Hora Finita Manual
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Introduction

Hora Finita is the PhD tracking system at Vrije Universiteit Amsterdam.

Tracking the PhD process in Hora Finita encompasses the steps Admission, Program and Defense. The Match step is beyond the scope of the system.
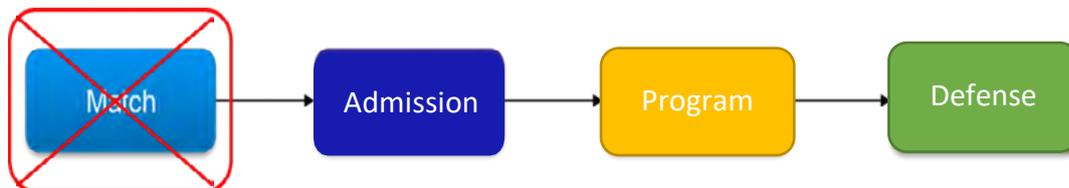
The **Match** is focused on finding a successful combination of available PhD programs, a first supervisor and a PhD candidate. This step is not covered by Hora Finita and is therefore not described in the manual.

Organization
Faculty organization & management

Those involved in the PhD process belong to three broad categories:

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

Management
Faculty management and administration

Each faculty has one or more staff members who are the faculty's point of contact for the PhD process and Hora Finita. These staff members are usually involved in the entire 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 (department).

Central management and administration

In addition to faculty management, central management is also performed. This consists of two parts: the (application) management on the side of the Beadle's Office with its own key users and the (functional) management from IT that ensures that Hora Finita continues to work.

The Beadle's Office takes care of the central management around the PhD process (incl. verification of the Doctorate regulations) and the use / setup of Hora Finita. The Beadle's Office is therefore both the point of contact for the PhD process and for all faculty key users regarding Hora Finita. When a new key user joins the faculty, the Beadle's Office provides an Hora Finita training at the instruction of the faculty. The IT functional manager implements new versions over time. Liaison with Hora Finita's supplier is also part of the job responsibilities.

Key user meetings

At least twice a year, key user meetings are organized. Present are a delegation of the faculty key users, the policy officer for research (Institutional Affairs department) and the Beadle's Office. The IT functional manager participates if necessary (based on the topics). The delegated faculty key users collect information, questions and topics from their colleagues prior to the meeting and provide them with feedback afterwards.

Help

Visit vu.nl/horafinita for:
- Q&A
- Contactperson of your faculty

Hora Finita Users

There are several types of users, namely:
1. Involved in a PhD program - account
2. Staff member / support - account
3. Occasional users – no account

Those involved in a PhD program, (PhD candidates, supervisors) have an account to update and monitor the PhD program. The staff members / supporters (faculty key users) have an account to carry out their support tasks, monitor the PhD projects and generate reports for the policy departments.

If an actor (user) needs to perform an action within a PhD program in Hora Finita, the actor will receive an email requesting to perform the specific action (some requests go with an explanation how to perform the action) and a link to the required form or Tab.

However, some actions are 'occasional' actions. For example the assessment of a manuscript by the Doctoral Committee member. This action can be performed via the link (in the invitation email) that leads to the manuscript and the assessment form. After submitting the assessment the task is completed and an account is therefore not needed.

Saving data

All data must be saved before closing Hora Finita or performing any other action. Clicking the button with the single arrow [Save] will return you to the previous page. Clicking on the button with the double arrow [Save] remains you on the same page.

Return to previous page

It is no problem to use the button [Back] , or the button in the internet browser. However, before using these buttons, it is important to first save all the information and data that you have entered. If you don't want to save the changes, then these buttons are the best way to return to the previous situation.

Mandatory fields

Fields marked with a * are required fields and must be completed.

Information buttons

Some fields are equipped with an information button ⓘ
This button provides more information about the required data in the particular field.

PhD Process in Hora Finita

Doctorate Regulations

The Doctorate Regulations guide the PhD process at all times.
The most recent version of the Doctorate Regulations is available for download on the VU website. Tracking the PhD process in Hora Finita focuses on the several steps in Admission, Program and Defense according to the provisions of the Doctorate Regulations.

Admission

This step consists of 1) the registration and 2) the actual admission of the candidate to the PhD program.

The Match has as output a notification that a new PhD candidate is about to start. This notification is delivered by the supervisor to the relevant faculty key user. The key user starts the registration and from that moment on the admission step in Hora Finita starts.

1 - Registration

In this phase, a set of data is entered into Hora Finita, such as the personal data of the PhD candidate, faculty data, previous education, research topic/-description, supervision, Training & Supervision Plan and financial arrangements. During the registration of the data in the digital admission form, the user is supported with data from other sources, such as the personnel system. In addition, a part is entered manually or various tools are used (lists/boxes etc.) and, of course, the necessary attachments must be added (various formats are supported).

The registration of the digital admission form is handled by two actors; the faculty key user and the PhD candidate.
- Key user enters the basic data based on the notification by the supervisor
- PhD candidate is requested by the key user to provide additional data

The request and submission of additional data can be run through several times until the data is complete. Only after the data is complete, the key user will start up the second part of the admission.

2 – Actual admission

This phase consists of collecting the (digital) approvals from various actors, such as supervisor(s), graduate school and dean. The last actor to give his approval is the Rector. He will formally take the PhD decision which officially admits the PhD candidate to the PhD program. Based on the PhD decision the 'PhD project registration' in Hora Finita will be automatically converted to 'PhD project' (PhD Program).

Program

During the multi-year PhD program, progress can be recorded in Hora Finita in several ways: the PhD candidate can make a planning to evenly schedule the workload, must submit educational activities and can schedule progress interviews and -meetings (e.g. Go/No Go and 6 months) with the supervisor(s).

Not all components are mandatory for the PhD candidate. The PhD candidate is required to:
- submit educational activities
- apply for the approval of the portfolio
- request PhD ceremony by uploading the manuscript
- submit the titlepage for approval by the Rector
- upload the final, approved, digital thesis for the VU-Library

For all other activities, Hora Finita offers the PhD candidate a tool or support.

Changes to the PhD Program file can also be made in consultation with (at least) the key user. For example, a change in supervision, change from one faculty to another or a change in the status of the PhD program.

Defense

This step results in the PhD defense and the awarding of the degree. The Defense phase consists of many sub-steps and many actors are involved. The first sub-step consists of the request for the PhD ceremony by uploading of the manuscript, then the assessment of the manuscript, the admission to the defense and in the end the ceremony itself. **It is important to *exactly* follow the sub-steps to avoid disrupting the process by performing activities in the wrong order.**

Request PhD ceremony

1. PhD candidate requests PhD ceremony by uploading the manuscript and submitting the thesis title.
2. Supervisors assess the manuscript.
3. First supervisor submits proposal to the dean for composition of the Doctoral Committee (for assessment of the manuscript).

Assessment by the Doctoral Committee
1. Dean (or delegate) assesses the composition of the Doctoral Committee.
   If approved, the invitation to assess the thesis is automatically sent to all members of the Doctoral Committee.
2. Graduate School generats a certificate for completion of the required 30 credits.
3. Doctoral Committee assesses the manuscript.

Admission to defense
1. Chair of Doctoral Committee submits proposal to the dean with the final judgement on the assessment of the manuscript.
2. Dean reviews the final judgement and in case of approval of the thesis, the PhD candidate is admitted to the PhD defense.

Note: the Cum Laude process (if applicable) is also supported by Hora Finita.

Defense – Preparation part I
1. PhD candidate receives two optional dates for the PhD ceremony from the Beadle's Office by email.
2. After consultation with supervisors and Committee members, the PhD candidate confirms the final date for the ceremony to the Beadle's Office.
3. The Beadle's Office confirms the date in Hora Finita and sends confirmation/instructions to the PhD candidate.
4. PhD candidate uploads titlepage, choosing the degree (Doctor / Doctor of Philosophy) in the process.
5. Beadle's Office reviews title page on behalf of the Rector (the thesis may not be printed before title page has been approved. It is not allowed to make any changes after approval!)
6. Beadle's Office records in Hora Finita the receipt of 5 copies of the thesis.
7. PhD candidate uploads the digital thesis to the VU-Library.

Defense – Preparation part II
1. First supervisor submits proposal to the dean for composition of the Examining Committee (for opposition at the PhD defense).
2. Dean (or delegate) assesses the composition of the Examining Committee.
   If approved, the confirmation is sent automatically to all members of the Examining Committee, including date information about the PhD defense.
3. Beadle's Office prepares the PhD-certificate.
4. After a successful defense, the status of the PhD program in Hora Finita will be changed to 'graduated'.

Protocol and currency PhD ceremony:
Online defense: https://tinyurl.com/vu-online-promotie
Hybrid defense: https://tinyurl.com/vu-fysiek-hybride-promoveren

Hora Finita: logging in

Logging in
Go to: https://horafinita.vu.nl
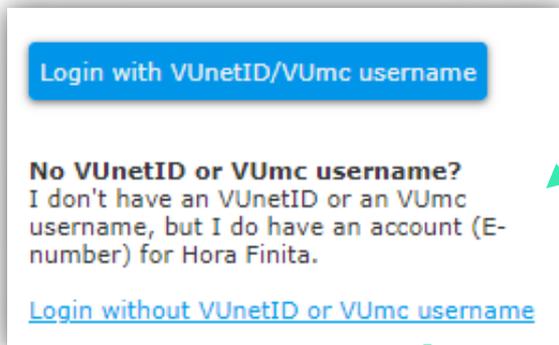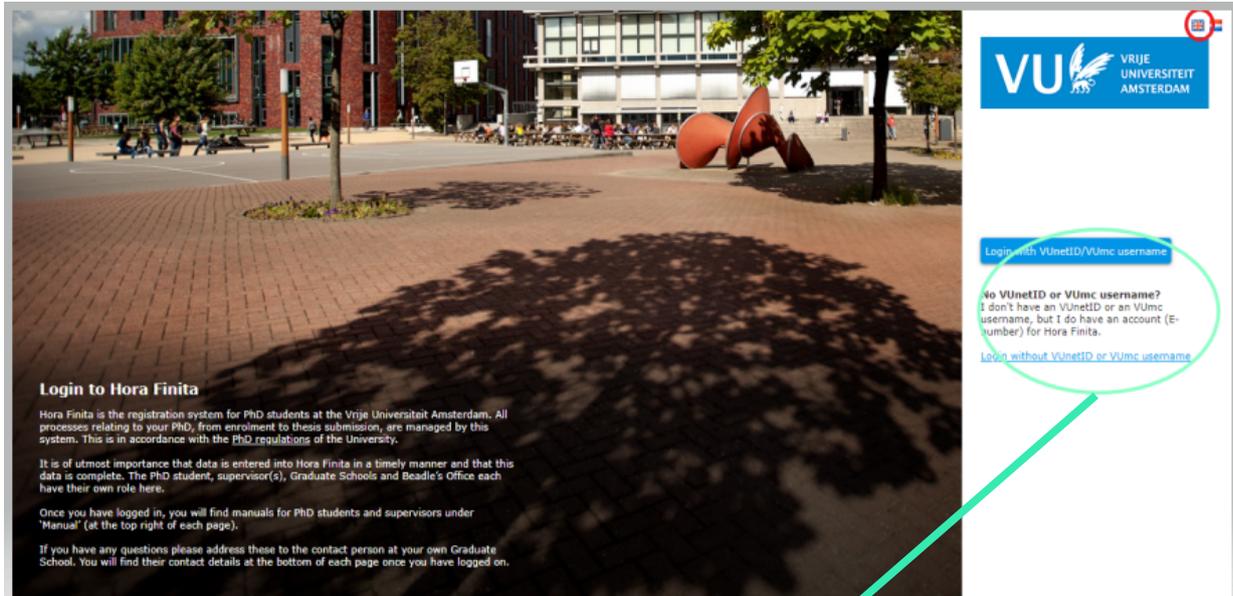
➢ A) Log in with VUnetID / VUmc username via button:

➢ B) Others log in with username & password (will be sent by email) via:

A) Log in with VUnetID / VUmc username

User with VUnetID selects Vrije Universiteit Amsterdam and logs in with VUnetID.
User with VUmc username selects 'Use another account'.

Then the user with VUmc username selects VU medisch centrum and logs in with VUmc username.

B) Log in with E-number

User without VUnetID / VUmc username (so with E-number) enters the E-number at Username and then enters the password.
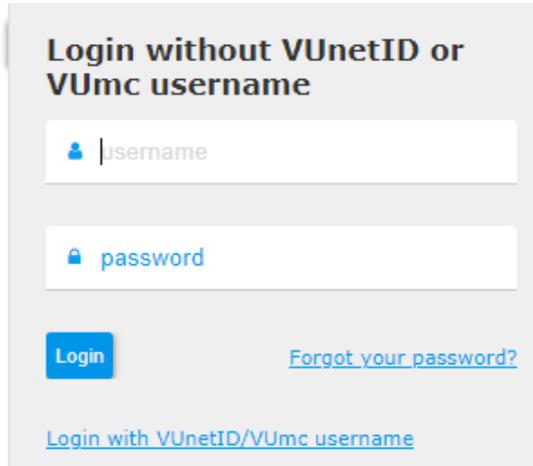
Login without VUnetID or VUmc username

   👤 username

   🔒 password

Login   Forgot your password?

Login with VUnetID/VUmc username

Difference between logging in with E-number or VUnetID / VUmc username

Hora Finita has a link with the personnel systems of the VU and Amsterdam UMC. For those who have been assigned a 'role' in the personnel system that has involvement with a PhD program (e.g. PhD candidate of supervisor) data exchange concerning the personal data may take place. The PhD candidate, UHD or professor can then be registered in Hora Finita based on **VUnetID** of **VUmc username.**

For externs who are not listed in the personnel systems (e.g. External PhD candidates or external professors) or for those who do not have been assigned a 'role' that has involvement with a PhD program, the link to Hora Finita is not established. In that case, the person is registered in Hora Finita based on a so-called **E-number**.

The only difference from being registered based on VUnetID/VUmc username or E-number is the login. After logging in, there is no difference in account and authorizations.

Problems logging in

If you have problems logging in, first try to find out whether you are logging in correctly (are you registered based on VUnetID/VUmc username or E-number?) and whether you are using the correct button. One ***cannot*** log in with an E-number using:

Login with VUnetID/VUmc username

And vice versa, with VUnetID/VUmc username, one ***cannot*** log in using:

Login without VUnetID or VUmc username

Also, please check if the VUnetID/VUmc username is still valid (maybe the contract has expired?)

Forgotten password

If the user has forgotten the password associated with the VUnetID/VUmc username, then the password should be requested from the IT department of the institution (VU or Amsterdam UMC). If the user has forgotten the password belonging to the E-number, then a new password can be requested by sending an email to pedel@vu.nl
Make sure the user's email address is correctly registered for the purpose of receiving the new password!

Contract expired; VUnetID/VUmc username no longer valid

If the contract has expired (e.g. before the PhD program is completed) and the VUnetID/VUmc username is no longer valid, then the user's account can be converted from VUnetID/VUmc username to an E-number. To do so, the facultary key user sends a request by email to pedel@vu.nl
Make sure the user's email address is correctly registered for the purpose of receiving the new password!

Assistance with logging in

If you are still unable to log in despite the above explanation, please contact the key user of your faculty by email. For an overview of the key users, see: https://vu.nl/horafinita
Please include a printscreen of the error message (if applicable).

If the faculty key user cannot resolve the problem, they will contact application administrator at the Beadle's Office (pedel@vu.nl).

Multi Factor Authentication

For security reasons, users with an **E-number** will receive an additional e-mail with a code for logging in. This is not complicated for the user, but very important is that the _email addresses are correct_!!

Users with a **VUnetID or VUmc username** will not receive this MFA e-mail at login because they are already provided with a validated login ID.
However: if an action is performed based on _link_ in an email, verification also applies to the user with VUnetID / VUmc username if the user is not yet logged in.

See below for an explanation for both verification situations.

Login with E-number

After entering the logging in data in the start screen, the screen below will appear.
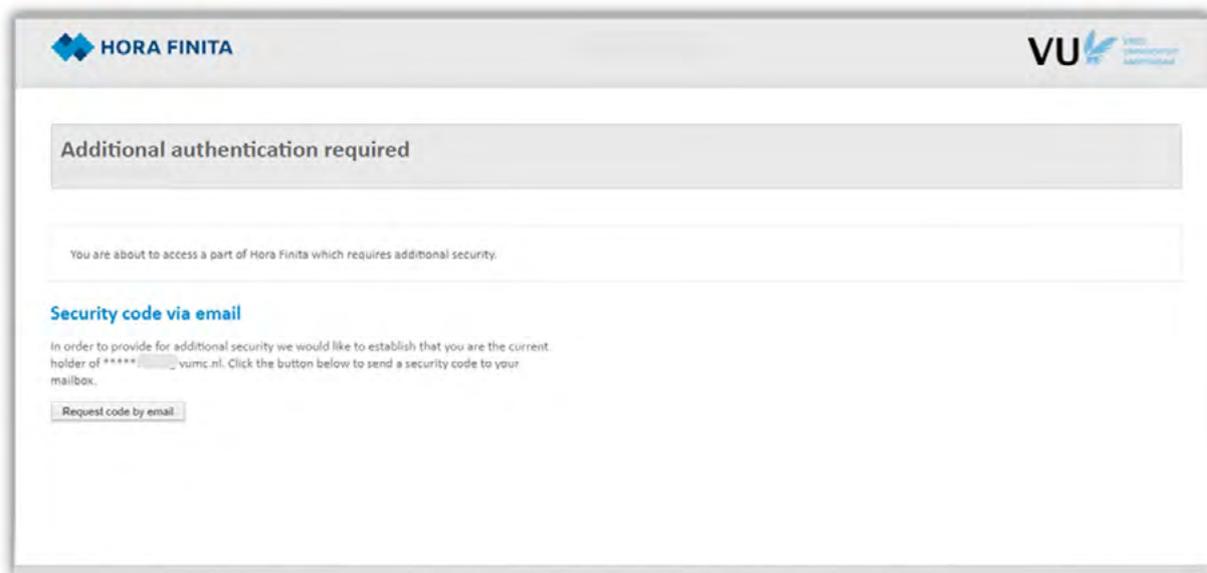
To request a code, click on 'Request code by email'

A code is then sent to the email address (entered in HF). If a preferred email address is entered in Hora Finita, the code will be sent to the preferred email address.

Otherwise it will be sent to the work email address. Please make sure the users' email addresses are entered correctly!

The email with the code will look like the example below:

The specified code is entered on the Hora Finita screen, where the 'zeros' are seen:
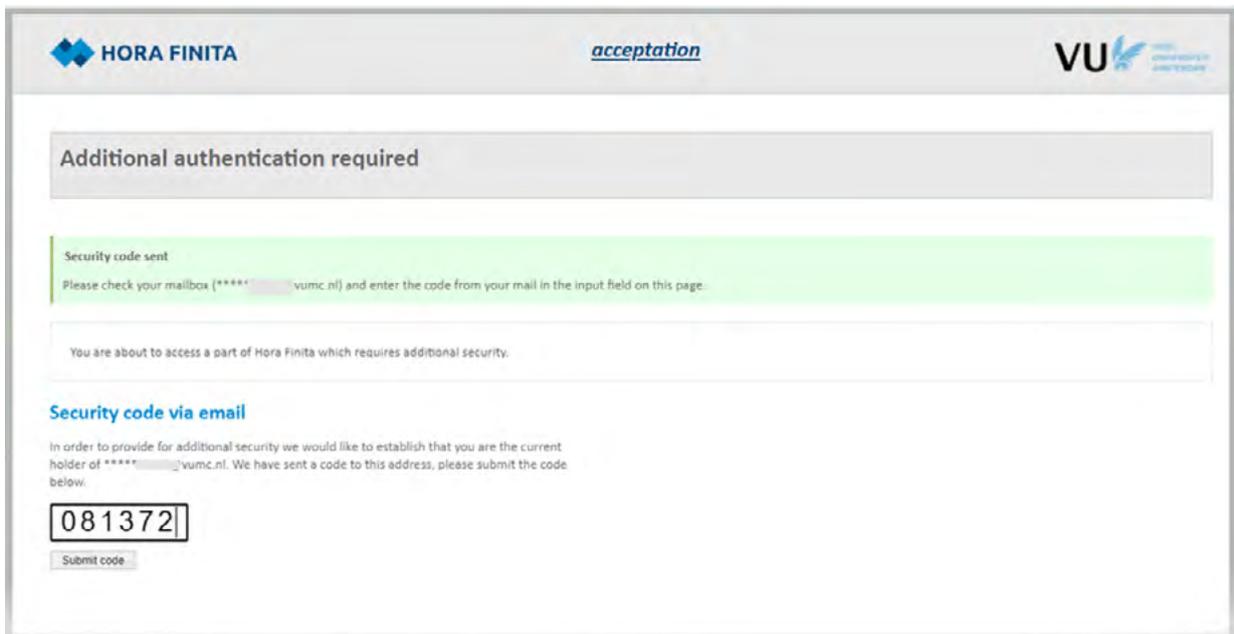
Then click on 'Submit code'.

After that, the user is logged in and can work in Hora Finita.

Action based on link in e-mail

Many actions in Hora Finita can be performed by clicking on the link in an email requesting the corresponding action.

- Once the user clicks on the link in the email *and is not yet logged into Hora Finita*, the following screen follows where authentication is requested.
    - The user with VUnetID/VUmc username can login directly via 'Naar de inlogpagina' (left side of the screen) and can then perform the requested action.
    - The user with E-number or the user without an account (i.e. assessment manuscripts) requests an extra security code (right side of the screen).
- Once the user clicks on the link in the email *and is already logged into Hora Finita*, then the additional security is not needed and the user is guided directly to the appropriate action in Hora Finita.
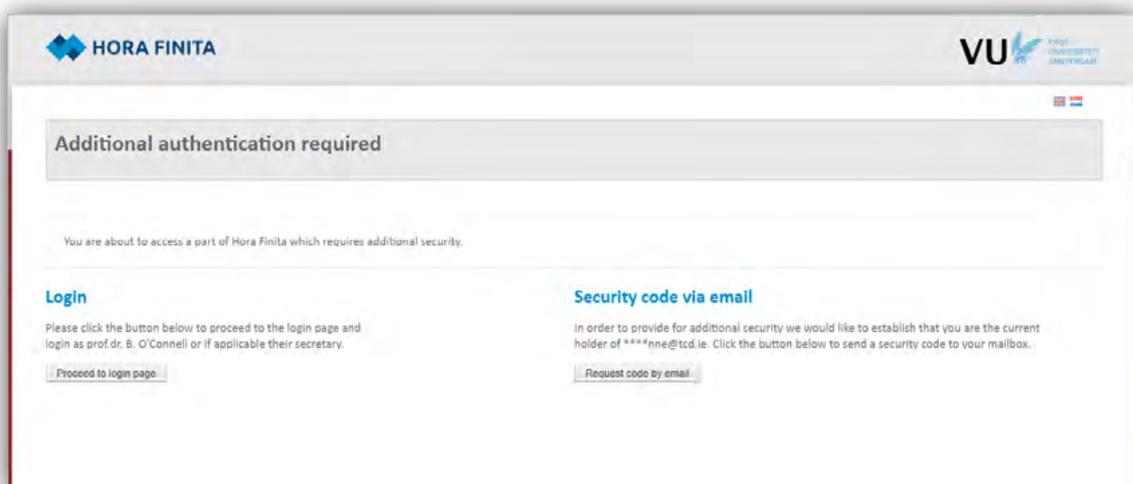
Dual roles

The PhD process consists of different phases with their corresponding steps. Each step is carried out by an actor through Hora Finita.

In practice, it happens that the 1st supervisor also has a responsibility in another role, for example as department head, PhD coordinator, dean....

In case the 1st supervisor has a dual role as described above, then in Hora Finita in certain situations a substitute person can be selected for the position of the dual role in order to avoid that 'the butcher inspects their own meat".

Possible dual roles

- 1st supervisor and head of department is the same person
- 1st supervisor and the PhD coordinator or Director of Graduate School is the same person
- 1st supervisor and the dean is the same person

Possible situations per phase

- Admission phase: 1st supervisor gives approval on the details of the registration as supervisor and is further asked as PhD coordinator and/or as department head to also give approval on the same registration. If the dean himself is also 1st supervisor, then the same applies to the dean.
- Defense phase: In this phase, two situations are possible with regard to the composition of both committees:
  - The 1st supervisor is also the approver of the composition of the Doctoral (or Examining) committee. This is usually the role of the head of the department.
  - A Doctoral (or Examining) committee member or the chair of the Doctorate committee is also the approver of the composition of the committee. This is usually the case when the head of the department is involved.
- Defense phase: As proof of passing the mandatory training (ECTS), a certificate can be prepared with the help of Hora Finita. This can be signed by the substitute PhD coordinator and be uploaded by the key user under the tab Documents.

Work instruction per situation

Procedure for PhD project registration

The moment it is known where the PhD project belongs to, i.e. who is the approving PhD coordinator, Graduate School director, department head, dean etc., it is known whether there are dual roles in the registration.

This is insightful to the key user who starts up the registration. See the example below where Piet (fictitious name) has dual roles, namely: 1st supervisor and head of the department.

The procedure is as follows.

After the registration is started and the supervisors are entered into the registration, the key user saves the registration. Once the key user opens the registration again, the approval train is visible. In this case, the first approver, the first supervisor, is Piet.

In the approval train Piet comes up again later as the head department. At this point, the key user can replace Piet's name with the name of Piet's replacement, as being head of department.

The key user clicks on Piet's name, at the level of his role as head of department. In the name field, the key user selects the name of the replacement.

The key user saves the (still incomplete) registration. Hora Finita then asks if after saving, the approval process should be started. NOTE: The registration is not yet complete so the key user clicks 'Cancel'. The registration is saved without starting the approval train. After all, the candidate PhD candidate still has to complete his/her data.

However, in the approval train you can see that the name of Piet in his role as head of the department has been replaced by the name of his replacement. And the original person on the line remains visible: Piet.

The key user continues the process as usual; the key user sends the candidate PhD candidate the request for additional information. After all data has been filled in and attachments have been added, the candidate PhD candidate has submitted the registration and the key user approves, the key user clicks on the "Ready for Assessment" button to start the approval train.

Successively, the actors receive the Request approval PhD registration. At the moment the request is sent to the dual role of Piet, it is sent to the replacement person (i.e. Klaas) and not to the original person (i.e. Piet).

Procedure for approval of composition Doctorate / Examining Committee

The procedure in the case of a dual role in approving the composition of the Doctorate committee applies to two different situations, namely:
- 1st supervisor is also approver of the composition of the Doctorate committee
- 1st supervisor is also approver of the composition of the Examining committee

Composition of the Doctorate Committee
After the supervisors have approved the PhD candidate's manuscript in Hora Finita, the first supervisor will receive an email requesting a proposal for the composition of the Doctorate committee to assess the manuscript. The link in this email will guide the supervisor to the Doctorate Committee (Assessment) tab where the composition of the committee can be entered and submitted for review.

The proposal for the composition of the Doctorate committee is submitted to a (number of) person(s) for verification. This is arranged as desired per faculty. The following may be considered:
- Head of the department
- PhD coordinator
- Executive secretary
- Dean

It is possible that the proposer (supervisor) also fulfills the role of the head of the department, PhD coordinator or dean. In this case, the supervisor will receive a notification in the screen when submitting the proposal (Request approval for composition button for verification).
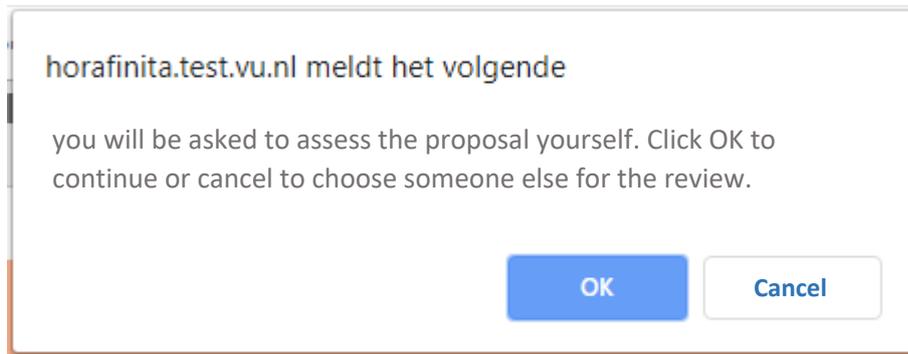
If the supervisor clicks OK, then the process continues with the supervisor in the approval train. Therefore, it is better for the supervisor to click 'Cancel' to fill in a replacement reviewer.

The supervisor clicks on his or her own name in the 'person' column of the approval train (their own name will then be shaded blue) and then the supervisor enters the name of the replacement person here. The supervisor clicks again on the 'Request approval for composition' button for verification. The notification follows whether the invitation can be sent for approval:

horafinita.test.vu.nl meldt het volgende

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

Do you want to submit your proposal?

If you do not wish to submit your proposal, but do want to save it, click "Cancel" and then "Save".

OK   Cancel
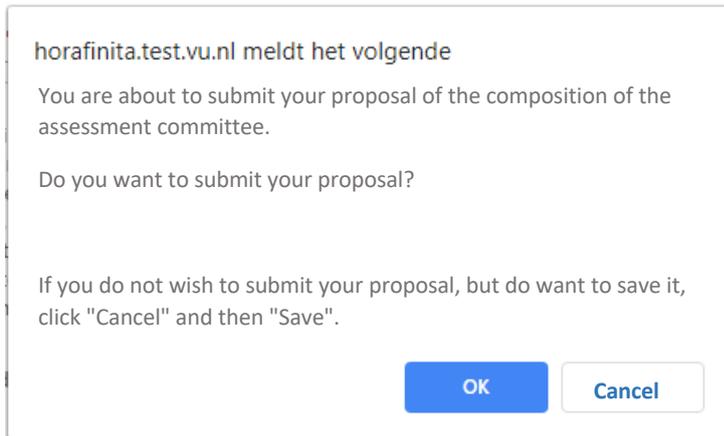
The supervisor clicks OK and the email requesting the review of the proposal for the composition of the Doctorate committee (to review the manuscript) is sent to the first reviewer. So in this example, the email goes to the substitute head of the department, because the supervisor is also the head of the department and should not be approving his or her own proposal.

Composition of Examining Committee
The procedure is the same as the above

Consulting Professors

The doctorate Regulations require that the dean makes the proposal to appoint a (co)supervisor and that the dean first consults a substantial number of professors from the faculty.
In addition, the dean requires the consent of the same professors for the appointment of the members of the Doctorate Committee.

This "consulting of the professors" is not part of Hora Finita, but it must be done.

Instruction

The key user retains the approval of the dean and agrees with the dean that the dean will only give approval if the key user / the Executive Secretariat has given approval.

The key user makes a printscreen of the proposed composition of the (co-)supervisors (or the Doctorate Committee) and submits it to the professors by Outlook email.

After approval by the professors, the key user / Executive Secretariat approves the proposal, or informs the Dean that the dean can approve.

(Co-)supervisors

The composition of the supervisors is visible in the Registration in the tab "General". Make a print screen of this and submit it to the professors.

Doctorate Committee

The proposal for the composition of the Doctorate Committee is visible in the PhD project of the PhD candidate in tab 'Assessment' under the heading '1. Proposal Doctorate Committee'.

Make a print screen of this and submit it to the professors.

Making exports in Hora Finita

Before starting up an export, you can include an indication in the Items page of what the export should be about, for example, all defenses in 2020.

Click on 'More options' at the bottom right and then on Export.

There are a number of 'standard' column selections available, with minimal ('minimaal'), standard ('standaard') and expanded ('uitgebreid') data. If you choose one of these, then all you have to do is select the selection and use the 'Start Export' button.
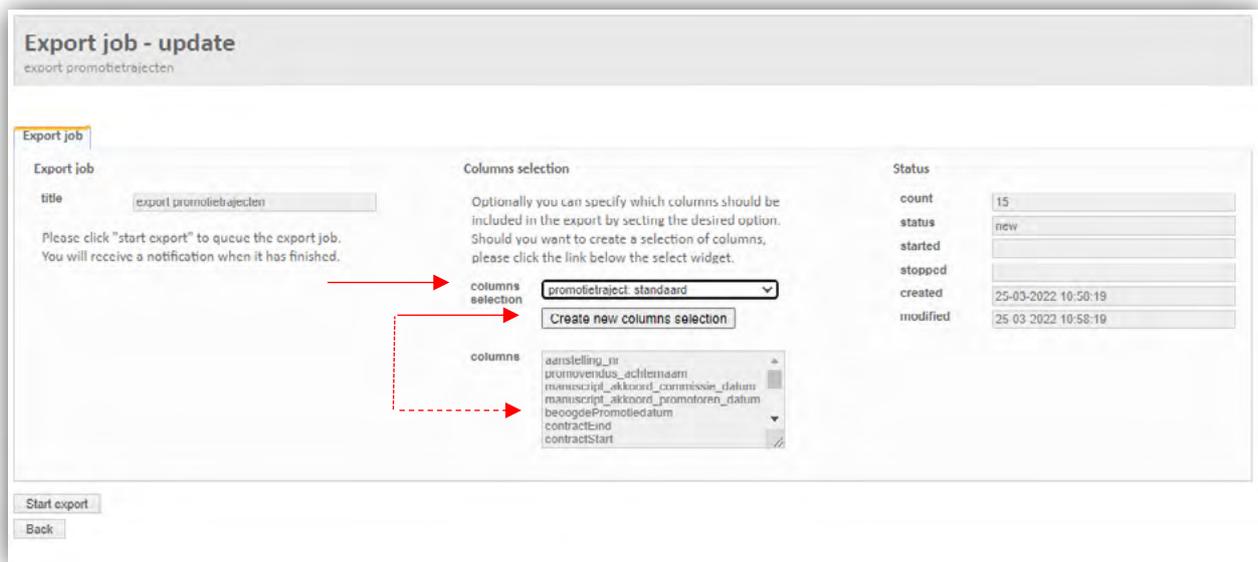
If you choose 'Create new columns selection', then you can specify which columns you want to include in the selection.

You can change the name of the column selection, so you can use the selection you made again in the future.

Enter a keyword in the field under 'show', Hora Finita will then display the possibilities, after which you check which information you want to display in the export. Then search for the next keyword and thus compile your column selection.

Please note, that the keywords under 'show' are in Dutch and that Hora Finita uses codes, so it may take some time to find the right description. To support your search you can read the description under 'EN' and if necessary put some English keywords in there as well.
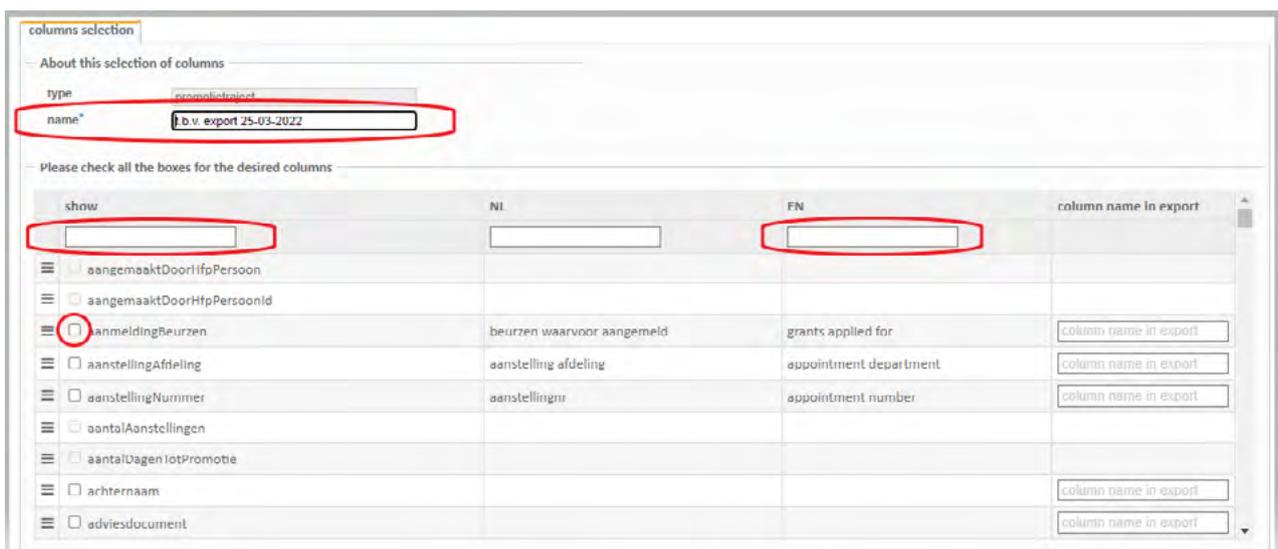
After you have made your selection choice, click on 'Save' and then 'Start export'.

Hora Finita will start working for you and in the meantime you can continue with other activities.
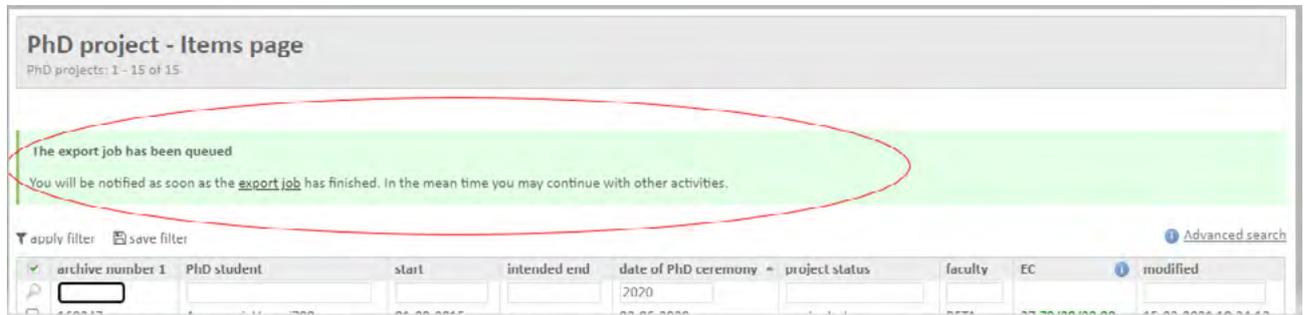
Once the export is ready, you will see a message appear in Hora Finita.
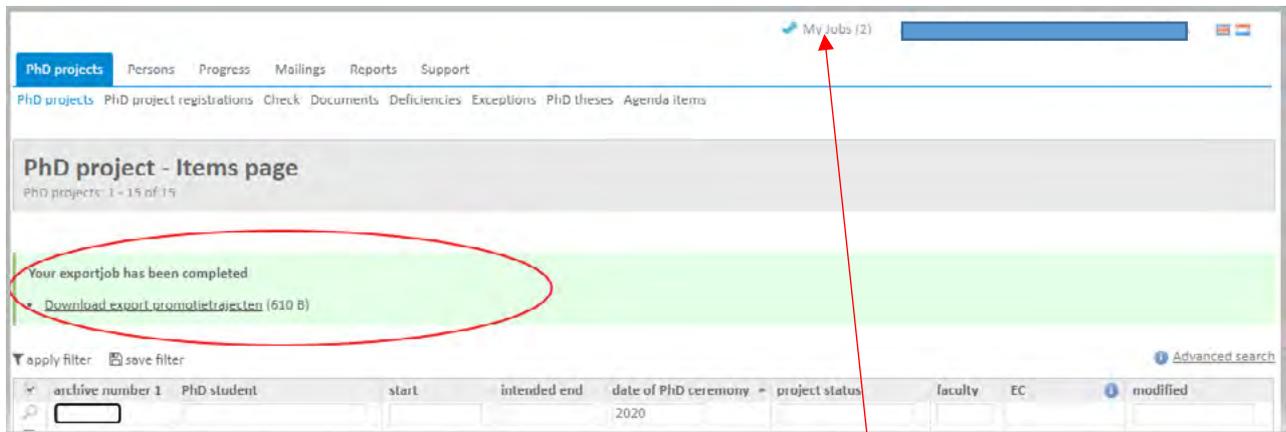
Click on the link in this message and your excel file with the export data will open in a new window.

Your assignments are saved and can be downloaded again later, see :
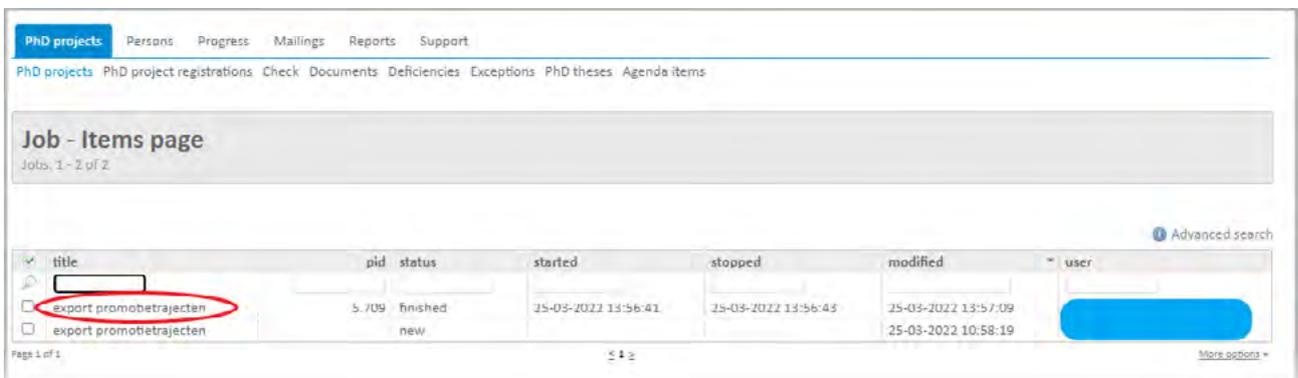
Export job - update
export promotietrajecten

Export job	
title	export promotietrajecten
columns selection	promotietraject: t.b.v. export 25-03-2022

Export result

file	☁ Download (610 B)

Status

count	15
status	finished
started	25-03-2022 13:56:41
stopped	25-03-2022 13:56:43
created	25-03-2022 13:00:27
modified	25-03-2022 13:57:09

Start export

Back

There are exports to be made in the various modules of Hora Finita. These all work largely in a similar way. If you can't figure it out and still have questions, please send an email to pedel@vu.nl

Announcement PhD candidate – action supervisor

Once there is a match between an available PhD program, a first supervisor and a student, the first supervisor sends an email to the faculty key user of the Graduate School involved to register the PhD candidate in Hora Finita. The email contains the basic data for the purpose of the PhD projecregistration: first name, last name, gender, email address, (co)supervisors, faculty, department and Graduate School involved.

For details of key users and Graduate Schools, please see: vu.nl/horafinita

Based on the data received, the faculty key user starts up the registration in Hora Finita. When the registration is completely filled out in cooperation with the PhD candidate, the supervisor receives a request from Hora Finita to check and approve the entered registration, as one of the actors in the approval process.

Startup PhD registration– action key user

The intended first supervisor has notified the key user of a new PhD candidate by email for registration in Hora Finita.

The email contains the following basic data: first name, last name, gender, email address, (co-)supervisors, faculty, department and Graduate School. If any of these data is missing, the key user first requests the supervisor to complete the data.

To avoid duplicate registrations, the key user checks whether the PhD candidate is already registered in Hora Finita or even already is admitted to a PhD program.

Check whether the PhD candidate/-data is already registered or admitted

The key user first checks to make sure that the PhD candidate has not already been registered or perhaps even is admitted to a PhD program:
- ➢ PhD projects
  - o PhD Projects

In the overview, in the column 'PhD candidate', type in the last name of the PhD candidate (note the spelling!) and click <enter> or the magnifying glass.

1) Does the PhD candidate occur; report this to the supervisor
2) Does the PhD candidate not appear; check the registrations:
- ➢ PhD projects
  - o PhD project registrations

In the overview, in the colomn 'surname' type in the last name of the PhD candidate (note the spelling!) and click <enter> or the magnifying glass.

1) Does the PhD candidate occur; report this to the supervisor
2) Does the PhD candidate not appear; start up a new registration. Explanation below.

Startup new registration
- ➢ PhD projects
  - o PhD project registrations

At the very bottom, press the button New
A new registration form opens, in which the key user records the basic data provided by the supervisor.

Personal data

It is possible that the personal data of the PhD candidate is already included in the Hora Finita database. In that case the key user can retrieve pesonal data in the field 'select existing person'. Searches can be made on VUnetID, VUmc username and on last name.
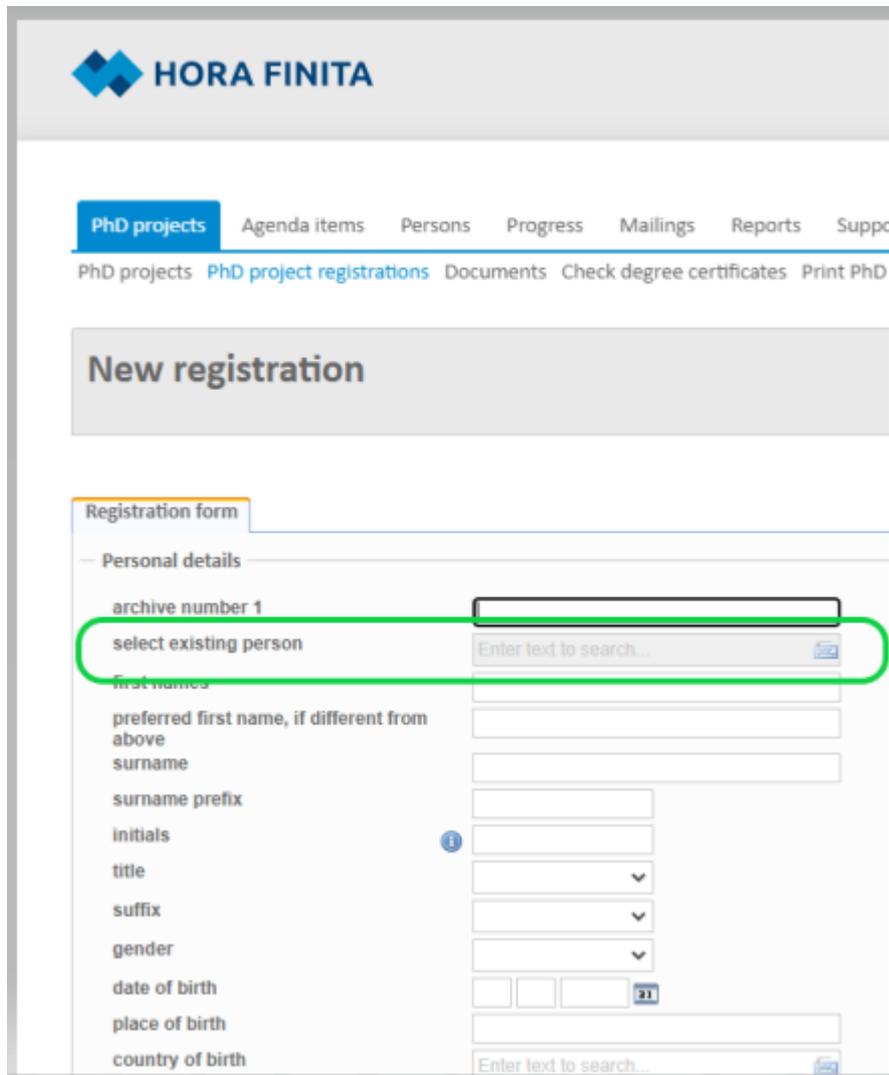
If this search does not produce any 'hits', then the personal data is not yet included and then the personal data has to be entered manually. Fill in, at least:
- First names
- Last name
- Initials (note the 'i')
- Gender
- Emailadres
   - ! The private email address is included by default as the 'preferred email address'. If the PhD candidate prefers to receive the emails from Hora Finita at the work email address (or if you only have the work email address), please enter the work email address here.

New registration

Registration form

Personal details

archive number 1	
select existing person	Enter text to search...
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	Enter text to search...
nationality 1	Enter text to search...
nationality 2	ⓘ Enter text to search...
telephone number 1	
telephone number 2	
e-mail	ⓘ
private email address	
can read dutch	aanvrager leest Nederlands
conditions accepted	ⓘ ☐ I hereby agree that my personal information will be stored in Hora Finita.

Based on this data, the person will be included in Hora Finita's database. The login details will be sent later.

General details of the PhD program

Please fill in at least:
- Faculty
- Graduateschool
- Department (mandatory for the Faculty of Science, for others an option)
- VSNU phd type (information via the link)

Joint- or Double degree

In a joint or double doctorate, a PhD candidate is supervised by two supervisors from two universities, the PhD candidate actually spends time at both institutions, and both universities award a degree.

- Joint doctorate
  - 1 joint doctoral committee
  - 1 joint public defense and
  - 1 or 2 certificates
- Double doctorate
  - 2 doctoral committees
  - 2 public defenses and
  - 2 certificates

The PhD project (registration) is not automatically a 'joint' or 'double'. So if no data is provided on joint or double, the key user remains the pre-filled checkbox 'No joint / double' and skips this part.

If it ís a joint or double, the key user fills in the details according to the agreement. If the agreement has not yet been finalized, the key user will fill in the detailed data later. Please note that the final

PhD project registration can only be approved if the details have been entered correctly and the <u>fully signed</u> agreement has been added.

(Co-)supervisors

The Doctorate Regulations prescribe rules regarding the composition of (co-)supervisors. Ensure that the data entered complies with the Doctorate Regulations.

Add at least either two supervisors, or one supervisor and one co-supervisor.
Use the search field under the heading 'person' to look up the person. If a person cannot be found, it can be added manually by clicking the checkbox under the heading 'enter manually'. The other personal data fields will then become available.

Note:
1) 'title' is the titling before the name (such as dr. or prof.dr.), 'suffix' is titling that comes after the name and is quite rare
2) 'Rank' is important to make clear the position of the (co-)supervisors as first and second (co-)supervisors
3) See the Doctorate Regulations for the conditions and rules regarding the composition of the (co-)supervisors

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Ius promovendi

Co-supervisors must at least have a doctorate and supervisors must be professors or otherwise process the 'ius promovendi'. The ius promovendi is the right to act as supervisor and is granted, under certain conditions, by the dean to an employee of the university who is not a professor. Please see the Doctorate Regulations for the conditions.

If a PhD program will be supervised by a supervisor who is not a professor but who is granted the ius promovendi, please make a remark about this in the field 'miscellaneous' under the heading 'Supervision'.

Funding

Make sure that the data related to funding is completed before the registration is finally submitted for approval. The Rector wants to know how the PhD program is funded and what the financial arrangements are. Without this data, the PhD registration will not be approved.

Deficiency

It is possible to include a deficiency during the registration.
A deficiency is a "condition" on which the candidate PhD candidate is admitted to the PhD program. Complete this section *only* if there is a condition, otherwise skip this section please.

An example of a condition is that the Master's degree has yet to be received and will be submitted at a later date. Because this condition will be transported into the approved PhD program after the registration is approved, a manuscript cannot be uploaded while the condition is still active.

The key user of the faculty is authorized to "remove" the deficiency and does so only if the condition is met. So in the example, (a copy of) the Master's degree would then have been submitted.

If there is no deficiency, skip this section please. As soon as something is mentioned, even if it is a simple dot or the text 'not applicable', the system sees this as the presence of a condition and this can cause delays later in the process.

Register a deficiency
Click on 'Add a deficiency'.

Select the type of condition in the selection field, enter the date by which the condition must be met, and save.

To resolve a deficiency
Explanations on how to resolve a deficiency are included in the manual
03. PhD Program - Deficiencies

Key user does not fill out the entire registration!

The data that the key user does not fill in, but that the PhD candidate fills in:
- Date, place and country of birth
- Nationality
- Telephone number
- 'can read Dutch' (if applicable)
- 'Conditions accepted'
- Working Title
- Project description

And also the details of the following items:

- Working address internal (not mandatory)
- External working address (not mandatory)
- Documents
- Previous education
- Academic integrity code
- Supervision*
- Training plan*
- Teaching plan*
- Progress interviews*

* The fields of Supervision, Training Plan, Teaching Plan and Progress Interviews, are mandatory fields for the PhD candidate to fill in. It is sufficient to refer to a document TSP (Training and Supervision Plan) which can be included in the Documents section

Comments

At the bottom of the registration form is a comments field, called 'remarks'. This field is for the actors to place information as to why they are rejecting a registration, or to provide information to the Beadle's Office or the Rector for the purpose of evaluating the registration.
Comments in the field 'remarks' will not be carried over into the approved PhD project.

Request additional information

To ensure that the PhD candidate enters the remaining required data, the key user -after entering the basic data- presses the button

Request additional information

A pop-up for the email to be sent appears. Here, the key user can and may add information to the plain text. It is also possible to add an attachment. For English speaking PhD candidates the key user must also complete the English text in the email (scroll down).
! Never adjust a link in an e-mail or copy a link to an e-mail to someone else.

Email - Compose
Aanvullende informatie toelating promotie benod...

Email

Email

		Attachments
from	from (name)	
no-reply@acoept.vu.nl	No Reply / Hora Finita / Vrije Universiteit Amsterdam	Browse
to (email)	to (name)	
mickey@prive.nl	Mouse, M. (PhD project registration)	

Add CC & BCC

subject

Aanvullende informatie toelating promotie benodigd / Additional information PhD application required

message

B *I* U | ≡ ≡ ≡ ≡ ≡ | Paragraph ∨ 12pt ∨ | A ∨ ✎ ∨

✂ ⬚ ⬚ Ix | ≔ ≔ ≔ ≔ | Ω <>

<English version below>

Beste heer Mouse,

De basisgegevens voor de toelating tot het promotietraject hebben wij ontvangen en verwerkt. Wij hebben echter geconstateerd dat er aanvullende gegevens benodigd zijn om uw verzoek het promotietraject te registreren volledig in behandeling te kunnen nemen. U wordt gevraagd om alle verplichte gegevens aan te vullen. Indien u vragen heeft kunt u contact opnemen met uw promotor en/of de betrokken graduate school van de faculteit.

Deze gegevens zijn nodig om uw toelating volledig af te kunnen ronden met als resultaat een promotiebesluit door de Rector Magnificus, namens het College van Decanen.

Indien er specifieke gegevens gevraagd worden kunt u deze hieronder terugvinden:

-

U kunt uw registratie aanvullen door in het promotievolgsysteem Hora Finita in te loggen via onderstaande link:
https://horafinita.test.vu.nl/registratie/index.php?
pntType=HfPromotietrajectRegistratie&pntHandler=EditDetailsPage&id=3615&hfTaalId=2&pntl10nLocaleId=2

-

created	modified
17-02-2022 12:48:25	17-02-2022 12:48:25

Preview

Back   Send ✉

Click on the button [Send ✉] to send the email. The PhD candidate will receive the request to complete the data. If the personal data of the PhD candidate was entered manually by the key user, the PhD candidate will receive the emails with login details for Hora Finita simultaneously with the request for the additional data.

Important:
For the PhD candidate it is indicated which fields are mandatory. Without completing these mandatory fields, the PhD candidate cannot submit the registration. In addition, the PhD candidate gives permission for personal data to be stored in Hora Finita and the PhD candidate makes the promise to adhere to scientific integrity. For this reason, it is important that the ***PhD candidate*** (further) completes and submits the registration.

Request additional information PhD application

The intended first supervisor has notified the key user of a new PhD candidate by email for registration in Hora Finita.

The key user created a registration in Hora Finita based on the data received, and then the candidate PhD candidate was asked by email to complete the data and documents still needed.

Login data
If the personal data of the candidate PhD candidate were entered manually by the key user, the candidate PhD candidate will receive two e-mails with login data for Hora Finita, simultaneously with the request for the additional data.
   a) One e-mail with so-called E-number
   b) One e-mail with password

If the candidate PhD candidate's personal information based on VUnetID or VUmc username is known in Hora Finita, the candidate PhD candidate will not receive login information via Hora Finita and can login with the VU(mc) account to complete the registration.

For general information on logging in see:
01. General - 02. Login - 01.02.01 Logging into Hora Finita

Completing and submitting registration
The email 'Additional information PhD application required' contains a link to the registration form.
Candidate PhD candidate can click on this link or can go to Hora Finita independently at
https://horafinita.vu.nl

Once logged in, PhD candidate clicks on 'View the status of your registration' and then 'Edit details'.

The digital registration form, with the basic data entered by the key user, opens and the candidate PhD candidate can now complete the registration here.

Mandatory fields
Fields marked with a * are mandatory fields and must be completed before submitting the registration.

Information buttons
Some fields have an information button.
This button provides more information about the required data in the field.

Key user does not fill out the entire registration!
The key user has entered the basic data and the remaining data is up to the candidate PhD candidate to complete:
- Verification of personal data
  o Based on proof of identity (preferably passport)
- Date, place and country of birth
- Nationality
- Telefophone number
- 'Reads Dutch' (if applicable)
- 'Conditions accepted'
- Workingtitle / subject
  o Provide a clear title that describes the research (e.g. 'PhD program' will not suffice).
- Project description

And also the details of the following items:
- Working address (not mandatory)
- External working address (not mandatory)
- Documents
  o Please note that the ID is still valid!
- Previous education + Master's degree certificate

- Academic integrity code
- Supervision
- Trainingsplan
- Teachingplanplan
- Progress interviews

Training and Supervision Plan (TSP)

The fields related to the TSP are marked as mandatory fields and must therefore be filled in.

If a document has been uploaded under the heading 'Documents' at 'TSP', it is sufficient to refer to the TSP document in the fields under the headings Training Plan and Supervision.

Documents

language test		Browse
research proposal		Browse
work plan	ⓘ	Browse
tsp	ⓘ	Browse
other	ⓘ	Browse
curriculum vitae (cv)		Browse
passport*	ⓘ	Browse

Training plan

plan first year*	ⓘ	See TSP
plan subsequent years*	ⓘ	See TSP

Progress interviews

agreements progress interviews*	ⓘ	See TSP

Teaching plan

teaching plan*	ⓘ	See TSP

Deficiency

It is possible to include a deficiency during the registration.
A deficiency is a "condition" on which the candidate PhD candidate is admitted to the PhD program.
It is the task of the key user of the faculty to fill in this section.
An example of a condition is that the Master's degree has yet to be received and will be submitted at a later date.

If there is no deficiency, skip this section please. As soon as something is mentioned, even if it is a simple dot or the text 'not applicable', the system sees this as the presence of a condition and this can cause delays later in the process.

Complete later or Submit registration

It is possible to save the registration and complete it later. To do so, use the 'Complete later' button.

If the candidate PhD candidate believes that the registration has been fully completed, then the registration is submitted by using the 'Submit' button.

In the unlikely event that a required field is skipped, Hora Finita will notify you.

For each 'skipped' mandatory field, it is made visible that data is missing. Skipped fields that are not mandatory are not highlighted.
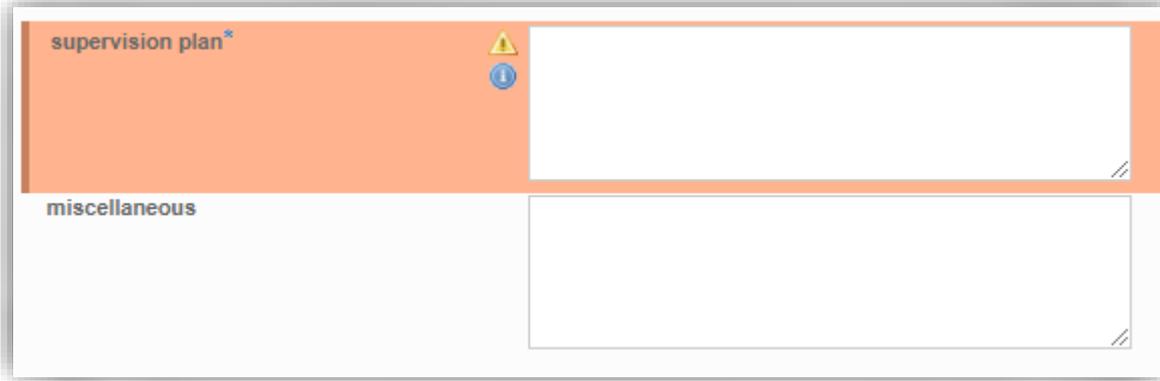
After the required field is then filled in, another attempt can be made to submit the registration. Upon successful submission, the confirmation below will appear.

Registration saved.

- Your admission data are listed below. You will be informed of further procedures. The application procedure will take several weeks to complete.
- View the status of your registration

Check by key user en approval by actors

The key user receives notification that the registration has been submitted and checks the content. If, in the opinion of the key user, something is still missing, the candidate will receive another request for additional data. The candidate completes the missing data and resubmits.

After the key user agrees with the registration, the approval process is set up by the key user via the button 'Ready for assessment'. This may take several weeks, as a number of actors must approve the registration, including supervisor(s), Graduation School/Institute, Dean, the Beadle's Office and Rector.

After approval by the Rector, the candidate PhD candidate is officially admitted to the PhD program. The doctoral candidate will receive a PhD Decision by e-mail as confirmation.

Check submitted PhD registration – action key user

The candidate PhD candidate has completed and submitted the PhD registration. The key user receives an email that the registration has been submitted and checks the content. If, in the opinion of the key user, something is still missing, the candidate will receive another request for additional data. The candidate completes the missing data and resubmits.

After the key user agrees with the registration, the key user starts the approval process. This may take several weeks, as a number of actors must approve the registration, including supervisor(s), Graduation School/Institute, Dean, Beadle's Office and Rector.

After approval by the Rector, the candidate PhD candidate is officially admitted to the PhD program. The PhD candidate will receive a PhD decision by e-mail as confirmation.

Checking PhD registration for content

The key user opens the PhD registration by clicking on the link in the email notifying that the registration has been submitted. The key user can also look up the registration in Hora Finita manually:
  ➢ PhD projects
     o PhD project registrations

The registration can then be found by typing the last name of the PhD candidate in the column 'surname' followed by <enter> or a click on the magnifying glass.

The key user opens the registration and checks whether the submitted PhD registration is complete and meets the requirements set in the Dotorate Regulations.

If, in the opinion of the key user, any data are still missing, the key user clicks the button again to request additional data from the candidate for the PhD:

Request additional information

The process in which the candidate PhD candidate completes data, submits the registration, and the key user checks, can repeat itself indefinitely. Just as long until the key user is satisfied and starts the 'approval train'.

Starting up 'Approval train'

If the key user believes that the PhD registration has been completed and meets the requirements set in the Doctorate Regulations, the key user clicks on the button 'Ready voor assessment'.

Ready for assessment

The status of the PhD projectregistration changes from 'requested' to 'Waiting for approval of those involved'. The first person listed in the approval train will now receive an automatically generated email that a PhD track registration is ready for assessment.

After the first actor has approved, the next actor will receive the automatically generated message that a PhD registration is ready for assessment. Some actors receive the request for approval at the same time. The 'train' does not continue until both of them have given their approval.

The key user can monitor the progress of the assessments. In the registration, the assessments are visible. The column 'invited' column shows the date on which the actor received the e-mail in question. The column 'assessment' shows what the assessment is:
- Approved
- Rejected

Actor has rejected afgekeurd

If an actor has rejected the PhD registration, the motivation for rejection will be entered in the field 'remarks' under "comments" in the registration. After rejection, the key user receives an email notifying of rejection.

Depending on the requested adjustment, the key user can make the adjustment, or ask the candidate PhD candidate to make an adjustment via the 'Request additional information' button.

Any remarks left by the various actors when assessing a registration are listed for each actor.
The remarks collected are shown per actor as 'feedback'.
Also, when transferring the registration to a PhD programme, the remarks are taken into account
and added on the "General" tab under the heading "Comments".

Therefore, do not put unnecessary or sensitive remarks in the registration!

Resuming approval train after rejection

After the data has been adjusted/added, the key user resumes the approval process by setting the
rejection in the approval train to 'blank'. To do this, select the blank line in the column 'assessment'
in the field that says 'Rejected' and save.

Following this action, Hora Finita asks if the approval procedure should be started/resumed.
Click OK.
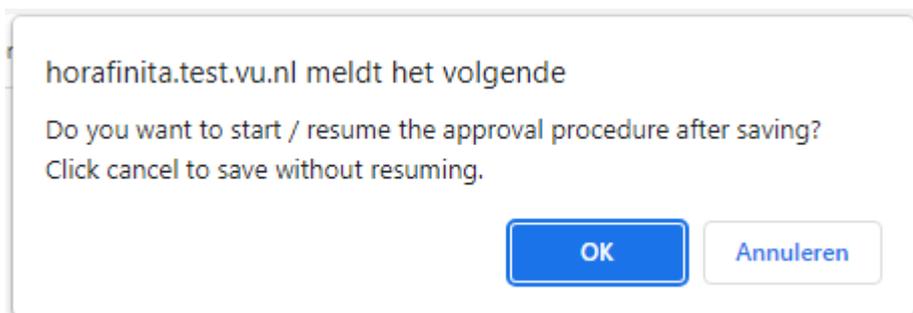
Then click the "Ready for assessmentl" button to resend the invitation to the actor who had rejected
the registration. From this point, the assessment will continue.

Rappel

Should the assessment remain there for a very long time, it is possible for the key user to send a reminder to the actor where the assessment remains.

Click on the icon with the envelope behind the name of the actor.

The email to be sent is displayed. The key user can and may modify the plain text of this e-mail. The (personal!) link must remain intact. When the e-mail is ready to be sent, the key user clicks on 'Send' at the bottom of the screen.

The key user may do this with all actors, **EXCEPT** the Rector. If the PhD registration needs attention from the Rector, the key user will contact the Beadle's Office about this.

PhD decision

Eventually, when all actors have approved, the Rector will receive a message requesting to assess the prepared PhD registrations. The Rector, unlike all other actors, does not receive an email *per registration*. The Rector receives a *bulk* email once every two weeks.

After the Rector approves the PhD registration, the PhD registration is "converted" to a PhD project. With this, the registration is no longer visible. Those involved as the PhD candidate, supervisors and key user receive an automatically generated message from Hora Finita with the 'PhD Decision'.

Assessment PhD projectregistration – diverse actors

The candidate PhD candidate submitted a PhD registration in collaboration with the key user. The key user has checked the data for content and initiated the approval process. The approval process may take several weeks in total, as a number of actors must approve the registration, including supervisor(s), Graduation School/Institute, Dean, Bureau Pedel and Rector.

After approval by the Rector, the candidate PhD candidate is officially admitted to the PhD program. The PhD candidate will receive a PhD Decision by e-mail as confirmation.

Assessment PhD projectregistration by the actors

The key user believes that the PhD registration has been completed and meets the requirements set forth in the Doctorate Regulations. The key user has started the 'approval train'.

The first person listed in the approval train now receives an automatically generated email that a PhD projectregistration is ready for assessment. After the first actor has approved, the next actor in the 'train' receives the automatically generated message and so on.

The actor clicks on the link in the corresponding email and the registration assessment form opens. The actor assesses the registration from his or her position and pays particular attention to the parts that the actor is responsible for and can assess.

If the actor believes that the registration is complete and approved, the actor grants approval by clicking the 'Accept' button at the bottom of the form.

Accept

In this case, the actor does not place any comments in the comments field in the registration.

The actor cannot make any changes in this assessment form. If, in the opinion of the actor, the registration is not complete or not approved, the actor rejects the registration.

Actor rejects

If the actor wishes to reject the registration, the actor places a motivation for rejection in the registration in the field under 'comments'.

Opmerkingen

opmerkingen   23-3-'22 afgekeurd Secretariaat test test test

Next, at the bottom of the form, the actor clicks on the 'Reject' button

Reject

Upon rejection, the key user receives an email notifying the rejection and can then take action to complete the registration.

PLEASE NOTE: Any remarks left by the various actors when assessing a registration are listed for each actor.
The remarks collected are shown per actor as 'feedback'.
Also, when transferring the registration to a PhD programme, the remarks are taken into account and added on the "General" tab under the heading "Comments".

Therefore, do not put unnecessary or sensitive remarks in the registration!

Resume Approval train after rejection

After the data is updated/added, the key user resumes the approval process. The actor who rejected the registration receives a new email to assess the registration again.

PhD Decision

Eventually, when all actors have approved the registration, the Rector will receive bi-weekly notices requesting assessment of the prepared PhD projectregistrations.
After the Rector approves the registration, the registration is "converted" to a PhD project.

Supervisors now see the PhD candidate's PhD project on their dashboard. Explanations of the supervisor dashboard are included in a separate manual.

Progress interviews

If applicable, it is possible to record different variants of progress interviews. This can be a go/no go meeting on the one hand and a periodic progress meeting on the other, for example every 6 months. The different moments of these interviews can be registered in advance, so that, one month in advance, a reminder is sent to the PhD candidate to start scheduling the conversation with the supervisor and/or any other persons involved. It is possible to prepare for the interview via Hora Finita by adding documents. These can be viewed by the persons involved. It is also possible to mark a progress meeting as 'taken place' or to add a report. The use of this module is optional and can be used by a faculty on a 'mandatory' basis in accordance with faculty policy.

Register an interview

The PhD candidate logs in and selects "Open the results and development overview page" on the dashboard.

The first time the overview is still empty and an interview can be created by clicking on 'New'.

The following sheet opens:

The PhD candidate fills in the data sequentially. Mandatory data are date and type of interview. Without these data, the other data cannot be filled in.

By saving the conversation, this consultation is scheduled and visible in the overview.
Automatically added to this conversation as conversation participants are:
- PhD candidate
- supervisor(s)
- co-supervisor(s)

It is possible to delete automatically added participants if they are not present at the meeting. Open the interview in the overview and remove the participant concerned.

In addition to the "standard" participants, the PhD candidate can add other participants to the interview. This can be done during the creation of the interview, but it can also be done later when the interview has already been saved.

By clicking on 'Add participant', a next sheet opens to select the participant. Participant can be selected based on:
- Last Name
  Enter the last name and Hora Finita will immediately give an overview of persons with this last name, from which the right person can be selected.
- VUnetID (VUmc username)
  Enter the VUnetID or the VUmc username and Hora Finita will display the persons with matching user data in case of incomplete data (i.e. even while typing). From these, the correct person can be selected. If the entire user name is typed, only one selected person remains in the overview.
    o If a participant cannot be found on VUnetID or VUmc user name; try it on last name. It is possible that the person is not registered in Hora Finita on VUnetID or VUmc username.

After selecting the participant, the PhD candidate clicks 'Next Step'.
If desired, the role of the person involved in the interview can be specified and then the participant is added via the 'Add Participant' button.
Don't forget to save the interview!

The interview is **definitively scheduled** if the checkbox indicates that the date is definite (and all participants have approved the date). If this checkbox is not checked, no reminder will be sent to the participants.

Adding a document in preparation

In preparation for the interview, the PhD candidate and supervisor can both add a document that can be viewed and downloaded by each participant. After uploading, do not forget to save the interview.

A progress interview has taken place

When the interview has taken place, a the interview can be 'ticked off' and an interview report can be added by the supervisor.

Once the interview has been 'ticked off', the PhD candidate can no longer make any changes to the interview. The supervisor and the Graduate School can still do so.

Results and Development interview - 6 months
01-04-2023 - 6 months

It is not possible to update the interview or upload files

- Because the interview has already taken place, it cannot be updated anymore.
- Your PhD supervisor, supervisor or Graduate School can still make changes.

Results and Development interview

Agreement

date	01 04 2023
time	
location	
definitive date	participants have approved the date
discussion taken place	ⓘ ☑ has taken place
reminder sent	ⓘ reminder sent
afterwards reminder sent	ⓘ ☐ reminder sent
submit reminder sent	ⓘ ☐ reminder sent

Properties

phd project	testhesselink, - E039599
type of interview	6 months
comments	
date submitted	
created	02-08-2022 10:58:56
modified	02-08-2022 11:36:07

Participants

Testhesselink, - E039599
phd candidate

supervisor

co-supervisor

expert

Approvals

assessment

Information

Find forms

Files (not writable for PhD candidate)

Interview report	
attachment 1	
attachment 2	
attachment 3	
attachment 4	
attachment 5	

Files (uploaded by PhD candidate)

attachment 1	⬇ Download (81 KB)
attachment 2	
attachment 3	
attachment 4	
attachment 5	

Back

Progress interviews

If applicable, it is possible to record different variants of progress interviews. This can be a go/no go meeting on the one hand and a periodic progress meeting on the other, for example every 6 months. The different moments of these interviews can be registered in advance, so that, one month in advance, a reminder is sent to the PhD candidate to start scheduling the conversation with the supervisor and/or any other persons involved. It is possible to prepare for the interview via Hora Finita by adding documents. These can be viewed by the persons involved. It is also possible to mark a progress meeting as 'taken place' or to add a report. The use of this module is optional and can be used by a faculty on a 'mandatory' basis in accordance with faculty policy.

Viewing a scheduled progress interview
The PhD candidate and supervisor can both schedule progress interviews.
The progress talks introduced in the next three months are visible on the (co)promoter's dashboard

Clicking on any of the conversations will reveal the contents of the conversation, including:
- Date
- Time
- Conversation type
- Participants
- Preparatory files

To schedule a progress interview

The supervisor can also schedule a progress interview.

In the dashboard, the supervisor clicks on the icon of the relevant PhD candidate with whom the interview is scheduled, after which the PhD candidate's dashboard opens.

On the PhD candidate's dashboard, the supervisor selects 'Open the results and development overview page'.

The overview of already scheduled interviews is visible and a new interview can be created by clicking on 'New'.

The following sheet opens:

The supervisor fills in the data sequentially. Mandatory data are date and type of interview. Without these data the other data cannot be filled in.

By saving the interview, it is scheduled and is visible in the overview.
Automatically added to this interview (after saving) are the following participants:
- PhD candidate
- supervisor(s)
- co-supervisor(s)

It is possible to delete automatically added participants if they are not present at the meeting. Open the interview in the overview and remove the participant concerned.

Besides the 'standard' participants, the supervisor can add other participants to the meeting. This can be done during the creation of the interview, but it can also be done later when the interview has already been saved.

By clicking on 'Add Participant', a next sheet opens to select the participant. Participant can be selected based on:
- Last Name
  Enter the last name and Hora Finita will immediately give an overview of persons with this last name, from which the right person can be selected
- VUnetID (VUmc username)
  Enter the VUnetID or the VUmc username and Hora Finita will display the persons with matching user data in case of incomplete data (i.e. even while typing). From these, the correct person can be selected. If the entire user name is typed, only one selected person remains in the overview.
  o If a participant cannot be found by VUnetID or VUmc username; try by last name. It is possible that the individual is not registered in Hora Finita by VUnetID or VUmc username.

After selecting the participant, the supvervisor clicks 'Next Step'.
If desired, the role of the person involved in the interview can be specified and then the participant is added via the 'Add Participant' button.

Don't forget to save the interview!

The interview is **definitively scheduled** if the checkbox indicates that the date is definite (and all participants have approved the date). If this checkbox is not checked, no reminder will be sent to the participants.

Adding a document in preparation

In preparation for the interview, the PhD candidate and supervisor can both add a document that can be viewed and downloaded by each participant. After uploading, do not forget to save the interview.

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Within the interview record, the progress can be assessed. At the bottom of the interview, the supervisor will see the table below, in which the assessment of progress can be saved.

A progress interview has taken place

When the interview has taken place, the interview can be 'ticked off' and an interview report can be added by the supervisor. This report can be viewed and downloaded by the participants, including the PhD candidate.

As soon as an interview report is uploaded, the interview is checked off as 'having taken place'.

Once 'ticked off' as having taken place, the PhD candidate cannot make any changes to the conversation. The supervisor and the Graduate School can still do so.

Printing EC certificate

The Graduate School can monitor the progress of the PhD candidate.
Open the relevant PhD track and open the 'TSP' tab. Under the heading 'Progress' is displayed how many EC have been obtained and still have to be obtained. As soon as the required number of EC has been obtained and the portfolio has been approved (heading 'Portfolio assessment'), the Graduate School can print the certificate in the same screen. Press the button 'Create certificate' under the heading 'Certificate'.

The certificate is then prepared in a Word document, which the Graduate School can then design and print entirely to their own style.

Deficiency

It is possible to include a deficiency during the registration and trajectory phase.
A deficiency is a "condition" on the basis of which a PhD candidate is admitted to the PhD program.

An example of a condition is that upon registration, the Master's degree has yet to be received and will be submitted at a later date. Because this condition is carried over into the approved PhD program after the registration is approved, a manuscript cannot be uploaded while the condition is still active.

The key user of the faculty is authorized to "clear" the condition and does so only if the condition is met.

If there is no deficiency, skip this section. As soon as something is mentioned, even if it is a simple dot or the text 'not applicable', the system sees this as the presence of a condition and this can cause delays later in the process.

Record a deficiency at the registration phase
Click on 'Add a deficiency'.

In the selection field, select the type of condition, enter the date by which the condition must be met, and save.

Record a deficiency at the trajectory phase
Open the PhD candidate's track in your overview 'PhD projects'.
Click on the tab 'Admission' and under the heading 'Conditions' click on the button 'Add a deficiency'.

In the selection field, select the type of condition, enter the date by which the condition must be met, and save. If you choose 'Other', provide more information in the Comment field.

Resolve the deficiency

If the PhD candidate has met the set conditions, then the deficiency can be 'eliminated'/'resolved'.

Open the project of the PhD candidate in your overview 'PhD projects'.
Click on the tab 'Admission' and under the heading 'Conditions' click on the deficiency in question.

In the opened screen, under the heading 'Resolvement of the deficiency', enter your name and the date that the deficiency was resolved. You click on the button 'Mark resolved'. If necessary, give additional information in the Comment field on the left. Do not forget to save.

Now you will see in the Admissions tab that the deficiency has been cleared. There is a "yes" in the column under the heading 'Resolved'. So, as far as these previously established conditions are concerned, there are no longer any obstacles that could delay the PhD process.
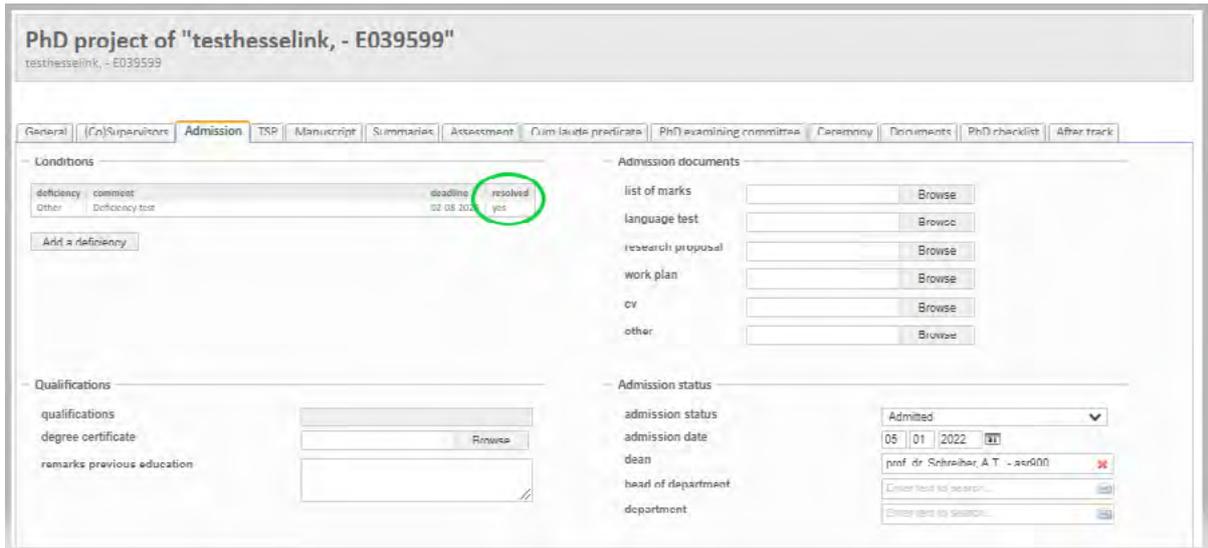
Monitoring for deficiencies

It is possible to see at a glance if there are any deficiencies open.
In your menu you will see the Deficiencies option, click on it:
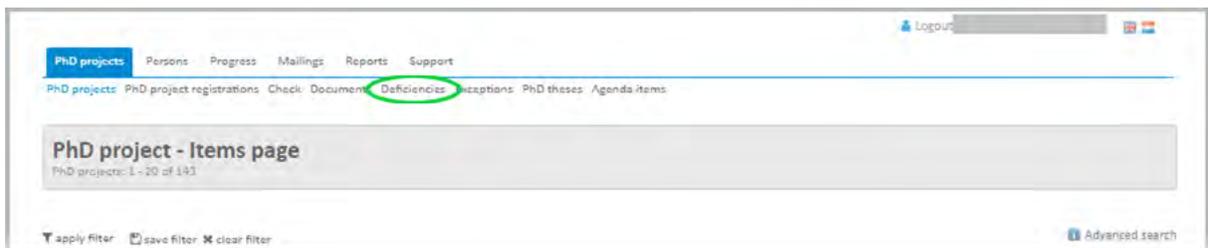
The screen that then opens displays all registered deficiencies. You can use the filter to sort by:
- All
- Unresolved
- Near deadline
- Past deadline
- Resolved
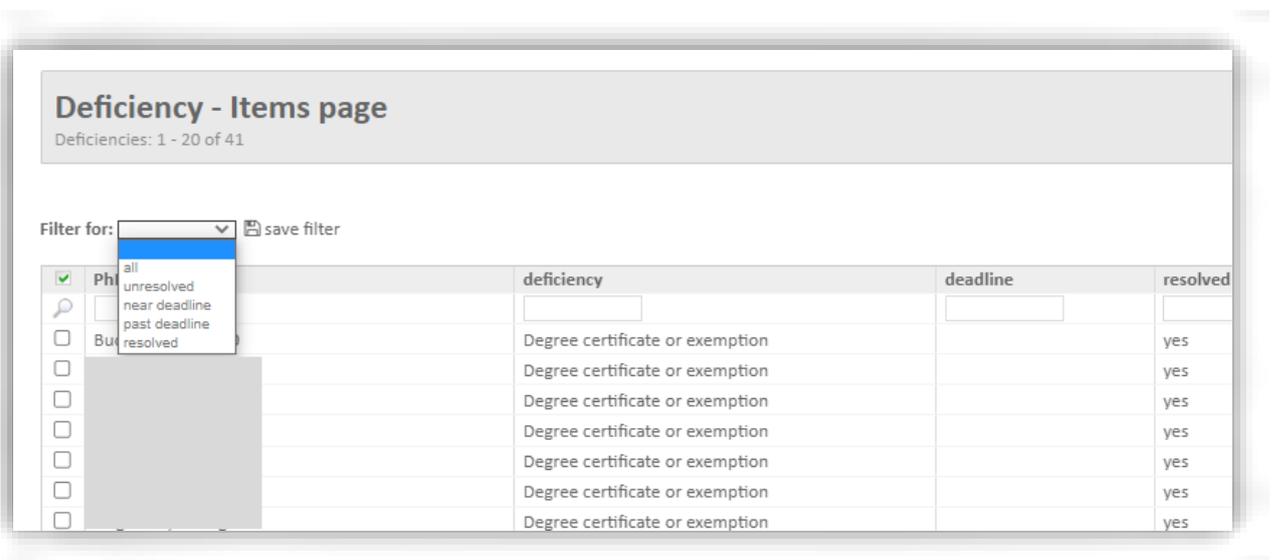
Resending and forwarding emails

Sometimes it happens that a PhD candidate, supervisor or PhD committee member has not received an email, that the email has ended up in the spam, or that an email has escaped attention.

For a number of email messages an option has been set up to send a 'reminder'.
For some e-mail messages this is not possible. But then it is fairly simple to send the previously sent e-mail again (or forward it to another e-mail address).

Note that the emails are often person-specific. This means that an action is requested from the addressee via a link. This link should never, ever be forwarded to anyone else.

General information for the overview of emails

In the PhD project (or in the PhD project registration), you will see a number of buttons at the very bottom of the page, one of which is 'Emails'.

By clicking this button, a screen will open with an overview of all emails sent within this PhD project (or registration).

The first column contains the e-mail address to which the e-mail in question was sent.

So here you can see if the right email address has been used

The second column contains the person.

Here you can see if the right person is selected

The third column is the subject of the e-mail.

Here you can see which e-mail it concerns and which one you have to select to send it again.

The fourth column is the email address of the sender (Hora Finita)

This is purely information

The fifth column is the date the email was sent

Here you can see when the addressee should have received the email

The sixth column shows when the email was opened by the recipient

Here you can see if and when the addressee has opened the e-mail (this does not automatically mean that the e-mail has been read).

The seventh and last column shows when the email was created

This is purely information

Empty columns

Due to an action of a key user in the process, it is possible an email is created in draft. If the action is aborted halfway and not saved, the email is not sent. The column 'sent' is then blank.

If the addressee has not opened the (sent) e-mail, the column 'opened' will also be blank. It is then possible that the e-mail ended up in the spam box.

Resending or forwarding an email

In the email overview, click on the line of the email in question.

The email concerned will open in a new window. In this screen you will see on the left an overview of all recently sent emails. This is the choice of the supplier. So you can ignore that.

It is about the email on the right of the screen.

At the very bottom of this screen you will see the 'Back', 'Forward' and 'Resend' buttons.

If you choose Back, you go one step back and nothing happens.

If you choose to Resend, the email in question will open in a new window.
With Resend, the email address is already filled in and the subject does not have the 'FW:' view, which indicates the 'forward'. For the rest, everything is exactly the same as explained for Forwarding.

If you choose Forward, the e-mail in question will open in a new window.
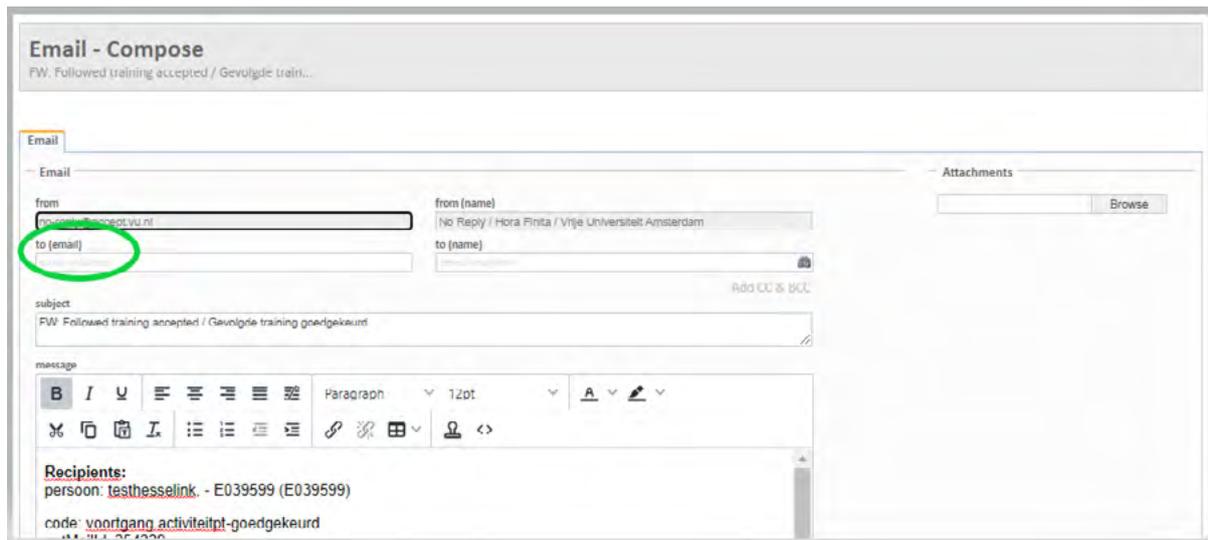
In this screen you can enter the correct email address, change the subject of the email if necessary, and you can change the plain text in the email if necessary.

Please note:
- codes (texts displayed in brackets, such as: [code]) may not be edited
- links should not be changed
- emails containing links may not be forwarded to others
  - This means that if, for example, a PhD committee member is being replaced, you must follow a different process and may not forward the manuscript review email from Prof. A to Prof. B.
  - A link in an email is personal. If Prof. B receives the email with link from Prof. A, Prof. B can perform various actions in the name of Prof. A. This cannot and should not happen.

After entering the email address and adjusting the email (if necessary), you can send the e-mail. You do this by clicking on the 'Send' button at the very bottom of your screen.

Associated Graduate School

If a PhD project is partly executed at another faculty, you can select an extra Graduate School in the project concerned, so that the key users of the other Graduate School (even within another faculty) can 'look along' in the track.

In the General tab of the PhD project you will find the section 'Access other organizational units'.
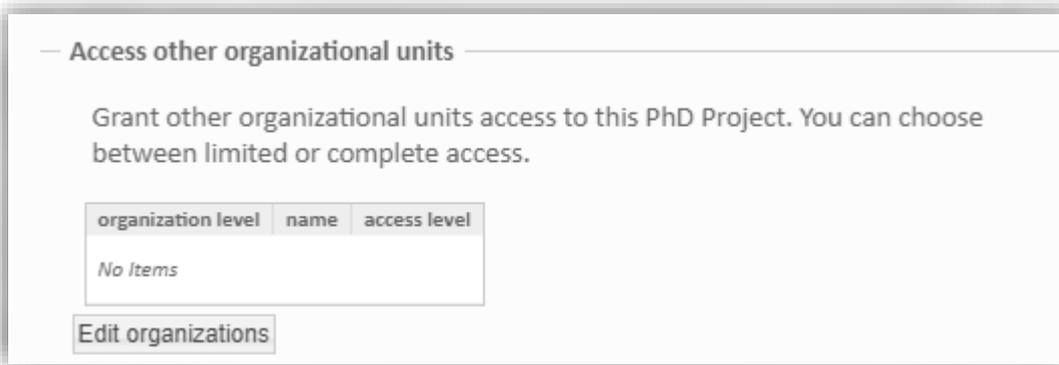
To grant a Graduate School access to pursue this project, click 'Edit organizations'

Then click on 'New'
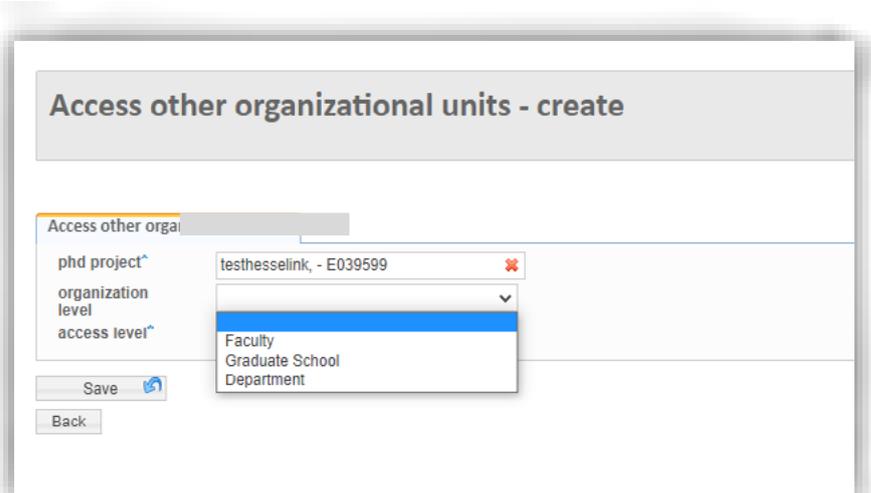
At the organizational level you can choose who you want to give access to the PhD program: Is it an entire faculty or a specific Graduate School? If you make this choice, a field will be added and you can choose the relevant Faculty or Graduate School.

You can also choose a department, but the VU uses Faculty and Graduate School more often than departments in Hora Finita, so we recommend limiting yourself to this.

Next, under access level, you can choose 'limited' or 'full'.

Please notice that, when you choose 'full', you give the faculty or Graduate School in question full authorization to make adjustments to the course.

Make clear agreements about this with each other, should you choose this option.

Plagiarism scan

The PhD candidate may not pursue a doctoral degree until the plagiarism check has been completed. This means the plagiarism check data must be completed before the PhD student uploads the manuscript for review. The plagiarism check is mandatory for PhD candidates starting on or after 1 September 2022.

For a process description, please see document 03.06.00. This manual only explains how to register the data in Hora Finita.

Registration of the plagiarism scan

The PhD candidate uploads the product for the plagiarism scan under the heading 'Graduation phase', within the first two years.

After submitting the document, the key user of the faculty automatically receives an email notification.

The key user uploads the report of the plagiarism scan (1). Please note, the check mark that indicates that the check has been performed (2) cannot be placed until the report has been uploaded.

If no plagiarism was found in the preventative scan, the key user should also check off the final plagiarism scan right away (3), without uploading a second attachment.

The final plagiarism scan is not editable until the preventative scan has been ticked off. The key user uploads a report of a second plagiarism scan (on the entire doctoral thesis) only if the second check has been found mandatory as a result of the preventative scan.

Ticking the checkbox on the final plagiarism scan is a prerequisite for uploading the manuscript. That means, if this checkbox is not ticked, the manuscript cannot be uploaded and the PhD cannot plan a defense date.

The PhD candidate will receive a reminder by email if the checkbox of the preventative scan has not been ticked after two years from the start date.

Planning project activities by PhD

The PhD candidate can put all the project activities into a schedule.

The functionality of Hora Finita ensures that a so-called 'Gantt Chart' is created. This gives the PhD candidate graphical insight into the total workload spread over the entire PhD period. The supervisor has insight into this planning, but has no active role in the registration.

Making a schedule in Hora Finita is not mandatory. This planningtool offered by the system might only be helpful for the PhD candidate.

Creating a schedule

The PhD candidate logs into Hora Finita and on the dashboard, the PhD candidate clicks 'Open the project schedule' under the heading 'My added tasks'.

Next, the project schedule opens and the tasks that Hora Finita has automatically filled in are visible:
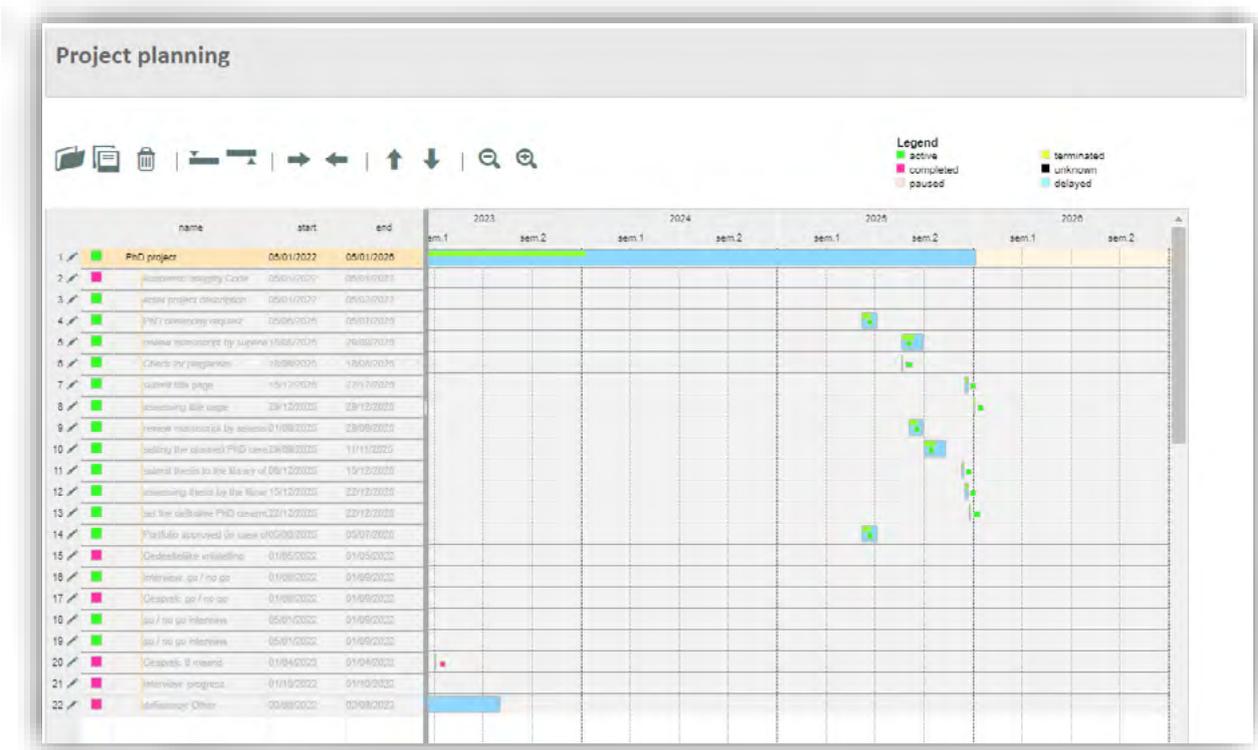
A legend is included in the top right corner explaining the different colors to indicate whether the PhD candidate is on track with respect to the task at hand.

The icons at the top of the schedule allow tasks to be added and moved (in time). Hold the mouse over the icon for a brief explanation.

When adding tasks, you can use the library, the icon

And don't forget to save your changes:

Registration of courses and training activities

In accordance with the Doctorate Regulations, the PhD candidate must obtain (at least) 30 EC during the PhD project. The content of the training programme is laid down in the training and supervision plan (TSP) in consultation with the supervisor upon registration of the PhD project. The PhD candidate then registers the courses taken and training activities carried out, during the PhD project, in Hora Finita.

All training activities entered (courses, seminars, training, etc.) are available to the PhD candidate, supervisor and key user in the so-called 'Portfolio'.

The Portfolio shows whether the activity has been approved by the supervisor (yes / no). The supervisor automatically and regularly receives a task on the dashboard in Hora Finita that activities have been entered by or for the PhD candidate and that they need to be assessed.

If all 30 EC have been obtained and the supervisor has approved the activities, then the Graduate School assesses the portfolio in its entirety, after request by the PhD candidate. If the portfolio is approved, the research is completed and all other requirements are met, then the PhD candidate has the green light to upload the manuscript and apply for the PhD ceremony.

Register a new acitvity

The PhD candidate logs in and selects "Open training overview page" on the dashboard.

The overview of the entered activities will be displayed. Click on 'New' to register a new activity.

Training activity - create

Training activity

Please fill out the information below and click save to add an activity to your portfolio.

Training activity

search in catalog — *Select from catalog* — Enter text to search...

type of activity* — *Or enter the data below*

name*

description

organizer

start date*

finishing date*

Other

added by

created

modified

Rating

EC credits can only be entered, when a type of activity is selected.

ec rated

certificate ec

Proof of attendance documents

Please upload documents such as a certificate of participation, tickets et cetera

Drag your documents to this frame, or Browse

Approve

comment

assessment

approved by

Save

Back

The activity is selectable from a catalog. The name of the faculty activity is preceded by the abbreviation of the faculty; ACTA; BETA; FGB; FGW; FSW; GNK; RCH; SBE; FRT.
The other fields as 'type of activity', 'name' and 'organizer' are then automatically filled in.

If the activity in question does not appear in the catalog, then one makes a choice for an activity type. In this case the 'name' and 'organizer' have to be filled in manually.

A lot of activities have a number of EC determined by the faculty. For other activities, the number of EC is free to fill in.

It is also possible to register a full exemption as well as a partial exemption. For this purpose, the following fields can be used: 'gehele vrijstelling' which means 'total exemption' and 'gedeeltelijke vrijstelling' which means 'partial exemption'.

Then the start- and end date of the activity are filled in and a proof of attemdamce is uploaded. By saving, the activity is registered and the supervisor receives a task in his dashboard to assess the activity.

Once the supervisor has reviewed the activity, the PhD candidate will be notified.

To request approval on the entire portfolio; please see the separate process under the title Portfolio.

Review courses and training activities

In accordance with the Doctorate Regulations, the PhD candidate must obtain (at least) 30 EC during the PhD project. The content of the training programme is laid down in the training and supervision plan (TSP) in consultation with the supervisor upon registration of the PhD project. The PhD candidate then registers the courses taken and training activities carried out, during the PhD project, in Hora Finita.

All training activities entered (courses, seminars, training, etc.) are available to the PhD candidate, supervisor and key user in the so-called 'Portfolio'.

The Portfolio shows whether the activity has been approved by the supervisor (yes / no). The supervisor automatically and regularly receives a task on the dashboard in Hora Finita that activities have been entered by or for the PhD candidate and that they need to be assessed.

If all 30 EC have been obtained and the supervisor has approved the activities, then the Graduate School assesses the portfolio in its entirety, after request by the PhD candidate. If the portfolio is approved, the research is completed and all other requirements are met, then the PhD candidate has the green light to upload the manuscript and apply for the PhD ceremony.

Review a new activity

The PhD candidate has registered a new activity and the supervisor then sees on the dashboard that a task has been added.

The supervisor clicks on the task and a new screen opens.

The supervisor reviews whether the activity and the number of EC are agreed upon and whether the proof of participation has been added and is agreed upon.
If the activity is agreed, then the supervisor clicks the button 'Approve' at the bottom of the screen.
If the activity is not (yet) approved, then the supervisor enters a comment as to why the activity is not approved and then the supervisor clicks the button 'Reject' at the bottom of the screen.

Once the supervisor has reviewed the activity, the PhD candidate will be notified. And if necessary, the PhD candidate can edit the activity and save it again. In that case, the supervisor will receive the task to reassess the activity.

Request review Portfolio

In accordance with the Doctorate Regulations, the PhD candidate must obtain (at least) 30 EC during the PhD project. The content of the training programme is laid down in the training and supervision plan (TSP) in consultation with the supervisor upon registration of the PhD project. The PhD candidate then registers the courses taken and training activities carried out, during the PhD project, in Hora Finita.

All training activities entered (courses, seminars, training, etc.) are available to the PhD candidate, supervisor and key user in the so-called 'Portfolio'.

The Portfolio shows whether the activity has been approved by the supervisor (yes / no). The supervisor automatically and regularly receives a task on the dashboard in Hora Finita that activities have been entered by or for the PhD candidate and that they need to be assessed.

If all 30 EC have been obtained and the supervisor has approved the activities, then the Graduate School assesses the portfolio in its entirety, after request by the PhD candidate. If the portfolio is approved, the research is completed and all other requirements are met, then the PhD candidate has the green light to upload the manuscript and apply for the PhD ceremony.

Request review Portfolio

The PhD candidate has obtained the required 30 EC and the supervisor has approved all activities. Then the PhD candidate logs in and clicks on the dashboard in the PhD checklist on "request a review" in the field "Porfolio approved (in case of ECTS requirement)

A notification follows that the Graduate School will receive an email requesting that the portfolio be reviewed and that the portfolio can only be submitted if it is complete. Submit review request? The PhD candidate clicks OK.

A notification comes on screen that the email has been sent to those who should assess the portfolio. The review portfolio only needs to be requested once. Clicking the request button again does not speed up the process, only a new email is sent to the reviewer. Once the portfolio is approved, the check mark in the checklist will turn green and the PhD candidate will be notified.

Review Portfolio

In accordance with the Doctorate Regulations, the PhD candidate must obtain (at least) 30 EC during the PhD project. The content of the training programme is laid down in the training and supervision plan (TSP) in consultation with the supervisor upon registration of the PhD project. The PhD candidate then registers the courses taken and training activities carried out, during the PhD project, in Hora Finita.

All training activities entered (courses, seminars, training, etc.) are available to the PhD candidate, supervisor and key user in the so-called 'Portfolio'.

The Portfolio shows whether the activity has been approved by the supervisor (yes / no). The supervisor automatically and regularly receives a task on the dashboard in Hora Finita that activities have been entered by or for the PhD candidate and that they need to be assessed.

If all 30 EC have been obtained and the supervisor has approved the activities, then the Graduate School assesses the portfolio in its entirety, after request by the PhD candidate. If the portfolio is approved, the research is completed and all other requirements are met, then the PhD candidate has the green light to upload the manuscript and apply for the PhD ceremony.

Review Portfolio

The PhD candidate has completed the 30 EC, the supervisor has approved all activities and the PhD candidate has requested a review on the whole portfolio. It is now up to the Graduate School to assess whether the portfolio meets the set requirements and whether all mandatory components have been carried out.

The Graduate School employee involved has received the email requesting the portfolio review. The GS employee clicks on the link in the email that refers to the portfolio, after which the TSP tab opens in the PhD project. In this tab, the GS employee clicks on 'Open Portfolio' under the heading 'Progress'.

Next, the overview of the registered and by the supervisor approved activities opens.

In this example only one activity is visible (an entire exemption), in practice several activities will have been entered.

Based on the overview it can be determined whether all required activities have been entered and whether the number of EC is correct. To be able to assess the activity individually and/or content-wise, the GS employee clicks on the activity, after which the details of the activity become visible.

If the activity is approved, nothing needs to be changed and the GS employee clicks 'Back'.

If the GS employee does not agree with the individual activity, they can add a comment and save the activity. If the number of EC is incorrect, the GS employee can modify it by clicking 'overrule', which will make the fields with the number of EC editable.
Once the activity has been adjusted by the employee, the activity must be saved.

If after adjustment the total number of EC obtained remains at 30, then the portfolio can be approved. If the number of EC is eventually not 30, for example if the number of EC in multiple activities is adjusted or if activities are rejected and the EC of these activities do not count, then the portfolio must be rejected in its entirety.

Approve or reject Portfolio
To approve or reject the portfolio in its entirety, the GS employee returns to the TSP tab and clicks "Approve portfolio" or "Reject portfolio" under the heading "Portfolio assessment".

When the portfolio is rejected, a draft email opens for the PhD candidate. The GS employee can edit the plain text of this email and provide explanations for the rejection.

After modifying the email text, the GS employee clicks Send.
The PhD candidate receives notification that the portfolio has been rejected and must then make the requested adjustments.

After the PhD candidate has made the requested adjustments. He requests a review again in the PhD checklist (the supervisor is no longer in the process, unless a completely new activity is registered).

The GS employee again receives the request to review the portfolio.

When the portfolio is approved, a message appears stating that the PhD project has been updated and the PhD candidate receives notification of the approval.

Changing status of PhD Project

If a PhD project is terminated or temporarily paused, it is possible to change the status of the PhD project in Hora Finita. Once entered, PhD projects are not deleted.

A PhD candidate who wishes to terminate the PhD project must inform the supervisor and the dean. The dean then terminates the PhD project. The key user terminates the PhD project in Hora Finita at the request of the dean.

A supervisor who believes that, for some reason, a PhD project will not lead to a PhD defense shall inform the PhD candidate and the dean. The key user shall terminate the PhD project in Hora Finita at the request of the dean.

Changing the status

The key user has been instructed to update the status of a PhD project and logs into Hora Finita. In the tab Documents, the key user saves the assignment in pdf form.

In the tab General of the PhD project, there is a section where the status is shown. The status can also be changed here.

After clicking 'change status' a new screen opens where the status can be changed.

Change in status - create

Change in status

Below, select the new status for the PhD project. Use the comment field for any explanation.

New status

phd project*   testhesselink, - E039599   ✗

status*   [▾]

date*   [ ][ ][ ] 📅

Comments
[   ]

Save 🔄
Back

In the field 'status', different statuses can be selected. The most common for the key user are 'terminated' and 'temporarily paused'. All other statuses are always in consultation with the Beadle's Office.

The key user fills in the date as of which the new status took effect and fills in an explanation in the comments. After saving the status, the status of the PhD project is changed.

Changing faculty

It is possible that a PhD project initially is assigned to one faculty, but during the trajectory it is transferred to another faculty. This must of course be adjusted in Hora Finita. The key user is not authorized to do this, only the employee of the Beadle's Office Pedel can perform this activity.

Before the Beadle can perform this activity, there are a number of actions and handlings required.

Supervisor

The supervisor is usually the initiator of the change. Therefore, the supervisor indicates by e-mail to the key user of the *current* faculty, with reasons, which PhD program is concerned and for what reason the PhD program should be converted to which faculty.

Key user

The key user of the current faculty sends an e-mail to the deans of both faculties and presents the supervisor's request. If both deans agree, the key user saves the supervisor's request and the deans' agreement in pdf form in the tab Documents. Then the key user of the current faculty informs the key user of the new faculty. Finally, the key user of the current faculty sends an email to pedel@vu.nl with the key user of the new faculty in cc, requesting that the relevant PhD project be transferred from one faculty to the other.

The Beadle's Office

The employee of the Beadle's Office performs the action and then informs both key users that the PhD project has changed faculty.

Notification of change in composition of supervisors

A team of supervisors and co-supervisors has been assembled at the time of the PhD registration. This is approved by all "parties", and after approval by the Rector, on behalf of the College of Deans, the PhD decision is sent out, listing the supervisors and co-supervisors.

If during the PhD project the composition of the (co-)supervisors changes, the dean must take a decision on this. Therefore, before the change can be adopted in Hora Finita, a request will have to be submitted to the Dean as to whether the composition may be changed.

The notification

The supervisor sends a reasoned e-mail with a request to adjust the composition of the (co-)supervisors to the **Secretary of the Faculty board**.

The secretary processes the request in Hora Finita and thus submits the proposal to the dean. If the dean agrees, the change is automatically implemented in Hora Finita.

The change is then communicated by e-mail from Hora Finita to the (co-)supervisors and the PhD candidate.

Deceased (co-)supervisor

Unfortunately sometimes a (co-)supervisor unexpectedly dies during the ongoing PhD project. In that case, the (co)supervisor can no longer carry out the requested actions in Hora Finita, which may stagnate the progress of the process.
The **Secretary of the Faculty board** should adjust the composition of the (co-)supervisors so that the deceased (co-)supervisor is no longer approached for actions in Hora Finita. The change will be made in consultation with the (other) supervisor and the dean. It is important that the composition continues to comply with the rules of the Doctorate Regulations, so the deceased (co-)supervisor may have to be replaced.
The name of the deceased (co-)supervisor will be mentioned in the comments field in the tab '(Co)Supervisors' so later the (co-)supervisor can still be mentioned on the title page of the thesis.

Also, the Secretary of the Faculty board notifies the death by e-mail to the Beadle's Office pedel@vu.nl so they can update the personal data in Hora Finita accordingly.

Process change in composition of supervisors

A team of supervisors and co-supervisors has been assembled at the time of the PhD registration. This is approved by all "parties", and after approval by the Rector, on behalf of the College of Deans, the PhD decision is sent out, listing the supervisors and co-supervisors.

If during the PhD project the composition of the (co-)supervisors changes, the dean must take a decision on this. Therefore, before the change can be adopted in Hora Finita, a request will have to be submitted to the Dean as to whether the composition may be changed.

Receipt of request for change of composition of supervisors

The supervisor shall send a reasoned e-mail to the **Secretary of the Faculty board** requesting that the composition of the (co-)supervisors be adjusted.

Process request for change in composition of supervisors

The Secretary of the Faculty board processes the request in Hora Finita and thereby submits the proposal to the dean. The secretary logs in and opens the relevant PhD project. **Please note**; this action should *only* be performed by the *Secretary of the Faculty board* and not by any other key user or Graduate School staff member.

In the tab (Co)Supervisors, the secretary clicks on 'Propose change of supervisors'.
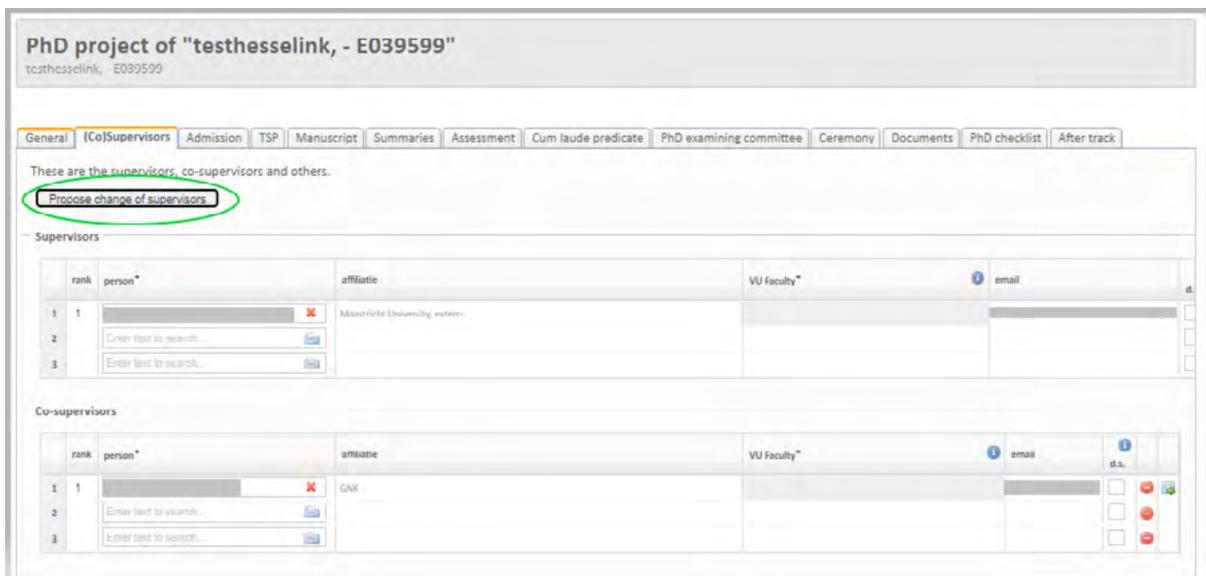
A new screen opens, in which the new proposal can be entered. Because the change involves only the position of the supervisors or changing one person/position, it is possible (and wise) to first briefly copy the current situation into the proposal and then modify it.

To copy the current situation, the employee clicks 'Copy current members'

After copying the current members, the composition is displayed as it is now.
Persons can now be added (enter new person on the appropriate line) and removed (click the 'forbidden to enter' sign on the line of the person being removed.

For example, if the co-supervisor changes to be second supervisor, it must therefore be added under the 'Supervisors' position and removed under the 'Co-supervisors' position.

The secretary fills in the explanation provided by the supervisor by email, in the 'explanation proposal of change' box and then clicks 'Submit proposal'.

The dean then receives a request to review the proposed change. If the dean agrees, the change is automatically implemented in Hora Finita.

The change is then communicated by email from Hora Finita to the supervisor and the secretary of the Faculty board. In order to inform the (co-)supervisors and the PhD candidate of the change, the secretary sends them an email via the "Send e-mail" button under the heading "Send mail regarding the composition of supervisors' in the tab (Co)Supervisors.

Deceased (co-)supervisor

Unfortunately sometimes a (co-)supervisor unexpectedly dies during the ongoing PhD project. In that case, the (co)supervisor can no longer carry out the requested actions in Hora Finita, which may stagnate the progress of the process.

The **Secretary of the Faculty board** should adjust the composition of the (co-)supervisors so that the deceased (co-)supervisor is no longer approached for actions in Hora Finita. The change will be made in consultation with the (other) supervisor and the dean. It is important that the composition continues to comply with the rules of the Doctorate Regulations, so the deceased (co-)supervisor may have to be replaced.

The name of the deceased (co-)supervisor will be mentioned in the comments field in the tab '(Co)Supervisors' so later the (co-)supervisor can still be mentioned on the title page of the thesis.

Also, the Secretary of the Faculty board notifies the death by e-mail to the Beadle's Office pedel@vu.nl so they can update the personal data in Hora Finita accordingly.

Assess the proposal for change in composition of supervisors

A team of supervisors and co-supervisors has been assembled at the time of the PhD registration. This is approved by all "parties", and after approval by the Rector, on behalf of the College of Deans, the PhD decision is sent out, listing the supervisors and co-supervisors.

If during the PhD project the composition of the (co-)supervisors changes, the dean must take a decision on this. Therefore, before the change can be adopted in Hora Finita, a request will have to be submitted to the Dean as to whether the composition may be changed.

Receipt of request for change in composition of supervisors
The supervisor shall send a reasoned e-mail to the Secretary of the Faculty board requesting that the composition of the (co-)supervisors be adjusted.

Process request for change in composition of supervisors
The Secretary of the Faculty board processes the request in Hora Finita and thereby submits the proposal to the dean.

Assess the proposal for change in composition of supervisors
The dean receives an email from Hora Finita requesting that the proposal for the change in question be reviewed. The dean clicks on the link in the email and the screen to review the proposal appears.

In this screen, at the top, it is visible which PhD project is involved and what the explanation/motivation of the supervisor is.

Next, for each position (outlined in green in the print screen below), the current situation is shown (outlined in blue) with the new proposal underneath (outlined in red).
In the example below, the co-supervisor has been 'moved' to the position of second supervisor.

If the dean agrees, the dean clicks 'approved' in the 'assessment' field.
Then the dean clicks on the 'Submit' button and the proposal is then processed directly in the PhD project in Hora Finita and those involved are automatically informed by email.

If the dean does not agree, the dean clicks 'Reject' in the 'assessment' field.
Then the dean fills the 'comments' field with an explanation of the rejection.
Finally, the dean clicks 'Submit'. The composition in Hora Finita does not change afterwards.
The Secretary of the Faculty board automatically receives an email about the rejection and then informs the supervisor about it.

Review proposed composition of supervisors, co-supervisors and others
testhesselink, - E039599

Proposal

On this page you can view the proposed changes of the supervisors of this PhD project. At the bottom of the page you can submit your opinion.

— PhD project —

working title	regressietest
phd student	testhesselink, - E039599
faculty	Faculteit der Bètawetenschappen
explanation proposal of change	blablablabla

Supervisors

Current situation:

titel	member	suffix	affiliation	appointment	email	profile url	
	Pete						ℹ

New proposal:

titel	member	suffix	affiliation	appointment	email	profile url	
	Pete						ℹ
	Danny						ℹ

Co-supervisors

Current situation:

titel	member	suffix	affiliation	appointment	email	profile url	
	Danny						ℹ

New proposal:

titel	member	suffix	affiliation	appointment	email	profile url	
No persons selected as supervisor.		➤ None					

— Your assessment —

assessment*	[▾]
comments	

— Comments others —

Submit

Uploading manuscript – Request PhD ceremony

If the portfolio is approved and there are no deficiencies left open, then-if the manuscript is ready-the review of the manuscript can be requested. In Hora Finita this is called "Request PhD ceremony".

After uploading the manuscript (request PhD ceremony) all (co-)supervisors have to assess the manuscript according to the Doctorate Regulations. If they have all approved it, the first supervisor receives a request to submit a proposal for the composition of the Doctoral committee that will read and assess the manuscript.

After approval from the Doctoral committee and ultimately the Dean of the faculty, a date can be set for the defense. The actual PhD ceremony.

Uploading the manuscript
The PhD candidate logs in and clicks on the dashboard on 'Graduation Phase' and then on sub-menu 'Request PhD ceremony'.

Next, at least five items must be entered / five actions must be performed in the opened screen:
- The title of the manuscript is entered
    - If applicable, the subtitle is entered
- The manuscript is uploaded (preferably pdf)
- The language of the manuscript is entered
- The requirements are checked/ticked
- The button "Request PhD ceremony" is clicked

After these actions, the (co-)supervisors will receive automatic notification that the manuscript has been uploaded and that a review should take place.

Please note that it is possible to resubmit the manuscript as long as it has not yet been sent to the committee members. However, each uploaded modified manuscript will have to be reviewed by the (co-)supervisors. It is therefore a good idea to upload the manuscript only when the PhD candidate is 100% sure that this is the version that is to be assessed.

Once the manuscript has been sent to the Doctoral committee, it is no longer possible to submit an amended manuscript.

Assessment manuscript by (co-)supervisors

Once the required number of ECTS has been obtained, the portfolio has been approved and the PhD candidate and the supervisor(s) agree that the process can be completed (and that the manuscript can be assessed), the PhD candidate takes the initiative by uploading the manuscript in Hora Finita and submitting the Request for the PhD ceremony.

Subsequently, the (co-)supervisors receive an email that the manuscript is ready for assessment. Only after the (co-)supervisors have approved the manuscript, the first supervisor receives the request to submit a proposal for the composition of the Doctoral committee. In accordance with the Doctorate Regulations, this cannot be done at an earlier stage.

Assessing the manuscript

The (co-)supervisors <u>all</u> receive the email that the manuscript can be assessed.
The (co-)supervisor clicks on the (personal) link in the email, after which the assessment form opens.
From this form the (co-)supervisor can download the manuscript if necessary.
The (co-)supervisor ticks off the 'Approved' or 'Rejected' box and gives an explanation in the motivation section.

After the (co-)supervisor has completed the assessment, a click on 'Send assessment' will submit the assessment. If the manuscript is rejected by one or more (co-)supervisors, the PhD candidate will automatically be informed of this.
It is possible for the PhD candidate to upload an amended manuscript as long as the manuscript has not yet been submitted to the Doctorate committee. However, after each modified uploaded manuscript, all (co-)supervisors should review the manuscript again.

After all (co-)supervisors have approved the manuscript, the first supervisor will receive an email requesting to submit a proposal for the composition of the Doctorate committee to review the manuscript.

Proposal composition Doctorate committee (assessment manuscript)

After all (co-)supervisors have approved the manuscript, the first supervisor will receive an email requesting a proposal for the composition of the Doctorate committee to assess the manuscript.

NOTICE:
According to Section 04 of the Doctorate Regulations 2021, the supervisor submits a reasoned proposal for the composition of the Doctorate Committee and, after the dean agrees, the supervisor verifies that the intended committee members are willing to be part of the committee. (In the case of the Faculty of Science, read "head of the department" where "dean" is mentioned).
The process in Hora Finita is set up according to the previous Doctorate Regulations, where the supervisor first gauges the willingness before making the proposal. Therefore, a preliminary workaround has been agreed with the deans;

- The supervisor submits a reasoned proposal for the composition of the Doctorate Committee to the dean by *e-mail*.
- After approval by the dean (by e-mail), the supervisor approaches the intended doctorate committee members to verify their willingness to participate.
- As soon as all the (approved) members of the doctorate committee are willing to participate, the supervisor can enter their data in Hora Finita via the link below, so that the approval is officially recorded and the doctorate committee members then automatically receive the invitation to read and assess the manuscript

Referral to the correct page in Hora Finita

After the dean's approval and all commitments from the intended committee members, they must be entered into Hora Finita to receive the invitation to review the manuscript and provide the assessment.

The supervisor can access the appropriate page for entering the Doctorate committee to review the manuscript in two ways:
- Through the link in the referenced email
- Through the PhD candidate's dashboard / PhD project

The correct page via the link in the email

The supervisor clicks on the link in the email and is automatically directed to the page where committee members must be entered.

The right page through the PhD candidate's dashboard / PhD project

Should the link in the email not work in some way, it is possible for the supervisor to open the PhD candidate's dashboard.

In dashboard, the supervisor clicks the icon of the respective PhD candidate, after which the PhD candidate's dashboard opens.

On the PhD dashboard opened after that, the supervisor clicks on "Edit PhD track," in the top left corner.

Next, the PhD project opens and the supervisor can enter the committee members in the tab 'Assessment'

Note that the tab 'PhD examining committee' refers to the committee in opposition to the defense. We are not at that point yet. The opposition (Examining committee) is often / largely made up of the same committee members as the Doctorate committee reviewing the manuscript, but now is not the time to introduce the opposition. First we need to make sure the manuscript is read and reviewed.

Entering the Doctorate committee to review the manuscript

The supervisor clicks on the button 'Add member to proposal'.
Then the supervisor can enter the name of a committee member. Many committee members' details are known in Hora Finita and for them it is sufficient to search in this field by last name and select the correct person from the pop-up list.

After clicking on the relevant person, the supervisor clicks on the 'Next step' button, after which the details of the committee member become visible and the supervisor can, if necessary, enter a

Substantiation as to why this person has been chosen. If the details are correct and a substantiation may have been added, the supervisor clicks 'Add' to add the person to the committee.
Then the supervisor repeats this action until all members have been added.

Some committee members are being approached from the VU for the first time and are not yet known in Hora Finita. If Hora Finita cannot find any matching persons based on the data entered, the supervisor clicks the 'Next step' button to manually enter the data.

Titles:
- Prof. and Dr. are titles and appear before the name (the preferred method is the Dutch rendering: prof.dr. and dr.)
- PhD, MD, Msc etc. are suffixes and appear after the name.

Chairman:
One of the members of the Doctorate Committee will also act as Chairman.
The name of this person is placed in the table of the Doctorate committee, *as well* as in the field below 'Chair (assessment committee)'.

When the Doctorate committee is complete, the supervisor clicks on the button 'Request approval for composition'. This is followed by an automatic message to the assessors - set up per faculty.

Composition rejected
Should the composition of the Doctorate committee not be approved by one of the assessors, the supervisor will be notified and then the supervisor can modify the proposal in Hora Finita and resubmit it for review.

For replacing -at this stage- a Doctorate committee member, the supervisor can click on the no-entry sign to remove a committee member. The name of the committee member in question will become light gray and will be crossed out. On a new line a new member can be added (the lines keep replenishing; once the last line is filled). Then the proposal can be resubmitted for review.

Composition approved
Once all assessors have checked and approved the composition of the Doctorate committee, the proposal will be "locked," meaning that the proposal will be grayed out and uneditable, that under Heading 2. Doctorate Committee (in the same tab) the overview will be listed with the approved Doctorate committee members and the committee members will automatically receive by email an invitation and explanation to assess the manuscript.
Those involved as supervisors and PhD receive notification of the approval of the composition of the Doctorate committee.

>> To replace a Doctorate committee member after the composition has been approved, the supervisor contacts the key user of the faculty.

Proposal composition of Doctorate committee (assessment manuscript)

After all (co-)supervisors have approved the manuscript, the first supervisor will receive an email requesting a proposal for the composition of the Doctorate committee to assess the manuscript.

NOTICE:
According to Section 04 of the Doctorate Regulations 2021, the supervisor submits a reasoned proposal for the composition of the Doctorate Committee and, after the dean agrees, the supervisor verifies that the intended committee members are willing to be part of the committee. (In the case of the Faculty of Science, read "head of the department" where "dean" is mentioned).
The process in Hora Finita is set up according to the previous Doctorate Regulations, where the supervisor first gauges the willingness before making the proposal. Therefore, a preliminary workaround has been agreed with the deans;

- The supervisor submits a reasoned proposal for the composition of the Doctorate Committee to the dean by *e-mail*.
- After approval by the dean (by e-mail), the supervisor approaches the intended doctorate committee members to verify their willingness to participate.
- As soon as all the (approved) members of the doctorate committee are willing to participate, the supervisor can enter their data in Hora Finita via the link below, so that the approval is officially recorded and the doctorate committee members then automatically receive the invitation to read and assess the manuscript

Approve submitted proposal

After the supervisor enters the proposal for the composition of the Doctorate committee in Hora Finita, the first reviewer receives the request by e-mail, via Hora Finita, to approve or reject the proposal. Per faculty it is set who does / do this review. At all faculties, the dean is the last person in this 'approval train'.

The reviewer clicks on the link in the email and is directed to the review form to assess the proposal for the composition of the Doctorate committee.

This form shows which PhD program is involved, who the (co-)supervisors are and the proposal for the composition of the Doctorate committee.

In the table listing the committee members, the title, gender and affiliation are visible. On the right side, blue (external) and green (internal) icons indicate whether it is an in- or external committee member. The Doctorate Regulations set out the rules that the composition of the Doctorate committee must meet. Check this carefully.

If approved the field 'assessment' is clicked on 'approved', after which the form can be submitted. If the composition is not approved, click on 'rejected' in the field 'assessment' and add a comment as to why the composition was rejected. After that the form can be submitted.

Composition rejected
Should the composition of the Doctorate committee not be approved by any of the assessors, the supervisor will be notified and the supervisor may then modify the proposal in Hora Finita and resubmit it for review.

Composition approved
After submitting the approval of one of the assessors, the succeeding assessor is invited. Once all assessors have checked and approved the composition of the Doctorate committee, the proposal is "locked", which means that the proposal becomes grayed out and uneditable, that under header 2. Docotrate Committee (in the same tab) the overview will be listed with the approved Doctorate committee and the committee members will automatically receive by email an invitation and explanation to assess the manuscript.
Those involved as supervisors and PhD candidate will be notified of the approval of the composition of the Doctorate committee.

Assessment manuscript

The Doctorate committee member will receive an invitation and explanation by email -with the sender being Hora Finita- to assess the manuscript.

To download the manuscript and enter the assessment, the committee member clicks on the link in the e-mail, after which the committee member is directed to the assessment form (via the extra security code).

>> If the email is not received, please check your Spambox!

Extra security code

Many actions in Hora Finita can be performed by clicking on the link in an email requesting the corresponding action, like the assessment of the manuscript.

- Once the user clicks on the link in the email _and is not yet logged into Hora Finita_, the following screen follows where authentication is requested.
  - The user with VUnetID/VUmc username can login directly via 'Naar de inlogpagina' (left side of the screen) and can then perform the requested action.
  - The user with E-number or the user without an account requests an extra security code (right side of the screen) and will be directed to the appropriate action in Hora Finita after entering the code.
- Once the user clicks on the link in the email _and is already logged into Hora Finita_, then the additional security is not needed and the user is guided directly to the appropriate action in Hora Finita.
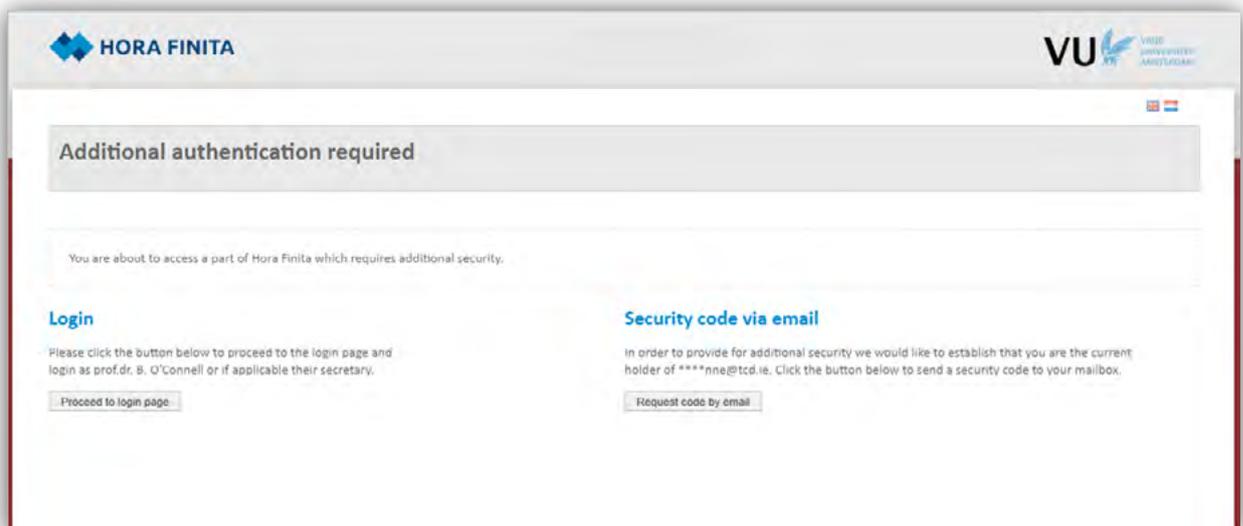
Downloading manuscript

In the first part of the assessment form is visible which PhD thesis is to be assessed, the title of manuscript and the assessment of the (co-)supervisors.

The manuscript can be downloaded in pdf-form. The committee member has 30 days to read the manuscript and enter an assessment.

After downloading the manuscript, there is no need to do anything else with the assessment form right now. The form can be closed with the 'cross'. However, the committee member should save the e-mail so that next time the link can be used for submitting the assessment.
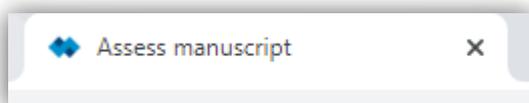
Enter the assessment

The committee member has read the manuscript and can now enter the assessment.

Via the link in the invitation e-mail the committee member again opens the assessment form and now enters the rating per assessment criterion.

Each faculty has its own criteria. It is therefore possible that the print screen below does not correspond to the assessment form you have in front of you.

After reviewing for the criteria, the committee member fills out an overall judgment; approved or rejected, with a motivation.

It is possible that the committee member is of the opinion that the manuscript is good in content, but still needs some minor adjustments. In that case, the manuscript does not have to be rejected, but the committee member can make suggestions for (minor!) adjustments.

If the necessary adjustments are such that the PhD candidate cannot proceed any further in the process, the committee member does decide to reject the manuscript (including the reasons, of course).

Because the assessment and motivation are not shared with the PhD candidate and the supervisor, a separate field has been included for passing on any suggestions: 'Suggestions for PhD candidate / supervisor'. The suggestions, on the other hand, are not shared with the chair of the Doctorate committee. It is therefore important that, if the committee member makes suggestions, both fields are filled in and no references are made to these separate fields.

Cum Laude proposal

If the PhD candidate has demonstrated outstanding competence in the dissertation, then the distinction Cum laude may be awarded. According to the doctoral regulations, each member of the doctoral committee evaluating the manuscript must state in a reasoned manner whether and why the dissertation belongs to the top 5% of publications in the relevant field of study.

Save / submit the assessment

To prevent the work entered from being lost due to connection or other problems, it is wise to save it in the meantime. To do this, the committee member selects 'Save and finish later' at the very bottom. This also makes it possible to spread the entry of the assessment over several moments.

Once the entire assessment has been entered and is final, the committee member clicks on the 'Submit assessment' button.

Once all committee members have entered the assessment, the chair of the committee prepares a proposal for the final assessment. If almost all committee members are convinced that the dissertation is among the top 5% of publications in the relevant field of science, the chair includes this in the proposal for the final judgement.

The dean makes a final decision on whether or not to admit the PhD candidate to the defense and whether or not to initiate the Cum laude procedure.

Role of chair Doctorate Committee in assessment manuscript

The chair of the Doctorate Committee has the task of monitoring and managing the manuscript review process. For this reason, the chair is granted access in Hora Finita to the progress of the assessments.

Once the composition of the Doctorate Committee has been approved, the committee members will receive the email with the invitation (with link to assessment form) to assess the manuscript. The chairperson receives a separate invitation, with instructions regarding their role as chairperson.

>> If you did not receive the e-mail, please check your Spambox!

Insight for the chair into the progress of assessments

In terms of familiarity with Hora Finita, two types of chairpersons can be possible:
- Chairperson who already have a Hora Finita account
- Chairpersons who do not yet have a Hora Finita account

Chairperson with a Hora Finita account

Chairs with a Hora Finita account, either have an account based on a previous role as chair of the PhD committee in another PhD project, or are in another role in addition to the role of chair, such as supervisor or Director of Graduate School.

The chairs who already have a Hora Finita account, we assume that they are somewhat familiar with Hora Finita.

If the chair has a "dual role" (i.e., also supervisor, for example), then after logging into Hora Finita, they should pay attention to which role they have logged in. This is because the chairperson of the Doctorate committee will see other parts of the PhD project than the supervisor.

At the top of the screen you can use the button 'Switch role' to choose the correct account.
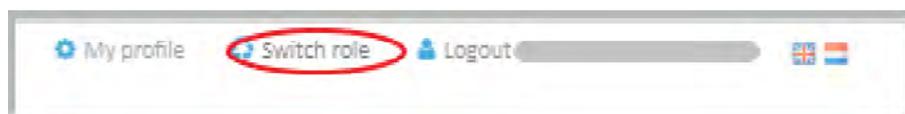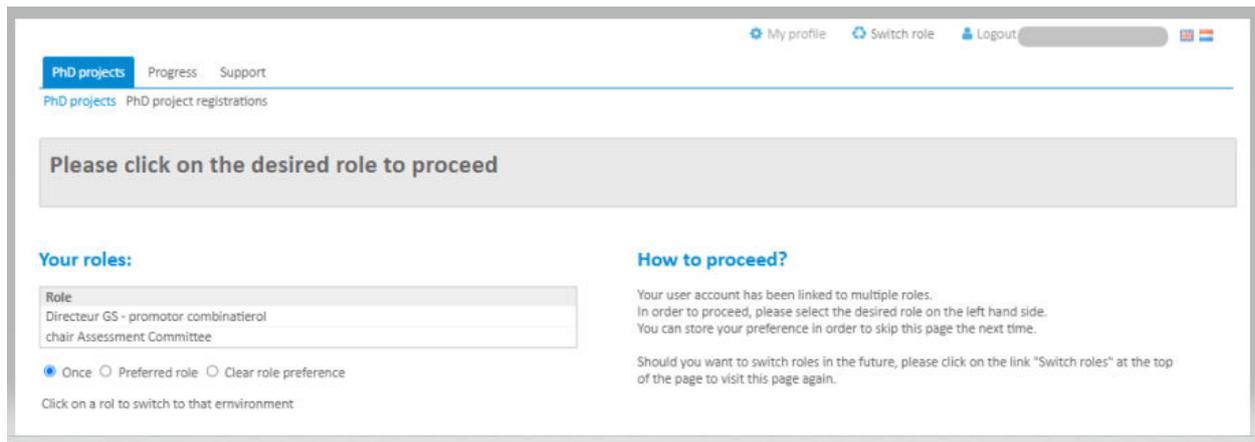
Click on 'Chair Assessment Committee' to view the progress of the assessments.

Next, an overview is visible with the number of PhD projects in which the chair has been given the role of 'chair'. It is possible that this is one project, it is possible that there are more.

The PhD candidate will only be visible in this overview if the chairperson has submitted their own assessment on the manuscript. Not before.

The reason for this is that the chairperson must be able to make an unbiased assessment. Previous access to the reviews of other committee members may influence the chair's individual judgment.

Chairperson without Hora Finita account

A chair who is newly introduced and has no other role within Hora Finita, does not yet have a Hora Finita account and therefore no login information. Once the chair in question, using the link in the invitation email, has assessed the manuscript, completed and submitted the assessment form, the chair will receive the login details for the account in Hora Finita, by email.

The reason the login credentials are not sent until after the assessment has been submitted, is to allow the chair to make an unbiased assessment. Previous access to other committee members' assessments may influence the chair's individual judgment.

Overview and progress monitoring

As soon as the chair logs in (or has chosen to switch roles as Chair Assessment Committee) the overview of the PhD candidates for whom the chair has been appointed chairperson is visible.

As stated earlier, the PhD candidate will only be visible in this overview when the chair has submitted their own assessment of the manuscript. Not before.

The column 'status' states 'started' or 'graduated'. It may be clear that the status 'graduated' are completed projects and no more action is required in them.

Clicking on the name of the PhD in question, the monitoring screen appears. The information that can be viewed by the chair is limited to the progress of the assessment process. This means that the chair can see the basic data of the PhD project, the composition of the Doctorate Committee that reviews the manuscript and the status of the assessments; yes or no submitted and approved or rejected. The substantive assessments will be received by the chair as usual, once all assessments have been submitted.

Sending reminders

One week prior to the deadline, an automatic email generated by Hora Finita will be sent to committee members who have not yet submitted an assessment. The date that this automatic email is sent, is visible behind 'remind on'.
Should the chairperson wish to send a reminder at another time, it is possible by clicking on the button 'Send e-mail' in the monitoring screen. See the above printscreen for this.

After clicking on the button 'Send e-mail', the screen will open that lists the names of the committee members who have not yet submitted the review.
In the left column you can check or uncheck whether the committee member in question should receive an email (perhaps the chair has already contacted one of the members by phone).
When all the necessary checkboxes are on, the chair clicks the "Use Addresses" button.

The draft email opens, in which the chair can add another personal message in the <u>plain</u> text. Please note that <u>codes</u> are included in the email, as it is a collective email sent to several recipients. The chair is not allowed to change these codes!

When the content of the email is ready, the chair clicks the 'Send' button at the bottom of the screen. After the chair clicks 'Send', the question is asked if the chair is sure that this email should be sent to an X number of people. The chair clicks OK.

The date that the reminder was sent, now is listed behind 'remind members of the doctorate committee'.

Once all committee members have submitted their assessments, the chair receives an email containing a link to the substantive assessments and the form to prepare the advice for a final assessment by the dean.

Assessment manuscript-conclusion review

After the Doctorate Committee members have submitted their assessments, the Chair receives an email requesting a proposal for the final assessment.

To submit the proposal for the final assessment, the chair clicks on the link in the email, which will direct the chair to the appropriate form.

>> If the email is not received, please check your Spambox!

Advice final assessment

The first section of the form shows which PhD project is involved, the title and download of the manuscript, and an overview with the assessment of the committee members.

Below that part, the assessments can be viewed individually, and each committee member's assessment indicates whether the manuscript was approved and whether a Cum Laude proposal was made. Using the scroll bar on the right side of the individual assessments, the chair can slide into view those not yet shown (including those of the supervisors).

Based on the assessments, the chair is expected to draw up an advice for the dean for the purposes of the final assessment. In doing so, the chair also indicates whether the advice includes the possible proposal to initiate the Cum Laude procedure.

Once the advice is ready, the chair clicks 'Submit' and the dean automatically receives an email requesting a final assessment, the decision on whether the candidate will be admitted to the defense.

A confirmation appears on screen that the advice has been submitted.

The comment "Not all assessments have been received" under the heading "Procedure on-going" is possibly a bit confusing. This refers to the dean's assessment that has yet to be submitted.

Assessment manuscript-final assessment dean

The Chair of the Doctorate Committee has submitted an advice for the final assessment.
Once the chair has entered the advice, the dean will receive an email request to review the advice and enter a final assessment.

To download the manuscript, view the assessments and the advice, and to enter the final assessment, the dean clicks on the link in the email, which will take the dean to the assessmentform.

>> If the email is not received, please check your Spambox!

Entering the final assessment

The first section of the form shows which PhD project is involved, the title and download of the manuscript, an overview with the assessment of the committee members and the advice of the Chair.

Below that part, the assessments can be viewed individually, and each committee member's assessment indicates whether the manuscript was approved and whether a Cum Laude proposal was made. Using the scroll bar on the right side of the individual assessments, the dean can slide into view those not yet shown (including those of the supervisors).

Based on the assessments and the advice of the Chair of the Doctorate Committee, the dean is expected to give a final assessment and thus to allow or not allow the candidate to proceed to the defense. In doing so, the dean also indicates whether the final assessment includes the possible proposal to start the Cum Laude procedure.

Once the final assessment is ready, the dean clicks 'Submit'

A confirmation follows on screen that the final assessment has been submitted and that those involved are informed (automatically).

Assessment manuscript – New assessment round

Several members of the Doctorate Committee rejected a manuscript on content.

According to the Doctorate Regulations, the PhD candidate is given the opportunity to modify the manuscript and resubmit it for assessment.

In this case, the key user of the faculty must initiate a new round of assessments.

See Doctorate Regulations Title 07 for the various rules regarding the rejection of a manuscript.

Manuscript rejected

There are two phases in which the manuscript can be rejected:
- During the assessment process.
- At the dean's final assessment.

Rejection manuscript during the assessment process

If one or more members of the Doctorate Committee are of the opinion that the manuscript does not meet the requirements, the chairperson shall arrange for a mutual exchange of opinions within the committee.
- If all members of the Doctorate Committee, after exchanging opinions among themselves, are of the opinion that the manuscript meets the requirements, then the chair, on behalf of the committee, will give the dean a positive advice for the final assessment.
- If one or more members of the Doctorate Committee, after exchanging opinions among themselves, still are of the opinion that the manuscript does not meet the requirements, then the chair will decide whether the PhD candidate will be able to modify the manuscript on short notice in such a way that it is expected that this will bring it into compliance in the eyes of all members.
    - If so, the chair shall, on behalf of the Doctorate Committee, offer the PhD candidate the opportunity to amend the dissertation within a period of 60 days.
        - The chair asks the faculty key user to initiate a new assessment round in Hora Finita, by email.
          This technically allows the PhD candidate to upload a new manuscript.
        - Upon receipt of the revised manuscript, the Doctorate Committee members are again invited to read and review the manuscript.
    - If not, the chair, on behalf of the committee, will give the dean a negative advice for the final judgment.

Rejection manuscript at the dean's final assessment

If the dean disapproves a manuscript at the time of the final assessment (possibly based on negative advice from the chair), the PhD candidate will be given the opportunity to submit a revised manuscript within a period of time, not to exceed one year, to be determined by the dean.
- Upon rejection of by the dean, the chair will be automatically notified.
  The chair of the Doctorate Committee is requested to inform the first supervisor personally and to request to contact the dean of the faculty.
    - If the dean believes that there are good reasons to believe that the PhD candidate will not be able to provide a revised manuscript that meets the requirements within the specified time frame, the dean will decide to terminate the PhD project.
    - If the dean believes that a revised manuscript can be delivered that meets the

requirements, the supervisor will ask the faculty key user to start a new round of assessment in Hora Finita. This technically allows the PhD candidate to upload a new manuscript

- Upon receipt of the revised manuscript, the Doctorate Committee members are again invited to read and assess the manuscript.

Starting a new assessment round

Open the tab 'Assessments' in the PhD project of the PhD candidate in question.
Then next to header '2. Doctorate Committee', under heading 'New round of assessments' click on the button 'Create new round'.
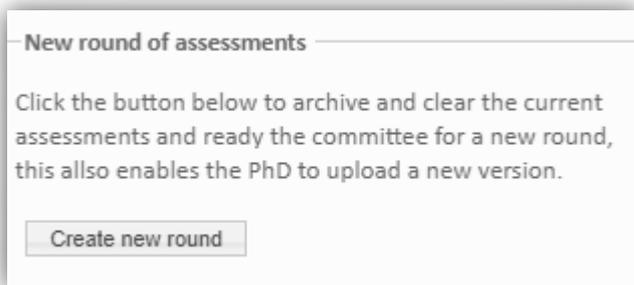
Hora Finita asks if the current assessments should be archived, click OK.
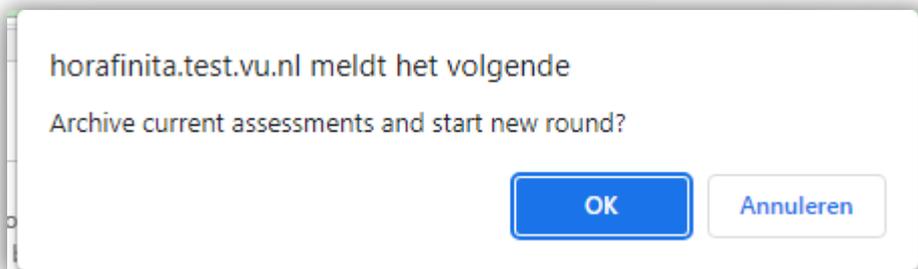
Next, a number of actions happen:
- The content of the previous assessment round is archived as a snapshot (including the supervisors' assessments).
- The link to the snapshot is visible under the "Create new round" button.
- The supervisors' ratings are reset.
- The ratings of the Committee members are reset.
- The block on submitting an amended manuscript in the PhD candidate's dashboard is removed.

Uploading modified manuscript – PhD candidates' action

The PhD candidate opens their dashboard and under the heading "Graduation Phase" the PhD candidate can click on "Request PhD ceremony" or "Upload modified manuscript". This both leads to the option to submit the modified manuscript for the new assessment.

Once the PhD candidate has uploaded a modified manuscript, the (co)supervisors will receive a request by email to assess the new version of the manuscript.
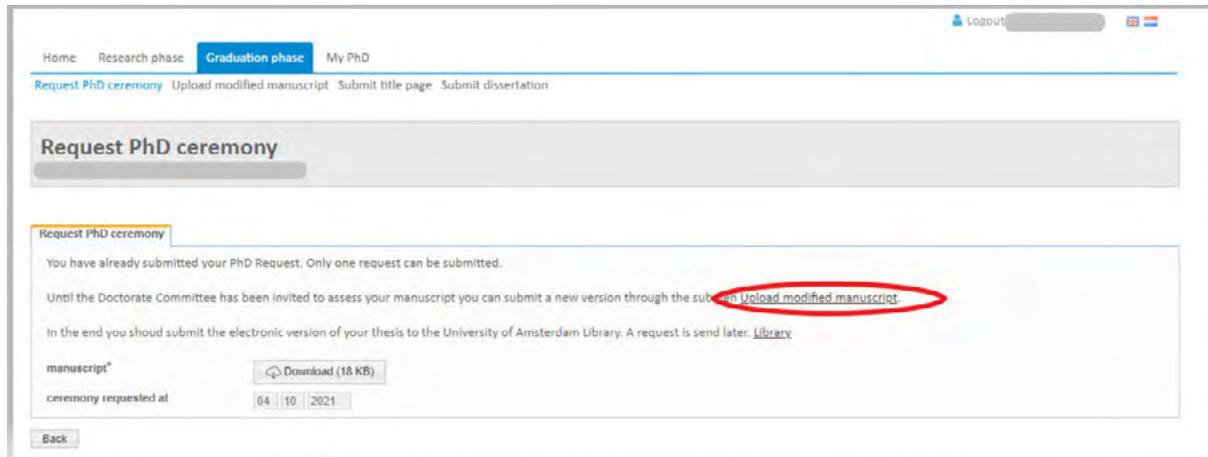
Manuscript re-assessment

Once the (co)supervisors have submitted the assessment, the faculty key user will be notified. If the supervisors have approved the manuscript, the faculty key user can continue the process by sending the Doctorate Committee members the invitation to assess via the button 'Send e-mail' in the tab 'Assessments' under the heading 'Invitation to assess sent to Doctorate Committee'.
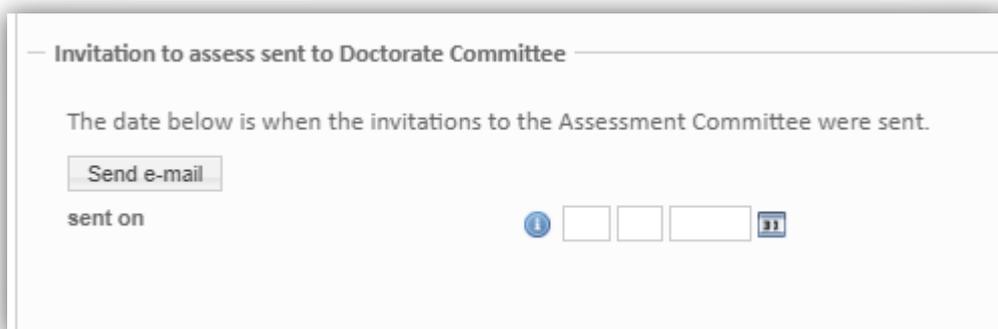
The assessment actions are then exactly the same as in the first assessment round. And with this, the new assessment round is completely restarted..

Note for the first supervisor: once the supervisors have submitted the re-assessment, the first supervisor will automatically be requested to submit a proposal for the composition of the Doctorate Committee. You can ignore this message at this stage, as you have already completed this action in the first round of assessment.

Cum laude

If the PhD candidate has demonstrated outstanding competence in the dissertation, then the distinction Cum laude may be awarded. According to the doctoral regulations, each member of the doctoral committee evaluating the manuscript must state in a reasoned manner whether and why the dissertation belongs to the top 5% of publications in the relevant field of study. Therefore, this is part of the manuscript assessment by the Doctorate committee members.

If almost all committee members are convinced that the dissertation is among the top 5% of publications in the relevant field of science, the dean shall appoint two external referees as soon as possible, on the recommendation of the supervisor.

Proposal submission referees

If the dean has decided to start up the Cum laude procedure, the supervisor receives email notification that the Doctoral committee has indicated that the dissertation may be eligible for the Cum laude designation.

The procedure in appropriate cases is to consult two external experts whether they would also rate this dissertation as "excellent" and recommend Cum laude. The supervisor is asked to provide the dean with a proposal of four referees (from whom the supervisor has previously requested – not supported by Hora Finita - their availability and cooperation), from which the dean then selects two referees and seeks their advice.

The supervisor enters the proposal for referees in the Cum laude tab (clicks on the link in the email). And then the supervisor submits the proposal referees.
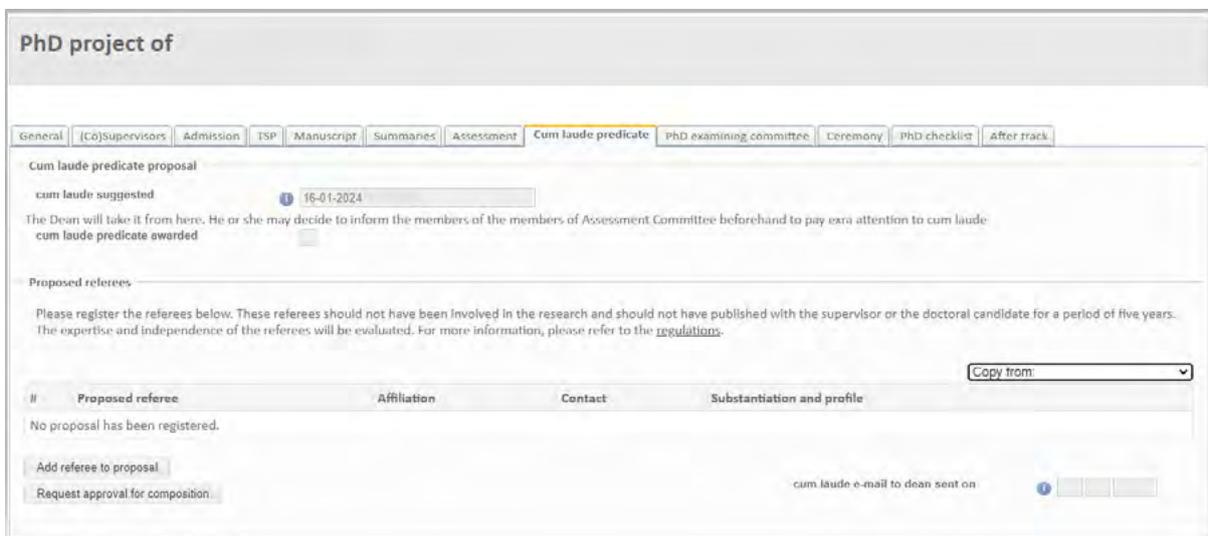
- The dean receives an e-mail with the referees' assessment and motivation.
- The dean then records in Hora Finita the decision whether or not to give the Examining committee consideration for awarding the predicate Cum Laude
- Following the dean's positive decision, the preliminary agreement Cum laude is recorded in Hora Finita.
  - o The secretary of the faculty or department receives an email with the request to inform the chairman of the ceremony -as soon as the chairman has been appointed- and to provide the chairman with the information needed.
  - o After the defense, the Examining committee decides whether or not to award the distinction Cum laude.

- If the dean's decision is negative, no preliminary agreement Cum laude will be recorded in Hora Finita and the chair of the Doctorate committee (committee that has assessed the manuscript) will receive an email notifying the dean's decision. This completes the Cum Laude process.

Cum laude

If the dean has decided to start up the Cum laude procedure on advice of the Doctoral committee, the supervisor receives the request to submit the dean a proposal for four referees (from whom the supervisor has previously requested the availability and cooperation -not supported by Hora Finita). The dean will then designate two of those four referees and ask their advice.

Invite referees

The dean (head of the Department at the Faculty of Science) receives the email with explanation and the link to the proposed referees. In this proposal, the manuscript can be downloaded and the reviews are visible (again).

The supervisor has proposed four referees. From these four referees, the dean designates two. The dean removes the two referees who are not selected. To do this, the dean clicks per referee on the "no entry" sign. A screen appears confirming to delete this referee. Affter the dean submits the approval, the selected referees automatically receive an invitation to review the manuscript and advice to whether or not to award the designation cum laude.

Final judgement preliminary Cum laude

After the evaluating of the referees, the dean receives an email with the referees' judgment and motivation.

The dean then records in Hora Finita the decision whether or not to give the Examining committee consideration for awarding the predicate Cum Laude

- Following the dean's positive decision, the preliminary agreement Cum laude is recorded in Hora Finita.
    - The secretary of the faculty or department receives an email with the request to inform the chairman of the ceremony -as soon as the chairman has been appointed- and to provide the chairman with the information needed.
    - After the defense, the Examining committee decides whether or not to award the distinction Cum laude.
- If the dean's decision is negative, no preliminary agreement Cum laude will be recorded in Hora Finita and the chair of the Doctorate committee (committee that has assessed the manuscript) will receive an email notifying the dean's decision. This completes the Cum Laude process.

Cum laude

If the PhD candidate has demonstrated outstanding competence in the dissertation, then the distinction Cum laude may be awarded. According to the doctoral regulations, each member of the doctoral committee evaluating the manuscript must state in a reasoned manner whether and why the dissertation belongs to the top 5% of publications in the relevant field of study.

If almost all committee members are convinced that the dissertation is among the top 5% of publications in the relevant field of science, the dean shall appoint two external referees as soon as possible, on the recommendation of the supervisor.

Assessment by referees

The dean (head of the Department at the Faculty of Science) appoints two referees based on the proposal of the supervisor. The referees then receive an invitation to download the manuscript, review it and give a motivated assessment (within four weeks) whether or not to award the cum laude distinction. The manuscript can be downloaded and reviewed by clicking on the link in the corresponding email.

Your assessment

In line with the PhD regulations after a proposal for a cum laude predicate external referees are asked for their advice in the matter.

In the Netherlands, the cum laude predicate is only awarded to theses that belong to the top 5% of the relevant research field.
When determining this, one can pay attention to the following criteria:

- the importance of the subject
- the importance of the problem definition and a sharp profiling thereof
- the originality of the approach
- the scientific level of organization, analysis and processing of the material
- the purity of the methodology used in this analysis
- the derivation of new insights and new ideas
- a critical confrontation of ones own conclusions with existing theories or views
- a creative approach to the scientific field covered in the thesis
- self-restraint in the drafting of the text
- balance in the structure of the thesis and clarity of the style

This is where you can indicate your assessment.

assessment*   ○ Positive advice regarding the award of the cum laude predicate (the dissertation belongs to the top 5% of publications in the relevant scientific field)
                   ○ Negative advice regarding the award of the cum laude predicate

motivation*   ⓘ [   ]

Submit assessment

Setting the defense date

Once the manuscript is approved by all supervisors, Doctorate committee members and the dean, the PhD candidate receives an announcement by email via Hora Finita.

The PhD candidate then requests the availability of the (co-)supervisors for the period starting approximately eight to nine weeks after manuscript approval. The PhD candidate then contacts the Beadle's Office by email at pedel@vu.nl to request two date options. The two date options remain valid for one week.

The PhD candidate then submits the two date options to the (co-)supervisors and Doctorate Committee members. If it is clear that all are available, then the date can be set with the Beadle's Office. Please note, once confirmed, the defense date cannot be rescheduled.

When the defense date has been confirmed, the PhD candidate will receive confirmation and instructions on the next steps to take by email via Hora Finita.

Good to know: online and hybrid PhD defenses are possible in addition to 100% physical PhD defenses. Opponents can always participate in the PhD ceremony online.
For more information, see the protocols via:

- online: https://tinyurl.com/vu-online-promotie
- on campus: https://tinyurl.com/vu-fysiek-hybride-promoveren

Proposal Examining committee

After the defense date has been confirmed, the supervisor should complete the composition of the PhD Examining committee (opposition) in Hora Finita. The supervisor has received this request at the time the manuscript was approved, but can only execute it once the defense date has been confirmed.

Once the date is definitely set, the supervisor receives an email confirming the date and in this email the supervisor is reminded to submit the composition of the Examining committee.

Referral to the correct page in Hora Finita

The supervisor can access the appropriate page for entering the Examining committee in two ways:
- Through the link in the email in which the approval of the manuscript has been announced
- Through the PhD candidate's dashboard / PhD project

The correct page via the link in the email

The supervisor clicks on the link in the email and is automatically directed to the page where committee members must be entered.

The right page through the PhD candidate's dashboard / PhD project

Should the link in the email not work in some way, it is possible for the supervisor to open the PhD candidate's dashboard.
In dashboard, the supervisor clicks the icon of the respective PhD candidate, after which the PhD candidate's dashboard opens.

On the PhD dashboard opened after that, the supervisor clicks on "Edit PhD track," in the top left corner.

Next, the PhD project opens and the supervisor can enter the committee members in the tab 'PhD examining committee'.

Entering the Examining committee

The Examining committee (opposition) often/largely consists of the same committee members as the committee that has assessed the manuscript. To avoid having to re-enter all committee members, it is possible to copy the data from the tab 'Assessment'.
To do this, the supervisor clicks on 'Copy from' and then selects 'Assessment committee'.
The columns are now automatically filled with the data of the committee members who have assessed the manuscript.

However, it is possible that one of the committee members may need to be replaced.
In that case, the supervisor clicks on the 'no-entry sign' at the line of the committee member to be replaced.

The supervisor then clicks on the button 'Add member to proposal'.
Then the supervisor can enter the name of a committee member. Many committee members' details are known in Hora Finita and for them it is sufficient to search in this field by last name and select the correct person from the pop-up list.

After clicking on the relevant person, the supervisor clicks on the 'Next step' button, after which the details of the committee member become visible and the supervisor can, if necessary, enter a Substantiation as to why this person has been chosen. If the details are correct and a substantiation may have been added, the supervisor clicks 'Add' to add the person to the committee.
Then the supervisor repeats this action until all members have been added.

Some committee members are being approached from the VU for the first time and are not yet known in Hora Finita. If Hora Finita cannot find any matching persons based on the data entered, the supervisor clicks the 'Next step' button to manually enter the data.

Titles:
-   Prof. and Dr. are titles and appear before the name (the preferred method is the Dutch rendering: prof.dr. and dr.)
-   PhD, MD, Msc etc. are suffixes and appear after the name.

Chairman:
The chair of the ceremony is not the same person as the chairman of the Doctoral committee that assessed the manuscript. The ceremony is chaired by the rector magnificus in accordance with the regulations. The rector may have himself replaced as chairman by a deputy (see the Doctorate

Regulations Title 08 for the terms on this matter).
The supervisor has no involvement in this, nor does he enter a chairperson in Hora Finita. This task has been assigned to the secretary of the faculty/department and will be performed at a later date.

To verify that the Examining committee is now correctly filled out, the supervisor clicks 'Save'.
If the data are correct, the supervisor clicks the 'Request approval for composition' button, after which the proposal is submitted to the dean (possibly first through the administrative secretariat).

Composition rejected

Should the composition of the Examining committee not be approved by one of the assessors, the supervisor will be notified and then the supervisor can modify the proposal in Hora Finita and resubmit it for review.

For replacing -at this stage- a Examining committee member, the supervisor can click on the no-entry sign again to remove a committee member. The name of the committee member in question will become light gray and will be crossed out. On a new line a new member can be added (the lines keep replenishing; once the last line is filled). Then the proposal can be resubmitted for review.

Composition approved

Once all assessors have checked and approved the composition of the Examining committee, the proposal will be "locked," meaning that the proposal will be grayed out and uneditable, that under Heading '2. Approved attendees ceremony' (in the same tab) the overview will be listed with the approved Examining committee members and the committee members will automatically receive by email a confirmation of the defense date.
Those involved as supervisors and PhD receive notification of the approval of the composition of the Examining committee.

>> To replace a Examining committee member after the composition has been approved, the supervisor contacts the key user of the faculty.

Proposal composition of PhD Examining committee

After the defense date has been confirmed, the supervisor should complete the composition of the PhD Examining committee (opposition) in Hora Finita. The supervisor has received this request at the time the manuscript was approved, but can only execute it once the defense date has been confirmed.

Approve submitted proposal

After the supervisor enters the proposal for the composition of the Examining committee in Hora Finita, the first reviewer receives the request by e-mail, via Hora Finita, to approve or reject the proposal. Per faculty it is set who does / do this review.

The reviewer clicks on the link in the email and is directed to the review form to assess the proposal for the composition of the Examining committee.

This form shows which PhD program is involved, who the (co-)supervisors are and the proposal for the composition of the Examining committee.

In the table listing the committee members, the title, gender and affiliation are visible. On the right side, blue (external) and green (internal) icons indicate whether it is an in- or external committee member. The Doctorate Regulations set out the rules that the composition of the Examining committee must meet. Check this carefully.

If approved the field 'assessment' is clicked on 'approved', after which the form can be submitted. If the composition is not approved, click on 'rejected' in the field 'assessment' and add a comment as to why the composition was rejected. After that the form can be submitted.

Composition rejected

Should the composition of the Examining committee not be approved by any of the assessors, the supervisor will be notified and the supervisor may then modify the proposal in Hora Finita and resubmit it for review.

Composition approved

After submitting the approval of one of the assessors, the succeeding assessor is invited. Once all assessors have checked and approved the composition of the Examining committee, the proposal is "locked", which means that the proposal becomes grayed out and uneditable, that under header '2. Approved attendees ceremony' (in the same tab) the overview will be listed with the approved Examing committee and the committee members will automatically receive by email a confirmation of the defense date.

Those involved as supervisors and PhD candidate will be notified of the approval of the composition of the Examining committee.

Register chairperson ceremony

After the Examining committee has been approved, the key user -as soon as they have found a professor willing to assume the honors of the rector magnificus- should register the chairperson of the ceremony in Hora Finita.

See the Doctorate Regulations Title 08 for the stated requirements regarding chairing the PhD ceremony.

Register the chairperson in Hora Finita

The key user opens the tab 'PhD examining committee' of the respective PhD project.
Under heading '2. Approved attendees ceremony' the key user clicks on a blank line in the column 'Person'.

Next, the key user enters the last name of the respective chairperson and selects the appropriate person from the pop-up screen. Then the key user puts a check mark in the box of column 'Chair' and in column 'Role' the key user selects 'PhD examining committee'.
Finally, the key user saves the change.

Layout and uploading titlepage

Once the defense date is set, the PhD candidate receives an email via Hora Finita with confirmation and instructions for the next steps to take. One of the actions is to format and submit the title page. The title page must be prepared according to a format established by the College of Deans and must be approved by the Rector before it may be included in the final and printed thesis.

Formatting the title page

The PhD candidate opens the Hora Finita dashboard.
Under the heading "Graduation Phase," the PhD candidate clicks on sub menu 'Submit title page'.

On the new page, the PhD candidate indicates the preferred degree to be awarded:
- Doctor
- Doctor of Philosophy

Next, the PhD candidate clicks on the same page on 'Title page example' under the heading **Title page example.**

In the newly opened screen, the PhD candidate clicks on 'Download your title page'

The by Hora Finita automatically generated title page is fully formatted according to the guidelines. It has also incorporated the preference Doctor / Doctor of Philosophy and only needs to be checked or modified in a few parts:
- Check the title of the thesis
- The word 'promotor' or 'promotoren' should be written with a lowercase 'p'
  - o   Please adjust
- The word 'copromotor' or 'copromotoren' should be written with a lowercase 'c'
  - o   Please adjust
- The titles of supervisors and committee members should be displayed without spaces, so when displaying as 'prof. dr.' please remove the space so that it reads 'prof.dr.'.

The Doctoral committee (promotiecommissie) to be mentioned in the thesis refers to the committee members who reviewed the manuscript. Should the final opposition consist of a different composition, these members are not to be mentioned in the thesis.

The title page can be saved on the PC or laptop to be uploaded and submitted as a **PDF** for approval.

Submitting titlepage for approval

The PhD candidate returns to the first page displayed under 'Graduation Phase' - 'Submit title page'. Under the heading 'Title Page' the PhD candidate:
- uploads the titlepage in pdf
- uploads a (censored) copy of the valid ID (to check the correct personal data on the title page and for the purpose of the correct personal data on the PhD certificate)
- clicks send

Approval title page by the Beadle's Office – on behalf of the rector magnificus

The Beadle's Office receives an email about the submitted title page and checks it on behalf of the Rector.

- If not approved, the PhD candidate will be notified, with a request to make the necessary adjustments and resubmit the modified title page for approval.
- If approved, the PhD candidate will receive confirmation of this. Thereafter, the title page may not be changed and should be included 1-to-1 in the final thesis.
  The PhD candidate is responsible for checking the printer's proof.
  Please note; printers sometimes have their own ideas about the layout!

Title pages in case of a joint/double degree

In cases of a Joint or Double degree, different rules apply for the title page depending on the arrangements made (see the agreement) with the other university. Please contact the Beadle's Office pedel@vu.nl prior to uploading the title page to coordinate the correct layout of the title page.

Uploading thesis to University Library VU

After manuscript approval, the PhD candidate sets the defense date in consultation with the Beadle's Office. In the Hora Finita instruction e-mail confirming the date and explaining the next steps, the PhD candidate receives instructions for the title page and the thesis.

The PhD candidate submits the title page through Hora Finita and the Beadle's Office approves a title page on behalf of the Rector. Thereafter, the PhD candidate receives an email confirming approval of title page and with it, the PhD candidate receives instructions for submitting the thesis to the library.

Submitting digital thesis to the University Library

The PhD candidate clicks on the link in the email regarding the approval of the title page. Then the PhD candidate completes the form regarding the thesis.

subtitle (en)

Author information

Enter the author information as shown on the title page (not the cover).

surname*
prefix(es)
first name(s)*
co-author (double promotion)

Scientific summary

long abstract (english)*

keywords (english, max. 10) ℹ

keywords (dutch, max. 10) ℹ

Promotion information

date of phd ceremony
supervisors

co-supervisors

faculty
research school
research institute
research programme
specific details

Other publication information

place of publication ℹ
publisher ℹ
year of publication ℹ
isbn printed version
isbn electronic version
issn printed version
issn electronic version
number of pages* ℹ
doi (digital object identifier)

PhD student

vunetid
surname
infix(es)
initial(s)

Home address

email (future reference)* ℹ

Status

assessment

Save and go to license agreement
Back

The PhD candidate then 'saves and goes to license agreement'. Then the PhD candidate downloads and reviews the generated license agreement. In the end the PhD candidate 'accepts the -digitally signed- license agreement and submits the thesis'.

!! This license agreement will be needed at a later time, when an application is submitted to the Faculty for reimbursement of the printing costs of the thesis.
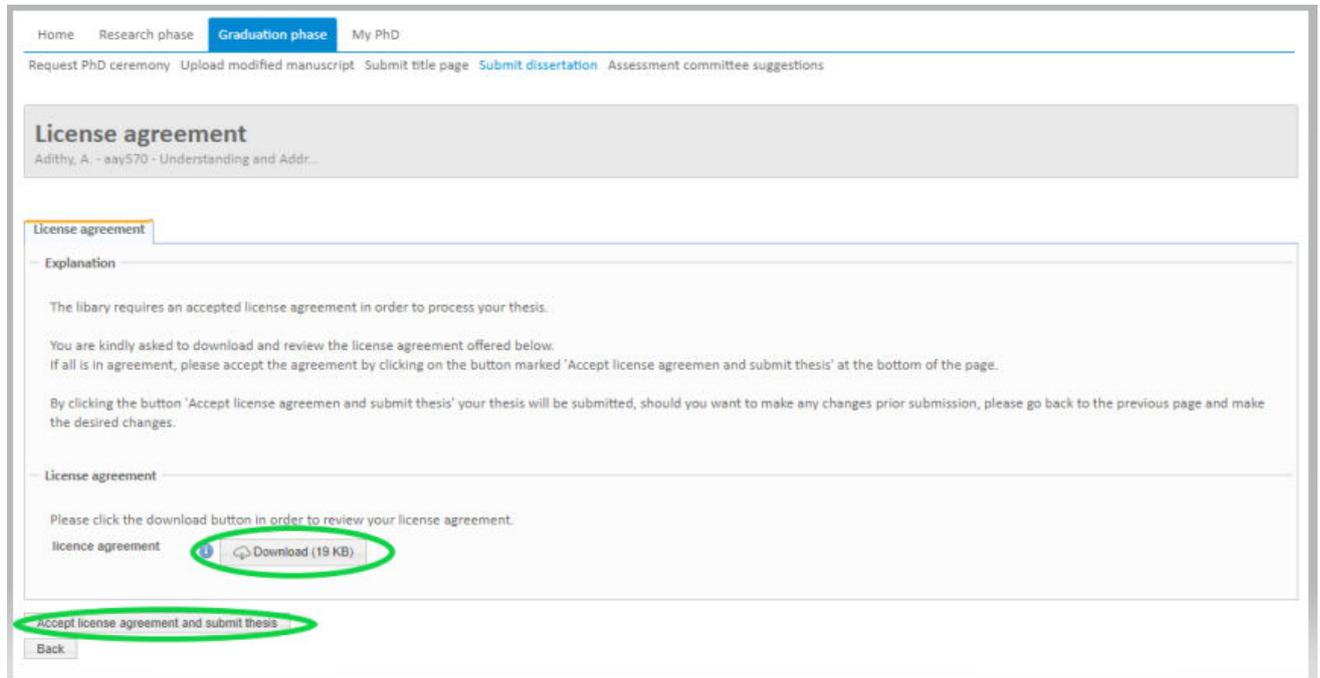
The PhD candidate receives an confirmation email of receipt and the Library staff member receives an email regarding the submitted thesis.

The Library staff member checks the content of the form, corrects it if necessary and prepares the digital thesis for Pure.

Pure automatically imports the digital thesis periodically and Hora Finita checks that the digital thesis has arrived in Pure.

Hora Finita reminds the PhD candidate if the candidate forgot to upload the thesis.