

HORA FINITA

PHD TRACKING SYSTEM

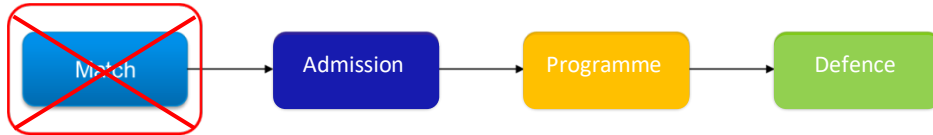
MANUAL
PHD CANDIDATE

CONTENTS

INTRODUCTION	3
ORGANIZATION	
Faculty organization & management	
Administration	
Key user meetings	
PHD PROCESSES AND PROCEDURES	4
Admission	
Programme	
Defence	5
HORA FINITA: GENERAL	7
Saving data	
Return to previous page	
Required fields	
Who works with Hora Finita?	
Logging in	
Rejection	
Help	
MANUAL FOR THE PHD CANDIDATE	8
Menu options	
Important menu options	
Admission / Registration	9
Programme	10
Schedule for candidate's activities relating to PhD programme	
The schedule for all interviews, including progress interviews	
Registration of courses and educational activities	11
New activity	
Defence	12
Upload manuscript and submit an application for the defence	
Ceremony	
Title page	13

INTRODUCTION

Hora Finita is the PhD tracking system at Vrije Universiteit Amsterdam. Tracking the PhD process in Hora Finita encompasses the steps Admission, Programme and Defence. The Match step is beyond the scope of the system.



Match is geared towards finding a successful combination of available PhD programmes, a first supervisor and a PhD candidate. This step is not covered by Hora Finita and is therefore not described in the manual.

ORGANIZATION

Faculty organization & management

The people involved in the PhD process belong to three broad categories:

1. all PhD candidates;
2. all persons who may be directly involved in a PhD programme, such as professors (incl. those occupying an endowed chair), associate professors and assistant professors;
3. all persons involved in a PhD programme from an organizational perspective.

Administration

Faculty administration

Each faculty has one or more members of staff who are the faculty's point of contact for the PhD process and Hora Finita.

These individuals are usually involved throughout the PhD process. They are part of the organization at the graduate school(s) and/or at the secretariat of the faculty board. We call them key users.

These key users have insight into all PhD registrations and PhD processes at the faculty.

University administration

Administration takes place not only at faculty level but also at university level. There are two aspects to this: the administrative tasks carried out by the Beadle's Office, which has its own key user, and the IT management that keeps Hora Finita operational.

The Beadle's Office takes care of administration at university level in relation to the PhD process (incl. implementation and verification of the relevant doctorate regulations) and the use of Hora Finita. Barbara Zegveld is the point of contact for the PhD process and Ellis Verkerk fulfils this role for all key users at faculty level. If there is a new faculty key user, the Beadle's Office will, at the faculty's request, arrange the necessary introduction and training with regard to Hora Finita.

In addition, an operational IT manager ensures that the system continues to run and that any required changes are implemented, including new versions over time. These duties also include maintaining contact with the supplier of Hora Finita.

Key user meetings

Key user meetings are held at least three times a year and representatives of all parties are expected to attend. The faculties are mainly represented by the key users (up to an agreed maximum), while Institutional affairs will be represented by the senior policy officer for research and the Beadle's Office. The meetings are complemented by Hora Finita's operational IT management.

PHD PROCESSES AND PROCEDURES

The faculty process complies with the doctorate regulations at all times. The latest version of these regulations can be downloaded from the VU website. Tracking the PhD process in Hora Finita encompasses the steps Admission, Programme and Defence.

Admission

This step consists of the PhD candidate's entry into the PhD programme and his/her first steps on the programme.

The output of the Match step is a message that a new PhD candidate is due to start. This message is sent by the supervisor to the relevant key user, and signals the start of the Admission step in Hora Finita. This step is described below.

Hora Finita's Admission step consists of two parts. The first is registration of final admission details. These details includes the PhD candidate's personal details, information on the faculty, the candidate's educational background and the nature of the research, the supervisors, the Training and Supervision Plan (TSP) and the financial arrangements. When registering details in the digital admission form, the user is presented with information that is already available from other sources, such as the personnel system. The rest of the information is entered manually or using various tools (lists, check boxes, radio buttons, etc.) and of course the required attachments are added (various formats are supported).

Registration of the digital admission form can be handled by two actors: the faculty's key user or the PhD candidate. There are two options:

- The key user takes care of the entire registration based on the information provided about the PhD candidate and the PhD programme.
- The key user takes care of basic registration and asks the PhD candidate to provide additional details.

The functionality of the system supports requests for additional details and the provision of this additional details. This step can be repeated several times until the details are complete. When the details are submitted, the key user initiates the second part.

The second part consists of obtaining approval from the various actors. The final approval comes from the Rector Magnificus. The formal decision on PhD admission lies with him and those involved are then notified that the decision has been taken. Once the decision has been taken, the registration is automatically converted to a PhD programme.

Programme

This step consists of the PhD programme at the faculty, which covers the following components: conducting research, educational activities and teaching activities. These components are undertaken within the framework of the Training and Supervision Plan (TSP). It is possible to amend the PhD portfolio if necessary.

If applicable, the PhD candidate is obliged to register his/her educational activities in Hora Finita, to apply for the defence and to submit the title page of the dissertation for approval by the Rector Magnificus. For all other activities, Hora Finita offers the candidate features that enable him/her to register his/her work schedule, decision documents and progress interviews.

Work schedule

The work schedule of the PhD programme can be registered, changed and of course deleted using the planning function. A number of mandatory elements known as 'milestones' are filled in automatically on the basis of a target date.

The work schedule can only be viewed by the PhD candidate and is designed to help him/her distribute the workload evenly.

Educational activities

The educational activities in which the candidate participates (e.g. courses, training tracks, conferences) are separately registered, modified and removed using the Portfolio function. In addition to the title and description of the relevant conference or course, a date or period is also registered. Once the candidate has attended the conference or course, he/she provides proof of participation by uploading a digital file of the certificate or other valid document. It is also possible to register exemptions up to a certain number of ECTS credits.

Throughout the four years, approval may be given for attending each conference or course. This approval can come from the supervisor, the graduate school or a key user. Final approval for the full complement of 30 ECTS credits is given in the Defence step.

Progress interviews

The progress interviews are held in accordance with faculty policy or as agreed between the relevant parties and can be registered by the PhD candidate. The date of each interview is registered in advance. One month prior to the date, the PhD candidate is reminded to schedule the interview with the parties concerned.

By way of preparation, it is possible to share documents. As an outcome of the interview, a report can be added or the interview can be registered as completed. This function is handy for the formal interviews, which often take place six months or nine/ten months into the programme and which take the form of a go/no go evaluation.

Changes to the PhD portfolio

Once the relevant details have been registered, amendments can still be made to the PhD portfolio.

Any change in the supervisors is made in Hora Finita by the key user at the secretariat of the faculty board, following notification by the chair of the doctorate board (often the dean). Confirmation is then sent to the relevant parties.

Defence

This step consists of the final defence of a dissertation by the PhD candidate and the conferral of the doctorate degree. The defence consists of many steps involving a large number of actors. The first part consists of the application for the defence, the assessments of the manuscript and approval of admission to the defence. This process can be broken down into the following steps:

Application for the defence

9. The candidate applies for the opportunity to defend his/her PhD dissertation. He/she uploads the manuscript and fills in the title of the manuscript on the form.
10. The first supervisor approves the manuscript and the application.
11. The supervisor submits a proposal for members of the doctorate board to assess the manuscript. The supervisor has already approached the members informally to ask whether they are willing to serve on the board.
12. The dean (or a delegate) approves the doctorate board. At this stage an invitation is sent to all members of the doctorate board for the assessment of the manuscript.
13. The relevant graduate school draws up (or generates) a certificate stating that the candidate has obtained the requisite total of 30 credits.

14. The members of the doctorate board assess the manuscript within 30 days.
15. The chair of the doctorate board draws up a well-reasoned summary of the assessment of the manuscript and formulates a recommendation for the dean.
16. The dean approves this recommendation, thereby granting the candidate admission to the defence.

Note: If it is necessary to deviate from this standard process, the deadline for assessing the manuscript may be extended by an additional 30 days. In addition, the system enables registration as cum laude if the supervisor or members of the doctorate board have indicated that the dissertation merits this distinction.

Preparations for the ceremony

The second part concerns making the necessary preparations for the ceremony. This process can be broken down into the following steps:

7. In consultation with the Beadle's Office, the candidate schedules two possible dates for the ceremony on the PhD calendar.
8. In consultation with the Beadle's Office, the candidate confirms the final date for the ceremony on the PhD calendar.
9. The Beadle's Office processes the final date in Hora Finita so that confirmation can be sent to everyone involved and instructions can be sent to the PhD candidate.
10. The PhD candidate submits a title page to the Beadle's Office and selects a degree (doctor/doctor or philosophy).
11. The Beadle's Office approves the title page on behalf of the Rector Magnificus.
12. The Beadle's Office registers receipt of the printed and bound dissertations.

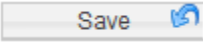
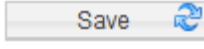
Ceremony

The third part consists of the ceremony itself. This can be broken down into the following steps:

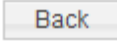

5. The supervisor proposes members of the doctorate board to act as opponents during the ceremony.
6. The dean (or a delegate) approves the doctorate board to act as opponents during the ceremony. At this stage an invitation is sent to all members of the doctorate board with the relevant details regarding the ceremony.
7. The Beadle's Office prints the degree certificate for the ceremony.
8. The Beadle's Office changes the status of the programme to 'doctorate obtained' in Hora Finita.

HORA FINITA: GENERAL

Saving data

All data must be saved before closing or performing another action. If you click the button with a single arrow  you return to the previous page. If you click the button with a double arrow  you stay on the same page.

Return to previous page

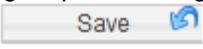
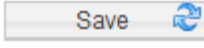
It makes no difference whether you use the  button or the  button in the internet browser. However, it is important to save all the data you have entered before you use these buttons.

Required fields

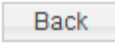

The fields marked with an asterisk (*) are required fields. They must be filled in.

HORA FINITA: GENERAL

Saving data

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Return to previous page

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Required fields

The fields marked with an asterisk (*) are required fields. They must be filled in.

Who works with Hora Finita?

There are two categories of users:

3. users who have to carry out an action;
4. users who want to view the HF portfolio.

Hora Finita is set up in such a way that if someone has to carry out an action, they receive an email notification requesting them to do so. The same email provides a link that enables the user to carry out the action.

Other users are assigned an account that allows them to view the PhD programme. These users are identified in advance. The first category of users is linked to a PhD programme and this role grants them an insight into the PhD programme. The supervisor, for example, gains insight into the PhD programmes through the PhD candidates he/she supervises.

The second category is more general, consisting of users who work for a faculty, department, graduate school or research institute. These users are created manually and are given rights to view the relevant PhD programmes.

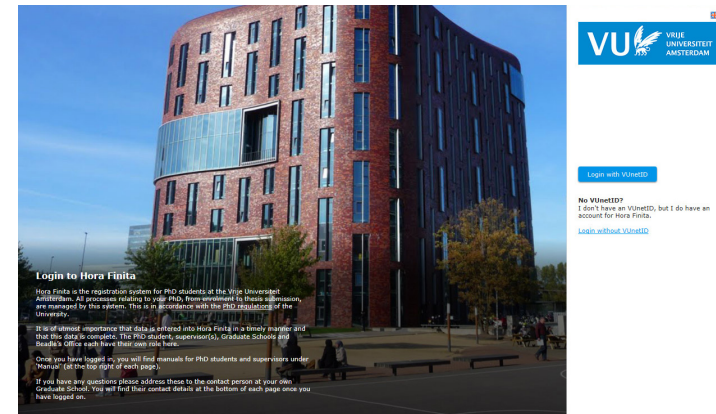
Logging in

Go to <https://horafinita.vu.nl>. Switch to English by using the flag icons



. Use your VU-net ID and password if you have one.

If not, use the login name and password sent to you once admission to the PhD programme has been granted.



Rejection

Throughout all three steps in the process – admission, the PhD programme and the defence – there are moments of approval. If everything goes smoothly, approval is given and the candidate continues to advance through the process. If an actor in the process rejects a request, the process is temporarily suspended, the key user is automatically informed by email and takes the necessary action to restart the process.

Help

Go to www.vu.nl/en-horafinita for:

- FAQ
- the point of contact at your faculty

MANUAL FOR THE PHD CANDIDATE

When you log in as a PhD student, your start-up screen will be your dashboard, which provides an overview of your PhD programme at a glance.

Menu options

Select a menu option above the line to see the sub-menu options below the line.

In the example on the left, the menu option 'Start' is shown along with its sub-menu options: My Details, Promise, Project Description, Progress Interviews, Decision Document, Print Progress File.

Important menu options

The Hora Finita dashboard serves as an aid to monitor your progress and planning during the research project. A number of programme components have to be registered/carried out on the Hora Finita dashboard:

- registering educational activities (Portfolio)
- submitting a defence application (Application for the defence)
- uploading the title page of the dissertation and having it approved (Application for the defence > Title page)

Other functions are optional.

Start Portfolio PhD ceremony request Publicity

My profile Logout Spanje, M. van (E032649) (GS RCH)

Start My details Pledge Project description Progress interviews Decision document Print progress file

Planning dashboard from "M. van Spanje"

Project planning

phd programme start 01 06 2018

planned phd programme end 01 06 2022

planned phd ceremony date

definitive phd ceremony date

My added tasks

0 of the 0 scheduled tasks have been completed
there are 0 tasks whose deadline expire shortly or are expired

task to do	target date
No Items	


[Open the project planning](#)

Training and professionalization

2% of the planned processing time has elapsed
100% of the required credits are achieved

30,00 of the 30.00 required EC achieved
still 0 EC have to be planned

EC distribution:
• activity: 0.00 EC
• course: 30.00 EC



Legend:
■ scheduled
■ already achieved
■ to schedule

upcoming training activities	starting date	finishing date
No Items		

[Open training overview page](#)

Progress interviews

R&D interviews	date
No Items	

[Open the results and development overview page](#)

PhD checklist

check	description	party responsible	target date	executed
✓	Academic Integrity Code For additional information, open the page " Academic Integrity Code ".	phd student	01-06-2018	22-06-2018
✓	Enter project description Open the page " project description ".	phd student	01-07-2018	
✓	PhD ceremony request Open the page " Request PhD ceremony ".	phd student	01-12-2021	22-06-2018

Your registration (PhD project)
Spanje, M. van

Your registration

Personal details

vunetid

if you do not currently have a uu vunetid, please contact your faculty's secretary.

first names*

preferred first name, if different from above

surname*

surname prefix

initials*

title

suffix

gender*

date of birth*

place of birth*

country of birth*

nationality 1*

nationality 2

e-mail*

private email address

telephone number 1

telephone number 2

PhD project

working title / subject*

faculty*

graduate school*

department

research institute

research programme

start date*

end date*

Home address

country

Work address

working address working address internal
 external working address

department

email

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

name of institution*

country*

faculty*

degree programme*

type of degree certificate*

authenticated degree certificate*

list of marks

date of degree certificate*

deficiencies/conditions

Joint / double doctorate

joint of double doctorate
 Double Doctorate
 Joint Doctorate
 No joint of double doctorate

associated university

person

defense
 VU
 partner
 VU
 partner

degree certificates

financial agreements

Documents

language test

research proposal

work plan

other

curriculum vitae (cv)

passport*

Funding

the *	funding source	cash flow *	van *	up to and including *
1	1.0	<input type="text"/>	<input type="text" value="BT"/>	<input type="text" value="BT"/>

co-financing organisations

agreements promotion bonus

Admission / Registration

After the Match step (which is not supported by Hora Finita), the faculty secretariat or the graduate school initiates registration for the PhD programme and asks the prospective candidate to provide any missing admission details.

To this end, the prospective candidate receives an email with a link to the digital registration form where he/she can supplement and upload his/her details and documents. If you believe the information already entered to be incorrect, please contact the faculty secretariat or the graduate school (depending on the sender of the email request). The fields marked with * are required fields. It is not possible to skip these fields and still submit the registration.

When the prospective candidate thinks his/her registration request is complete, he/she should submit it by clicking the button.

The graduate school then starts what is called the 'chain of approval': a number of actors have to grant approval before the registration becomes a PhD programme.

Once all the required approvals have been received, including the approval of the Rector Magnificus, the PhD decision is sent by email to the supervisors, co-supervisors and the PhD candidate, among others. The PhD candidate also receives an email with login details so that he/she can update the programme as the research project continues, for example as regards educational activities and progress interviews with the supervisors.

Programme

During the four-year PhD programme, a number of activities are registered and organized in Hora Finita:

- the schedule for all of the candidate's activities in relation to the PhD programme (optional)
- the schedule for all interviews, including progress interviews (optional)
- registration of courses and educational activities (compulsory)

Schedule for candidate's activities relating to PhD programme

The candidate can enter all his/her activities relating to the PhD programme in a schedule. Hora Finita functionality enables a Gantt chart to be generated. This gives the PhD candidate a visual representation of the total workload spread over the entire PhD period.

The supervisor is able to view this schedule, but has no active role in the registration.

The schedule for all interviews, including progress interviews (optional)

If applicable, it is possible to register various types of progress interviews. These include go/no go interviews and periodic progress interviews, held with the PhD candidate every 6 months, for example.

The dates and times of these interviews can be registered in advance, with a reminder sent to the PhD candidate one month in advance so that he/she can plan the interview with the supervisor and/or any other relevant parties.

It is possible to prepare for the interview in Hora Finita by adding documents. These can then be viewed by the relevant parties. In

Training activity - Items page

Portfolio: 1 - 2 of 2

Sum of registered credits (EC): 30,00

starting date	name	type of activity	assessment	EC entered	EC rated	approved
<input type="checkbox"/> 01-05-2018	Cursus	course		25,00	25,00	no
<input type="checkbox"/> 01-05-2018	Blabla	course		5,00	5,00	no

Page 1 of 1

5 4 2

New

Training activity

search in catalog

type of activity*

name*

description

organisator

starting date*

finishing date*

Rating

ec (entered / calculated)*

ec rated

certificate ec

Proof of attendance documents

Drag your documents to this frame, or

Assessment

mark

assessment

comment

approved

Other

added by

created

modified

search in catalog

type of activity*

name*

description

organisator

starting date*

Select from catalog

- FGW - Congresbezoek / Conference visit
- FGW - Cursussen landelijke onderzoeksscholen / Courses in national research schools
- FGW - Deelname aan een Summer- of Winterschool
- FGW - Graduate Lectures
- FGW - Key Issues in the Humanities

in addition, it is possible to mark a progress interview as 'completed' and to add a report of the interview.

Use of this module is optional but the faculty can make it compulsory in line with faculty policy.

Registration of courses and educational activities

All educational activities entered by and for the PhD candidate (seminars, training courses etc.) can be viewed by the PhD candidate. Log in and click the 'Portfolio' menu option to see a list of all activities. In the right-hand column, you can see whether the activity has been approved by the supervisor or the graduate school (yes/no). The supervisor regularly receives an automatic email stating that activities have been entered by or for the PhD candidates under his/her supervision.

New activity

Click the **New** button at the bottom right of the screen to enter a new activity. The activity can be selected from a catalogue. The name of the activity is preceded by the abbreviation of the faculty: ACTA (Dentistry); Beta (Science); FGB (Behavioural and Movement Sciences); FGW (Humanities); FSW (Social Sciences); GNK (Medicine); RCH (Law); SBE (Business Economics); THE (Theology). Some activities are assigned a specific number of credits by the faculty. Others credits can be obtained with an activity of the candidate's own choosing.

It is also possible to register both a full exemption and a partial exemption using the fields with these names.

[My profile](#) | [Logout M. van Spanje \(E032649\) \(GS RCH\)](#)

[Start](#) | [Portfolio](#) | **[PhD ceremony request](#)** | [Publicity](#)

[Request PhD ceremony](#) | [Upload modified manuscript](#) | [Submit title page](#)

Request PhD ceremony

Spanje, M. van - E032649

Request PhD ceremony

Once the thesis has reached the state where the first supervisor is willing to approve it, the form below can be completed. In addition, the manuscript must be uploaded and the 'Request PhD ceremony' must be ticked. All information will be sent to the first supervisor for approval. If applicable a request for training certificate must be made.

title thesis*

subtitle of thesis

fellow phd student

file of thesis*

requirements* Request a certificate for the training requirement at the graduate school/ PhD coordinator/Research Institute I (if applicable)

Defence

Upload manuscript and submit an application for the defence

Once the required number of credits has been obtained and the PhD candidate and supervisor(s) agree that the programme can be completed (and that the dissertation can be assessed), the PhD candidate initiates the process by uploading his/her manuscript in Hora Finita and submitting the application for the defence.

Log in and click the 'Application for the defence' menu option. On the screen, enter the final title of the manuscript (and subtitle, if applicable) and click the button to upload the manuscript. Click the button to submit your request to the supervisor(s).

The supervisor(s) then receive(s) an email that the manuscript is ready for assessment.

Once the manuscript has been approved by all of the supervisors and co-supervisors, they, the graduate school and the PhD candidate receive an email confirming this. The main supervisor can then put together a doctorate board to assess the manuscript.

Ceremony

Once the doctorate board has assessed the manuscript positively and the dean has granted the PhD candidate the opportunity to defend his/her manuscript, he/she receives confirmation by email. The PhD candidate can contact the Beadle's Office to schedule a date for the defence.

The date cannot be scheduled until the manuscript has been approved and the dean has admitted the PhD candidate to the defence.

Planning the date of the defence is not part of Hora Finita. As soon as a final date has been scheduled, the PhD candidate receives an email containing further instructions for the PhD award ceremony. The activities to be undertaken are also not included in Hora Finita with one exception; the title page of the dissertation.

Title page

The title page has to be approved by the Rector Magnificus before the dissertation is printed. You therefore need to submit a proof of the title page to the Beadle within seven days of this approval. Click the menu option 'Application for the defence' and then the sub-menu option 'Title page'.

The title page must resemble the sample title page provided. Make sure you use capital letters, punctuation etc. in the same way. The supervising professor(s) and any co-supervisors must be listed on the reverse of the title page. No text other than the prescribed text may be included on this page. Please also consult Article 23 and Procedural Regulation 20 of the Doctorate Regulations. If you print a dissertation that does not comply with the above conditions, then you will be doing so at your own risk.

Click the button to upload the title page you have drawn up and the button to submit your title page to the Rector Magnificus for approval via the Beadle's Office. If the title page is not approved, you will be notified by email and asked to make the necessary adjustments as described. You can then resubmit your title page in the same way as before. Once the title page has been approved, you will be notified by email and can then incorporate the title page in the dissertation to be printed.

Start Portfolio **PhD ceremony request** Publicity

Request PhD ceremony Upload modified manuscript Submit title page

My profile Logout M. van Spanje (E032649) (GS RCH)

Title page

Spanje, M. van - E032649 - Blabla

Submit title page

Doctor / Doctor of Philosophy

Specify the title to be used after promotion. NB: you can only set this once.

title preference doctor doctor of philosophy

Title page example

To help you make a title page, the system can generate an example title page based on the details related to your PhD project. You can do so on the following page: [Title page example](#)

Please note: your PhD thesis must include a title page that is formatted according to the attached example. Title pages that fail to use this formatting will not be accepted.

Title page

Your title page must be assessed by the Beadle's Office two months before the planned PhD ceremony date. Below you can upload a PDF of the title page.

pdf of title page*

approval title page date No approval yet

Passport

You can upload your passport in the field below. The passport will be sent to the Beadle's Office, along with the title page. The passport will not be saved. When you check "do not upload/send passport, but show the passport to the Beadle's Office", then you'll have to show the passport to the Beadle's Office personally.

passport do not upload/send passport, but show the passport to the Beadle's Office