Hora Finita

Radboud University’s and Radboudumc’s online PhD project monitoring system as from September 2021
CONTENT

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Het is van groot belang dat data die in Hora Finita wordt opgeslagen, aantalslagen en data die worden verzameld, correct en in een schakelende manier worden bewaard en toegankelijk zijn. Hora Finita is een systeem dat de hele PhD-proces monitort en ook als beheersysteem functioneert. Hora Finita vervangt Hora Est, Hora Est PhD en PhD TRACK. Data van deze 3 systeem zal worden geïmporteerd in Hora Finita.
WHY HORA FINITA?

• More functionalities to help us realize our ambition to improve the quality of the PhD process

• An all-in-one system

• Assists PhD candidates, their supervisors and the support staff from start to finish of the PhD project.

• Designed to monitor the progress of a PhD project and to give structured overviews.

• User friendly and seven other universities are already using it.

Radboud University wants to invest in the best possible support & guidance of PhD candidates.
• Hora Finita is a system that monitors the entire PhD project.

• Hora Finita also functions as a management system.

• Dashboards for PhD candidates and supervisors

• Hora Finita processes the information and automatically sends out e-mails and notifications to all those concerned.

• Hora Finita is in line with our new Doctorate Regulations.

• All parties involved use Hora Finita and all the necessary information can be found.

• (Co-)supervisors are expected to use Hora Finita too.

• A little effort to get used to Hora Finita and benefit from it.

• Log in with SURFconext on https://horafinita.ru.nl
WHAT IS NEW FOR ME AS PHD CANDIDATE OR SUPERVISOR?

• Hora Finita sends me e-mails with notifications and warnings, e.g., that a yearly evaluation (= checkpoint) is coming up or about an action that I am requested to take.

• I login to my own dashboard with access to all the information I need.

  As supervisor:
  • I have an overview of my PhD candidates and their progress, upcoming checkpoints, tasks and most recent messages.
  • I can click on the tile of my PhD candidate to find detailed information about how the project is going.

  As PhD candidate:
  • I have an overview of upcoming checkpoints, tasks, most recent messages and the PhD checklist.

• Guidance of PhD candidates is now structured according to the Graduate School's policy with checkpoints at the required moments.

Supervisor: “I have to do more myself, but I am now more involved in the guidance of my PhD candidate”
SUPervisor’s dashboard

- A quick overview of the current tasks of the supervisor

Tasks

- Review registration from RHI SPromovendus 2, D.
  RHI SPromovendus 2, D.
  08-06-2021 00:39:04

- Review TSP from RIMLS Promovendus 1, D.
  RIMLS Promovendus 1, D.
  HF175568
  15-06-2021 00:46:40

- Proposal PhD examining committee from UMCphd3
  title: UMCphd3
  10-05-2021

- Confirm presence PhD examining committee from UMCphd5 as a...
  Thesis van PhD RadboudUMC: UMCphd5
  11-05-2021 15:18:58

- At a glance the progress of his/her PhD candidates. Click on the tile:
- A quick overview of the PhD's tasks
- An overview of the upcoming checkpoints
A PhD checklist with information about the PhD trajectory
• Checkpoint (CP): yearly evaluation
• At Radboudumc:
  ✓ CP1: at 3 months after start
  ✓ CP2: at 12 months after start
  ✓ CP3: at 24 months after start
  ✓ Annual CP: at 36/48 etc. months after start
• Checkpoints will be automatically rolled out. You will receive notifications via email.
• The checkpoint form contains all the information regarding the checkpoint, including questionnaires.
TRAINING AND SUPERVISION PLAN (TSP)

- PhD candidate submits TSP within 3 months after start, together with CV and Research Data Management Plan
- Approval by supervisors and Graduate School via Hora Finita
QUESTIONS & SUPPORT

Your point of contact is your Faculty Promotion Coordinator and/or Graduate School Coordinator

These coordinators can (if needed) ask help from the Radboud University Hora Finita administrator

For hands on support:
1. Manuals that are ready: https://ru-werkinstructies.screenstepslive.com/s/horafinita/
2. Your Faculty Promotion Coordinator (horafinita@radboudumc.nl) and/or Graduate School Coordinator
Login to Hora Finita

Hora Finita is the registration and monitoring system for the PhD process at the Radboud University. All processes from enrolment to thesis submission are managed by this system in accordance with the PhD regulations of the University.

It is of utmost importance that data is entered into Hora Finita in a timely manner and that this data is complete. All users - PhD candidates, supervisor(s), Graduate School Coordinators, support at our faculties, the Head's Office, etc. - each have their own specific role in the system.

Once you have logged in, you will find manuals under the tab 'Support'. Instruction about how to login can be found here.

If you have any questions please use the FAQ section under the tab "Support" or contact your Faculty support staff.

INFORMATION

www.ru.nl/english/horafinita

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