotietrajecten

T&SP elementen

Personen

Mailingen

Kwaliteitszorg

Support

Promotietrajecten
Promotietrajectregistraties
Gesprekken
Controleren
Documenten
Proefschriften
Te benoemen promotores

Promotietraject - overzichtspagina

Promotietrajecten: 1 - 20 van 333

promotietrajecten

aanvullende informatie

uitgebreid zoeken

	promotienummer	voornamen	promovendus 1	start	beoogd eind traject	promotiedatum	status	VSNU promovendustype	faculteit	gewijzigd
<input type="checkbox"/>										
<input type="checkbox"/>		Anneke	Abbema, A. van - E002600	01-02-2014	31-01-2018		Promotietraject gestopt	4. Buitenpromovendus	BMS	10-04-2019 14:23:55
<input type="checkbox"/>	5015	Shaheen Abdullah	Abdulkareem, S.A. - 76606532	21-07-2014	30-09-2019	10-04-2019	phd gepromoveerd	3b. Contractpromovendus beurs anders	BMS	25-04-2019 11:03:50
<input type="checkbox"/>		Abhishta	Abhishta, A. - 76606979	01-06-2015	31-05-2019			1. Werknemer-promovendus (standaard)	BMS	13-05-2019 18:12:21
<input type="checkbox"/>		Afsheen	Abrar, A. - 76619782	01-09-2015	31-08-2019			3b. Contractpromovendus beurs anders	BMS	25-03-2019 13:48:54
<input type="checkbox"/>		Abimbola Adedayo	Adebayo, A.A. - 76619196	01-05-2015	31-12-2019			3b. Contractpromovendus beurs anders	BMS	22-03-2019 09:20:19
<input type="checkbox"/>		Kratika	Agarwal, K. - 76641232	01-08-2017	31-07-2020			1. Werknemer-promovendus (standaard)	BMS	04-06-2019 11:02:45

Promotietrajecten

T&SP elementen

Personen

Mailingen

Kwaliteitszorg

Support

Promotietrajecten
Promotietrajectregistraties
Gesprekken
Controleren
Documenten
Proefschriften
Te benoemen promotores

Promotietraject - overzichtspagina

Promotietrajecten: 1 - 1 van 1

promotietrajecten

aanvullende informatie

uitgebreid zoeken

	promotienummer	voornamen	promovendus	start	beoogd eind traject	promotiedatum	status	VSNU promovendustype	faculteit	gewijzigd
<input type="checkbox"/>			phd9							
<input type="checkbox"/>		Citra	TestPhD9, C. - E003117	28-03-2019	28-03-2023		Onderzoek op schema	1. Werknemer-promovendus (standaard)	BMS	03-07-2019 10:57:17 2

Pagina 1 van 1
≤ 1 ≥
Meer opties

Nieuw promotietraject
Nieuwe registratie

Select the Toelating tab (3).

Go to the diplomavalidatie section and download the letter there (4).

Promotietraject van "TestPhD9, C. - E003117"

TestPhD9, C. - E003117

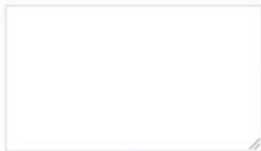
3

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

Voorwaarden

voorwaarden

i

deficiënties weggewerkt op
akkoord deficiënties naam

03 07 2019 31

Master vooropleiding

master vooropleiding
master diploma

Universiteit Twente - Master - 2019-03-01

graduationphaseut4-akkoord Bladeren

download (50 KB) delete

Diploma ontheffing

ontheffing

☐ Vooropleiding vereist ontheffing

Verzoek tot ontheffing ondersteund door hoogleraar

ontheffing promotor

i Typ hier om te zoeken...

ontheffing datum

03 07 2019 31

Diplomavalidatie

validatie (nuttig/ao ut)

i Bladeren

vertaling diploma

6-applicationappointmentphd: Bladeren

download (186 KB) delete

diplomavalidatiestatus

Gevalideerd

diploma gevalideerd datum

03 07 2019 31

Diplomavalidatie akkoorden

persoon	beoordeling	datum beoordeling	type akkoord	opmerkingen
1 Velthuis, K.E. (Kim)	goedgekeurd	03-07-2019	admissions office	

Toelatingsdocumenten

cijferlijst

graduationphaseut5-proposai Bladeren

download (55 KB) delete

taaltest

Bladeren

onderzoeksvoorstel

Bladeren

data management

Bladeren

plan

Bladeren

cv

Bladeren

overig

Bladeren

paspoort

1-graduationphaseut6-proposai Bladeren

download (8 KB) delete

Toelatingsstatus

toelatingsstatus

Toegelaten

toelatingsdatum

03 07 2019 31

decaan

prof.dr.ir. Veldkamp, A. (Tom) -

afdelingshoofd

Typ hier om te zoeken...

afdeling

Typ hier om te zoeken...

Controle- en toelatingsmail naar promovendus

verzonden op

i 03 07 2019 31

Klik op de mailknop om de controle- en toelatingsmail naar de promovendus te sturen met daarin het verzoek om zijn gegevens te controleren en het T&SP aan te leveren.

Stuur mail

Afspraken

financiële partner

benodigdheden partner

verwacht benodigde budget

beurzen waarvoor aangemeld

afspraken promotiepremie

afspraken kosten gs

Opslaan

Opslaan

Betrokkenen mailen

Voeg R&O cyclus gesprekken toe

Gesprekken

Portfolio items

Emails

Terug

ANNEX 2: Regulations related to the Cum Laude Procedure

Section 4: 'Cum Laude' ("met Lof") Regulations

ARTICLE 18

1. If a doctoral candidate has demonstrated exceptional competence in the independent practice of science, the Doctorate Board can award the doctorate 'Cum Laude' ('met Lof' in Dutch).

2. The proposal to award the doctorate 'Cum Laude' may be made by the promotor, or by a member of the Graduation Committee, after consultation with the faculty Dean. A written proposal to this effect, with reasons, must be submitted to the Dean of the Faculty at least six weeks before the scheduled date of the doctoral defence.

All those involved must observe the strictest confidence throughout the entire 'Cum Laude' procedure. All communication regarding the procedure goes via the chair of the promotion committee or the Doctorate Board support office.

ARTICLE 19

In case the Dean of the faculty supports the proposal to confer a doctorate "Cum Laude", the Chair of the Graduation Committee must inform its members as soon as possible of the proposal to confer a doctorate 'Cum Laude'. For this purpose, the Chair will enlist the services of the Doctorate Board Support Office.

ARTICLE 20

During the adjournment of the session of the Graduation Committee following the defence of the dissertation, there will be further deliberations on whether the doctorate should be awarded 'Cum Laude'. This will involve an assessment of the dissertation, any appended propositions and the defence, together with the arguments submitted by the proposer(s) .

ARTICLE 21

1. A secret written ballot, respecting Article 34.6, will be held by the members of the Graduation Committee and the Dean of the Faculty concerned on the awarding of the doctorate 'Cum Laude'; the only choice on the ballot will be to vote for or against the proposal.
2. The proposal will be rejected if more than one vote is cast against it.
3. In all other cases, the proposal will be accepted.
4. The certificate will then be endorsed with the statement 'Cum Laude'.