#1: REGISTRATION

**SUPERVISOR**
- **START**
  - Recruitment including requests of (guest) registration
  - CAN BE DELEGATED

**DEAN’S OFFICE**
- Process HR Registration creating an M-Number
- Approve new registration
- Provide additional details and upload documents
- Validation of joint & double PhD degrees
- Check input
- Convert the registration to a project
- Process findings of validation
- Candidate is informed of successful registration
- Candidate is informed of successful validation
- Detection of exemptions

**CANDIDATE**
- Provide basic data
- Attend intake
- Create new registration
- Processing of joint & double PhD degrees
- Candidate is informed of successful validation
- Approval and documentation of exemptions

**HORA FINITA SUPPORT OFFICE**
- Send welcome mail and intake invite
- Create new registration
- Validation of foreign diplomas

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

**ADMISSION OFFICE (CES)**
- Validate foreign diplomas

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**TGS MANAGER**

1. **Check of T&SP**
2. **Final detection of exemptions**
3. **Approval and documentation of exemptions**

**SUPERVISOR**

1. **Approval of T&SP**
2. **Approval of T&SP elements (No automatic system notification)**
3. **Upload final documents and register result**

**CANDIDATE**

1. **Candidate is informed of successful registration & receives T&SP email**
2. **Upload of Training and Supervision Plan (T&SP)**
3. **Enter T&SP elements (After completion of the element)**
4. **Plan Qualifier: Candidate fills date and upload documents**
5. **Qualifier is held**

**HORA FINITA SUPPORT OFFICE**

1. **Candidate is informed of successful Qualifier and asked to upload appointment form**
2. **If required a second qualifier will be set up in the system & supervisor is asked to inform HR**
3. **Result and documents are checked & qualifier is approved**

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**LEGEND**

- **Start of subworkflow**
- **Fixed step**
- **If applicable**

**Via**
- **Hora Finita**
- **Other Communication**
Approval of T&SP Elements (No automatic system notification)

Candidate is informed of portfolio check

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

Supervisor(s) and candidate sign & upload form.

Confirmation of appointment

Candidate is asked to upload the appointment form after qualifier

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

Check of form & if needed update of Hora Finita

Result and documents are checked & approved

In case of last interview the next phase will be started

LEGEND

Start of subworkflow

Fixed step

If applicable

Via Hora Finita

Other Communication

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

Prepare TGS certificate (To be handed over at PhD defence)

Candidate is informed of successful completion of research phase

Request portfolio check

Add missing information in Hora Finita

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

Complete Hora Finita checklist up to request portfolio check

Candidate is informed of the portfolio check

Perform portfolio check

HORA FINITA SUPPORT OFFICE

LEGEND

Start of subworkflow

Fixed step

If applicable

Via Hora Finita

Other Communication
**#5: GRADUATION PHASE 1/2**

**Supervisor and candidate are informed of admission to public defence, receive feedback from committee & Candidate is requested to upload title page**

**Follow up on cum laude recommendation or negative assessment**

**Consistency check feedback committee**

**Committee members receive confirmation**

**Indicate a desire to receive a hard copy later on**

**Assessment of manuscript**

**Candidate uploads the manuscript for committee assessment**

**Committee composition & Defence date are checked**

**Supervisor and candidate are informed of campus board approval of manuscript (incl. Plagiarism check)**

**Supervisor and candidate are informed of committee approval**

**A defence date is given**

**Defence date can be requested**

**Supervisor is prompted to compose a committee**

**Supervisor and candidate are informed of near completion**

**Statement of near completion**

**Following portfolio check supervisor is prompted to make the statement of near completion**

**DEAN’S OFFICE**

**SUPERVISOR**

**CANDIDATE**

**CVP SUPPORT OFFICE**

**LEGEND**

- **Start of subworkflow**
- **Fixed step**
- **If applicable**
- **Via Hora Finita**
- **Other Communication**
- **UNIVERSITY OF TWENTE.**
Candidate is informed of admission to public defence & receives feedback from committee & is requested to upload title page.

Upload of title page and passport

Candidate is informed of approval of title page

Provide photo, cover and summary for public announcement

Print Manuscript

Approach Beadle for briefing

Deliver Manuscript to Library (Digital and Analogue)

Candidate is ready for defense

Check of passport and title page

Preparing diploma & Certified copy

Announce public defence on website

Candidate is informed of approval of title page

Provide photo, cover and summary for public announcement

Print Manuscript

Approach Beadle for briefing

Deliver Manuscript to Library (Digital and Analogue)

Candidate is ready for defense

Check and store documents

Defence protocol briefing & receive hardcopies

Creating Committee attendance overview and seating arrangement

Arranging remote connections with LISA

Dean's office confirms successful assessment and prompts availability mode

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