PhD Candidate action | Keyuser action | Supervisor action | Other parties action

VUMC HORA FINITA FLOWCHART

REGISTRATION ADMINISTRATIVE CHECK

PhD candidate registers as PhD candidate at Amsterdam UMC Doctoral School

Keyuser receives information of registration and starts PhD trajectory registration in HF

Keyuser requests additional information

PhD candidate provides additional information in HF and uploads documents

PhD candidate requests assessment

Keyuser checks additional information

Ready for assessment of PhD trajectory in Hora Finita

Documents to upload:
- copy of passport/ID-card
- PhD plan including APH Training Plan (TP)
- copy or digital DUO diploma

Yes

No

Again: Request additional information

Start mail chain of approval

CHAIN OF APPROVAL CONTENT CHECK

VUmc decanale zaken	Checks supervisors, CV, passport and checks with PhD regulations
1st Supervisor	Checks PhD research information and supervisor agreements
2nd supervisor	Checks PhD research information and supervisor agreements
Secretary Graduate School	Double check presence of TP and other information
Chair PhD Education Committee	Checks TP (according to VU/VUmc and APH educational requirements)
Dean of faculty	Signs
Beadles Office	Checks diploma, checks with PhD regulations
Chariman Board of deans VU	Signs

PhD trajectory approved

PhD candidate admitted to PhD program

PHD PROGRAM PHASE

HORA FINITA DASHBOARD: PORTFOLIO TAB

PhD candidate registers finished educational activities according to TP and includes proof documents

PhD candidate request approval of supervisor on registered educational activities

Supervisor approves educational activities in own Hora Finita dashboard (active login required)

PORTFOLIO TAB – END OF PHD TRAJECTORY

PhD candidate requests review portfolio by Graduate School in Hora Finita (via checklist or at manuscript submission)

Graduate School checks portfolio with educational requirements

After portfolio approval the PhD candidate receives a certificate of the Graduate School (and the procedure of manuscript submission will continue)