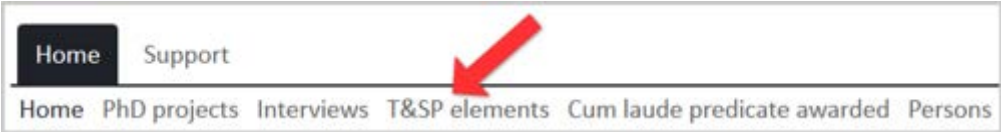


APPROVING MULTIPLE ACTIVITIES OF PHD CANDIDATES AT ONCE

As supervisor, you will receive a periodic email asking you to approve T&SP activities of all your PhD candidates. However, if you wish to have your PhD candidates' dossiers as up-to-date possible, you can log into Hora Finita at any time and approve T&SP activities.

Log into Hora Finita: <https://horafinita.utwente.nl> using your m-number (don't type the last digit).



In the Top Menu, click "T&SP Elements". A list of all T&SP activities of all your PhD students will appear.

The screenshot shows a table of T&SP activities. At the top, there is a 'Filter for:' dropdown menu set to 'unapproved training activities'. Below it is a table with the following columns: 'PhD project', 'starting date', and 'name'. The first row is highlighted in grey and has a red arrow pointing to the 'PhD project' search box. The table contains three rows of data:

<input checked="" type="checkbox"/>	PhD project	starting date	name
<input type="checkbox"/>	PhD9 Test, J. - E002186	12-12-2018	Academic publishing bootcamp
<input type="checkbox"/>	PhD9 Test, J. - E002186	10-12-2018	Creative thinking
<input type="checkbox"/>	PhD9 Test, J. - E002186	05-11-2018	Academic integrity

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Optionally you can filter the list by typing in the name of a particular PhD candidate by typing a last name in the PhD project search box.

The screenshot shows the same table of T&SP activities as above. A red arrow points to the 'Creative thinking' row, which is highlighted in grey. The 'PhD project' search box is also visible and empty.

<input checked="" type="checkbox"/>	PhD project	starting date	name
<input type="checkbox"/>	PhD9 Test, J. - E002186	12-12-2018	Academic publishing bootcamp
<input checked="" type="checkbox"/>	PhD9 Test, J. - E002186	10-12-2018	Creative thinking
<input type="checkbox"/>	PhD9 Test, J. - E002186	05-11-2018	Academic integrity

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If you want to approve a specific element, tick the checkbox at the beginning of the row representing the T&SP activity you want to approve. If you want to review the information about a particular T&SP element, simply click on the particular row.

Filter for: ▼

<input checked="" type="checkbox"/>	PhD project	starting date	name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	PhD9 Test, J. - E002186	12-12-2018	Academic publishing bootcamp
<input type="checkbox"/>	PhD9 Test, J. - E002186	10-12-2018	Creative thinking
<input type="checkbox"/>	PhD9 Test, J. - E002186	05-11-2018	Academic integrity

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Alternatively you can select all elements at once by clicking the checkbox-icon (✓) at the top-left corner of the list: list will be ticked.

After having selected the activities you want to approve click the button "Approve selection", located below the list. A new screen will appear.

Training activity

— Training activity —

date completed* set date completed to finishing date
 set date completed to starting date
 set date completed to today

1. In field "date completed" choose the first option, i.e. "set date completed to finishing date".
2. At the bottom of the screen click the button "Approve all"