Hora Finita
PhD Management software

Manual for secretaries
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 $\text{save}$, you return to the previous page. If you click button $\text{save}$ 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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About the secretary environment

The secretary environment is intended for secretaries of primary supervisors, to help them support the supervisors through a PhD thesis project. The secretary can take over the supervisor’s tasks in Hora Finita, although there are still a number of tasks that a secretary cannot take over, such as:

- Approving manuscripts on behalf of the supervisor
- Approving Propositions (stellingen) on behalf of the supervisor
- Approving course units

A primary supervisor can choose to automatically forward all his/her Hora Finita e-mail to his/her secretary. Using this option means that wherever this guide indicates that an e-mail is sent to the supervisor, it will automatically also be sent to the secretary.
Planning 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. This is done by opening the relevant PhD project and then clicking the 'Interviews' button at the bottom of the page. The overview of all the interviews that form part of the PhD project will now be displayed.

If there are no interviews planned yet, the overview is empty. Click the 'New' button to open the screen to register a new interview.

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 e-mail 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 or his/her secretary) will enter the definitive data and tick '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.
Planning an interview

Enter the provisional date, time, location, participants and type of interview. The PhD student can prepare for the interview by uploading the required documents.

Registering the report and results

After the R&D interview, one of the supervisors or his/her secretary must register the interview report. This is done by opening the interview in the system, uploading the report and ticking ‘Discussion taken place’ ③. Also the result of the interview is registered in ④.
The activities of the PhD student are registered in the ‘Portfolio’ menu.

### Registering activities

The supervisors and their secretaries can see all activities (courses, seminars followed, etc.) registered for the PhD student. Just click on the ‘Portfolio’ button at the bottom of the page. An overview of activities will appear. On this page an existing activity can be opened or a new one can be added via the ‘New’ button. Training activities will in general be added by the PhD student. There is also a catalogue function, from which an activity can be selected. If the activity is not listed, the PhD student can enter the name and additional information himself/herself. The catalogue will be managed by the Graduate School.

### Approving an activity entered by the PhD student

PhD students can enter their activities, but because ECTS credit points are linked to the activities, a supervisor must approve them. The supervisor and his/her secretary can see which activities have yet to be approved in the ‘approved’ column in the overview. The secretary of the supervisor is not allowed to approve an activity.

At the top of the overview page there is a filter that the supervisor can use to call up activities that have yet to be approved. Approval is given by opening the activity and checking or changing the number of ECTS credit points and then ticking ‘approved’.

The name of the supervisor will appear as the approver of a saved activity.
Thesis assessment

Once the PhD student and the supervisors agree that the PhD project can be finished, this must be indicated in the student’s Hora Finita environment under the section ‘Request PhD ceremony’. Some details must be entered, including the title of the thesis, and the thesis must be uploaded.

A mail is sent to the supervisors with a link to the assessment page. Here they can then download the thesis and upload their assessment and motivation. The secretary can receive the mail and can remind the supervisor of the assessment, but the secretary cannot fill in the assessment.

During the assessment process, the primary supervisor must indicate whether he/she considers the thesis worthy of the cum laude predicate. If so, he/she must motivate his/her decision. The primary supervisor also lists names of possible candidates for the Assessment Committee (see page 11). The latter can be filled in in Hora Finita by the secretary.

Once all the supervisors have approved, three mails will be sent automatically:

- The first mail is sent to the PhD student. This will state that the thesis has been approved by the supervisors and that paper copies must be handed in to the faculty beadle. He/she takes care of giving these to the Dean and the Assessment Committee.
- The second mail is sent to the faculty beadle, who will assist the Dean to install the Assessment Committee. The Dean can make use of the names listed by the primary supervisor on his/her assessment form to compose the committee or make his/her own choice.
- The final mail is sent to all supervisors announcing the approval of the thesis.

If the thesis is rejected, the faculty beadle will be informed of this automatically by e-mail. The beadle will then contact the relevant parties to discuss the next steps.
Overview of thesis assessments

The supervisors and their secretaries can view all the assessments of the thesis by their colleague supervisors via the ‘Manuscript’ menu of the relevant PhD project.

All the assessments received are stored under the heading ‘Individual assessment of manuscript by supervisors’. The assessments can be read by clicking on them. Supervisors can only make changes to their own assessment. A secretary cannot make any changes.

<table>
<thead>
<tr>
<th>Manuscript</th>
<th>Assessment</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtitle thesis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title text</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All of the assessments can be seen in the ‘Manuscript’ menu of the PhD project.
The primary supervisor proposes names for the Assessment Committee.

The Assessment Committee

The primary supervisor is expected to suggest names for the Assessment Committee and check that they are willing to sit on the Committee. These names should be entered by the primary supervisor or his/her secretary in the field under the tab ‘Assessment’. Once the primary supervisor or the secretary has made a suggestion and saved it, an e-mail will be sent to the faculty beadle listing the suggested participants. The faculty beadle will see these people in his/her own environment and, after approval by the Dean, set up the Assessment Committee.

The members of the Assessment Committee will be requested to assess the thesis within six weeks and enter their assessment into Hora Finita. As soon as the Assessment Committee has issued a positive assessment, all supervisors and the PhD student will be informed via Hora Finita.

If a member of the Assessment Committee rejects the thesis, the faculty beadle and the supervisors will be informed by mail. The primary supervisor is requested to contact the Dean. The PhD student must be informed in person by the primary supervisor.

The Assessment Committee will also be asked to say whether they consider the thesis worthy of the cum laude predicate, and if so to suggest the names of possible referees. The faculty beadle will then organize the cum laude procedure together with the Dean. Hora Finita will send the supervisors a message about the proposed cum laude predicate and the eventual decision.

Once the Assessment Committee has been selected, the PhD student will be sent a message via Hora Finita with the request to contact the PhD Degree Registration Office for a provisional date for the PhD ceremony. The PhD student will also be asked to submit the title page to the PhD Degree Registration Office and the propositions to the supervisors.
Propositions assessment

Once all the supervisors have approved the thesis, the PhD student can submit the thesis propositions. Every supervisor will be sent a mail with a link to the assessment page, where the propositions will be listed and the supervisor can assess whether the submitted propositions are defensible or not. If not, the PhD student will be sent a message automatically, including the motivation provided by the supervisor.

If the propositions are approved, the assessment and the motivation will be saved. An e-mail will be sent to the faculty beadle.

Viewing the propositions assessments

A supervisor can view all the assessments of the propositions by clicking the 'Ceremony' tab of the relevant PhD project under the heading 'Assessment of propositions by supervisors'. The assessments can be read by clicking on them. Supervisors can only make changes to their own assessment. A secretary can view all the assessments of the propositions, but a secretary is not allowed to make changes.
Proposals for PhD examining committee

The PhD examining committee can be installed by the Dean once the Assessment Committee has approved the thesis. The primary supervisor or his/her secretary can suggest members of the PhD examining committee by filling in the names and other personal information. Please make sure, the complete examining committee is added before pressing the ‘save’ button. When the save button is pressed, an email is send to the faculty beadle.

The faculty beadle invites, on behalf of the Dean, the PhD examining committee members entered by the primary supervisor and keeps track of acceptances. The faculty beadle can also send the final PhD examining committee a confirmation e-mail. The primary supervisor or the secretary cannot do this, but they can see who accepted and when the mails were sent.
Overview of communications

Hora Finita stores all e-mails sent. They are nearly all viewable by the supervisor and the secretary, except for the e-mails concerning the cum laude predicate.

The supervisor and the secretary can view the e-mails by opening the PhD project and then clicking on the ‘e-mails’ button at the bottom.

The supervisor and the secretary can choose to send e-mails to the PhD student and/or other interested parties via Hora Finita instead of via an e-mail programme. This results in an archive of communications. E-mails answered via an e-mail programme will not be included in Hora Finita.

Automatic e-mails to supervisors

In case this has been requested, the secretary will also receive the e-mails sent to the supervisor.

The following e-mails are sent automatically to the supervisors:

- Reminder for a progress interview
- Request to assess thesis after PhD ceremony is requested
- Informative mail on positive assessment of thesis by all supervisors
- Request to assess propositions
- Informative mail about assessment by PhD Assessment Committee
- Informative mail about proposal for cum laude predicate
- Informative mail about decision for cum laude predicate

Overview of all the e-mails sent by Hora Finita regarding the PhD project in question.