Hora Finita

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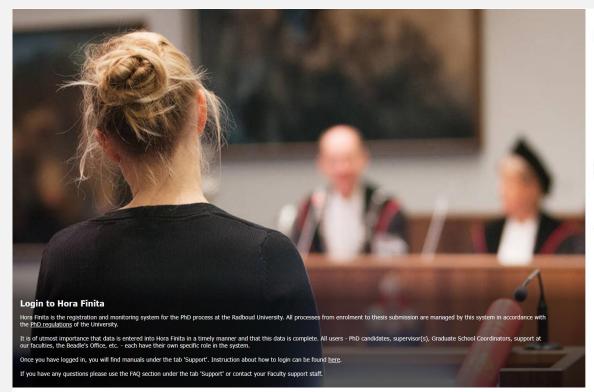
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CONTENT

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WHAT IS HORA FINITA?

- Hora Finita is Radboud University's and Radboudumc's new online **PhD project monitoring system** as from September 2021.

- Hora Finita will **replace** Hora Est and PhD TRACK. Data from these 2 systems will be migrated to Hora Finita.

- Hora Finita is a system that **monitors the entire PhD project:** registration, research and promotion phase. It also functions as a management system.

WHY HORA FINITA?

HORA FINITA

- An all-in-one system with many more functionalities

- Supports PhD candidates, their supervisors and the support staff

- Offers support from start to finish of the PhD track

- 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

WHAT IS NEW?

- 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

- **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"*

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Login

Log in with HF account

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 Beadle's Office, etc. - each have their own specific role in the system.
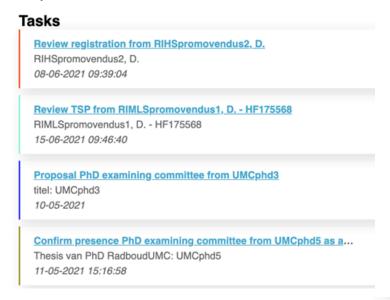
Once you have logged in, you will find manuals under the tab 'Support'. Instruction about how to login can be found here.

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

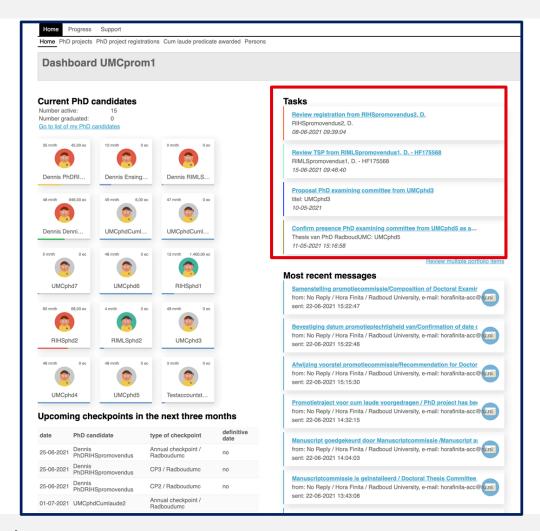Radboud University 🛡 Radboud umc
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SUPERVISOR'S DASHBOARD

- A quick overview of the current **tasks** of the supervisor

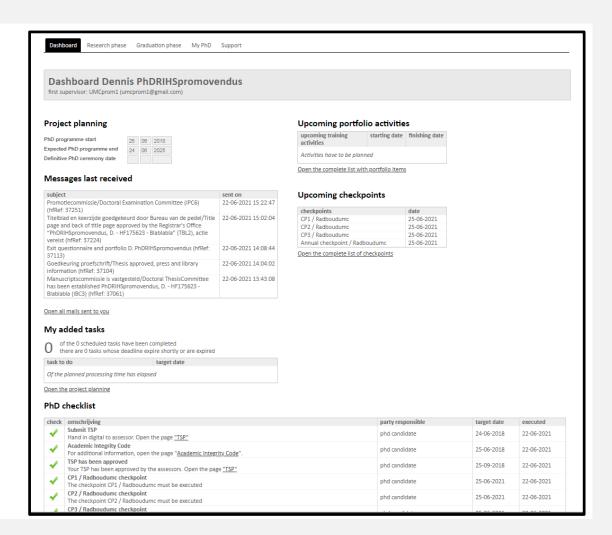- At a glance the **progress** of his/her PhD candidates. Click on the tile:

PHD CANDIDATE'S DASHBOARD (1)

- A quick overview of the PhD's **tasks**

- An overview of the upcoming **checkpoints**

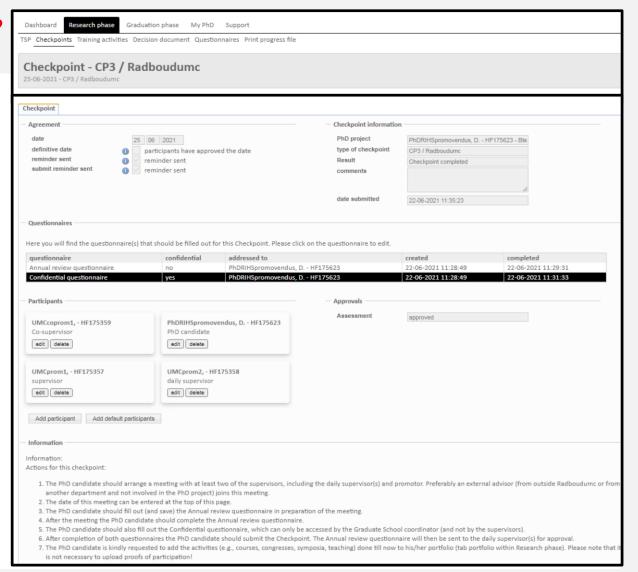- A **PhD checklist** with information about the PhD trajectory

PhD checklist

check	omschrijving	party responsible
✔	**Submit TSP** Hand in digital to assessor. Open the page "TSP"	phd candidate
✔	**Academic Integrity Code** For additional information, open the page "Academic Integrity Code".	phd candidate
✔	**TSP has been approved** Your TSP has been approved by the assessors. Open the page "TSP"	phd candidate
✔	**CP1 / Radboudumc checkpoint** The checkpoint CP1 / Radboudumc must be executed	phd candidate
✔	**CP2 / Radboudumc checkpoint** The checkpoint CP2 / Radboudumc must be executed	phd candidate
✔	**CP3 / Radboudumc checkpoint** The checkpoint CP3 / Radboudumc must be executed	phd candidate
✔	**Annual checkpoint / Radboudumc checkpoint** The checkpoint Annual checkpoint / Radboudumc must be executed	phd candidate
✔	**Check for plagiarism** The supervisor(s) will check the manuscript for possible plagiarism	promotors
✔	**Review manuscript by doctorale thesis committee** The Doctoral Thesis Committee assess the manuscript	doctoral thesis committee
✔	**Review manuscript by promotor** The (co)promotors review the manuscript within 5 weeks after the manuscript is submitted	promotors
✔	**Approving portfolio** Complete your portfolio and request a review.	phd candidate
✔	**Submit manuscript** Open the page "Submit thesis to supervisor"	phd candidate
✔	**Submit title page** Open the page "submit title page"	phd candidate
✔	**Enter publication data** Open the page "publicity"	phd candidate
✔	**Assessing title page** The Beadle's Office assess the title page	beadle's office
✔	**Set the definitive PhD ceremony date / time / location** Contact the Beadle's Office to set the definitive PhD ceremony date / time / location	phd candidate

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WHAT DOES A CHECKPOINT LOOK LIKE?

- Checkpoint (CP): yearly evaluation

- CP1: at 3 months after start, then annual CPs

- 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

SUBMIT THESIS

Submit thesis to promotor
JessicaTestPhD, J. - HF175587

Once the thesis has reached the state where the (co)promotors are willing to approve it, the form below can be completed. In addition, the manuscript must be uploaded and the 'Submit thesis to promotor' must be ticked. All information will be sent to the (co)promotors for approval. You will receive their decision by e-mail within 6 weeks.

title thesis*

Academic Summary

Academic Summary (PDF)   Browse

thesis*   Browse

— Publications

Please list all your publications which are part of your manuscript. Before the Doctorale Thesis Committee will be suggested, there will be checked if the proposed members are involved as (co)author of the publications in the manuscript. This is not allowed, in accordance with the doctoral regulations (article 3.14 - section 3)

	title*	authors	publication status	
1				⌄ ⊖
2				⌄ ⊖
3				⌄ ⊖
4				⌄ ⊖

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: https://horafinita.tutorials.ru.nl

2. Your Faculty Promotion Coordinator (horafinita@radboudumc.nl)

   and/or

   Graduate School Coordinator: RIHS (rihs@radboudumc.nl), RIMLS (rimls.graduateschool@radboudumc.nl), Donders (dgcncoordinator@donders.ru.nl)

INFORMATION

www.ru.nl/english/horafinita

www.ru.nl/horafinita

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