Hora Finita

The PhD management system of the University of Groningen
Hora Finita is the PhD management system of the University, in which all PhD projects are registered. If you are a PhD student or supervisor at the University of Groningen, you will be using Hora Finita for the PhD project from November 2013.

Everyone always up to date
Hora Finita gives PhD students and supervisors up-to-date insight into the progress of the PhD project. Also the PhD ceremony request at the end of the project is completely digitized, so that it can be more swiftly arranged as Hora Finita informs all the parties involved. This includes not only the PhD student and the supervisors, but also the PhD Degree Registration Office, the Communication Office and the University Library.

Overview of current projects
Thanks to Hora Finita, the Graduate Schools will always have an overview of current PhD projects within their faculty, and who is involved in them. The Hora Finita reports also provide insight into the progress of PhD students and the success rates of each faculty.

Start of PhD project
If the PhD student has been selected and admitted to a PhD project at a Graduate School, the Graduate School will arrange the appointment or the contract of the PhD student with the department of Human Resources. This department will register the PhD student in PeopleSoft; data from this registration are uploaded in Hora Finita. The Graduate School can then start up the PhD project for the PhD student. The PhD student is sent a message by Hora Finita saying that the project has been initiated and which steps to take next. The primary and other supervisors can see which PhD projects have been linked to them by logging in to Hora Finita.

Training activities
Before the PhD project starts, the PhD student must submit a Training and Supervision Plan (TSP), approved by the supervisors. The TSP must contain a brief description of the research project, a timetable and a training part for the research project, the supervision agreements and agreements about interim evaluations during the project. The Graduate School will ensure that this document is uploaded into Hora Finita. The TSP is the basic document on which the rest of the PhD project is based.

The PhD student enters all training activities he/she is planning to follow into Hora Finita, including the dates on which they are planned. Once an activity has been completed, the PhD student enters its completion date. Every year, one of the supervisors will tick off the training activities the PhD student has completed during the R&D or progress interview. ECTS credit points are associated with the training activities. During the PhD ceremony, the Graduate School will issue a certificate to the PhD student setting out all the completed training activities.

How is Hora Finita used?
This brochure provides general information about Hora Finita for PhD students and supervisors. Extensive information on how to use the system can be found in Hora Finita itself.
**Result and Development (R&D) or other progress interviews**

All R&D or other progress interviews will be scheduled via Hora Finita. The meeting reports and any other documents will be stored in Hora Finita. All meeting reports are thus easy to find for the supervisors and the PhD student. These reports will be automatically linked to the HR department, so that they can also be stored in the PhD student’s personnel file.

**Requesting the PhD ceremony**

The entire procedure for requesting the PhD ceremony is digitized. This means that all the steps leading to the ceremony will be followed and organized via Hora Finita. This starts at the moment the PhD student has finished the thesis and presents it via Hora Finita to the supervisors.

If the supervisors approve the manuscript, the PhD student, the supervisors and the faculty beadle will be informed. The faculty beadle will then compile the Assessment Committee on behalf of the Dean. The PhD student can from that moment on select a provisional PhD ceremony date, because the PhD Degree Registration Office has also been notified of the progress of the PhD procedure. Once the Assessment Committee has approved the manuscript, Hora Finita will inform all involved parties thereof and assist the PhD student to:

- provide the Communication Office with information
- submit the definitive version of the thesis to the University Library via the electronic repository
- submit a request for a contribution towards printing costs
- at the request of Alumni Affairs, enter his or her details in the University address file

*Cum laude* procedures are also arranged via Hora Finita, as is the printing of the certificate by the PhD Office.

**Working with Hora Finita**

Hora Finita has different user environments (PhD student, (co-)supervisor and Graduate School) making the programme very user-friendly and tailored to the target group. In addition, Hora Finita is a highly intuitive programme. Many of the fields have ‘i’ (information) buttons and every environment has its own instruction manual. Would you like to have a personal explanation? Please contact your Graduate School.

**PhD students**

As a PhD student, you have access to your own PhD project. If there are errors in your personal details, you can change them via the self-service module in PeopleSoft. For other changes, you should contact your own Graduate School.

**Primary and other supervisors**

As a primary or other supervisor you are granted access to all the PhD projects you are involved in. If a project is missing, please contact your own Graduate School.

**Logging in at horafinita.nl**

PhD students and supervisors can log into Hora Finita with their P number and password via https://horafinita.nl. There is also a link in My Tools in the My University environment.
Graduate Schools contact persons:

- Graduate School of Theology and Religious Studies: Willeke van de Pol, w.c.van.de.pol@rug.nl
- Groningen Graduate School of Law: Joop Houtman, j.houtman@rug.nl
- Graduate School of Science: Anke Schuster, a.schuster-koster@rug.nl
- Graduate School of Medical Sciences: Riekje Banus, h.m.m.Banus@umcg.nl
- Graduate School of Economics and Business: Rina Koning, a.c.koning@rug.nl
- Graduate School of Humanities: Marijke Wubbolts, m.rb.wubbolts@rug.nl
- Graduate School of Behavioural and Social Sciences: Maike van der Vlugt, gradschool.gmw@rug.nl
- Graduate School of Spatial Sciences: Alida Meerburg, a.meerburg@rug.nl
- Graduate School of Philosophy: Anita Willems, a.willems-veenstra@rug.nl