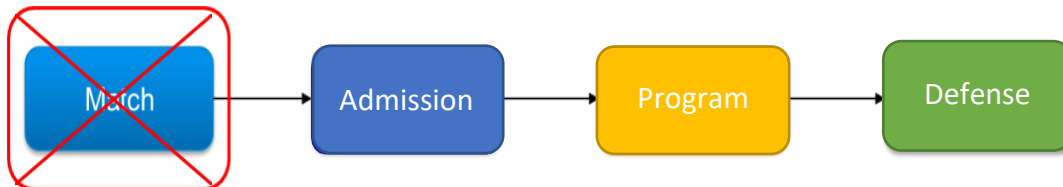


Introduction

Hora Finita is the PhD tracking system at Vrije Universiteit Amsterdam.

Tracking the PhD process in Hora Finita encompasses the steps Admission, Program and Defense. The Match step is beyond the scope of the system.



The **Match** is focused on finding a successful combination of available PhD programs, a first supervisor and a PhD candidate. This step is not covered by Hora Finita and is therefore not described in the manual.

Organization

Faculty organization & management

Those involved in the PhD process belong to three broad categories:

1. all PhD candidates
2. all those who may be directly involved in a PhD program, such as professors (incl. those occupying an endowed chair), associate professors and assistant professors
3. all those involved in a PhD program from an organizational perspective

Management

Faculty management and administration

Each faculty has one or more staff members who are the faculty's point of contact for the PhD process and Hora Finita. These staff members are usually involved in the entire PhD process. They are part of the organization at the graduate school(s) and/or at the secretariat of the faculty board. We call them key users. These key users have insight into all PhD registrations and PhD processes at the faculty (department).

Central management and administration

In addition to faculty management, central management is also performed. This consists of two parts: the (application) management on the side of the Beadle's Office with its own key users and the (functional) management from IT that ensures that Hora Finita continues to work.

The Beadle's Office takes care of the central management around the PhD process (incl. verification of the Doctorate regulations) and the use / setup of Hora Finita. The Beadle's Office is therefore both the point of contact for the PhD process and for all faculty key users regarding Hora Finita. When a new key user joins the faculty, the Beadle's Office provides an Hora Finita training at the instruction of the faculty. The IT functional manager implements new versions over time. Liaison with Hora Finita's supplier is also part of the job responsibilities.

Key user meetings

At least twice a year, key user meetings are organized. Present are a delegation of the faculty key users, the policy officer for research (Institutional Affairs department) and the Beadle's Office. The IT functional manager participates if necessary (based on the topics). The delegated faculty key users collect information, questions and topics from their colleagues prior to the meeting and provide them with feedback afterwards.

Help

Visit vu.nl/horafinita for:

- Q&A
- Contactperson of your faculty

Hora Finita Users

There are several types of users, namely:



1. Involved in a PhD program - account
2. Staff member / support - account
3. Occasional users – no account

Those involved in a PhD program, (PhD candidates, supervisors) have an account to update and monitor the PhD program. The staff members / supporters (faculty key users) have an account to carry out their support tasks, monitor the PhD projects and generate reports for the policy departments.

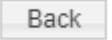
If an actor (user) needs to perform an action within a PhD program in Hora Finita, the actor will receive an email requesting to perform the specific action (some requests go with an explanation how to perform the action) and a link to the required form or Tab.

However, some actions are 'occasional' actions. For example the assessment of a manuscript by the Doctoral Committee member. This action can be performed via the link (in the invitation email) that leads to the manuscript and the assessment form. After submitting the assessment the task is completed and an account is therefore not needed.

Saving data

All data must be saved before closing Hora Finita or performing any other action. Clicking the button with the single arrow  will return you to the previous page. Clicking on the button with the double arrow  remains you on the same page.

Return to previous page

It is no problem to use the button , or the button in the internet browser. However, before using these buttons, it is important to first save all the information and data that you have entered. If you don't want to save the changes, then these buttons are the best way to return to the previous situation.

Mandatory fields

Fields marked with a * are required fields and must be completed.

Information buttons

Some fields are equipped with an information button 

This button provides more information about the required data in the particular field.

PhD Process in Hora Finita

Doctorate Regulations

The Doctorate Regulations guide the PhD process at all times.

The most recent version of the Doctorate Regulations is available for download on the VU website. Tracking the PhD process in Hora Finita focuses on the several steps in Admission, Program and Defense according to the provisions of the Doctorate Regulations.

Admission

This step consists of 1) the registration and 2) the actual admission of the candidate to the PhD program.

The Match has as output a notification that a new PhD candidate is about to start. This notification is delivered by the supervisor to the relevant faculty key user. The key user starts the registration and from that moment on the admission step in Hora Finita starts.

1 - Registration

In this phase, a set of data is entered into Hora Finita, such as the personal data of the PhD candidate, faculty data, previous education, research topic/-description, supervision, Training & Supervision Plan and financial arrangements. During the registration of the data in the digital admission form, the user is supported with data from other sources, such as the personnel system. In addition, a part is entered manually or various tools are used (lists/boxes etc.) and, of course, the necessary attachments must be added (various formats are supported).

The registration of the digital admission form is handled by two actors; the faculty key user and the PhD candidate.

- Key user enters the basic data based on the notification by the supervisor
- PhD candidate is requested by the key user to provide additional data

The request and submission of additional data can be run through several times until the data is complete. Only after the data is complete, the key user will start up the second part of the admission.

2 – Actual admission

This phase consists of collecting the (digital) approvals from various actors, such as supervisor(s), graduate school and dean. The last actor to give his approval is the Rector. He will formally take the PhD decision which officially admits the PhD candidate to the PhD program. Based on the PhD decision the 'PhD project registration' in Hora Finita will be automatically converted to 'PhD project' (PhD Program).

Program

During the multi-year PhD program, progress can be recorded in Hora Finita in several ways: the PhD candidate can make a planning to evenly schedule the workload, must submit educational activities and can schedule progress interviews and -meetings (e.g. Go/No Go and 6 months) with the supervisor(s).

Not all components are mandatory for the PhD candidate. The PhD candidate is required to:

- submit educational activities
- apply for the approval of the portfolio
- request PhD ceremony by uploading the manuscript
- submit the titlepage for approval by the Rector
- upload the final, approved, digital thesis for the VU-Library

For all other activities, Hora Finita offers the PhD candidate a tool or support.

Changes to the PhD Program file can also be made in consultation with (at least) the key user. For example, a change in supervision, change from one faculty to another or a change in the status of the PhD program.

Defense

This step results in the PhD defense and the awarding of the degree. The Defense phase consists of many sub-steps and many actors are involved. The first sub-step consists of the request for the PhD ceremony by uploading of the manuscript, then the assessment of the manuscript, the admission to the defense and in the end the ceremony itself. **It is important to *exactly* follow the sub-steps to avoid disrupting the process by performing activities in the wrong order.**

Request PhD ceremony

1. PhD candidate requests PhD ceremony by uploading the manuscript and submitting the thesis title.
2. Supervisors assess the manuscript.
3. First supervisor submits proposal to the dean for composition of the Doctoral Committee (for assessment of the manuscript).

Assessment by the Doctoral Committee

1. Dean (or delegate) assesses the composition of the Doctoral Committee.
If approved, the invitation to assess the thesis is automatically sent to all members of the Doctoral Committee.
2. Graduate School generates a certificate for completion of the required 30 credits.
3. Doctoral Committee assesses the manuscript.

Admission to defense

1. Chair of Doctoral Committee submits proposal to the dean with the final judgement on the assessment of the manuscript.
2. Dean reviews the final judgement and in case of approval of the thesis, the PhD candidate is admitted to the PhD defense.

Note: the Cum Laude process (if applicable) is also supported by Hora Finita.

Defense – Preparation part I

1. PhD candidate receives two optional dates for the PhD ceremony from the Beadle's Office by email.
2. After consultation with supervisors and Committee members, the PhD candidate confirms the final date for the ceremony to the Beadle's Office.
3. The Beadle's Office confirms the date in Hora Finita and sends confirmation/instructions to the PhD candidate.
4. PhD candidate uploads titlepage, choosing the degree (Doctor / Doctor of Philosophy) in the process.
5. Beadle's Office reviews title page on behalf of the Rector (the thesis may not be printed before title page has been approved. It is not allowed to make any changes after approval!)
6. Beadle's Office records in Hora Finita the receipt of 5 copies of the thesis.
7. PhD candidate uploads the digital thesis to the VU-Library.

Defense – Preparation part II

1. First supervisor submits proposal to the dean for composition of the Examining Committee (for opposition at the PhD defense).
2. Dean (or delegate) assesses the composition of the Examining Committee.
If approved, the confirmation is sent automatically to all members of the Examining Committee, including date information about the PhD defense.
3. Beadle's Office prepares the PhD-certificate.
4. After a successful defense, the status of the PhD program in Hora Finita will be changed to 'graduated'.

Protocol and currency PhD ceremony:

Online defense: <https://tinyurl.com/vu-online-promotie>

Hybrid defense: <https://tinyurl.com/vu-fysiek-hybride-promoveren>