Hora Finita

Radboud University’s and Radboudumc’s online PhD project monitoring system as from September 2021
• What is Hora Finita?

• Why Hora Finita?

• What is new?

• What changes for me as a PhD candidate or supervisor?

• What does Hora Finita look like?

• Support?
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 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.
SUPERVISOR’S DASHBOARD

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

**Tasks**

- Review registration from RIHSpromovendus2 D.
  RIHSpromovandus2, D.
  08-06-2021 09:38:04

- Review TSP from RIMLSpromovendus 1 D. - HF175566
  RIMLSpromovandus 1 D. - HF175566
  15-06-2021 09:46:40

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

- Confirm presence PhD examining committee from UMCphd2 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:

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*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
• 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 to promotor

Once the thesis has reached the state where the (co)promoters 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)promoters for approval. You will receive their decision by e-mail within 6 weeks.

Title thesis

Academic Summary

Academic Summary (PDF)

Thesis

Publications

Please list all your publications which are part of your manuscript. Before the Doctoral 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).
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 (dgcncordinator@donders.ru.nl)
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INFORMATION

www.ru.nl/english/horafinita

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