Guideline for HF support: registration for PhD candidates

V1

Groningen Graduate Schools

Sanne Ponsioen

June 2023

1. Introduction and context

This is a brief guideline for the registration of UG PhD candidates in Hora Finita. This guideline is meant for support staff within the Faculty Graduate Schools that are concerned with the registration (and following administration) of all PhD candidates within their Graduate School. As this guideline is describing a process within a system, any system updates in Hora Finita will potentially lead to changes in the registration procedure. As such, this guideline is a 'living document' and will be updated as often as necessary.

This guideline describes the essential parts of the registration of PhD candidates. These parts need to be filled out in order to guarantee a safe and sound administration of all PhD candidates within UG. It leaves without saying that every Faculty Graduate School can add to this guideline to further improve on its internal registration needs.

2. Registration

What follows are the necessary steps[1] towards a successful registration of a PhD candidate in Hora Finita. Please note that the registration of the PhD candidate should be done after the PhD candidate has a p-number allocated[2]. This guarantees that Hora Finita can track the person (with accompanying details) in Hora Finita.

- Go to https://horafinita.rug.nl (also possible via the link in the Dashboard at My University)
- Login with your p-number;
- The start page will show you PhD projects > with the submenu PhD projects;
- Scroll down and click on the 'New PhD track' button;
- Then, you will see the following screen:

---

[1] Please note, that when you are working on the registration of a PhD candidate and you are not completing the registration at once, you will have to save the different individual steps to prevent the registration data of getting lost.

[2] Support staff at FSE follows a different procedure here; they first enter a PhD candidate in Hora Finita and after that the p-number is created.

Appointment

- PhD student > enter the p-number of the new PhD candidate. The name will show up.
- UNL PhD type > here you have to enter the type the new PhD candidate belongs to. There are many types of PhD candidates, and it is important to be correct about this. Please follow the following scheme to get to the right decision:

Does the person receive funding and/or hours to conduct doctoral research?

No →

Yes ↓

Is the person employed by the UG or UMCG?

Yes ← | **No** →

Does the person have an employment contract whose primary job classification is 'PhD candidate'?

Does the person receive a personal scholarship?

Yes → | **No**

Is the scholarship provided by the UG or UMCG?

Yes | **No**

Yes | **No**

| 1a. Employed PhD candidate | 1b. Employee in PhD track | 2a. Scholarship PhD candidate UG/UMCG | 2b. Scholarship PhD candidate other provider | 3. Externally financed PhD candidate | 4. External PhD candidate (self-funded) |

Employed by UG/UMCG | **Not employed by UG/UMCG** | **No income or hours from an employer**

Data concerning PhD project
- PhD project start > enter start date of PhD trajectory
  - Start date of the trajectory is in most cases start of the first, original contract
  - In case of a sandwich PhD, the PhD project start is de start of the trajectory which is not automatically the start of the contract at UG/UMCG (e.g. trajectory starts at Partner University)
  - This date will not be changed
- Planned PhD programme end > enter end date of contract
  - For PhD candidates that work with a contract (category 1a, 1b, 2a, 2b, and 3) the end date of the (latest) contract should be entered
  - For external PhD candidates (category 4) the end date is the date that is agreed upon when starting the trajectory.
  - This date can change in case of an extension

Training programme
- To achieve ec > fill out the number of ECTs that need to be achieved
  - For a regular 4-year trajectory, this is 30 ECTs
  - For a regular sandwich trajectory (2 years here, 2 years at the partner), this is 15 ECTs

Organization and research
- Faculty > enter the faculty where the PhD candidate will belong to
- Graduate school > enter the graduate school where the PhD candidate will belong to
- Institute > if applicable, indicate which institute the PhD candidate will belong to

Qualifications and decision
Specifications to be decided by the faculty Graduate School

Admission documents
- Enter the documents you've received in their designated places. If you have documents that cannot be placed in one of the designated categories, you can place them under "other".
- Please note that a copy passport should never be saved under admission documents. Due to the GDPR regulations, we are not allowed to save a copy of passport here or in any other place in Hora Finita.

Now we move further down the list and see the following items:

Funding
- Here you can indicate how the PhD project is financed. Also, when the project is financed through multiple funding sources, this can be indicated here by means of the fte indicator.
- By clicking on the funding source, you will open a menu. The menu shows you the funding source options, which are categorized by funding from within the UG/UMCG to funding from outside the

UG/UMCG to a diversity of external scholarships. Please try and see if you can find the funding source that belongs to the new PhD candidate.

- Cash flow is important to add in case the funding source comes from within the UG/UMCG. Here you can indicate whether it is the first cash flow (direct funding), the second cash flow (research grants) or the third cash flow (contract research). There is also the option "other".
- Fill out when the funding source is running. Most often, the funding source is linear to the contract period of the PhD candidate, but there are situations in which the funding source differs over time. For example, the PhD candidate may start as an employed PhD candidate on contract research but gets an extension from the UG at the end. This changes the cash flow from a third stream into a first stream.

Specific details ('Aanvullende informatie')
- Here it is important to indicate the specifics within the PhD trajectory. As such please click on the menu to see what options you have. You can add as many specifics as you need. However, the most important ones to indicate in case they apply to the new PhD candidate are:
    - o HBO teacher
    - o Promotiestudent
    - o Sandwich PhD
    - o In samenwerking met maatschappelijke partne
    - o Interdisciplinair, tussen faculteiten
    - o Interdisciplinair, strategisch thema RUG

Supervisors, Co-supervisors, and other supervisors
- Make sure to add the members of the supervision team here. In doing so, please note:
    - o A (ordinary or adjunct) professor is always a supervisor
    - o An associate professor is always a supervisor if (s)he has *ius promovendi*, otherwise a co-supervisor
    - o An assistant professor is always a co-supervisor
    - o Other supervisors can be added. These are potential experts that can contribute to the trajectory but that have no affiliation with the UG or another university
- Members of the supervision team are often already known by Hora Finita. When you type their last name, you will often easily find the person that is needed. When that doesn't happen, please also look under 'persons' to see whether the needed member of the supervision team appears. In case the person is not found by Hora Finita, you can add the person as a new person.

3. Registration-check in Hora Finita and completion with additional information

Then, when the registration is complete you can check this in Hora Finita and, if necessary, add additional information. In doing so, a few submenus are important to consider.

Submenu – General
- Joint/double doctorate > if not filled out yet, please make sure to fill out (please note: this can also be decided later on in the trajectory. That is no problem, you can adjust this information throughout the entire trajectory). If you indicated under the specific details that the new PhD candidate is a Sandwich PhD, this is the place to further specify the type of Sandwich PhD.
- Access other organizational units > in case the new PhD candidate is part of an interfaculty trajectory, this means that s/he has also supervisors from another faculty that are affiliated with another graduate school. If this is the case, you can grant access to the other Graduate School. This allows the other Graduate School to also track the PhD candidate throughout the trajectory by means of Hora Finita
- At the bottom of the page, you'll find "add R&O cycle interviews". Click on that button. This will automatically generate a timeline for the PhD candidate with 5 interviews. This is the standard for a four-year trajectory. After you created the R&O cycle, you can simply push the "back" button to go back to the general submenu page.

Submenu – (Co)Supervisors
- Check if the complete supervision team is added correctly

Submenu Admission
- Make sure to check and/or upload the Master Degree at "degree certificate".

Submenu TSP
- This depends largely on how the process and procedure is organized within the individual Graduate School. Some Graduate Schools require the TSP to be handed in at the start of the trajectory, whereas others have a deadline of three months after the start. What is important, is to make sure that an approved and signed TSP is uploaded here.