Hora Finita
PhD Management software
Manual for PhD students
Medical Sciences
Hora Finita: a few general tips

Users of Hora Finita should take notice of the following:

Save
Users should explicitly save all data entered by clicking one of the two ‘save’ buttons in Hora Finita. If you click button [1], you return to the previous page. If you click button [2] you remain on the page you have just saved.

Go to previous page
There is no problem with using the ‘back’ button in your internet browser. However, before you use it, make sure you have first saved any entered information.
The start page provides an overview of the PhD programme.

The start page provides PhD students with an overview of their PhD programme. This page shows the following:

- ‘Project planning’ shows the most important dates in the programme;
- ‘My added tasks’ provides an overview of the tasks in the project plan, while the link under the tasks overview opens the project plan;
- ‘PhD checklist’ provides an overview of the most important steps in the PhD programme with links to the relevant pages;
- ‘Training and professionalization’ provides an overview of training activities and of credit points (EC), while the link under the overview opens the ‘Courses’ tab which can also be accessed via the submenu;
- ‘EC doughnut chart’ provides an overview of credit points (EC) for the training activities which have already been completed, are planned or need to be planned;
- ‘Results and Development interviews’ provides an overview of the Results and Development interviews, i.e. R&D interviews, while the link under the overview opens the ‘R&D interviews’ tab which can also be accessed via the submenu;
- ‘Print progress file’ creates a downloadable PDF of the PhD student’s progress file.

In the following pages, these functions will be addressed one at a time.
Decision document

The decision document is presented in the course “Managing your PhD project” of GSMS. It describes one chapter at a time, can be designed in the first year of your PhD project, and amended in time while working on your PhD research. It is a document that helps you define in a concise way what you are working on per chapter (or (sub)project), and the planning and progress of that work. The outline is divided in chapters as choices and decisions on the various elements are mostly made per chapter. It is an important tool that can serve as a discussion document with your supervisor(s). For the ‘Managing your PhD project’ course follow-up days you need to send in the updated versions as a Progress file.

The PhD student should enter the following elements in a concise and clear way – some indications of what you need to fill out are provided below, they are however not exhaustive:

- **title and background**
  - *title is a working title, not per se the final manuscript title, keep background concise*
- **research questions**
  - *define them as clearly as possible, without too much jargon*
- **methods and materials**
  - *fill out in a bullet wise fashion, good balance between details and overall methods and materials*
- **team members / co-authors**
  - *who are collaborators, who would you like to include as collaborators based on their expertise*
- **financing**
  - *do you have enough bench fee to execute the work – if not: what are the options for further financial support*
- **available information**
  - *or lack thereof: what do you need for progression?*
- **quality**
  - *what journal(s) do you aim to submit the manuscript to*
- **alternatives**
  - *what do you see as potential road blocks in the near future, what are the alternatives to deal with them*

To edit a chapter, use to choose the chapter you want to edit. To add a new chapter, click the button “Add new chapter” ( ). To save the adjustments, choose ‘Save’ at the right bottom.

Tasks entered in “Methods and materials” and in “Available information” will be registered automatically in “My added tasks” on the Start Page (page 3, nr. 2). Adjustments in the planning of these tasks will be registered automatically in the “Project Planning”(page 6) and vice versa.

All information of the Decision Document will appear in the Progress file (page 10).
Project planning

‘Project planning’ lists the following dates:

- ‘PhD programme start’ and ‘planned PhD programme end’ – these dates were entered at the beginning of the programme and cannot be adjusted by PhD students. If this is necessary, please contact the Graduate School;
- ‘planned PhD ceremony date’ and ‘definitive PhD ceremony date’ – these dates are decided upon by the PhD students in consultation with the PhD registration office and cannot be adjusted by PhD students. If this is necessary, please contact the PhD registration office: (promoveren@rug.nl).
Tasks to do

‘My added tasks’ provides students with an overview of the tasks in the project plan. Students can see how many of the tasks have been completed and the table shows which tasks have a deadline within three months. The link under the table opens the project plan.

The tasks in grey are tasks from the PhD programme checklist on the start page which cannot be altered.

The vertical blue dotted line in the project planning chart indicates today’s date.

- at the bottom, students can add tasks by clicking on a blank line and typing there;
- details of a task can be adapted by clicking on the pencil button on the right of the task number at the far left of the page;
- with ‘library’ q, students can add a number of standard tasks simultaneously; this Library is managed by the Graduate School;
- ‘save’ w can be used to save the adapted plan;
- ‘delete’ e can be used to delete the selected task;
- ‘add above’ r can be used to add a task above the selected task;
- ‘add below’ t can be used to add a task below the selected task;
- ‘indent task’ y makes the selected task, including all of its subtasks, into a subtask of the task directly above it;
- ‘reset task’ u changes the task level of the selected task, including all of its subtasks, one level to the left;
- ‘move task up’ i moves the selected task up one step, while leaving its level unchanged;
- ‘move task down’ o moves the selected task down one step, while leaving its level unchanged;
- ‘zoom out’ a reduces the distance in the time scale on the right; the maximum time unit is semesters per year;
- ‘zoom in’ s increases the distance in the time scale on the right; the maximum time unit is days per week;
- ‘start and end date’ d can be changed by dragging with the mouse; the start and end dates of the main task change automatically when the end date of a subtask is later than the end date of the main task or when the start date of a subtask precedes the start date of the main task.
## Task details

The details of a task can be adapted by clicking on the pencil button on the far left of the page.

### The task details.

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
<th>Data</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>name</td>
<td>status</td>
<td>starting date</td>
<td>progress percentage</td>
</tr>
<tr>
<td>Conference attendance</td>
<td></td>
<td>04/06/2015</td>
<td>0%</td>
</tr>
<tr>
<td>explanation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>performed on</td>
<td>finishing date</td>
<td>04/06/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Click on the pencil to adjust a task.**
PhD checklist

In ‘PhD checklist’, students will find an overview of the most important steps in their PhD programme. The green tick marks indicate which tasks have already been completed. Wherever possible, the tasks include links to the page in question. The second column shows who is responsible for the task, the third column gives the deadline and the fourth column the date that the task was completed.

The top three tasks are ones that need to be completed at the beginning of the PhD programme, while the remaining tasks can only be done after students have requested that the PhD ceremony be arranged.
Training and professionalization

‘Training and professionalization’ provides students with an overview of their training activities and credit points (EC). The table shows impending training activities and the EC doughnut chart provides an overview of credit points for the training activities which have already been completed, are planned or need to be planned, based on the total number of EC which must be earned.

The link under the table opens the ‘Portfolio’ tab. This tab can also be accessed via the submenu. This tab provides students with an overview of their training activities, including completed and planned ones. By clicking on a training activity, it can be adjusted or deleted. Students can, for example, fill in a mark or upload a certificate. These activities must be approved by the PhD supervisor. Approved training activities are indicated in blue in the EC doughnut chart.

For more information, see the ‘Registering activities’ page later on in this manual.
Print progress file

‘Print progress file’ in the submenu can be used by students to generate a PDF with the information found on the start page. This function is useful for discussions of the planning with people without access to Hora Finita.
Start of a PhD project

As soon as a student is admitted to the PhD project he/she will receive an email confirming admission with the request to check his/her details. The email will contain a link to the PhD project.

Check details and if required submit the TSP

It is important to check the details on this page. If these are incorrect, follow the instructions on the site to submit changes. If the PhD project contains incorrect information, for example about the names of the supervisors, please contact the administration of your Graduate School.

Before the PhD project starts, the PhD student must submit a completed Training and Supervision Plan (TSP) to the Graduate School.

Check details and if required submit the TSP.

Dear PhD student,

We are delighted to inform you that you have been admitted to the PhD programme by the Graduate School Admissions Committee.

About Hora Finita

The University of Groningen uses Hora Finita as the database system for the PhD procedure. In Hora Finita all details concerning your PhD project will be registered, monitored and processed. Like your training activities, the outcomes of your formal progress meetings and all activities concerning the PhD Ceremony.

Check your details

You can always log in to Hora Finita (https://finita.nl) with your p-number and password. For this moment, we ask you to check your registered details. You can do so on the following page: http://finita.nl/chp53/app/promwends/index.php

If your personal details are not correct and/or you want to submit changes, please follow the instructions. If you come across any mistakes or omissions, please contact your Graduate School administration.
**Academic Integrity Code**

The admission email also contains a link to the Academic Integrity Code. The PhD student is requested to take notice of this Code and sign it.

**Brief description of the PhD research**

Next to this, the email requests the PhD student to submit a brief description of his/her PhD research via a specified link.
**Progress interviews**

During the PhD project, there will be a number of occasions when a formal R&D interview or another progress interview must be held. The preparatory documents and the reports must be stored in Hora Finita.

The PhD student uploads the preparatory documents, by logging in to Hora Finita and then clicking 'Results and Development interviews'. The overview of all the interviews that form part of the PhD project will now be displayed. The PhD student can upload the information by clicking on the relevant interview (see the print screen on the left).

**Reminder a month before an interview**

The Graduate School will enter a (provisional) date and the type of interview. A month before the planned date, the registered participants will automatically receive an email reminder so that the interview can become definite. After this reminder, the participants should plan together when the interview will take place. One of the participants (preferably a supervisor) will enter the definitive details. A tick must also be placed next to ‘Definitive date’ (see print screen on the next page). The ‘Reminder sent’ tick will be placed automatically by the system and indicates whether or not a reminder has been sent to the relevant parties.

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**Reminder email for progress interview.**

Dear Ladies and Gentlemen,

A result and development interview/progress meeting is planned in the near future for the PhD student listed below. However, the exact date has not yet been set. The primary supervisor is requested to set a definite date and enter it into the system. Any documents relating to this meeting have to be uploaded to Hora Finita.

**PhD student:**
T. MM TenPromovendus 1

**Title of thesis:**
Neguis porro quasquam est qui dixere ipsum quia dolor sit amet, consectetur, adipiscing velit

NB: This message has been automatically generated by Hora Finita.

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**Click on ‘Results and Development interviews’ for an overview of the progress interviews.**
Registering the report and results

After the R&D or progress interview, a supervisor will upload the progress interview report to Hora Finita and tick 'Discussion taken place'. Also the result of the interview is registered in the 'Discussion Result' field.
Registering activities

A PhD student can register training activities laid down in the Training and Supervision Plan under Portfolio in the menu (Start > Portfolio).

The PhD student can enter his/her own training activities. He/she can use the dropdown menu to choose the correct type of activity. All entered activities must be approved by a supervisor. Approval is indicated by the 'approved' field.

During the PhD ceremony, the PhD student will be issued a certificate by the Graduate School as proof of having passed the Training Programme of the Graduate School.

Click on 'Portfolio' for an overview of activities. Click 'new' to add an activity.

Details of the activity, the field indicated by the arrow, can only be entered by the supervisors.
Requesting the PhD ceremony

Once the PhD student and the supervisors agree that the ceremony can be planned, the PhD student can indicate this under ‘Request PhD ceremony’. This submits a request for a PhD ceremony. It will be necessary to upload some details about the thesis, for example the title, and the manuscript itself. The Dutch academic summary can also be uploaded at this point. If the PhD student has not yet signed the Academic Integrity Code, the system will request that this be done. The supervisors will then assess the thesis.

Resubmitting the thesis

If the thesis was adapted due to comments made by the supervisors or the Assessment Committee, a new version can be uploaded to the system. The previous version will then be overwritten. The system will not send notifications to the supervisors or your Graduate School. If people need to be informed that a new version is ready, the PhD student must do so himself.

The thesis has been approved

Once all supervisors have approved the thesis, the PhD student will be sent an email stating the approval and requesting that paper copies of the thesis be handed in to the faculty beadle. The faculty beadle will also be sent an email to start the set-up of the Assessment Committee.

Submit a request for the PhD ceremony.

Email approval of the thesis with the request to hand in hard copies of the manuscript.

Dear Test II

TestPromovendus 1,

The supervisors have indicated in Hora Finita that in their opinion, your thesis Nescue porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit satisfies all academic requirements and is sufficient proof of your ability to conduct independent research.

After installment of the assessment committee you will receive a mail concerning the following steps of the procedure.

Yours sincerely,

Faculteit Medische Wetenschappen UMCG
### Email requesting a provisional PhD ceremony date and to submit the title page and propositions

<table>
<thead>
<tr>
<th>Dear Test.MW.TestPromovendus 1,</th>
</tr>
</thead>
<tbody>
<tr>
<td>The assessment committee has been installed. You may now contact the PhD Degree Registration Office (tel. 050 3635276 or e-mail <a href="mailto:promovieren@rug.nl">promovieren@rug.nl</a>) to pick a provisional date for your PhD ceremony.</td>
</tr>
<tr>
<td>You can submit a copy of your title page (in line with the PhD regulations) to the PhD Degree Registration Office via Hora Finita as soon as the provisional PhD ceremony date has been set.</td>
</tr>
<tr>
<td>Please submit your title page via the following page:</td>
</tr>
<tr>
<td>The thesis must be accompanied by at least six propositions that can be defended academically. The supervisors will assess the quality of the propositions submitted and you will receive their reaction via Hora Finita.</td>
</tr>
<tr>
<td>Please submit the propositions via the following page:</td>
</tr>
<tr>
<td>and note that you must submit your title page and propositions at least two months before the date of your PhD ceremony!</td>
</tr>
<tr>
<td>Yours sincerely,</td>
</tr>
<tr>
<td>Faculteit Medische Wetenschappen UMC Groningen</td>
</tr>
</tbody>
</table>

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### Setting provisional PhD ceremony date, submitting title page and propositions

Once the Assessment Committee has been installed, the PhD student will be informed by email. He/she can then set a provisional PhD ceremony date with the PhD degree registration office. The email will explain how the PhD student can contact the PhD degree registration office.

Submitting title page and propositions: see next page.
Submitting title page

After the provisional PhD ceremony date has been set, the PhD student can submit a title page. The email contains a direct link to the page where the title page can be uploaded.

At the top of the page the requirements for the title page are stated and there is a link to an example title page. Once the title page has been uploaded, it will be assessed by the PhD degree registration office. The PhD degree registration office will inform the PhD student of the assessment by email. If the assessment is negative, the email will contain a direct link to submit an adapted title page.

Submitting propositions

The email will also contain a link to the page where the PhD student can submit the propositions that must be defended during the ceremony. The supervisors will assess the propositions and inform the PhD student of their decision. If the supervisors are of the opinion that the propositions are not satisfactory, the PhD student will be informed of this by email. The email will include a link to resubmit the propositions.
Entering publicity details and submitting thesis to the University of Groningen Library

After approval of the thesis by the Assessment Committee, the PhD student will be sent an email. This email will include links to the pages where publicity details can be entered, e.g., an abstract (in English and Dutch), the Dutch academic summary of the thesis (if not already uploaded) and a questionnaire for the Communication Department. The PhD student will also be asked to deposit a digital version of the thesis in the University of Groningen Repository.

Submit thesis to the University of Groningen Library.

Email requesting publicity details be entered and the thesis submitted to the University of Groningen Library.

Dear Test MV TestPromovendus,

We are delighted to inform you that your thesis Neque porro quisque est qui dolorem ipsum quia dolor sit amet, consectetuer, adipisci velit has been approved by all members of the assessment committee. This means that you can now take the following steps in the PhD procedure via Hora Finita.

Suggestions from the assessment committee

Publicity for your PhD

In line with the PhD regulations, you are requested to complete the questionnaire concerning publicity for your thesis as soon as possible, but at least 6 weeks before the date of your PhD ceremony! Also two short layabstracts in Dutch and English (maximum of 250 words each abstract) and the Dutch academic summary (if not already uploaded in Hora Finita) should be submitted. The abstracts and summary should be approved by your supervisors. The abstracts are submitted via the questionnaire and the Dutch summary can be submitted via Hora Finita under PhD request.

Your information will be used by the Communication Office for any press releases concerning your PhD. Please click on the link below to complete the

Enter publicity details.
Registering with Alumni Relations

Once the PhD degree registration office has entered the definitive PhD ceremony date, the PhD student will be sent an email requesting him/her to register at the Alumni Relations Department.

Email with link to Alumni Relations department.

Dear Test.MW.TestPromovendus 1,

The University of Groningen very much likes to keep in touch with its alumni. The Alumni Relations department maintains a database with the details of all our alumni and contacts. If you would like to be included, please enter your details at the address below:
www.rug.nl/alumni/register

Yours sincerely,

Faculteit Medische WetenschappenUMCG

N.B. This message has been automatically generated by Hora Finita
Requesting thesis reimbursement

The PhD student qualifies for a reimbursement of the printing costs and/or layout of the thesis. This reimbursement can only be applied for once the University of Groningen Library has successfully received the thesis and the accompanying documents.

As soon as the University Library has entered the thesis in the repository and added the repository link to Hora Finita, the PhD student will be sent an email. The email will include a link to the application form for the reimbursement of the cost for preparing the thesis.

Email with link to the request form for the reimbursement.

The application form for the reimbursement.