



HORA FINITA
promovendusvolgsysteem

Guidelines for Cum Laude

TU/e EINDHOVEN
UNIVERSITY OF
TECHNOLOGY

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Content

- 1 Introduction: New Cum Laude process 2
- 2 Cum Laude procedure in Hora Finita..... 2
 - 2.1 Members of the Doctorate Committee indicate Cum Laude..... 2
 - 2.2 Dean of the Department provides final assessment..... 3
 - 2.3 Dean of the Department is invited to discuss with promotor 4
 - 2.4 Promotor starts Cum Laude procedure in Hora Finita 4
 - 2.4.1 Promotor uploads Cum Laude report 5
 - 2.4.2 Promotor proposes experts..... 6
 - 2.5 Office of Academic Ceremonies receives the Cum Laude report & list of experts 7
 - 2.5.1 Office of Academic Ceremonies informs the Cum Laude Committee 8
 - 2.5.2 Office of Academic Ceremonies enters results into Hora Finita 8
- 3 Cum Laude predicate awarded during ceremony 9

1 Introduction: New Cum Laude process

Per 1 September 2020, the Doctorate Board has decided to amend the Regulations governing the conferral of doctor's degrees. To achieve a better balance between supervisors and departments concerning the number of applications for Cum Laude and to avoid gender-bias towards PhD-candidates, the Cum Laude procedure in which the first promotor played a central role has been changed:

As part of the new procedure the members of the Doctorate Committee, except the (co-) promotor(s), will be asked as a matter of course whether they consider the thesis worthy of being awarded Cum Laude using the same criteria as the Cum Laude Committee. If this is the case, a brief written justification (about 5 lines) will be requested from the committee members using the same questions as given to the experts by the Cum Laude Committee. They also will be asked to provide names of experts to be consulted by the Cum Laude Committee.

For each member, the assessment and possible motivation will be shared confidentially with the Dean of the department concerned only. If a clear majority of the above members of the committee are of the opinion that the thesis is worthy of being awarded Cum Laude, the Dean may propose to the first promotor that an application be submitted in writing to the Cum Laude Committee, stating the reasons for awarding the doctorate Cum Laude.

These amendments to the Cum Laude procedure have been built into the online registration and monitoring system for PhD's: Hora Finita. Thus, as of now, Hora Finita can be used to start the Cum Laude procedure. The manual below provides a step-by-step guide for the different actors involved.

The rest of the Cum Laude procedure has not been changed and is not included in Hora Finita.

The updated Doctorate Regulations can be downloaded [here](#).
For questions about Hora Finita, please contact imsservices@tue.nl.

2 Cum Laude procedure in Hora Finita

Once the PhD candidate has finished the manuscript, they upload the manuscript in Hora Finita. Hora Finita will then send an e-mail to the first promotor, asking them to approve the manuscript. Once the promotor has checked the manuscript and approved it, Hora Finita will automatically send an e-mail to the members of the Doctorate Committee to invite them to assess the manuscript.

2.1 Members of the Doctorate Committee indicate Cum Laude

Following the [Doctorate Regulations](#), the members of the Doctorate Committee can indicate whether they believe that a candidate's manuscript is worthy of Cum Laude. They can do this in Hora Finita, when they provide their assessment of the manuscript. Each member is asked whether they believe that the manuscript is worthy of Cum Laude. If – in their opinion – the manuscript is indeed worthy of Cum Laude, they are also asked to provide a motivation approx. five lines. This can be done in the text box. Lastly, if a member believes the manuscript to be worthy of Cum Laude, they are asked to recommend at least two experts:

Proposal for cum laude predicate

If you think that this manuscript may be considered for the cum laude predicate, please indicate this below. Regarding the proposal to award the cum laude distinction please take note of:

- the significance and degree of originality of the research question and methods;
- the academic and technical standard of the work;
- the share of others than the PhD candidate in the PhD project;
- language and style.

quality **Are you of the opinion that the research contained within this thesis belongs to the top 5% in this field of research internationally?**
 yes, taking into account the above, the PhD student has performed excellent work, in my opinion it belongs to the top 5% in the field of research

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If you think that this manuscript may be considered for the cum laude predicate, please indicate this below. Regarding the proposal to award the cum laude distinction please take note of:

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- the academic and technical standard of the work;
- the share of others than the PhD candidate in the PhD project;
- language and style.

quality **Are you of the opinion that the research contained within this thesis belongs to the top 5% in this field of research internationally?**
 yes, taking into account the above, the PhD student has performed excellent work, in my opinion it belongs to the top 5% in the field of research

advice **Do you recommend starting the cum laude process?**
 manuscript is possibly deserving of the cum laude predicate

motivation/reason

Proposal for cum laude predicate

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- the significance and degree of originality of the research question and methods;
- the academic and technical standard of the work;
- the share of others than the PhD candidate in the PhD project;
- language and style.

quality **Are you of the opinion that the research contained within this thesis belongs to the top 5% in this field of research internationally?**
 yes, taking into account the above, the PhD student has performed excellent work, in my opinion it belongs to the top 5% in the field of research

advice **Do you recommend starting the cum laude process?**
 manuscript is possibly deserving of the cum laude predicate

motivation/reason*

Referees

Please search in the referee field first before entering the data for a new person.
 At least 2 referees must be suggested.

rank	referee	title	surname	infix(es)	initial(s)	suffix	email*	institute	external department	Profile URL	comments
1	Enter text to search...										
2	Enter text to search...										
3	Enter text to search...										
4	Enter text to search...										
5	Enter text to search...										

2.2 Dean of the Department provides final assessment

After all other Committee members have assessed the manuscript, the Dean will receive an e-mail inviting them to provide the final assessment. Via the link in the e-mail, the Dean will be able to see an overview of the Doctorate Committee's feedback. This overview also includes their opinions regarding Cum Laude. In the overview, the Dean can add their final assessment of the manuscript.

2.3 Dean of the Department is invited to discuss with promotor

Once the Dean approves the manuscript, the PhD candidate and the promotor will receive a notification e-mail, informing them that the manuscript has been approved. In addition, if the majority of the Doctorate Committee has deemed the manuscript worthy of Cum Laude, the Dean will receive an e-mail to ask them to start the Cum Laude process by discussing with the first promotor whether they also deem the thesis to be worthy of Cum Laude. This discussion happens “offline” (i.e. without using Hora Finita).

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<Nederlandse versie hieronder>

Dear [redacted]

One or more members of the Doctorate Committee for the PhD candidate mentioned below have indicated that the candidate's thesis may be considered for a 'Cum Laude' predicate.

PhD candidate:
[redacted]

Title of the manuscript:
Complexity of replication

We kindly ask you to contact the promotor to discuss whether the Cum Laude procedure should be initiated. If so, the promotor can start the procedure in Hora Finita.

First Promotor:

name	affiliation
[redacted]	Technische Universiteit Eindhoven, WI, Data Mining

Members of the Doctorate Committee:

name	affiliation	cum laude judgement
[redacted]	Technische Universiteit Eindhoven, BT, Medical Image Analysis	yes
[redacted]	Technische Universiteit Eindhoven, WI, Data Mining	no
[redacted]	Technische Universiteit Eindhoven, TN, Elementary Processes in Gas Discharges	yes
[redacted]	Technische Universiteit Eindhoven, EE, Integrated Circuits	yes
[redacted]	Technische Universiteit Eindhoven, WI, Departmental Board M&CS	yes

Kind regards,
Prof. dr. Paul Koenraad
Dean Graduate School

2.4 Promotor starts Cum Laude procedure in Hora Finita

If the first promotor agrees that the thesis is worthy of Cum Laude, they can use Hora Finita to start the procedure: log into Hora Finita and select the relevant PhD candidate from the overview of PhD projects. Click on the tab “Cum Laude” to fill out the list of proposed experts and upload the Cum Laude report.





[Switch role](#) [Logout Prof.dr.](#) 

HomeProjectsSupport

[Home](#) [PhD projects](#) [Cum laude predicate awarded](#)

Dashboard [redacted]

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Switch role Logout Prof.dr.

Home Progress Support

Home PhD projects Cum laude predicate awarded

PhD project - Items page

PhD projects: 1 - 12 of 12

true active modify active filter

promovendus	start	planned PhD programme end	promotiedatum	project status	progress status	department	role	EC	dashboard
	01-09-2016	01-12-2020		started		WI	1st Promotor	0/29.1/30,00	
	01-09-2015	01-12-2023		started		WI	2nd Promotor	0/18.6/30,00	
	01-09-2018	01-12-2023		started		WI	graduate program director	0/12/30,00	
	01-10-2019	03-05-2025		started		WI	1st Promotor	1.25/5.7/30,00	
	01-05-2018	01-08-2022		started		WI	graduate program director	0/17.4/30,00	

PhD project of

General (Co-)promotors Admission TSP Manuscript Summaries Assessment Cum laude predicate Doctorate Committee Ceremony PhD checklist After track

Appointment

phd project number

personnel number

phd candidate*

appointment

phd type according hr

vsnu phd type [more personal data](#)

Organization and research

department*

research group

graduate school

institute

research school

program

program line

2.4.1 Promotor uploads Cum Laude report

Under the “Cum Laude” tab, the promotor can upload a Cum Laude report. This can be done by clicking on the “upload new document” link below the table of experts. Hora Finita will open a window to upload the report. Please consult that Doctorate Regulations for the exact content of the Cum Laude report.

Document - create

Document

— Documenteigenschaften —

phd project*

title*

document type cum laude rapport

file* Browse

description

Save Back

2.4.2 Promotor proposes experts

Under the “Cum Laude” tab, the promotor can also fill out a proposal for experts to be consulted by the Cum Laude Committee. Please note that this list should contain 10 experts. Once the fifth expert has been filled in, Hora Finita will automatically make an additional line available (until all 10 fields have been filled). Please note that the experts that have been proposed by the Doctorate Committee will automatically be filled in the fields. If the promotor would like to remove some these experts and propose their own, this is possible by using the red “stop signs” in the last column. To add experts, simply type in the names and add the required information.

PhD project of

General | (Co-)promotors | Admission | TSP | Manuscript | Summaries | Assessment | **Cum laude predicate** | Doctorate Committee | Ceremony | PhD checklist | After track

— Referees

Please search in the referee field first before entering the data for a new person.

rank	referee	title	surname	infix(es)	initial(s)	suffix	email*	institute	external department	Profile URL	comments
1	<input type="text" value="Enter text to search..."/>	▼				▼					⊖
2	<input type="text" value="Enter text to search..."/>	▼				▼					⊖
3	<input type="text" value="Enter text to search..."/>	▼				▼					⊖
4	<input type="text" value="Enter text to search..."/>	▼				▼					⊖
5	<input type="text" value="Enter text to search..."/>	▼				▼					⊖

The supervisor is kindly requested to upload the cum laude report of the committee below.

cum laude report No document available

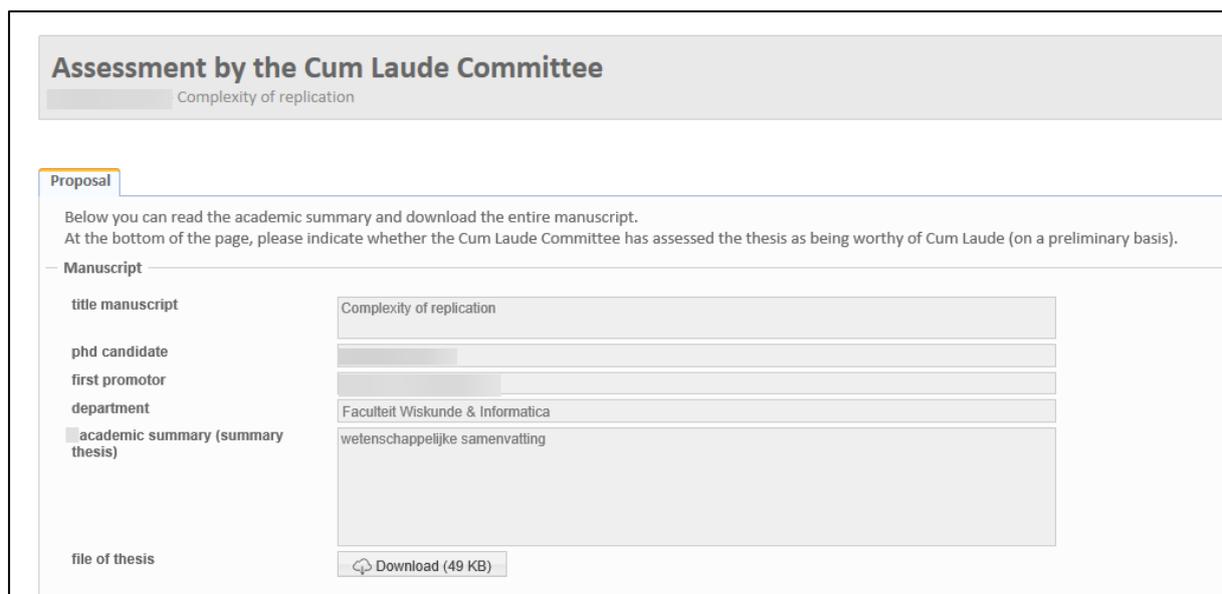
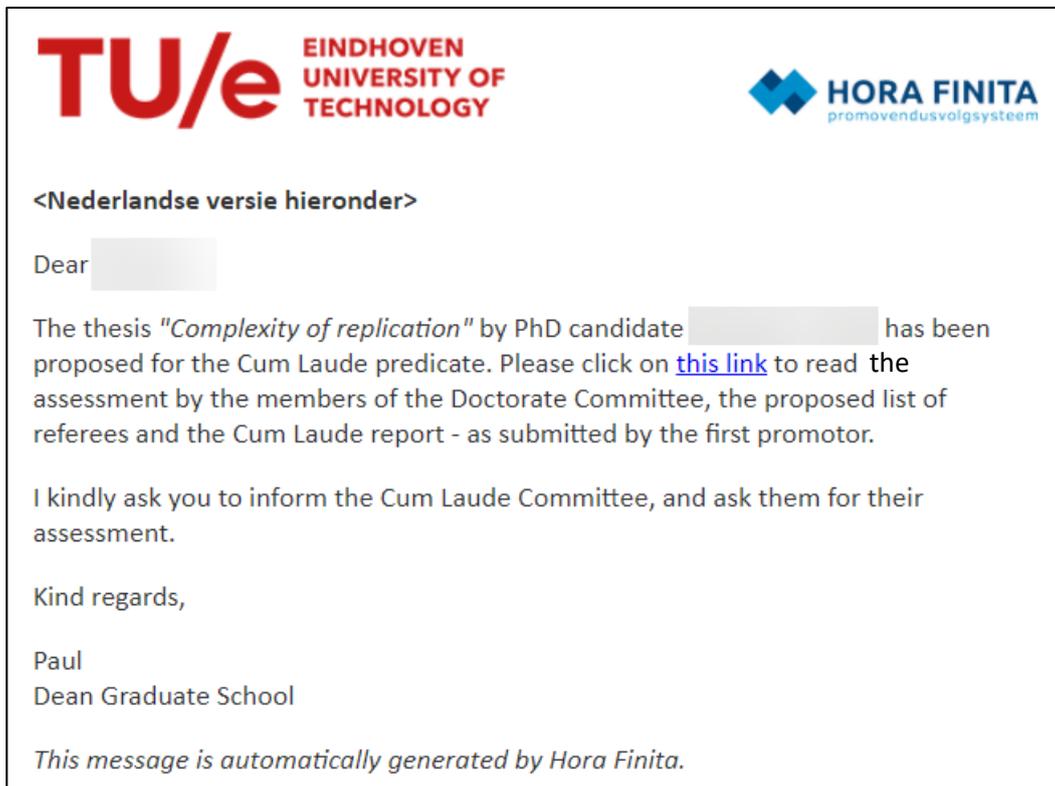
Upload new document

Start cum laude process and submit experts

Click on the button: “start cum laude process and submit experts” to send the list of experts and the Cum Laude report to the Office of Academic Ceremonies.

2.5 Office of Academic Ceremonies receives the Cum Laude report & list of experts

After the promotor submits the list of experts to be consulted by the Cum Laude Committee and the Cum Laude report, the Office of Academic Ceremonies (being the secretariat of the Cum Laude Committee) will automatically receive a notification e-mail. By clicking on the link in the e-mail, it's possible to view the list of proposed experts and download the Cum Laude report.



Motivation for cum laude predicate

Below you will find the motivation statements by the members of the Doctorate Committee. If relevant, it will be indicated whether the manuscript is being considered for the cum laude predicate.

Dr.ir. [redacted] (member of Doctorate Committee) manuscript cum laude

Motivation manuscript:
Please state your assessment and motivation for the manuscript as a whole.

Motivation cum laude:
Cum laude motive

Referees:
Eindhoven University of Technology, Automotive Systems Design

Prof.dr. [redacted] (member of Doctorate Committee) manuscript

Motivation manuscript:
Please state your assessment and motivation for the manuscript as a whole.

cum laude report

Comments

Comments

Referees

Below are possible people who can be consulted as experts. If desired, you can also add referees here.
If you would like to add another referee, please search for the referee in the column named referee first. If you cannot find the referee, please add the details in the other columns.

rank	referee	title	surname	infix(es)	initial(s)	suffix	email*	institute	external department	Profile URL	comments
1	6 <input type="text" value=""/>	prof.dr.ir.	<input type="text" value=""/>								
2	2 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	S.	MSc	<input type="text" value=""/>	Eindhoven University	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
3	<input type="text" value="Enter text to search..."/>	<input type="text" value=""/>									
4	<input type="text" value="Enter text to search..."/>	<input type="text" value=""/>									
5	<input type="text" value="Enter text to search..."/>	<input type="text" value=""/>									

preliminary cum laude approved*

2.5.1 Office of Academic Ceremonies informs the Cum Laude Committee

As a next step, the Office of Academic Ceremonies will get in touch with the Cum Laude Committee. The procedure continues outside of Hora Finita.

2.5.2 Office of Academic Ceremonies enters results into Hora Finita

Once the Cum Laude Committee has made their assessment, the Office of Academic Ceremonies will enter the result in Hora Finita, by selecting “approved” or “rejected” and submitting the form. The first promotor will automatically receive a confidential e-mail, notifying them whether the thesis has been approved for preliminary Cum Laude or not. Of course, the final result will not be known until after the ceremony.

3 Cum Laude predicate awarded during ceremony

If the PhD candidate is officially awarded the Cum Laude predicate during the ceremony, the Office of Academic Ceremonies will include the result in Hora Finita. This can be done under the tab “Cum Laude” by ticking the box “cum laude predicate awarded” (at the bottom of the page) and clicking the “save” button.

— (preliminary) approval cum laude predicate —

cum laude suggested

preliminary

date

cum laude predicate awarded

Save Save E-mail those involved

Interviews Portfolio items E-mails Back Questionnaire

The screenshot shows a web form titled "(preliminary) approval cum laude predicate". It contains several input fields: "cum laude suggested" (a text box), "preliminary" (a checkbox), "date" (four text boxes for day, month, year, and a small calendar icon), and "cum laude predicate awarded" (a checkbox). At the bottom, there are two "Save" buttons with refresh icons, an "E-mail those involved" button, and a row of navigation buttons: "Interviews", "Portfolio items", "E-mails", "Back", and "Questionnaire". Three red arrows are overlaid on the image: one points to the "cum laude predicate awarded" checkbox, another points to the "Save" button with the refresh icon, and a third points to the "Save" button with the refresh icon.