#1: REGISTRATION

**HR**
- Process HR Registration creating an M-Number

**SUPERVISOR**
- **START** Recruitment including requests of guest registration
- Approve new registration

**CANDIDATE**
- Provide basic data
- Attend intake
- Provide additional details and upload documents
- Candidate is informed of successful registration

**HORA FINITA SUPPORT OFFICE**
- Send welcome mail and intake invite
- Create new registration
- Processing of joint & double PhD degrees
- Check input
- Convert the registration to a project
- Process findings of validation

**TGS APPROVAL**
- Approval and documentation of exemptions
- Detection of exemptions

**LEGEND**
- Start of subworkflow
- Fixed step
- If applicable
- Via Hora Finita
- Other Communication

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Check of T&SP

Final detection of exemptions

Approval and documentation of exemptions

Approval of T&SP

Supervisor & candidate receive feedback on T&SP

Qualifier is held

Cannot be delegated

Upload final documents and register result

Candidate is informed of successful Qualifier and asked to upload appointment form

If required a second Qualifier will be set up in the system & supervisor is asked to inform HR

Candidate is informed of successful registration & receives T&SP email

Plan Qualifier (supervisor) and register it (candidate).

Enter T&SP elements (After completion of the element)

Supervisor is held

If applicable

Upload of Training and Supervision Plan (T&SP)

Candidate receives feedback on T&SP

Final detection of exemptions

Result and documents are checked &Qualifier is stored

HORA FINITA SUPPORT OFFICE

LEGEND

Start of subworkflow

Fixed step

If applicable

Via Hora Finita

Other Communication

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#3: RESEARCH PHASE 2/3

Approval of T&SP elements (No automatic system notification)

Confirmation of appointment
Candidate is informed of portfolio check

Supervisor(s) and candidate sign & upload Appointment supervisor form.

Annual interview is held
Completion and signing of documents & upload CAN BE DELEGATED

y2/3/4/5: Planning annual interview, fill in date & upload documents
Candidate is informed of portfolio check
Enter T&SP elements (After completion of the element)

Check of form & if needed update of Hora Finita
Result and documents are checked & stored
In case of last interview the next phase will be started

LEGEND

Start of subworkflow
Fixed step
If applicable

Via Hora Finita
Other Communication
**TGS APPROVAL**

**SUPERVISOR**

- Approval of T&SP elements (No automatic system notification)

**CANDIDATE**

- Candidate is informed of the portfolio check
- Complete Hora Finita checklist up to request portfolio check
- Enter T&SP elements (After completion of the element)
- Request portfolio check

**HORA FINITA SUPPORT OFFICE**

- Perform portfolio check
- Add missing information in Hora Finita

**LEGEND**

- Start of subworkflow
- Fixed step
- If applicable
- Via Hora Finita
- Other Communication

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**#4: RESEARCH PHASE 3/3**

- Prepare TGS certificate (To be handed over at PhD defence)
- Candidate is informed of successful completion of research phase
**Supervisor**

- Following portfolio check, supervisor is prompted to make the statement of near completion.
- Statement of near completion.
- Supervisor and candidate are informed of defence date.
- Defence date can be requested.
- A defence date is given.

**Candidate**

- Candidate uploads the manuscript for committee assessment.
- Committee and candidate are informed of committee approval.
- Committee composition and Defence date are checked.

**CVP Support Office**

- Candidate and candidate are informed of admission to public defence, receive feedback from committee.
- Supervisor and candidate are requested to upload title page.
- Approval of manuscript.
- Follow up on cum laude recommendation or negative assessment.
- Consistency check feedback committee.

**Committee**

- Committee members receive confirmation.
- Ask the candidate to send a hard copy.
- Assessment of manuscript.

**Legend**

- Start of subworkflow
- Fixed step
- If applicable
- Via Hora Finita
- Other Communication

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#5: GRADUATION PHASE 1/2
Candidate is informed of admission to public defence & receives feedback from committee & is requested to upload title page

Candidate is informed of approval of title page

Provide photo, cover and summary for public announcement

Print Manuscript

Approach Beadle for briefing

Candidate delivers manuscript to library (digital and analogue)

Candidate is ready for defense

督导师确认出席及与委员会的协议

候选人收到公共答辩的通告及反馈委员会，并被要求上传封面上的页面

候选人收到封面上的页面的批准

提供照片、封面和摘要供公共通告

打印手稿

接近蜱虫进行简报

候选人将手稿交付给图书馆 (数字和模拟)

候选人准备好答辩

#6: GRADUATION PHASE 2/2