

# Hora Finita

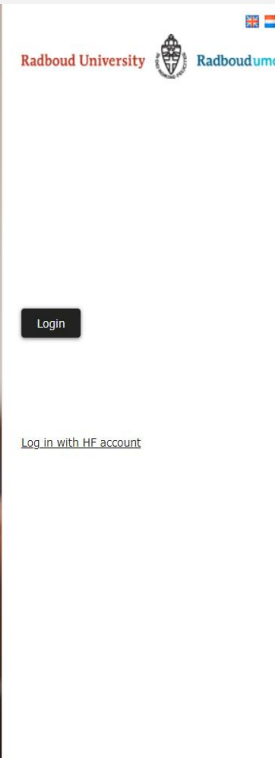
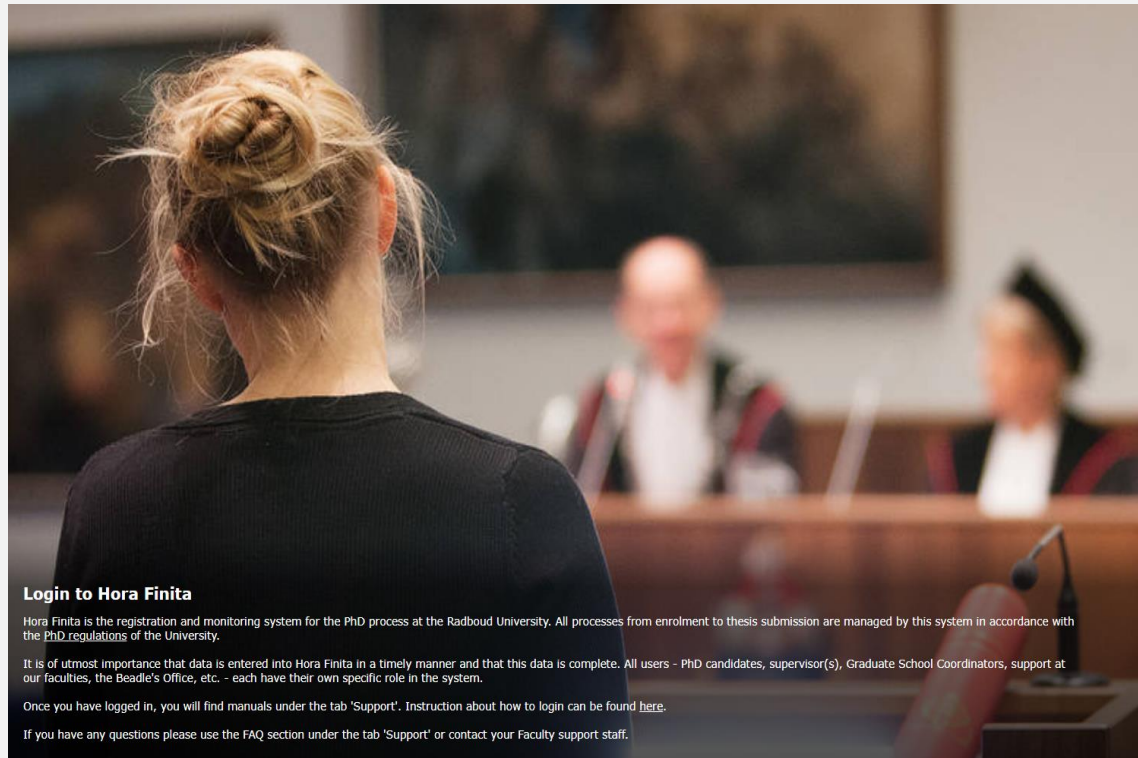


Radboud University's and Radboudumc's  
online PhD project monitoring system  
as from September 2021

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- **Why Hora Finita?**
- **What is new?**
- **What changes for me as a PhD candidate or supervisor?**
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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?



- 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

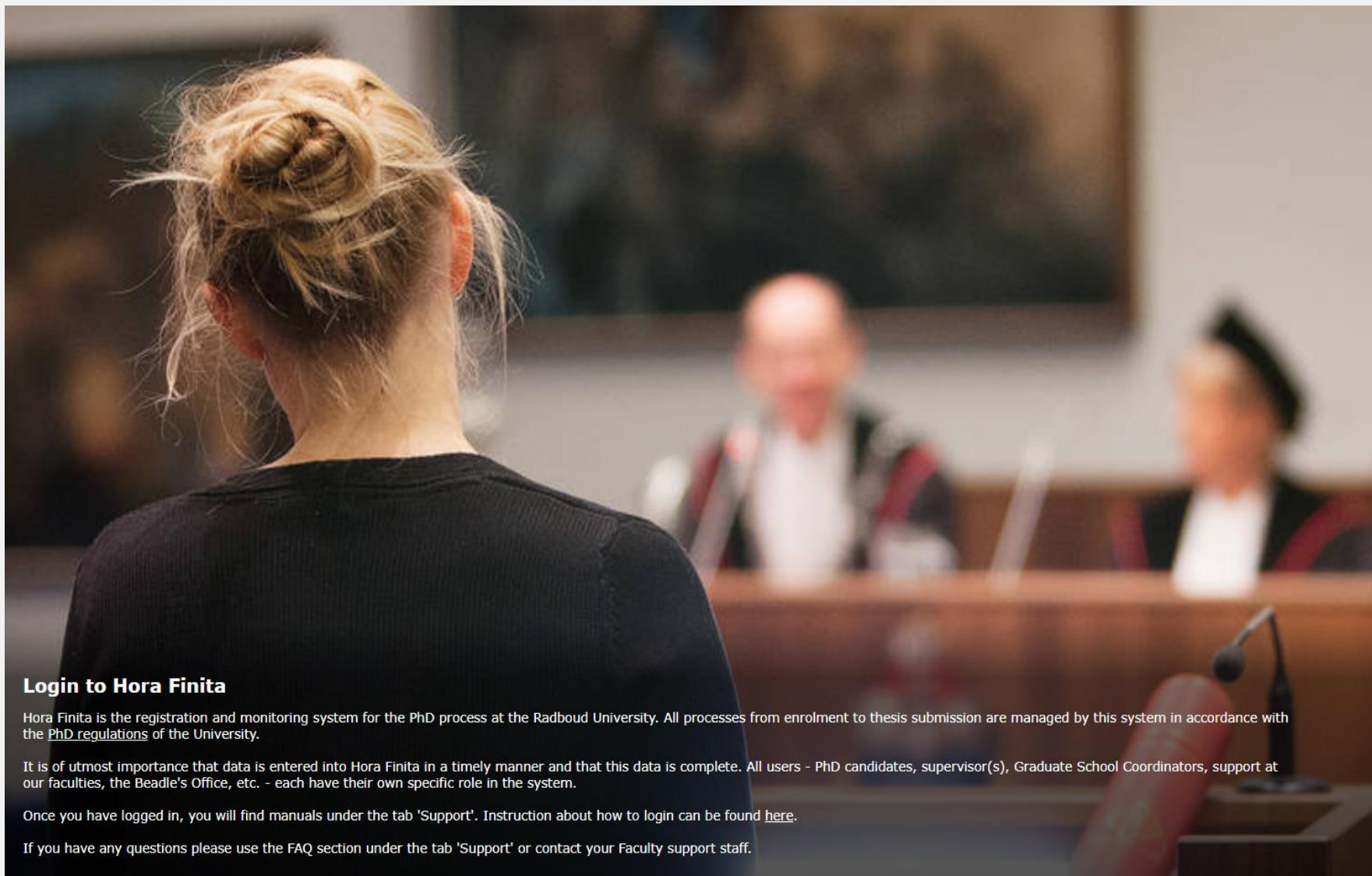
### **As supervisor:**

- 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"***



## 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



Radboudumc

Login

[Log in with HF account](#)

Radboud University



Radboudumc  
university medical center

# SUPERVISOR'S DASHBOARD

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

## Tasks

[Review registration from RIHSpromovendus2, D.](#)

RIHSpromovendus2, D.

08-06-2021 09:39:04

[Review TSP from RIMLSpromovendus1, D. - HF175568](#)

RIMLSpromovendus1, D. - HF175568

15-06-2021 09:46:40

[Proposal PhD examining committee from UMCphd3](#)

titel: UMCphd3

10-05-2021

[Confirm presence PhD examining committee from UMCphd5 as a...](#)

Thesis van PhD RadboudUMC: UMCphd5

11-05-2021 15:16:58

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

47 mnt 0 ec  
Dennis Ensing-I...

Home Progress Support  
Home PhD projects PhD project registrations Cum laude predicate awarded Persons

### Dashboard UMCprom1

#### Current PhD candidates

Number active: 15  
Number graduated: 0  
[Go to list of my PhD candidates](#)

35 mnt 45,00 ec Dennis PhDRI...	12 mnt 0 ec Dennis Ensing...	0 mnt 0 ec Dennis RIMLS...
48 mnt 146,00 ec Dennis Denni...	49 mnt 6,00 ec UMCphdCuml...	47 mnt 0 ec UMCphdCuml...
0 mnt 0 ec UMCphd7	48 mnt 0 ec UMCphd6	13 mnt 1.460,00 ec RIHSpd1
60 mnt 68,00 ec RIHSpd2	4 mnt 0 ec RIMLSpd2	48 mnt 0 ec UMCphd3
48 mnt 0 ec UMCphd4	48 mnt 0 ec UMCphd5	3 mnt 0 ec Testaccountst...

#### Tasks

- [Review registration from RIHSpromovendus2, D.](#)  
RIHSpromovendus2, D.  
08-06-2021 09:39:04
- [Review TSP from RIMLSpromovendus1, D. - HF175568](#)  
RIMLSpromovendus1, D. - HF175568  
15-06-2021 09:46:40
- [Proposal PhD examining committee from UMCphd3](#)  
titel: UMCphd3  
10-05-2021
- [Confirm presence PhD examining committee from UMCphd5 as a...](#)  
Thesis van PhD RadboudUMC: UMCphd5  
11-05-2021 15:16:58

[Review multiple portfolio items](#)

#### Most recent messages

- [Samenstelling promotiecommissie/Composition of Doctoral Examir](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 15:22:47
- [Bevestiging datum promotieplechtigheid van/Confirmation of date s](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 15:22:46
- [Afwijzing voorstel promotiecommissie/Recommendation for Doctor](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 15:15:30
- [Promotietraject voor cum laude voorgedragen / PhD project has be](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 14:32:15
- [Manuscript goedgekeurd door Manuscriptcommissie /Manuscript a](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 14:04:03
- [Manuscriptcommissie is geïnstalleerd / Doctoral Thesis Committee](#)  
from: No Reply / Hora Finita / Radboud University, e-mail: horafinita-acc@u.nl  
sent: 22-06-2021 13:43:08

#### Upcoming checkpoints in the next three months

date	PhD candidate	type of checkpoint	definitive date
25-06-2021	Dennis PhDRISpromovendus	Annual checkpoint / Radboudumc	no
25-06-2021	Dennis PhDRISpromovendus	CP3 / Radboudumc	no
25-06-2021	Dennis PhDRISpromovendus	CP2 / Radboudumc	no
01-07-2021	UMCphdCumlaude2	Annual checkpoint / Radboudumc	



# PHD CANDIDATE'S DASHBOARD (1)

- A quick overview of the PhD's **tasks**
- An overview of the upcoming **checkpoints**

Dashboard
Research phase
Graduation phase
My PhD
Support

**Dashboard Dennis PhDRIHSpromovendus**  
first supervisor: UMCprom1 (umcprom1@gmail.com)

### Project planning

PhD programme start	25	06	2018
Expected PhD programme end	24	06	2025
Definitive PhD ceremony date			

### Upcoming portfolio activities

upcoming training activities	starting date	finishing date
<i>Activities have to be planned</i>		

[Open the complete list with portfolio items](#)

### Messages last received

subject	sent on
Promotiecommissie/Doctoral Examination Committee (IPC6) (hfRef: 37251)	22-06-2021 15:22:47
Titelblad en keerzijde goedgekeurd door Bureau van de pedel/Title page and back of title page approved by the Registrar's Office "PhDRIHSpromovendus, D. - HF175623 - Blablaba" (TBL2), actie vereist (hfRef: 37224)	22-06-2021 15:02:04
Exit questionnaire and portfolio D. PhDRIHSpromovendus (hfRef: 37113)	22-06-2021 14:08:44
Goedkeuring proefschrift/Thesis approved, press and library information (hfRef: 37104)	22-06-2021 14:04:02
Manuscriptscommissie is vastgesteld/Doctoral ThesisCommittee has been established PhDRIHSpromovendus, D. - HF175623 - Blablaba (IBC3) (hfRef: 37061)	22-06-2021 13:43:08

[Open all mails sent to you](#)

### My added tasks

0 of the 0 scheduled tasks have been completed  
 there are 0 tasks whose deadline expire shortly or are expired

task to do	target date
<i>Of the planned processing time has elapsed</i>	

[Open the project planning](#)

### PhD checklist

check	omschrijving	party responsible	target date	executed
✓	Submit TSP Hand in digital to assessor. Open the page "TSP".	phd candidate	24-06-2018	22-06-2021
✓	Academic Integrity Code For additional information, open the page "Academic Integrity Code".	phd candidate	25-06-2018	22-06-2021
✓	TSP has been approved Your TSP has been approved by the assessors. Open the page "TSP".	phd candidate	25-09-2018	22-06-2021
✓	CP1 / Radboudumc checkpoint The checkpoint CP1 / Radboudumc must be executed	phd candidate	25-06-2021	22-06-2021
✓	CP2 / Radboudumc checkpoint The checkpoint CP2 / Radboudumc must be executed	phd candidate	25-06-2021	22-06-2021
✓	CP3 / Radboudumc checkpoint			

## PHD CANDIDATE'S DASHBOARD (2)

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

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

# 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

Dashboard **Research phase** Graduation phase My PhD Support

TSP Checkpoints Training activities Decision document Questionnaires Print progress file

### Checkpoint - CP3 / Radboudumc

25-06-2021 - CP3 / Radboudumc

**Checkpoint**

**Agreement**

date: 25 06 2021

definitive date:  participants have approved the date

reminder sent:  reminder sent

submit reminder sent:  reminder sent

**Checkpoint information**

PhD project: PhDRIHSpromovendus, D. - HF175623 - Bla

type of checkpoint: CP3 / Radboudumc

Result: Checkpoint completed

comments:

date submitted: 22-06-2021 11:35:23

**Questionnaires**

Here you will find the questionnaire(s) that should be filled out for this Checkpoint. Please click on the questionnaire to edit.

questionnaire	confidential	addressed to	created	completed
Annual review questionnaire	no	PhDRIHSpromovendus, D. - HF175623	22-06-2021 11:28:49	22-06-2021 11:29:31
Confidential questionnaire	yes	PhDRIHSpromovendus, D. - HF175623	22-06-2021 11:28:49	22-06-2021 11:31:33

**Participants**

UMCcoprom1, - HF175359  
Co-supervisor

PhDRIHSpromovendus, D. - HF175623  
PhD candidate

UMCprom1, - HF175357  
supervisor

UMCprom2, - HF175358  
daily supervisor

**Approvals**

Assessment: approved

**Information**

Information:  
Actions for this checkpoint:

1. The PhD candidate should arrange a meeting with at least two of the supervisors, including the daily supervisor(s) and promotor. Preferably an external advisor (from outside Radboudumc or from another department and not involved in the PhD project) joins this meeting.
2. The date of this meeting can be entered at the top of this page.
3. The PhD candidate should fill out (and save) the Annual review questionnaire in preparation of the meeting.
4. After the meeting the PhD candidate should complete the Annual review questionnaire.
5. The PhD candidate should also fill out the Confidential questionnaire, which can only be accessed by the Graduate School coordinator (and not by the supervisors).
6. After completion of both questionnaires the PhD candidate should submit the Checkpoint. The Annual review questionnaire will then be sent to the daily supervisor(s) for approval.
7. The PhD candidate is kindly requested to add the activities (e.g., courses, congresses, symposia, teaching) done till now to his/her portfolio (tab portfolio within Research phase). Please note that it is not necessary to upload proofs of participation!

# 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

The screenshot shows a web interface for submitting a Training and Supervision Plan (TSP). The navigation bar includes 'Dashboard', 'Research phase' (selected), 'Graduation phase', 'My PhD', and 'Support'. Below the navigation bar, there are links for 'TSP', 'Checkpoints', 'Training activities', 'Decision document', 'Questionnaires', and 'Print progress file'. The main heading is 'Training and Supervision Plan' for 'PhDRIHSpromovendus, D. - HF175623 - Blablabla'. The interface is divided into two columns. The left column contains sections for 'Upload your Training and Supervision Plan (TSP)', 'Upload other documents', and 'Research Data Management Plan'. The right column contains 'Download empty TSP form', 'Dates', and 'feedback'. The 'Upload your Training and Supervision Plan (TSP)' section has a 'TSP\*' field with a 'Browse' button. The 'Upload other documents' section has 'Research proposal' and 'Curriculum Vitae\*' fields, each with a 'Browse' button. The 'Research Data Management Plan' section has a 'Download (202 KB)' button and an 'Upload new document' link. The 'Download empty TSP form' section has a 'Download (228 KB)' button. The 'Dates' section has a table with three columns: 'modified at', 'review requested at', and 'review received at', each with a date selector showing '22 06 2021'. The 'feedback' section has a text input field.

Dashboard **Research phase** Graduation phase My PhD Support

TSP Checkpoints Training activities Decision document Questionnaires Print progress file

## Training and Supervision Plan

PhDRIHSpromovendus, D. - HF175623 - Blablabla

**TSP**

Upload your Training and Supervision Plan (TSP)

TSP\*  Browse

Upload other documents

Research proposal  Browse

Curriculum Vitae\*  Browse

Research Data Management Plan

Research Data Management Plan\*  Download (202 KB)

[Upload new document](#)

Download empty TSP form

Please download the TSP form below, complete it and upload it on the left hand side of this page.

TSP form  Download (228 KB)

Dates

modified at	22	06	2021
review requested at	22	06	2021
review received at	22	06	2021

feedback

## Submit thesis to promotor

JessicaTestPhD, J. - HF175587

# SUBMIT THESIS

### Submit thesis to promotor

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](mailto:horafinita@radboudumc.nl))

and/or

Graduate School Coordinator: RIHS ([rihs@radboudumc.nl](mailto:rihs@radboudumc.nl)), RIMLS ([rims.graduateschool@radboudumc.nl](mailto:rims.graduateschool@radboudumc.nl)),  
Donders ([dgcncordinator@donders.ru.nl](mailto:dgcncordinator@donders.ru.nl))



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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](http://www.ru.nl/english/horafinita)

[www.ru.nl/horafinita](http://www.ru.nl/horafinita)

Login

[Log in with HF account](#)