

Manual PhD candidate

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1. Introduction

1.1. Hora Finita

From early 2019, the Erasmus University Rotterdam (EUR), including the Erasmus University Medical Center (Erasmus MC), will use Hora Finita as the PhD follow-up system. This system will support the three sub-processes of a PhD track:

1. Registration: Admission of a PhD candidate to a PhD track
2. Progress monitoring: Execution of research, progress interviews, Training and Supervision Plan (TSP), achieved European Credits (ECs), etc.
3. PhD defence: From manuscript submission to PhD defence (formerly done in Hora Est)

This manual provides some general principles that you need to know before you start working with the system and a brief explanation for logging into the system. Furthermore, the sub-processes of a PhD project are explained in more detail. A step-by-step guide of the system is provided, specified to the different actions that a PhD candidate has to perform within Hora Finita.

2. General

2.1. Logging in

You can log into Hora Finita after you have registered, see chapter 3.



To log into Hora Finita, go to <https://horafinita.eur.nl/login/index.php> (Figure 1).



Figure 1: Homepage of Hora Finita

- Click on the button 'Login with erna id/microsection number' and login with your own account (EUR/ISS: Staff ERNA account and password and for ERASMUS MC: microsection and password).

2.2. Saving data

All entered data needs to be saved before logging off or starting another activity. Click the 'Save' button with one arrow () to save the data and go back to the previous page. Click the 'Save' button with the double arrow () to save the data and remain on the same page.

2.3. Returning to the previous page

Click the back button in the upper left corner of your browser or click the back button in Hora Finita () to return to the previous page. Please make sure to save all entered data and changes. The browser will not give a warning, so all changes will be lost.

2.4. Required fields

Fields with an asterisk (*) are required. When leaving these fields empty, Hora Finita will give an error. The fields that need to be filled-in will be coloured red.

2.5. Who will use Hora Finita?

There are different types of users in the system. The main users are:

1. PhD candidates that manage their own account
2. Supervisors (promotor/copromotor) who can view the accounts of the PhD candidates they supervise
3. Graduate School Officers¹

When a user is expected to take any action in the system, a notification will be automatically sent by e-mail. The e-mail includes a link that leads to the relevant page in Hora Finita.

2.6. Disapproval

In all sub-processes there are approval moments. When a request is rejected, the process will be temporarily ceased. The interested party (PhD candidate, supervisor, etc.) will then automatically be informed by e-mail and will need to take the necessary action to continue the process.

2.7. Help

When experiencing any difficulties with the system, please contact the key user within your faculty:

For an up to date overview, consult <http://www.eur.nl/horafinita>.

¹ Where you read Graduate School Officers you also can read PhD Support Office (ISS).

3. Registration in Hora Finita

The registration process starts as soon as a PhD candidate is employed by a faculty and the Graduate school has assessed your registration in Hora Finita. You will receive an email with the request to fill out the registration form in Hora Finita. (keep in mind that you need to have certain documents ready to upload, including a copy of your diploma and your research proposal.

The language of the system can be switched from Dutch to English by clicking the British flag in the upper right corner. When you are unable to finish the registration process, Hora Finita offers you the possibility to save your data. This is done by pressing the 'Complete later' button at the bottom of the page. You'll be sent an automatic e-mail with a link to continue your registration.

HORA FINITA Erasmus

Login

Registration

Edit or submit your registration

Click the login button below to review or submit your registration.

Login

Would you like to register?

Would you like to register, please click the button below to use your account at the university. Your personal details should be tied to this account.

Register using erna id/microsection n

Information

Dear PhD candidate,

Welcome to the Erasmus University Rotterdam. If you have been hired by your faculty or graduate school as a PhD candidate, you can register yourself here in Hora Finita.

Make sure that you have your Erna ID (EUR) or microsection number (EMC), and the names and email addresses of your (co)supervisors at hand when completing the registration form. Registration in Hora Finita is compulsory for all PhD candidates of the Erasmus University Rotterdam.

Hora Finita is the system to keep track of your activities and project planning. The [manual](#) explains how you will work with this system, so read this carefully.

More information can be found on our website:
<https://www.eur.nl/en/research/phd-programmes>

Figure 2: Start screen of the registration process

- ➔ Manually complete at least all required fields, characterized by an asterisk. When finished, click on the 'Submit' button at the bottom right of the page (see figure 3).

Your registration

Personal details

Click [here](#) to log in with your erna id/microsectienummer, known personnel will automatically be filled in for you.

erna id/microsection number

If you do not currently have an erna id/microsection number, please contact your faculty's secretary.

first names*

usual name

surname*

infix(es)

initials*

title

gender*

date of birth*

place of birth*

telephone

telephone (mobile)

email address

private email address*

conditions accepted* I hereby agree that my personal information will be stored in Hora Finita.

PhD project

working title / subject

project description

faculty*

graduate school*

department

start date*

finishing date*

Home address

postal code

town / city

street name

house number

country

Joint / double doctorate

external university

defense EUR partner

degree certificates EUR partner

financing agreements

Admission information

name of institute*

country*

faculty*

specialisation*

type of degree*

upload degree certificate* Browse

list of marks Browse

date of degree certificate*

remarks about the degree

Documents

upload research proposal* Browse

upload workplan Browse

other Browse

cv Browse

Supervisors *

Add at least two supervisors or one supervisor and one co-supervisor. Make sure to fill out the first (co) supervisor on the first row, the second (co) supervisor on the second row, etc.

rank	person *
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

I cannot find one or more supervisors

Co-supervisors

Below you can choose the co-supervisors

rank	person *
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

I cannot find one or more co-supervisors

Additional supervision

Please list any other members of the guidance team

rank	person *	Supervisor role *
1	<input type="text"/>	daily supervisor
2	<input type="text"/>	daily supervisor
3	<input type="text"/>	daily supervisor

Submit Complete later Cancel

Back

Figure 3: Digital registration form in Hora Finita

After completion and submission of the registration form, the application for a PhD track has to be approved by the (first) supervisor, the Beadle's Office² or the Admissions Office, the faculty dean³, and the Graduate School Officer. If any of these actors do not approve the application, the application will automatically be returned to the PhD candidate. The candidate will receive an e-mail containing specific follow-up steps to perform.



The faculty dean ultimately makes the formal decision whether a PhD candidate is (preliminary) admitted. The Graduate School Officer will convert the PhD track from registration to progress monitoring. An automatic e-mail to those involved will be sent by Hora Finita regarding this decision.

The whole registration process should take at maximum five working days, including the different approvals of all actors. This doesn't hold for non-Dutch diplomas, as the verification process of the Admissions Office takes longer to complete. If you have any questions about the registration process, or what the status is, please contact your faculty (visit www.eur.nl/horafinita).

* If the diploma is a non Dutch diploma, AO will validate this as soon as the registration is converted to a trajectory. The PhD candidate will be 'Admitted under certain conditions'. For more information, see 4.3.

** In case you select the diploma type Non Dutch degree, you are required to upload a language test and cv (this is issued by the admissions office). You will also see that there are additional fields to upload additional degrees. Another prerequisite, is to upload a translation when one of the diploma's is in another language than Dutch, English, German, French and/or Spanish.

² Where you read Beadle's Office you can also read PhD Support Office (ISS)

³ Where you read Faculty Dean you can also read Rector ISS

4. Start

4.1. PhD dashboard

After completing the registration process, the PhD candidate will gain access to the personal dashboard (Figure 4). This dashboard gives an overview of the progress of the PhD track.

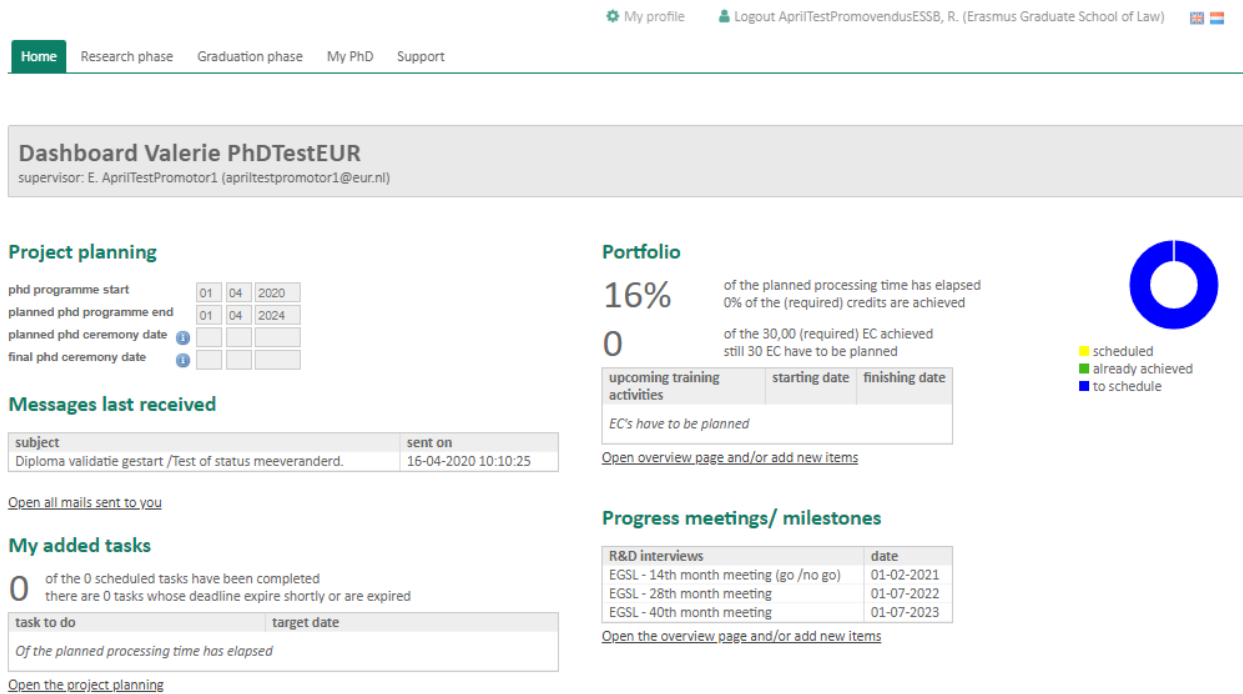


Figure 4: Planning dashboard PhD candidate

4.1.1. Project planning

The section 'Project planning' is automatically filled with the start and end date of the PhD track. Furthermore, this segment will ultimately show the planned and definitive PhD ceremony date.

4.1.2. Portfolio

The section 'Portfolio' gives an overview of the current status of the obtained EC's. The 'donut' on the right side of the dashboard shows the number of EC's scheduled, already achieved, and yet to schedule, assuming 30 EC.

- ➔ To see a full overview of training/research/career activities, click on the associated link 'Open overview page and/or add new items'. Each individual activity is provided with a title, start date, activity type, matching EC's, and whether it has been approved by the supervisor or Graduate

School Officer (Figure 5).

Training activity - Items page
Portfolio: 1 - 7 of 7

Sum of registered credits (EC): 30,00

<input checked="" type="checkbox"/>	starting date	name	type of activity	assessment	EC entered	EC rated	approved
<input type="checkbox"/>	31-05-2018	Research Data Management	Research methods		6,00	6,00	yes
<input type="checkbox"/>	29-05-2018	Research seminar Metamedica	Career		3,00	3,00	yes
<input type="checkbox"/>	15-01-2018	EGSL - Workshop Grants	Career - optional		5,00	5,00	yes
<input type="checkbox"/>	17-04-2017	Referencing in a PhD manuscript	Skills		2,50	2,50	yes
<input type="checkbox"/>	29-03-2017	Speaker IBIA2017	Career		9,50	9,50	yes
<input type="checkbox"/>	17-02-2017	EGSL - Writing Clinic	Skills		2,00	2,00	yes
<input type="checkbox"/>	15-11-2016	Presentation Skills Workshop	Skills	good	2,00	2,00	yes

Page 1 of 1 ≤ 1 ≥

Figure 5: Overview training activities

To add additional activities, click 'New' at the bottom left of the page. On this page new activities can be added by searching through the catalogue, equipped with training activities of different faculties (Figure 6). It is also possible to enter a non-EUR course manually.

Training activity

Training activity

Search in catalog *Select course/activity from EUR-catalog*
EMC - Scientific Integrity

type of activity* *Or enter the data below in case of a non-EUR course/activity*
Career

name* EMC - Scientific Integrity

description

organizer Erasmus Medical Center

starting date* 08 | 02 | 2019

finishing date* 08 | 02 | 2019

Assessment

mark

assessment

Other

added by

created

modified

Rating

EC (entered / calculated)* 1,00

EC rated

certificate EC

Proof of attendance documents

Drag your documents to this frame, or

Approve

comment

approved

approved by

Figure 6: Adding a new training activity

By clicking one of the training activities from the dropdown list, the system will automatically provide activity type, title, and number of ECs rated. Fields such as start date and end date need to be filled in manually and are mandatory.

- ➔ To manually enter a training activity, e.g. external courses or conferences not available in the dropdown list, enter the specifics in the boxes yourself. To get an activity approved and receive the rated EC's, please upload prove of attendance, e.g. a certificate. Drag the document into the dotted

frame or click 'Browse' to upload it. This will mainly be needed for external courses and conferences, as attendance of internal courses will automatically be monitored.

- ➔ When all new data has been entered, click 'Save' at the bottom of the page. An e-mail will monthly be sent to responsible approver of the activitie(s).

4.1.3. My added tasks

Under the section 'My added tasks', a PhD candidate has the possibility to keep up a more detailed planning. This is optional, for your own use and visible for your supervisor. When you want to use this feature, click 'Open the project planning' under 'My added tasks'. A Gantt chart is automatically filled with the progress interviews and courses entered into the system (Figure 7).

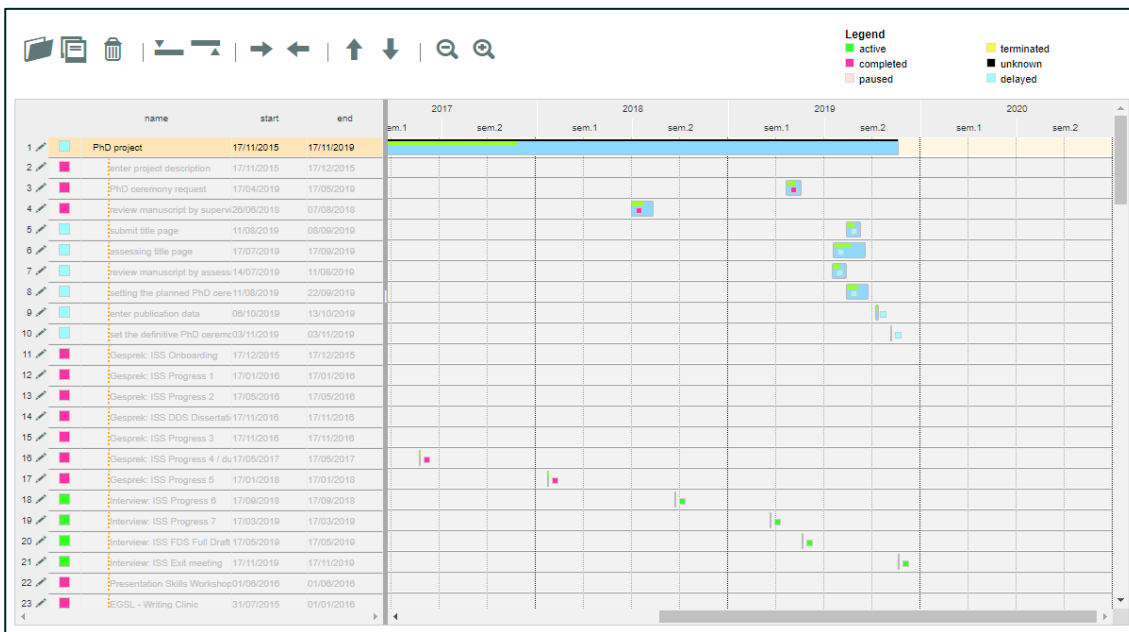


Figure 7. Gantt chart of project planning

Each activity has a start and end date next to its status. Individual tasks can be moved in time by double clicking the bar or clicking on the 'edit button' next to the number of the task.

- ➔ To enter activities manually into the Gantt chart, click on the 'library folder' on the top left to go to the Task library. Select the task you want to add and click 'Add' at the bottom of the page.

To save changes, click the 'Save' button on the top next to the 'Library' folder.

Note: Mandatory tasks in the PhD track like submitting the manuscript, uploading the propositions, and – depending on your faculty – certain progress interviews, can't be deleted from the project planning board and Gantt chart.

4.1.4. Progress meetings / milestones

The section 'Progress meetings/ milestones shows an overview of all (default) progress meetings. To view a more detailed overview of these meetings, click on 'Open the overview page and/or add new items'. This overview shows every meeting, prior and planned, accompanied by a brief description of the type of

meeting and the result (Figure 8). Meetings are planned by default and based on the starting date of the PhD track that is found on your dashboard (Project Planning).

Results and Development interview - EGSL - 14th month meeting (go /no go)
01-02-2021 - EGSL - 14th month meeting (go /no go)

Results and Development interview

Agreement

date*

time

location

definitive date participants have approved the date

discussion taken place has taken place

reminder sent reminder sent

afterwards reminder sent reminder sent

Properties

phd project

type of interview*

result

opmerking

date submitted

created

modified

Participants

Prof.mr.dr. TestCoSupervisor1, - E111438
co-supervisor

AprilTestPromotor1, E. - E111461
supervisor

PhDTestEUR, V. - E111460
phd candidate

Approvals

assessment

Information

Description of the meeting and an instruction on how to fill out the format.
[testbestandje_hfoverig - 5f85aba2893d5.docx](#)

Files (supervisor/GSO)

interview report

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Files (PhD candidate)

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Files (other participants)

Figure 7.1 Example of Progress meeting / milestone

As PhD candidate you will – depending on the faculty guidelines and regulations – receive a reminder email x-days prior to the programmed meeting date. It can be interpreted as your que to start organising and preparing the meeting (it can depend on your faculty who organizes and administrated the correct and final date.

As long as the meeting date is not final, you can make adjustments. For instance: adding any required documents (see the upload possibilities 1 till 5) or for instance adding additional participants (figure 7.2).

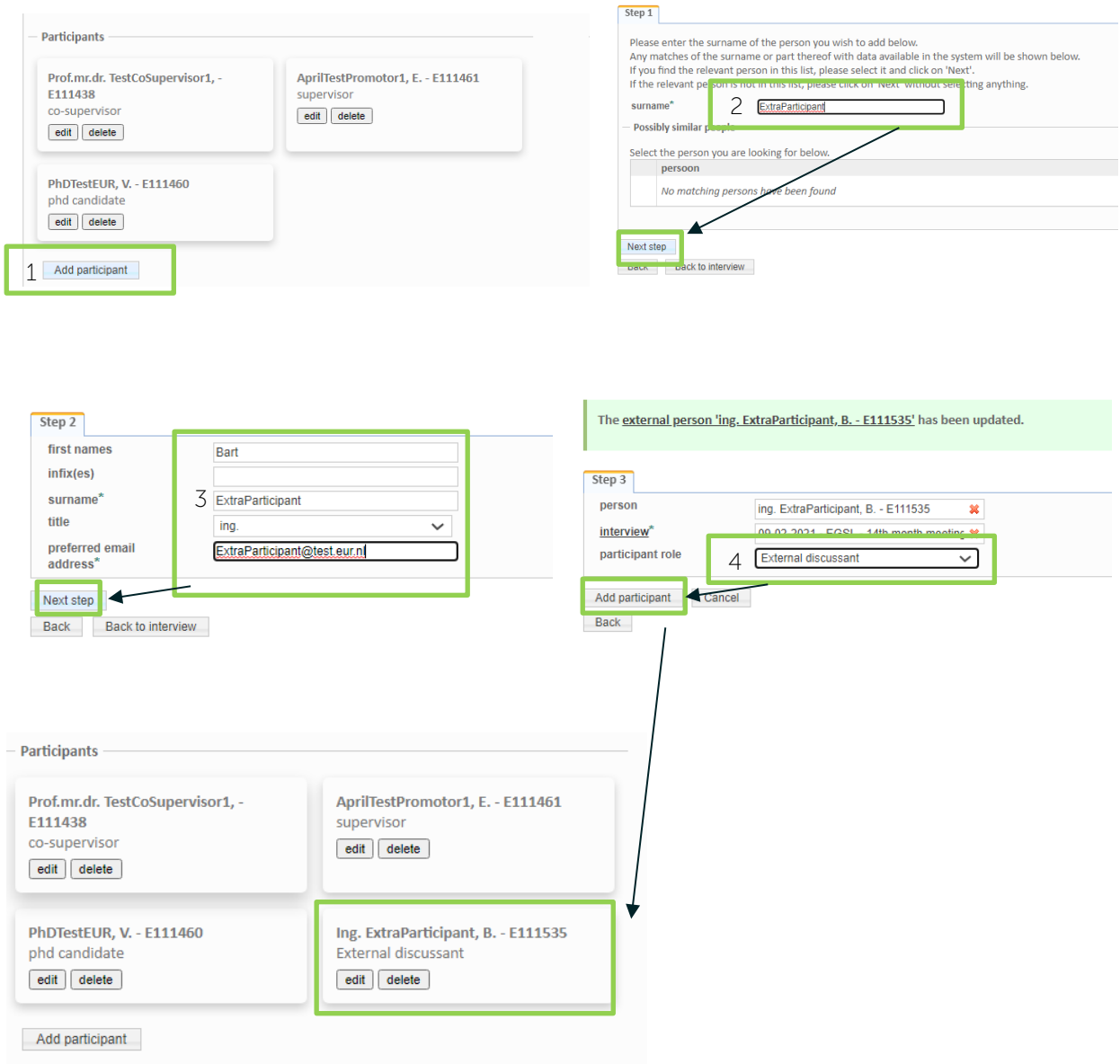


FIGURE 7.2 ADDING ADDITIONAL PARTICIPANTS

Once you are ready to share your uploaded files, select the checkbox 'participants have approved the date' (see figure 7.3) and click save. From that moment all listed participants will receive an email with the confirmation of the date, time and location and have access to the uploaded documents (they can also upload files of their own; these will also be visible for all participants). If the TSP has been approved, this will also show on the participants view (see figure 7.4 and 7.5 for an impression).

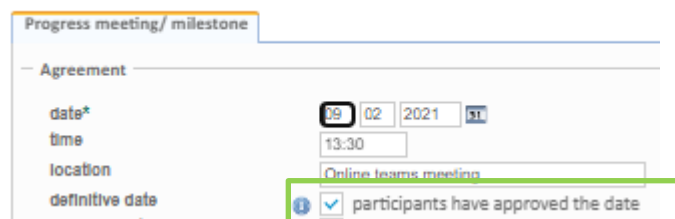


FIGURE 7.3 FINALIZING DATE

Information about the upcoming interview

PhDTestEUR, V. - E111460 - titel

General TSP

PhD project

primary promotor	E. AprilTestPromotor1
phd candidate	PhDTestEUR, V. - E111460
faculty	Erasmus School of Law

Details of interview

date	09 02 2021
tijd	13:30
location	Online teams meeting
type	EGSL - 14th month meeting (go /no go)
interview report	

Information

Description of the meeting and an instruction on how to fill out the format.
[attachment 1](#)

Files (supervisor/GSO)

attachment 1	
attachment 2	
attachment 3	
attachment 4	
attachment 5	

files (PhD candidate)

attachment 1	Download (11 KB)
attachment 2	
attachment 3	
attachment 4	
attachment 5	

Figure 7.4 Example of Progress meeting / milestone information page for participant – general information

Information about the upcoming interview

PhDTestEUR, V. - E111460 - titel

General TSP

General

tsp upload	Download (11 KB)
graduate school	Erasmus Graduate School of Law
research school	
research programme	Behavioral Approaches to Contract and Tort
appointment	
date degree	01 09 2019
planned phd programme end	01 04 2024
supervisors	E. AprilTestPromotor1
co-supervisors	Prof.mr.dr. TestCoSupervisor1
additional supervisors	

Figure 7.5 Example of Progress meeting / milestone information page for participant – TSP

date	discussion taken place	type of interview	result	modified
01-09-2016	yes	EMC - Feasibility statement		24-01-2019 11:29:07
01-03-2017	yes	EMC - 6 months evaluation		26-06-2018 12:22:02
01-06-2017	yes	EMC - 9 months evaluation		26-06-2018 12:21:52
01-09-2017	yes	EMC - Progress meeting year 1		26-06-2018 12:21:35
01-09-2018	yes	EMC - progress meeting year 2		26-06-2018 12:21:27
01-09-2019	yes	EMC - progress meeting year 3		26-06-2018 12:21:13
01-09-2020	yes	EMC - completion and evaluation meeting		26-06-2018 12:21:20

Page 1 of 1 More options ▾

1 2

New

Figure 8. Results and Development interview - Items page

To enter an additional meeting, click 'New' on the bottom left corner of the overview page. On the new page (Figure 9) enter the date, time, type of interview (e.g. ERASMUS MC – additional meeting), and the participants. Changes in the date, time or type of interview, can be made by yourself.

For every planned meeting, Hora Finita will send a reminder to all participants one month in advance.

- ➔ To document specific agreements made during a meeting, add remarks in the field 'comment' under 'Properties'.
- ➔ To upload relevant documents for a meeting, e.g. one of the chapters that needs to be revised, click 'Browse' under 'Files (uploaded by PhD candidate)'. These documents are exclusively visible for the participants of an interview. It is optional, although advised, to upload the interview report in Hora Finita. This is done by your supervisor. In case you have an labour appointment with EUR or ERASMUS MC it is mandatory to upload the R&D interview report by your hierarchical manager in the HR system.

Results and Development interview - create

Results and Development interview

Agreement

date*

time

location

definitive date participants have approved the date

discussion taken place has taken place

reminder sent reminder sent

afterwards reminder sent reminder sent

Properties

phd project

type of interview*

result

approved

comment

created

modified

Participants

person	participant role	free name
1 <input type="text" value="Enter text to search..."/>	<input type="text"/>	<input type="text"/>
2 <input type="text" value="Enter text to search..."/>	<input type="text"/>	<input type="text"/>
3 <input type="text" value="Enter text to search..."/>	<input type="text"/>	<input type="text"/>
4 <input type="text" value="Enter text to search..."/>	<input type="text"/>	<input type="text"/>
5 <input type="text" value="Enter text to search..."/>	<input type="text"/>	<input type="text"/>

Files supervisor

interview report

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Files PhD student

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Information

[Find forms](#)

Figure 9: Creating a new progress interview

4.1.5. PhD Checklist

The section 'PhD checklist' is a global task list of major tasks that have to be done prior to defending your doctoral thesis (Figure 10). It is found at the bottom of your dashboard. The majority of these tasks will be in the last phase of the PhD track, such as requesting your ceremony, submitting your title page, etc.

check	description	party responsible	target date	executed
✓	Enter project description Open the page " project description "	phd student	01-10-2016	26-06-2018
✓	EMC - 9 months evaluation interview The interview EMC - 9 months evaluation must be executed	phd student	01-06-2017	01-06-2017
✓	Review manuscript by supervisor The (co)supervisors review the manuscript within 6 weeks after the promotion request	(co)promotores	07-08-2018	26-06-2018
✓	EMC - progress meeting year 2 interview The interview EMC - progress meeting year 2 must be executed	phd student	01-09-2018	01-09-2018

Figure 10: PhD checklist

4.2. My details

Under the tab 'My details', all known (personal) data from the HR system is shown. These fields are grey and cannot be changed. Missing data can be added in the white fields. Changes need to be saved by clicking the 'Save' button at the left bottom of the page.

My details

Tester, V. de - E040224

My details

Hora Finita is the online registration system for PhD students of the Erasmus University Rotterdam. All processes related to the PhD research and ceremony, from the first registration to the submission of the thesis, are managed by this system, in accordance with the [PhD regulations](#) of the university.

If your details are not correct and/or you want to submit changes, please contact your Graduate School

General	Work address
personnel number: E040224	institution: <input type="text"/>
title: <input type="text"/>	work email: <input type="text"/>
surname: Tester	private email address: valeriedetester@eur.nl
infix(es): de	preferred email address: valeriedetester@eur.nl
initial(s): V	pasfoto: <input type="text"/> Browse

Figure 11: My details

4.3. Diploma (validation)

It is temporarily not possible to view the status of the validation of your degree. In a future version of Hora Finita this will be made possible though, including the possibility to view your submitted files.

4.4. Project description

Under the tab 'Project description' you can change the working title and the description of the PhD project (Figure 13). Click 'Save' at the bottom left of the page to save the entered text.

Figure 13. Change project description

By clicking 'Decision document', the PhD candidate will be sent to this tab. For further information on this, see paragraph 4.7. **NB.** This won't save your changes, and does not give you a warning!

4.5. Training and Supervision Plan (TSP)

A PhD track consists of the following components: conducting research, educational activities and in some cases teaching activities. These components are formulated within the Training & Supervision Plan (TSP), the personal agreement between PhD candidate and the supervisors. This TSP contains information about the specific courses a PhD candidate has to follow and the agreements with regards to the progress meetings/ milestones.

Under the tab 'Research phase', you can upload your signed/ hard copy TSP (Figure 14). You can also add information such as working title of project, project description, global plan of the research project, educational programme, guidance throughout the research project, special/additional agreements and progress meetings.

You can keep your TSP updated at all times, even when a previous version has been approved. Click 'save' after you latest adjustment. All field that have been adjusted since the previous version, will light up in

yellow/orange boxes. Once you are ready to submit the TSP (again), you need to click 'Submit TSP for review'. Once you click this button, the TSP will be send to all those who are mentioned in the right upper corner of the TSP.

working title of project* Example text of working title

project summary/description text summary

research proposal

global plan of the research project

Education

educational programme

hours to spend on giving teaching

Budget

funding organisation and additional funding

additional information (upload) Browse

All progress interviews are listed below.

interviews

- EGSL - 40th month meeting
- EGSL - 28th month meeting
- EGSL - 14th month meeting (go /no go)

special/additional agreements

recently changed

Submit TSP for review Save Back

Figure 14. Training and Supervision Plan

4.6. Progress meetings/ milestones

This tab leads to your overview of progress meetings/ milestones. See 4.1.4. for further details.

4.7. Print progress file

By clicking on the tab 'Print progress file', a PDF-version of the progress report is immediately saved to your computer. This document consists of some of your personal details, PhD project, list of tasks (including the

Gantt chart), training activities, and PhD checklist. An example for using this document is in yearly progress meetings.

5. Portfolio

The tab 'Portfolio' brings you to the training overview page and gives an overview of the training activities, see paragraph 4.1.2. Do not forget to have your entire portfolio approved, since it needs to be submitted to your manuscript. Once you have accomplished your training- and/or research activities during your PhD track and have met the number of EC, you can request a review of the portfolio (see the PhD checklist):



6. Graduation phase

In this chapter you are informed about the graduation process. From starting this process, submitting the manuscript, title page, requesting a defence date, etc. But first, to give you more insight on this process, we start with the timeline, before we zoom in on the different actions.

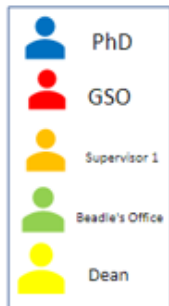
6.1. Graduation process flow and timeline graduation

Graduation – the start



It is important that the supervision is correctly entered **before** this process is started.

Furthermore, the fields indicated with an asterix are mandatory.



Supervisors assess

The screenshot shows a web interface for requesting a PhD ceremony. The page title is "Request PhD ceremony" with a reference number "Test/Request/05, A - E112256". The navigation bar includes "Home", "Research phase", "Graduation phase" (highlighted), "My PhD", and "Support". Below the navigation bar are links for "Request PhD ceremony", "Submit title page", "Submit propositions", "Publicity", and "Submit dissertation".

The main content area contains the following text: "Once the thesis has reached the state where the (co)supervisors are willing to approve it, the form below can be completed. In addition, the manuscript must be uploaded and the 'Request PhD ceremony' must be ticked. All information will be sent to the (co)supervisors for approval. You will receive their decision by e-mail within eight weeks. In the meantime, please contact the Beadle's Office for information regarding the PhD defence procedure and to establish a date for your PhD defence ceremony. [Beadle's Office](#)".

The form fields include:

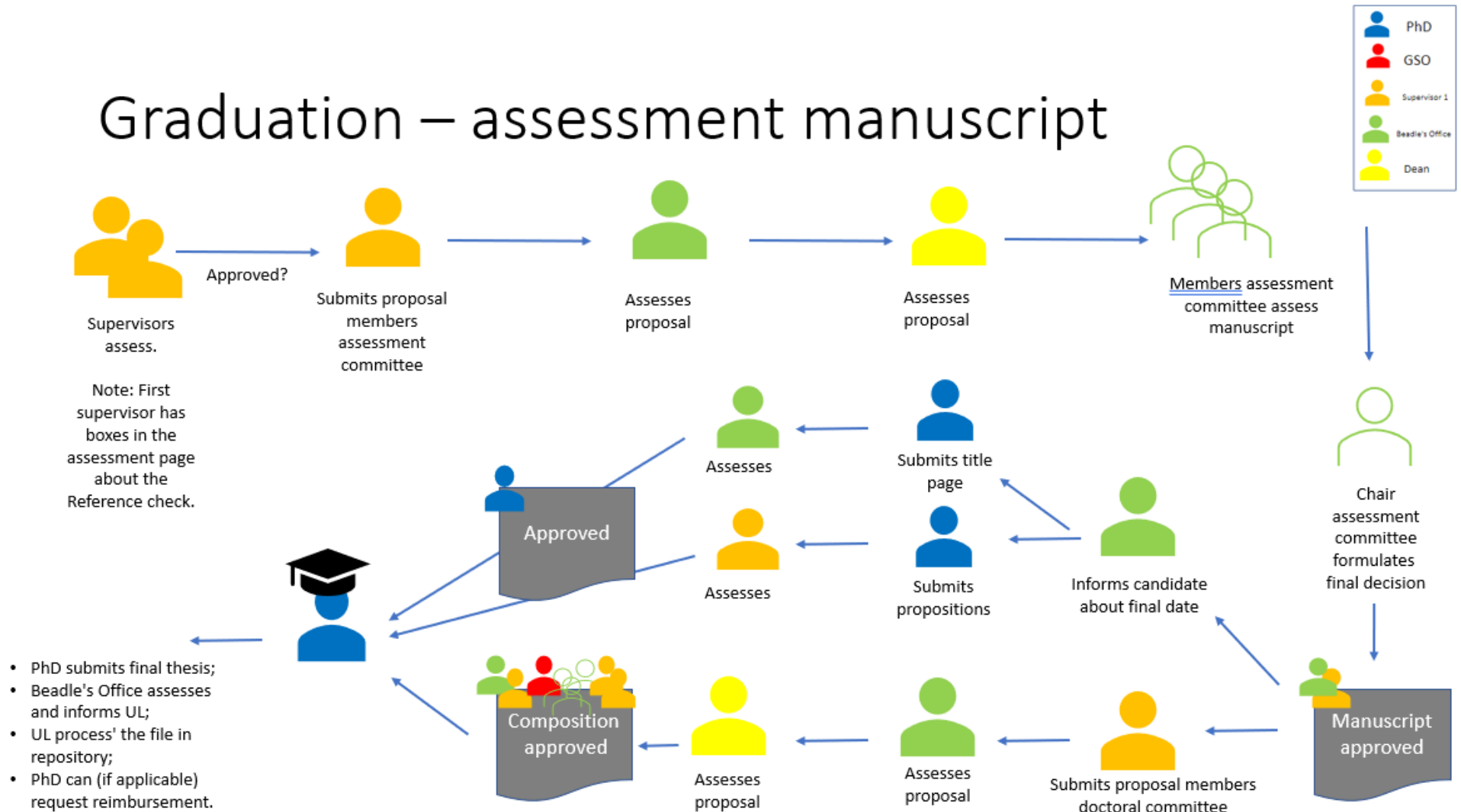
- title thesis*
- subtitle of thesis
- project summary/description*
- dutch translation of academic abstract of content*
- dutch academic summary
- dutch summary
- manuscript*
- manuscript checklist*

Each of these fields has a corresponding "Browse" button. At the bottom of the form, there are three checkboxes:

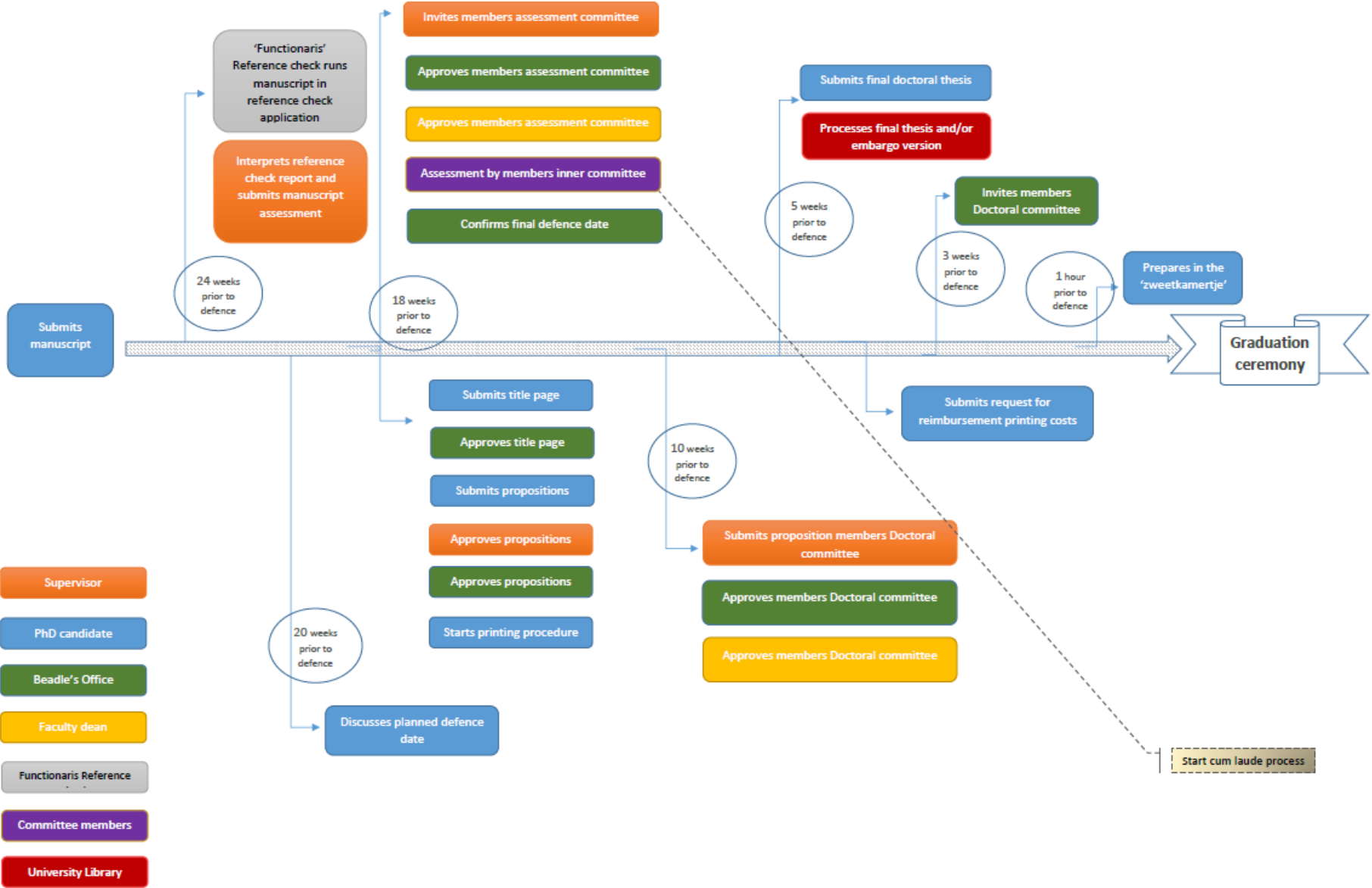
- Manuscript contains a scientific summary of content (including a translation)
- Manuscript contains a CV, a short description about the author
- Manuscript contains a portfolio summarizing the activities during the promotion trajectory.

A blue arrow points from the "Supervisors assess" text to the "Request PhD ceremony" checkbox.

Graduation – assessment manuscript



Timeline graduation process



6.2. Request PhD ceremony

6.2.1. Starting the graduation process

Under the tab 'Graduation phase', the PhD ceremony can be requested once the manuscript is finished and meets the preconditions of the Doctoral Regulations (Figure 15).

Request PhD ceremony

Once the thesis has reached the state where the (co)supervisors are willing to approve it, the form below can be completed. In addition, the manuscript must be uploaded and the 'Request PhD ceremony' must be ticked. All information will be sent to the (co)supervisors for approval. You will receive their decision by e-mail within eight weeks.

In the meantime, please contact the Beadle's Office to establish a date for your PhD defence ceremony. <https://www.eur.nl/en/research/beadles-office-0>

title thesis*

subtitle of thesis

fellow phd student dutch (translation) of academic abstract of content*

title and abstract of content (english/french/german)* manuscript*

cv short (about the author)*

manuscript checklist* Manuscript contains a portfolio summarizing the activities during the promotion trajectory.

Figure 15: Requesting the PhD ceremony

- ➔ Enter the title of the thesis in the box.
- ➔ Upload a copy of the manuscript by clicking 'Browse' next to 'manuscript'.
- ➔ It is also possible for a PhD candidate to enter the subtitle (if present) of the manuscript and an academic summary of the manuscript. This can be done in plain text or by PDF.

After completion of the form, click 'Request PhD ceremony' on the bottom left of the page. Hora Finita will then automatically send an e-mail to the supervisors of a PhD track to assess the manuscript. The first supervisor is also asked to submit the names of the envisaged members of the assessment committee.

6.2.2. Reference check

Part of this assessment, is the reference check. Your supervisor is asked to submit your manuscript to a reference check scanner. The outcome is a report indicating the amount of matching parts in relation to previous/other publications. Your supervisor will interpret the outcome and submits this to the assessment form. If you have any questions about this process, you are advised to email/call your faculty contact.

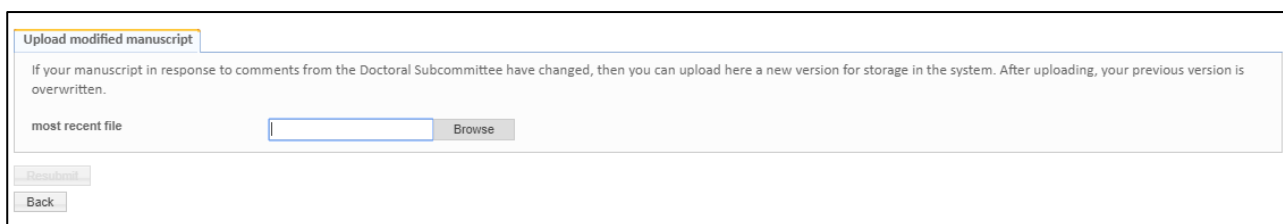
6.2.3. Requesting a defence ceremony date

Once the manuscript has been approved by the supervisors, you can contact the Beadle's Office and discuss a date for the PhD ceremony.

This Beadle's office is responsible for planning the date of the ceremony and communicate the definitive date to those involved in the PhD track. The Beadle's Office can be contacted by e-mail: pedel@eur.nl⁴ or by phone [+31 10 408 10 06](tel:+31104081006).

6.3. Upload modified manuscript

If your manuscript has changed after receiving comments from the Doctoral Subcommittee, or you have uploaded the wrong version of your manuscript, Hora Finita gives you the opportunity to upload a new version in the system (Figure 16). **NB.** The latest version of your manuscript will overwrite your previous version.



The screenshot shows a web interface for uploading a modified manuscript. At the top, there is a tab labeled "Upload modified manuscript". Below the tab is a text box containing the following text: "If your manuscript in response to comments from the Doctoral Subcommittee have changed, then you can upload here a new version for storage in the system. After uploading, your previous version is overwritten." Below this text box is a file selection area with the label "most recent file" and a "Browse" button. At the bottom left of the interface is a "Back" button.

Figure 16: Upload modified manuscript

Your supervisor will receive an e-mail saying that a new version of the manuscript has been uploaded. Only the latest version of the manuscript is shown in the assessment screen, although all versions will still be available in Hora Finita.

6.4. Submit title page

After you have uploaded the manuscript in Hora Finita, you are expected to submit your title page and the necessary propositions. The title page has to be uploaded under the tab 'Submit title page' (Figure 17). This is done by browsing your files and uploading in Hora Finita.

The system has the possibility to automatically generate an example title page that is based on the details of your PhD track. This is done by clicking 'Title page example' at the end of the first sentence. You'll be forwarded to a separate page with the minimum requirements for the title page, a section to preview the automatically generated title page, and a download button. To use the automatically generated title page as your own, download it and submit it as your title page. When the Beadle's Office has approved your title page, it will be shown here.

⁴ The PhD Support Office ISS can be contacted by email: pst@iss.nl

Figure 17: Submit title page

6.5. Submit propositions

It is mandatory for PhD candidates to submit **eleven propositions** for their manuscript. This can be done under the tab 'Submit propositions' (Figure 18). The propositions will be assessed by the Beadle's Office (according to the doctoral regulations) and your supervisors (quality control).

Figure 18: Submit propositions

According to the doctoral regulations, you have to submit eleven propositions in Hora Finita as soon as possible following the approval of your manuscript. Of these propositions, five have to relate to the contents of the doctoral dissertations and five must not relate either directly or indirectly to the contents of the doctoral dissertation. These ten propositions have to be academically defensible. The eleventh proposition does not have to meet the criteria of academic defensible.

The text box is expandable by clicking the bottom right corner of the box and dragging it with your mouse. This section of the box is highlighted by a circle in Figure 18.

6.6. What to do until the PhD defence ceremony?

The doctoral thesis will be checked on plagiarism by the Graduate School resulting in a reference check report to be interpreted by the supervisor. After this report, the manuscript will go to the (first) supervisor for review. When the (first) supervisor disapproves, changes will need to be made to the manuscript. You'll be informed per e-mail by Hora Finita if this is the case (the GSO will receive a copy of this email, because a GSO will need to reset this reviewing process in Hora Finita). After approval by the (first) supervisor, the Doctoral Subcommittee will be proposed by the (first) supervisor. The proposal of the members for this committee will be done via Hora Finita, although the PhD candidate won't receive any notification about

this process. The doctoral subcommittee is installed by the rector magnificus (after approval of the faculty dean).

Once the manuscript is submitted and the Doctoral Subcommittee is reviewing the manuscript, the PhD candidate continues to prepare for the PhD defence ceremony. This process starts by contacting the Beadle's Office, making the list of preparations as follows:

1. Scheduling the planned date for the ceremony, in cooperation with the Beadle's Office⁵ (with a maximum of two optional dates).
2. Confirming a final date for the ceremony. Once the candidate, the (co)supervisors, and the Full Doctoral Committee confirm their presence on one of the reserved dates, please e-mail this to pedel@eur.nl. After confirmation by the Beadle's Office, the date, time, location and subject of the PhD defence will be published on the website of the Erasmus University Rotterdam.
3. The Beadle's Office will set the date in Hora Finita. The system automatically e-mails all participants involved in the process.
4. Completing the title page and eleven propositions with regard to the manuscript. Please be aware of the specific rules for the propositions in the university guidelines (see sections 6.3 and 6.4).
5. Printing the final PhD thesis after approval on the manuscript by the doctoral committee (only if the title page and propositions are approved and the ceremony date is final).
6. After approval of the manuscript by the Doctoral Subcommittee, the supervisor has to submit a proposal for the Full Doctoral Committee. These will be the opponents for the PhD defence.
7. The dean has to approve the proposal for the composition of the Full Doctoral Committee. Once approved, the formal invitation will be sent from Hora Finita.
8. The Beadle's Office will ask you to please check your personal details in order to produce a correct diploma for the PhD defence.
9. The Beadle's Office will request the calligrapher to prepare the diploma for the PhD defence ceremony.
10. After the ceremony, the Beadle's Office will change the PhD track in Hora Finita to 'promoted'.

For catering after the PhD defence ceremony, please contact catering via vitam@eur.nl or events@erasmuspaviljoen.nl. For Erasmus MC PhD candidates please contact kade80@nl.issworld.com.

The Beadle's Office will ensure the standard caterer has your contact information available⁶.

⁵ For PhD candidates who will defend at ISS: to schedule a date, please contact the PhD Support Office.

⁶ If you defend at ISS, the catering after the defence will be organized by the PhD Support Office.

7. Publicity

After requesting the PhD ceremony by submitting your manuscript, you have the possibility to fill out a questionnaire on your research. The communication staff of your faculty will use this information to promote your research on the internet and share it with news outlets. It is for example possible to be contacted by the communication officer to draw up a text for a press release. This is done for research with a highly expected newsworthiness.

The questionnaire in Hora Finita is about ten questions long, and varies on different topics. Next to your popular summary/summaries, you will be asked about your most important findings, possible interest from the press, and (if applicable) a commercial edition of your doctoral dissertation.

8. Uploading the final (embargo) thesis to library and the repository

Via the tab 'Library', please submit the electronic version of your doctoral thesis together with information about the thesis and the author(s), and the consent form to the Erasmus University Rotterdam Library. This is only possible after your manuscript has been approved by the Doctoral Subcommittee. Otherwise you'll get an error message in Hora Finita (Figure 19).

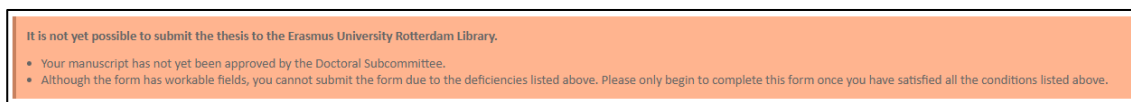


Figure 19: Unable to submit your dissertation to the library

For a general impression about this process, please visit the website of the Beadle's Office:

<https://www.eur.nl/en/research/beadles-office/phd-defence-ceremonies/thesis>.

When you can submit a digital copy of the doctoral dissertation to the university's Institutional Repository (RePub), you need to upload the following documents:

- Consent form: the format is available in the sheet Library.
- Doctoral dissertation, including the title page
- A separate title page
- Eleven propositions (your **approved** propositions are already submitted to this form, see next figure)

NB. It is possible to upload additional files. This is for example needed when an embargo is applied.

Submit thesis to the Erasmus University Rotterdam Library

PhD thesis

Please submit a digital copy of your PhD thesis, including information about the thesis and the author(s), and the consent form to the University Library (UL).

Make sure you submit all your documents related to your final dissertation.

Once the UL has assessed that the submitted files meet the requirements, your thesis will be uploaded to the repository (RePub). For questions about this page, please email repub@eur.nl.

Consent form

It is important when submitting your dissertation to RePub to carefully indicate which parts of your thesis may be published immediately and, if applicable, which parts should be published at a later date i.e. be placed temporarily under embargo.

Please take the following steps to submit the license agreement to the repository of Erasmus University Rotterdam (form:

Consent Form - Making dissertations available via RePub.docx):

1. Download the form <https://repub.eur.nl/page/1/>
2. Print the form
3. Fill out the form
4. Sign the consent form
5. Scan the consent form
6. Add attachments if necessary (e.g. scans about agreements with publishers and embargo requests).
7. Upload the form (see upload section below).

Uploads

consent form*	<input type="text"/>	Browse
thesis*	<input type="text"/>	Browse
thesis contains cover cover	<input type="checkbox"/> The first page of the thesis contains the cover	Browse
propositions*	<input type="text"/>	Browse

[download \(11 KB\)](#) [delete](#)

It

is also mandatory to fill in the title of your doctoral dissertation, your surname and first name(s), an English abstract, number of pages, and your personal e-mail address for future reference. Other fields are voluntary, but you're advised to fill out everything you can.

If the doctoral thesis has one or several embargo chapters, make sure to upload these files as individual files: click 'upload more additional files'. Give every file a short and clear description:

Use this part of the form
to upload the **embargo version** of the thesis
for supplementary files to the thesis (e.g. data, pictures, sound).

additional file 1 Browse file description 1

upload more additional files

Title information

title*

subtitle

Cover

No cover available yet

Author information

Enter the author information as shown on the title page (not the cover).

surname*

infix(es)

first name(s)*

co-author (double promotion)

Details doctoral thesis

dutch, short abstract i

english, short abstract i

keywords i

Promotion information

date of PhD ceremony

Other publication information

place of publication

The university library must publish the complete doctoral dissertation on the internet as soon as possible and in any case no later than three months following the conclusion of the defence ceremony.

NB. If articles of your doctoral dissertation are (temporarily) placed under embargo, an additional version without these articles should be uploaded in Hora Finita. The next figure indicates how you can upload the files.

Fill out the remaining parts in the form, such as Title information, Author information, Detail doctoral thesis and Promotion information. Once ready, click 'Send' and the University Library will receive your files for further processing. You will receive a confirmation email.

After the University Library has processed your thesis, you will be notified in order to make the necessary arrangements regarding the (possible) reimbursement of printing costs..

Uploads

consent form* testconsentform - Sede2af1b1
 (144 KB)

thesis* testembargoversieproefschrift
 (145 KB)

thesis contains cover The first page of the thesis contains the cover

propositions* testbestandje hfstellingen - 5c
 (11 KB)

Use this part of the form
to upload the **embargo version** of the thesis
for supplementary files to the thesis (e.g. data, pictures, sound).

additional file 1	<input type="checkbox"/> testbestandje hfoverig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (11 KB) <input type="button" value="delete"/>	file description 1	<input type="text" value="Embargo - chapter 1"/>
additional file 2	<input type="checkbox"/> testbestandje hfoverig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (11 KB) <input type="button" value="delete"/>	file description 2	<input type="text" value="Chapter 2"/>
additional file 3	<input type="checkbox"/> testbestandje hfoverig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (11 KB) <input type="button" value="delete"/>	file description 3	<input type="text" value="Chapter 3"/>
additional file 4	<input type="checkbox"/> testbestandje hfoverig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (11 KB) <input type="button" value="delete"/>	file description 4	<input type="text" value="Article 1"/>
additional file 5	<input type="checkbox"/> testbestandje hfoverig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (11 KB) <input type="button" value="delete"/>	file description 5	<input type="text" value="Embargo - Article 2"/>
additional file 6	<input type="checkbox"/> testproefschriftvolledig - Sede: <input type="button" value="Browse"/> <input type="button" value="download"/> (145 KB) <input type="button" value="delete"/>	file description 6	<input type="text" value="Embargo version full doctoral thesis"/>
additional file 7	<input type="text"/> <input type="button" value="Browse"/>	file description 7	<input type="text"/>
additional file 8	<input type="text"/> <input type="button" value="Browse"/>	file description 8	<input type="text"/>
additional file 9	<input type="text"/> <input type="button" value="Browse"/>	file description 9	<input type="text"/>
additional file 10	<input type="text"/> <input type="button" value="Browse"/>	file description 10	<input type="text"/>