

Hora Finita

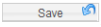
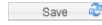
PhD management software

Manual for PhD students

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.

Contents

Start of a PhD project	3
Check details and if required submit the TSP.....	3
Academic Integrity Code	4
Brief description of the PhD research	4
Progress interviews	5
Reminder a month before an interview.....	5
Registering the report and results.....	6
Registering activities	7
Requesting the PhD ceremony	8
Resubmitting the thesis.....	8
The thesis has been approved.....	8
Setting provisional PhD ceremony date, submitting title page and propositions	9
Submitting title page.....	10
Submitting propositions.....	10
Entering publicity details and submitting thesis to the University of Groningen Library	11
Registering with Alumni Relations	12
Requesting thesis reimbursement	13

↓ Email with link to PhD project.

↑ Contents

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://horafinita.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: <https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=MijnGegevensPage> . 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 .

↓ Check details and if required submit the TSP.

T. GMW Promovendus 1 (Graduate School of Behavioural and Social Sciences) uitloggen

Start PhD ceremony request Publicity Library

Start Pledge Project description Result and development interviews Courses

My details

T. GMW Promovendus 1 - Dutch PhD student

Warning: The TSP is not yet known.

- Click on the following link to download the TSP form and hand it in to the Graduate School when completed, [here](#)
- If the TSP has already been completed, please contact the Graduate School.

If your details are not correct and/or you want to submit changes, please do so at the following address: [My University](#)

General		Work address	
P number	PT00033	institution	Bas & Ferry
title		work email	hfpromovendus1gmw@bas-ferry.nl
surname	Promovendus 1	work telephone	
infix(es)	GMW	postal code	
initials	T.	town/city	
first names	Test	street	
suffix		no.	
sex	Male	country	
date of birth	26 09 1983	room number	
place of birth	Groningen		

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.



<p>Academic Integrity Code Before you commence your PhD research, we would like you to sign the Academic Integrity Code. You can do so on the following page: https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=BelofteIntegriteitPage</p> <p>Information for the website The University of Groningen will soon be presenting all of its current research on the website. To this end, please upload a brief, informative description of your research to Hora Finita. You can write your description here: https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=EditProjectbeschrijvingPage</p>
--

Academic Integrity Code

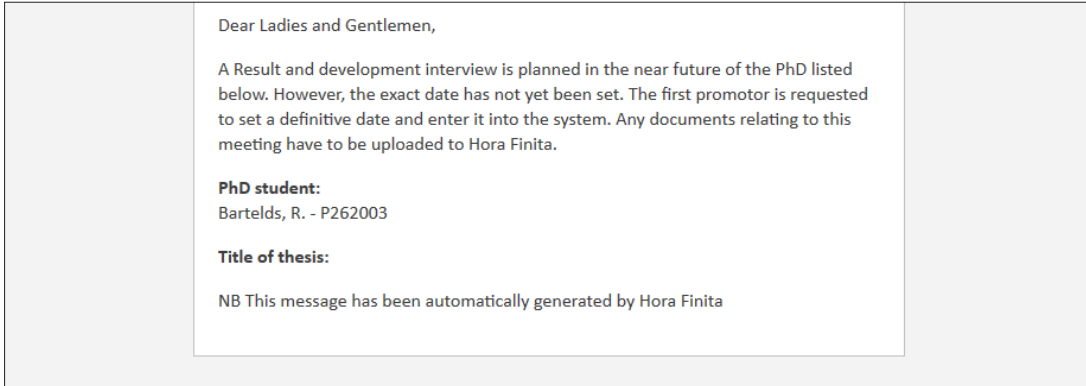
The admission email also contains a link to the Academic Integrity Code. The PhD student is requested to take notice of this Code and sign it.

Brief description of the PhD research

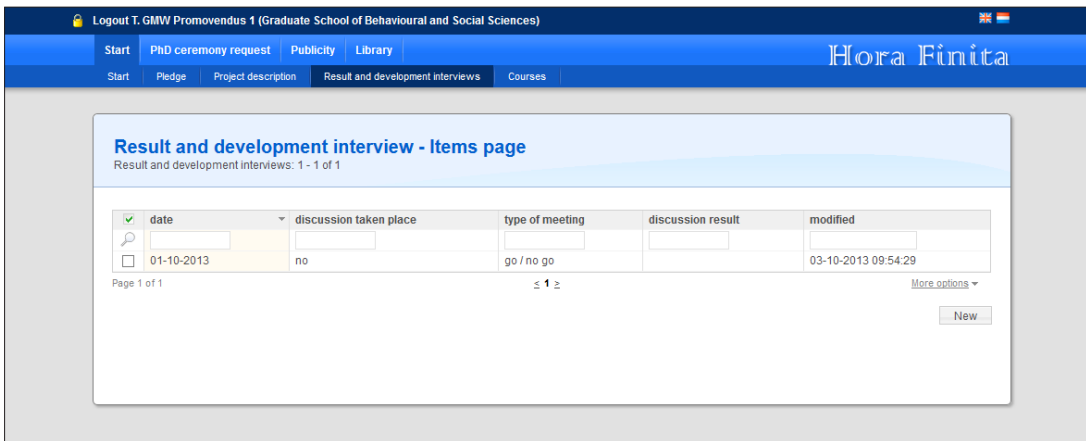
Next to this, the email requests the PhD student to submit a brief description of his/her PhD research for the University website via a specified link.

↓ *Reminder email for progress interview.*

↑ *Contents*



↓ *Click on 'Results and Development interviews' for an overview of the progress interviews.*



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 next page).

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' (1) (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.

↓ The progress interview report will be registered in the 'Results and Development Interview' screen.

↑ Contents

Result and development interview - update
01-10-2013 - go / no go

Result and development interview

Agreement

date* 01 10 2013 31
time 08:15
location
definitive date participants have approved the date
reminder sent
discussion taken place has taken place

Properties

PhD project T. GMW Promovendus 1 - Dutch PhD student
type of meeting* go / no go
discussion result

Participants

person	participant role	name
1 Prof.dr T. BUR0 Promotor 3	supervisor	
2 Enter text to search...		
3 Enter text to search...		
4 Enter text to search...		
5 Enter text to search...		

Files supervisor

file 1
file 2
file 3
file 4
file 5

Files PhD student

file 1 Browse
file 2 Browse
file 3 Browse
file 4 Browse
file 5 Browse

Other

comments
created 03-10-2013 09:54:29
modified 03-10-2013 09:58:30

Save Save Back

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.

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

↑ Contents

Logout T. GMW Promovendus 1 (Graduate School of Behavioural and Social Sciences) Hora Finita

Start PhD ceremony request Publicity Library

Start Pledge Project description Result and development interviews Courses

Training - Items page

Courses: 1 - 1 of 1

Sum of registered credits (EC): 3.0

starting date	name	assessment	EC
01-10-2013	Refresh course in statistics using R		3.0

Page 1 of 1 ≤ 1 ≥

New

↓ Details of the activity, the field indicated by the arrow, can only be entered by the supervisors.

Logout T. GMW Promovendus 1 (Graduate School of Behavioural and Social Sciences) Hora Finita

Start PhD ceremony request Publicity Library

Start Pledge Project description Result and development interviews Courses

Training - update

Refresh course in statistics using R

Training

Training activity

starting date: 01 10 2013

finishing date: 10 10 2013

mark: [input field]

assessment: [dropdown menu]

comment: [text area]

approved: no

Details of training activity 1

Select a training activity from the [catalogue](#) or manually enter data concerning the training activity below.

name*: Refresh course in statistics using R

description: … who want to refresh their knowledge of the practical application of statistical methods (introductory level)

type of activity: RUG course

EC: 3,0

created: 03-10-2013 10:03:26

modified: 03-10-2013 10:03:26

Save Delete Back

Registering activities

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

The PhD student can enter his/her own training activities. He/she can use the catalogue of known activities **1** 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.



Submit a request for the PhD ceremony.



Contents



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

The supervisors have indicated in Hora Finita that in their opinion, your thesis The Bayley-III-NL Special Needs Addition satisfies all academic requirements and is sufficient proof of your ability to conduct independent research.

Please submit four or five (for a joint or double PhD) hard copies of the version of the thesis approved by the supervisors to the Faculty beadle for the Dean and the members of the assessment committee, together with an accompanying letter.

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

Yours sincerely,

Faculteit Gedrags- & Maatschappijwetenschappen

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

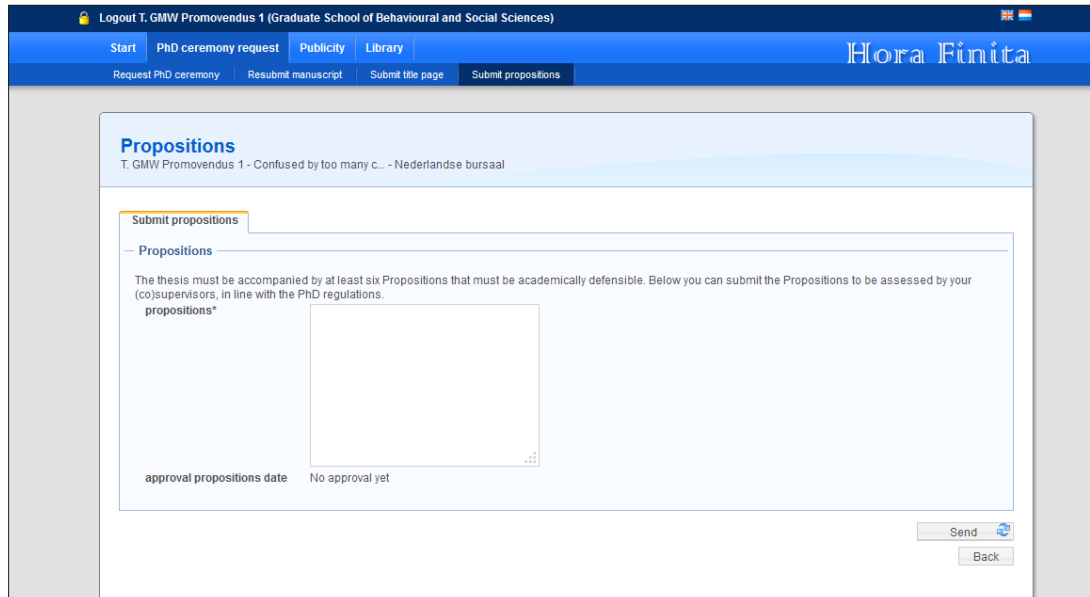
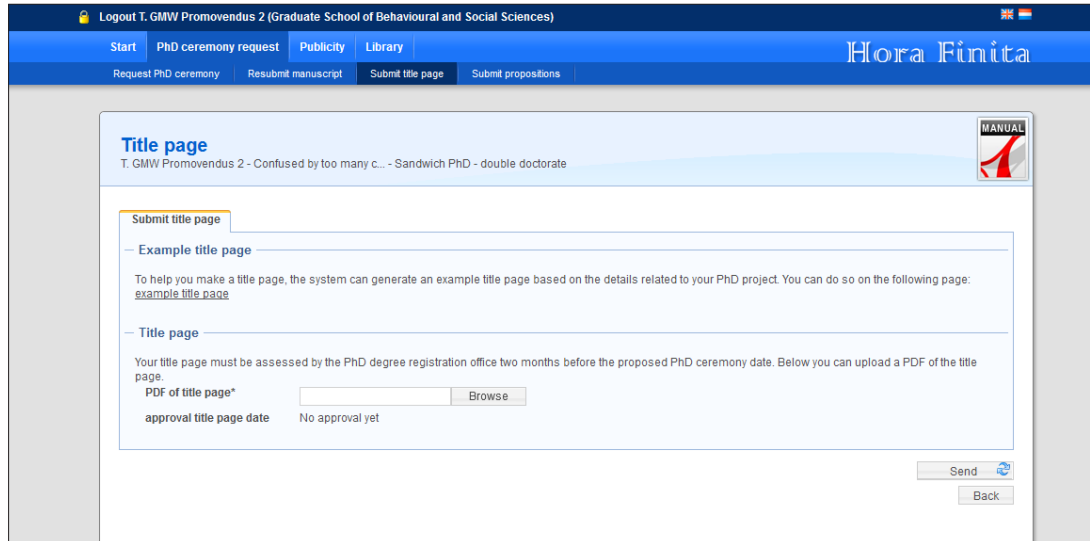
Once all supervisors have approved the thesis, the PhD student will be sent an email stating the approval and requesting that paper copies of the thesis be handed in to the faculty beadle. The faculty beadle will also be sent an email to start the set-up of the Assessment Committee.

	<p>Dear PhD student,</p> <p>The assessment committee has been installed. You may now contact the PhD Degree Registration Office (tel. 050 3635276 or e-mail promoveren@rug.nl) to pick a provisional date for your PhD ceremony.</p> <p>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.</p> <p>Please submit your title page via the following page:</p> <p>https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=TitelbladIndienenPage</p> <p>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.</p> <p>Please submit the propositions via the following page:</p> <p>https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=StellingenIndienenPage</p> <p>and note that you must submit your title page and Propositions at least two months before the date of your PhD ceremony!</p> <p>Yours sincerely,</p>	
--	---	--

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.

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

↑ Contents

Dear PhD student,

We are delighted to inform you that your thesis *Confused by too many choices? Choice overload in tourism.* 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.

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 5 weeks** before the date of your PhD ceremony! 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 questionnaire:

<https://horafinita.nl/promovendus/index.php?pntType=HfPromotietraject&pntHandler=PublicatiePage>

Depositing the thesis at the University Library

Please also submit **at least 3 weeks** before the date of your PhD ceremony, a copy of your thesis to the University of Groningen Library, using the following form:

<https://horafinita.nl/promovendus/index.php?pntType=HfUbProefschrift&pntHandler=EditDetailsPage>

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. a 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.

↓ Enter publicity details.

↓ Submit thesis to the University of Groningen Library.

Logout T. GMW Promovendus 1 (Graduate School of Behavioural and Social Sciences)

Start | PhD ceremony request | **Publicity** | Library

Publicity

T. GMW Promovendus 1 - Confused by too many c... - Nederlandse bursaal

Publicity

Your doctoral research contributes to the development of science. The University of Groningen (RUG) attaches great value to adequate information on the results of scientific research. Scientific and social developments can not be detached from each other. In this context, we point out the increasing interest for scientific work. The Higher Education and Scientific Research Act also underlines the transfer of knowledge to be an important task of a university.

We would appreciate it if you would be willing to contribute to the research information which the RUG takes care of on behalf of the regional and national media in the Netherlands. In this you will be professionally supported by the Communication Office of the RUG. In consultation with you, the office for example informs press representatives of your research in writing. The Communication Office can also help you in preparing interviews with journalists.

For a smooth course we would like to ask you to answer the list of questions of the Communication Office (short summaries in Dutch and English included) in time, i.e. no later than five weeks before your degree date. The press officers will use the obtained information to:

1. Determine whether it is advisable to pay extra attention to your research through a separate press release. This depends on whether your research has a highly expected newsworthiness. If this is the case the Communication Office will contact you. In consultation with you, a press officer will draw up the text of the press release. You will not have to write it yourself;
2. Include a short abstract of your research in the university newsletter 'Nieuwsbrief'. This is a weekly published press release about all sorts of newsworthy items.

The University of Groningen and UMCG Communication Offices can advise you on dealing with the media. An information leaflet is also available: [Prepared for Publicity](#) (RUG) and the brochure [Media contacts for scientific staff](#) of the UMCG.

Questionnaire publicity PhD research

When answering all the questions, please avoid jargon as far as possible.

1. Please give a short summary of your PhD thesis in Dutch as well as in English (both 250 words max.). We use these summaries, among other things, for information about your PhD defense and thesis on the internet.

popular summary English

Logout T. FEB Promovendus 1 (Graduate School of Economics and Business)

Start | PhD ceremony request | **Publicity** | Library

Submit thesis to the University of Groningen Library

T. FEB Promovendus 1 - MDiPhD

PHD thesis

On this page you can submit your thesis, together with the required information about the authors, the title page and the licensing conditions, to the University of Groningen Library. As soon as the University of Groningen Library has uploaded your thesis and details to the repository, you will be sent an e-mail with a link to the application form for the reimbursement related to completing a PhD thesis. * marks required fields.

License agreement

The license made available below (License for non-exclusive publication of a defended at the University of Groningen in digital form via the Repository University of Groningen) should successively

1. Download <http://license-dissertations.ub.rug.nl/>
2. Print
3. fill
4. sign
5. scan
6. Supplement with attachments if necessary (eg scans of made agreements with publishers and ask for an embargo for more than 1 year)
7. Upload (see the upload function below)

Uploads

license agreement* Browse

license agreement attachment 1 Browse

[upload additional attachments](#)

dissertation* Browse

propositions* Browse

cover Browse

If necessary, you can add a maximum of five supplementary files to the thesis.

additional file 1 Browse file description 1

[upload more files](#)

Title information



Email with link to Alumni Relations department



Contents

Dear PhD Student,

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 Ruimtelijke Wetenschappen

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

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 the request form for the reimbursement.



[Contents](#)

	<p>Applying for a reimbursement of your thesis costs Once you have deposited a copy of your thesis at the University of Groningen Library, it will be placed in the Library Repository. As soon as this has occurred, you will be invited to complete the reimbursement form for your thesis costs.</p> <p>Yours sincerely,</p> <p>Faculteit Gedrags- & Maatschappijwetenschappen</p>	
--	---	--



The application form for the reimbursement.

The screenshot shows the 'Requesting thesis reimbursement' page in the Hora Finita system. The page title is 'Requesting thesis reimbursement' with a sub-header 'T. FEB Promovendus 1 - MD/PhD'. There is a 'MANUAL' icon in the top right corner. The main content area is titled 'Reimbursement request' and contains the instruction: 'Request your thesis reimbursement here. You must submit a bank account number with an IBAN code.' Below this are four input fields: 'bank account number', 'IBAN', 'name of account holder*', and 'request made on'. At the bottom right of the form are 'Save' and 'Back' buttons.

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.