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 ️, you return to the previous page. If you click button ️ 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.

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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.
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.
**Contents**

- **Hora Finita**
- **PhD Management Software Manual for PhD students**

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**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,

Within the next four weeks, a Result and Development interview_PROGRESS meeting is planned for the PhD student listed below. However, the exact date has not yet been set. The primary supervisor is requested to set a definitive date and enter it into Hora Finita. Any documents relating to this meeting have to be uploaded to Hora Finita.

**PhD student:**
T. GAM TestPromenades 1

**Title of thesis:**
Neque porro quisquam est qui dolorem ipsum qui voluptatem quia voluptas sit aspernatur aut odit aut fugit?

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.

The progress interview report will be registered in the 'Results and Development Interview' screen.
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 catalogue of known activities or enter the details of the activity himself/herself. 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.
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.
Email requesting a provisional PhD ceremony date and to submit the title page and propositions.

Dear [Name],

The assessment committee has been installed. You may now contact the PhD Degree Registration Office (tel. 050 3652766 or e-mail promovieren@rug.nl) to pick a provisional date for your PhD ceremony.

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.

Please submit your title page via the following page:
http://hora.finita.nl/index.php?option=com_promovenda&task=manage&Itemid=1

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.

Please submit the propositions via the following page:
http://hora.finita.nl/index.php?option=com_promovenda&task=manage&Itemid=1

and note that you must submit your title page and propositions at least two months before the date of your PhD ceremony.

Yours sincerely,

Faculteit Gedrags- & Maatschappijwetenschappen

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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.
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.
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 GMW 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 Gedrags- & Maatschappijwetenschappen

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.

PhD students at the Faculty of Economics and Business are covered by a separate regulation whereby the thesis is included in the Faculty academic series. These PhD students thus do not qualify for the reimbursement as explained above.

Email with link to the request form for the reimbursement.

The application form for the reimbursement.