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1. **Introduction**

1.1 **Hora Finita**

From early 2019, the Erasmus University Rotterdam (EUR), including the Erasmus University Medical Center (Erasmus MC), will use Hora Finita as the PhD follow-up system. This system will support the three sub processes of a PhD trajectory:

1. Registration: Admission of a PhD candidate to a PhD trajectory
2. Progress monitoring: Execution of research, progress interviews, Training and Supervision Plan (TSP), achieved European Credits (ECs), etc.
3. PhD defence: From manuscript submission to PhD defence (formerly done in Hora Est)

In this manual the term supervisor is used for (co)promotors and daily supervisors. This manual provides some general principles that you need to know before you start working with the system and brief explanation for logging onto the system. Furthermore, the sub processes of a PhD project are explained in more detail. A step by step guide of the system is provided, specified to the different acts that you as supervisor has to perform within Hora Finita.

1.2 **The secretary role**

Not every supervisor will perform the tasks in Hora Finita himself. It is therefore possible to authorize a secretary to do it for him, but he still has to give the approval on certain tasks himself. The secretary role has almost the same functionalities in Hora Finita as the supervisor role. Note:

- Registration: in the registration part it is not possible for the secretary to act on behalf of the supervisor.
- TSP: The e-mails related to the TSP are not sent to the secretary.
- Interviews: the secretary can adjust the details of an interview and when the interview has taken place. However, the secretary is not present at the actual interview, therefore it is not possible for the secretary to upload the report.
- Activities: a copy of the email to the supervisor is send to the secretary. If the secretary opens the link, the proof of participation will be opened, and the activity can be approved.
2. General

2.1 Logging in

To log in to Hora Finita, go to https://horafinita.eur.nl/login/index.php (Figure 1).

![Hora Finita homepage](image)

Figure 1: Homepage of Hora Finita

- Click on the button 'Login with erna id/microsection number' and login with your own ERASMUS MC account (microsection number and password).

The language of the system can be switched from Dutch to English by clicking the English flag in the right upper corner.

2.2 Saving data

All entered data needs to be saved before logging off or starting another activity. Click the 'Save' button with one arrow (Save) to save the data and go back to the previous page. Click the 'Save' button with the double arrow (Save) to save the data and remain on the same page.

2.3 Returning to the previous page

Click the back button in the upper left corner of your browser or click the back button in Hora Finita (Back) to return to the previous page. Please make sure to save all entered data and changes. The browser will not give a warning, so all changes will be lost.
2.4 Required fields
Fields with an asterisk (*) are required. When leaving these fields empty, Hora Finita will give an error. The fields that need to be filled-in will be coloured red.

2.5 Who will use Hora Finita?
There are different types of users in the system:

1. PhD candidates that manage their own account
2. Supervisors who can view the accounts of the PhD candidates that they supervise
3. Graduate School Officers (e.g. employees PhD offices/ secretaries)

When a user is expected to take any action in the system, a notification will be automatically sent by e-mail. The e-mail includes a link that leads to the relevant page in Hora Finita.

2.6 Disapproval
In all sub-processes there are approval moments. When a request is rejected, the process will be temporarily ceased. The interested party (PhD candidate, supervisor, etc.) will then automatically be informed by e-mail and will need to take the necessary action to continue the process.

2.7 Help
When experiencing any inconvenience with the system, please contact the key user within your faculty:

For an up to date overview, consult http://www.eur.nl/horafinita.
3. Starting with Hora Finita

3.1 Registration of a new PhD candidate

The application for each new PhD trajectory has to be approved by the affiliated secretariat of the faculty, the Beadle’s Office or the Admissions Office (depending on the origin of the diploma), the (first) supervisor, and the faculty dean. After the PhD candidate has submitted the registration request, the (first) supervisor will automatically receive an e-mail from Hora Finita (Figure 2). This e-mail provides the supervisor with a URL to the submitted registration request.

```
Dear prof.dr.,

The PhD project registration of [name] requires your approval.

To evaluate this request, please follow the link below.
https://horafinita-accept.eur.nl/verzoek/dDUHKrA9SrhuquyizGBf6XmXk3SkSdR?hfTealId=1&pnt1BnLocaleId=1

Kind regards,

[Signature]

Erasmus University Rotterdam
```

Figure 2: E-mail for PhD project registration approval

- As supervisor, click the URL and check whether the agreements between you and the PhD candidate are correct. This includes the information within the paragraphs PhD project, Documents, Supervisors and Co-supervisors, Additional Supervision (mentor & daily supervisor) and Funding (especially the doctorate premium). You may also add remarks in the comment section of the registration form. This can be seen by everybody who assesses the registration request.
- Decide whether you approve the request. For this, Hora Finita offers
  - Rejecting the registration: click the **Reject** button. Please use the comment section to provide the PhD candidate with feedback. Hora Finita will automatically send a rejection e-mail to the PhD candidate and the Graduate School Officer.
  - Approving the registration: click the **Accept** button. This automatically sends an e-mail to the Beadle’s Office (if it involves a non-Dutch degree, the Admissions Office will be requested to assess and validate the diploma once the Graduate School Officer has converted the registration to a trajectory. The PhD candidate is conditionally admitted), the faculty dean and the Graduate School Officer to assess the registration. The faculty dean legally makes the formal decision whether a PhD candidate is admitted. The Graduate School Officer will convert the registration request to a PhD trajectory. Hora Finita will automatically send an e-mail regarding this decision to those involved by (Figure 3).
Dear

The Doctorate Board of Erasmus University Rotterdam, following the advice of the dean of the

and in view of chapter 3 of the Doctorate Regulations of Erasmus University Rotterdam, has decided, with regard to the expected graduation of

with the dissertation entitled:


and the following appointed supervisor(s):

<table>
<thead>
<tr>
<th>name</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

and the following appointed cosupervisor(s):

to give responsibility for the doctoral procedure to the International Institute of Social Studies.

On behalf of the Doctorate Board,

prof. R.C.M.E. Engels
Rector Magnificus

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

Figure 3: Approval notification email

3.2 Exceptions

If the Beadle's Office or the Admissions Office do not validate the diploma, then it is possible for the PhD candidate to apply for provisional admission (see Doctoral Regulations):

“Admission to the doctoral programme shall be granted to:

a. a person who has been admitted to the degree of Master based on Section 7.10a, subsection 1, 2 or 3, of the WHW;
b. a person who has written a doctoral dissertation, thereby demonstrating a mastery of the subject matter and an ability to independently conduct research in the field concerned; and
c. a person who has met the requirements set out in these Regulations.

In special cases, the Doctorate Board may grant admission to the defence ceremony to persons who meet the requirements specified under b. and c. but who do not meet the requirement specified under a. of the preceding paragraph. The provisions of Appendix 1 shall apply. The doctoral dissertation supervisor must submit an application for provisional admission to the doctoral programme on behalf of doctoral candidates who have not or who have not yet been admitted to the degree of Master.”

As a supervisor, you can request the Beadle’s Office for starting an exception procedure (e.g. exceptions in members of assessment committee, doctoral committee, or other exceptions). Just send them an email via peded@eur.nl indicating which PhD candidate it concerns. They will start the procedure and you will be asked to motivate the request.

![Image of assessment form]

After submitting the assessment, approval will be asked of: Dean faculty > Rector. Once all approvals are present, the submitter (Beadle’s Office) and PhD candidate will receive a notification.
3.3 Training & Supervision Plan (TSP)

After a PhD candidate has been admitted to a PhD trajectory, the TSP must be submitted within the first three months of the trajectory. By submitting the TSP, Hora Finita automatically sends an e-mail to the supervisors (Figure 4).

![E-mail regarding approval of the TSP](image)

Figure 4: E-mail regarding approval of the TSP

⇒ Please click the provided URL in the e-mail to get access to the TSP of the candidate (Figure 5).

![The TSP](image)

Figure 5: The TSP

⇒ Please select one of two options ('Approved' or 'Rejected') in the drop-down list under Assessment followed by the Submit button. Both options result in an e-mail to the PhD candidate. If necessary, you can provide feedback in the section Comments.

NB You can also find the TSP by clicking 'PhD projects' ⇒ 'Name PhD' ⇒ tab 'TSP'. Here you can also find previous versions of the TSP (TSP History).
4. Home

4.1 Dashboard of the (co)supervisor

After logging into Hora Finita, you will access your personal dashboard (Figure 6). This dashboard gives an overview of your (current) PhD candidates, the upcoming interviews in the next three months, your tasks and your most recent messages, that you have also received as e-mail.

![Dashboard](image)

**Figure 6: Dashboard of the (co)supervisor**

- Click ‘Go to list of my PhD students’ to get to a more detailed overview of your PhD candidates. You can also access this list by clicking the tab ‘PhD projects’ in the top menu.
- Click on the icon/photo of a PhD candidate to go to their personal dashboard. Here you can get a detailed insight in the progress of each PhD candidate.

4.1.1 Current PhD students

In the section ‘Current PhD students’ you find to an overview of all your PhD candidates. By clicking the link ‘go to list of my PhD students’, you’ll get an overview of all PhD candidates, their starting and (planned) end dates, their current status and obtained EC’s, and your own role within each trajectory. By clicking on the name of a PhD student, you can see their personal dashboard. By clicking on one of the headers of the table, you can filter the PhD students, e.g. on start date or PhD defence date.

The tab ‘PhD projects’ in the main menu at the top of the page will also direct you to this list.

5.1.2 Tasks

In the section ‘Tasks’ you see a list of tasks that are awaiting action by you:

1) Check whether a proof of attendance document has been uploaded on the right hand side. ➔
   Click on the document to see the contents of the document.

2) Approve the training activity by checking the box ‘approved’ at the bottom right of the page and clicking the "Approve" button at the bottom left of the page.
5.1.3 Improving interviews in the next three months

In the section ‘upcoming interviews in the next three months’, you see an overview of the interviews that are scheduled in the next three months.

⇒ Click on an interview to go to the Results and Development interview page.

The tab ‘Interviews’ in the main menu at the top of the page will direct you to a full overview of all previous and upcoming progress meetings. By clicking on one of the headers of the table, you can filter the meetings, e.g. on date or PhD project.

Important:

If the check box ‘has taken place’ is selected and the date of the meeting has passed, then a reminder will be sent to the first supervisor that the report of the meeting has not yet been submitted/uploaded. The term for reminder email concerning progress meetings is depending on faculty guidelines.

5.1.4 Most recent messages

In the section ‘most recent messages’ you’ll find an overview of your messages, the same messages as those received per e-mail. Clicking on a message will display the full text on screen.

4.2 PhD projects

⇒ Click on the tab ‘PhD projects’ in the main menu to see a detailed table of active and former PhD candidates. For each PhD candidate you’ll see information on start and planned end date / ceremony date, status, faculty, your own role within each trajectory and the amount EC (Figure 7). The ECs are coloured (red, orange or green) according to the progress of the planned activities.

⇒ If coloured green, the PhD candidate is on schedule.

⇒ If coloured orange, the (co)supervisor should be aware of possible retardation. The (co)supervisor should give a signal to the PhD candidate.

⇒ If coloured red, the (co)supervisor has to take action.

Figure 7: Overview of (active) PhD candidates

⇒ Click on the name of a PhD candidate to go to the personal file of a PhD candidate. See chapter 5 for more information.
4.3 Interviews
Click on the tab ‘Interviews’ in the main menu to see a table of all planned and former interviews with your PhD candidates (Figure 8). This table provides information on each individual interview, such as planned date, which PhD candidate, and the status, type and result of the interview. Interview forms are found under the tab ‘Information’ after clicking on a specific interview.

![Results and Development interview - Items page](image)

Figure 8: Overview of the interviews of all PhD candidates

4.4 Portfolio
The tab ‘Portfolio’ in the main menu gives an overview of all educational activities of your PhD candidates. Click on one of the headers of the table to filter the educational activities by PhD candidate, starting date, course name, type of activity, assessment, amount of ECs, and whether or not it has been approved. In the ‘approved’ column you see which activities still need assessment. It is possible to tick off several boxes and approve the whole selection at once.

➔ To approve several educational activities simultaneously, tick the boxes in front of the activities and click the button ‘Approve selection’ at the bottom left of the page.

![Training activity - Items page](image)

Figure 9: Overview of the training activities of all PhD candidates

4.5 Decision documents
Under the tab ‘Decision documents’ you find a table of PhD candidates who are using this function. This is optional for PhD candidates, but a very useful tool within Hora Finita. It is possible for the PhD candidate to
add information per chapter on the (working) title, research questions, research methods and materials, possible co-authors, financing, and foreseeable road blocks.

➔ Clicking on the name of a PhD candidate to see the information per chapter (Figure 10).

![Decision document](image)

Figure 10: Overview of the decision document chapters of a PhD candidate

When the PhD candidate adds a new chapter in this section of Hora Finita, it will automatically be added to the Gantt chart. There the start and end date of each chapter can be changed. By using this feature in Hora Finita, all of the trivial activities will be centralized in one system.

4.6 Cum laude predicate awarded

The tab ‘Cum laude predicate awarded’ displays an overview of all your PhD candidates who received the predicate cum laude.

4.7 Persons

The tab ‘Persons’ displays an overview of all the persons related to the trajectories of your PhD candidates.
5. Timeline graduation process
5.1 Assessment by members assessment committee

Once your PhD candidate has submitted the manuscript, you will receive a notification requesting you to assess the manuscript. By clicking the link in the email, you are directed to a digital form (see below).

There are several parts in this form which can only be filled out by the promotor. This also applies to the information about the reference check, however, it is possible that a functionaris reference check fills out

A member of the assessment committee can make some remarks:

Note: Remarks made by a member of the assessment committee, are visible for the PhD candidate. An example for a remark can be: see typo on page X, lay out suggestions, etc.
Once all individual assessments have been issued, the secretary of the committee receives a request to issue a final assessment. The secretary sees the following form:

[geanonimiseerd formulier invoegen]

[Verder uitwerken + beschrijven]
6. Detailed information per PhD trajectory

- Click on ‘Go to list of my PhD students’ or ‘PhD projects’ to go to the overview of your (former) PhD candidates.
- Click on one of the names to see detailed information on all aspects of the PhD trajectory of this PhD candidate (Figure 11).

![Figure 11: Tabs with detailed information on the PhD trajectory](image)

Each tab is concluded with several buttons.

- Save (one arrow): Changes are saved and you are sent back to your dashboard.
- Save (two arrows): Changes are saved and you remain on the particular page.
- E-mail those involved: You can send an e-mail to all participants within a particular PhD trajectory.
- Send mail to institute / GS: You can send an e-mail to your GSO for a particular PhD trajectory.
- Interviews: Shows an overview of the interviews of the particular PhD candidate.
- Portfolio items: Shows an overview of the activities of the particular PhD candidate.
- Back: back to your dashboard.

6.1 General

The tab ‘General’ displays general information about the PhD candidate and the trajectory (Figure 12). Most fields are filled in by the PhD candidate during – and checked by the Graduate School Officer after – the registration in Hora Finita. You cannot change this information.
6.2 (Co)Supervisors

The tab 'Co)Supervisors' displays information about the supervisory team of a particular PhD candidate (Figure 13). This information has been approved by the (first) supervisor.

⇒ To change this information, please click on the button 'Send mail to institute / GSO' to send an e-mail to the GSO.
6.3 Admission

The tab ‘admission’ displays information about the admission of the PhD candidate (Figure 14). Most fields are filled in by the PhD candidate during – and checked by the Beadle’s Office or Admissions Office after – the registration in Hora Finita. You cannot change this information, although you can download the research proposal of each trajectory.
6.4 TSP
The tab ‘TSP’ displays the same information as described in paragraph 3.3. Here you see additional information such as progress and TSP history (Figure 15).

Figure 15: Overview of the TSP

6.5 Manuscript
The tab ‘manuscript’ displays information about the manuscript of the PhD candidate (Figure 16). Most fields are filled in by the PhD candidate during the PhD ceremony request.

Figure 16: Overview of the manuscript details
6.6 Summaries
The tab ‘summaries’ contains the short lay/popular abstracts in Dutch and English intended for the Communication Office and the Erasmus University Rotterdam Library (Figure 17).

![Figure 17: Overview of the different summaries of a submitted manuscript](image)

6.7 Assessment
Under the tab ‘Assessment’ members of the Doctoral Subcommittee can be proposed (Figure 18). After assessing the manuscript, you will receive an e-mail with the request to propose members of the Doctoral Subcommittee.

After assessing the manuscript, the supervisor receives an automatic e-mail with the request to propose members of the Doctoral Subcommittee. This is done by clicking on the link in the e-mail. The supervisor needs to follow the regulations of the Erasmus University Rotterdam about proposing the Doctoral Subcommittee. Besides the doctoral dissertation supervisor, three other people need to be proposed. He also needs to propose the secretary of this committee. After filling in the required amount of members, the supervisor needs to click the button Request approval for composition (right beneath the table). This will give out a warning message, asking the supervisor if he’s ready to submit his proposal. The proposal will be assessed by the Beadle’s Office and faculty dean.
Figure 19: Proposal Doctoral Subcommittee

When the Doctoral Subcommittee is approved, all members will receive a confirmation of this decision. Subsequently, they’ll receive an e-mail with a link to the manuscript. By clicking on this link, the Internet browser will open the page Assess manuscript. Every member of the Doctoral Subcommittee is asked to judge the manuscript on originality, scientific quality and written presentation (Figure 19a). This is the same assessment page as the supervisor had.

Figure 19a: Assessment of the manuscript
Hora Finita will automatically send a reminder to the members of the Doctoral Subcommittee who have not assessed the manuscript within fourteen days. The assessments of the members of the Doctoral Subcommittee can be found under the tab ‘Assessment’ of the promotor (Figure 19b). This is found under ‘PhD projects’ => ‘Name promovendus’ => ‘Assessment’.

➔ Click on ‘view motivation statements’ to see the specific motivation that the individual members of the committee have given to the manuscript.

![Figure 19b: Assessment of the manuscript](image)

Immediately after the manuscript has been uploaded into Hora Finita, the PhD candidate is asked to upload the title page and the eleven mandatory propositions – in accordance with the Doctoral Regulations. Both are assessed by the Beadle’s Office and the supervisor. The assessment of the manuscript, the title page and the propositions are found under ‘Agreed’ at the bottom of the tab ‘Assessment’.

![Figure 20: Overview assessment manuscript, title page and propositions](image)

### 6.8 Cum laude predicate

It is possible for a manuscript to be assessment with the predicate cum laude. This has to be done by the different members of the Doctoral Subcommittee during the assessment of the manuscript (Figure 21).
Figure 21: Proposal for cum laude predicate

If this procedure is suggested by any of the members of the Doctoral Subcommittee, they will receive an e-mail by Hora Finita to suggest two referees. Ultimately, the rector magnificus appoints the referees. It is also possible to manually propose referees in Hora Finita.

➔ Click on the tab ‘Cum laude predicate’ to propose referees for the cum laude predicate (Figure 22).

Figure 22: Proposal for referees

6.9 PhD examining committee

The supervisor has to insert a proposal for the full doctoral committee, this is the PhD examining committee in Hora Finita, after the manuscript has been approved by the doctoral subcommittee (Figure 23). This proposal will be assessed by the Beadle’s Office and by the Doctorate Board. The full doctoral committee is bound by certain rules:

➔ The full doctoral committee shall consist of the members of the doctoral subcommittee. On the proposal of the doctoral dissertation supervisor made after consultation with the dean of the relevant faculty in terms of the field of study in which the doctoral research was carried out, the Doctorate Board shall appoint at least two additional members.

➔ The full doctoral committee shall be chaired by the Rector Magnificus or the person acting in his stead. The chairman is not a member of the full doctoral committee.
At the request of the doctoral dissertation supervisor, the Doctorate Board may admit persons who hold the right to use the title of Doctor in the Netherlands and who are experts in the doctoral dissertation’s field of study or a part thereof. These experts shall have an advisory role in deliberations about the award of the doctorate and, if so decided by the committee, shall participate in the opposition.

Figure 23: Proposal doctoral subcommittee

6.10 Ceremony

Figure 24: Overview relevant data PhD defence ceremony
6.11 PhD checklist

The PhD checklist is primarily an overview for the PhD candidate. The supervisor has the possibility to monitor the progression of its candidates.

![PhD checklist](image)

*Figure 25: PhD checklist towards PhD defence ceremony*

6.12 After track

![After track](image)

*Figure 26: Alumni module*