



## Manual (co)supervisor

# Inhoud

1. Introduction.....	4
1.1 Hora Finita .....	4
1.2 The secretary role.....	4
2. General.....	5
2.1 Logging in.....	5
2.2 Saving data.....	5
2.3 Returning to the previous page.....	5
2.4 Required fields.....	6
2.5 Who will use Hora Finita? .....	6
2.6 Disapproval.....	6
2.7 Help.....	6
3. Starting with Hora Finita.....	7
3.1 Registration of a new PhD candidate.....	7
3.2 Exceptions .....	8
3.3 Training & Supervision Plan (TSP) .....	10
4. Home .....	12
4.1 Dashboard of the (co)supervisor.....	12
4.2 PhD tracks .....	13
4.3 Progress meetings and milestones .....	14
4.4 Portfolio.....	16
4.5 Decision documents.....	16
4.6 Cum laude predicate awarded.....	17
4.7 Persons.....	17
5. Process flow graduation – cum laude and timeline .....	18
5.1 Assessment by members assessment committee .....	22
6. Detailed information per PhD track.....	23
6.1 General.....	23
6.2 (Co)supervisors.....	24
6.3 Admission .....	25
6.4 TSP .....	26
6.5 Manuscript.....	26

6.6	Summaries.....	27
6.7	Assessment.....	27
6.8	Cum laude predicate .....	29
6.9	Assessment committee.....	30
6.10	Ceremony.....	31
6.11	PhD checklist.....	32
6.12	After track.....	32

# 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)

In this manual the term supervisor is used for (co)promotors and daily supervisors. This manual provides some general principles that you need to know before you start working with the system and brief explanation for logging onto the system. Furthermore, the sub processes of a PhD track are explained in more detail. A step by step guide of the system is provided, specified to the different acts that you as supervisor has to perform within Hora Finita.

## 1.2 The secretary role

Not every supervisor will perform the tasks in Hora Finita himself. It is therefore possible to authorize a secretary to do it for him, but he still has to give the approval on certain tasks himself. The secretary role has almost the same functionalities in Hora Finita as the supervisor role. Note:

- Registration: in the registration part it is not possible for the secretary to act on behalf of the supervisor.
- TSP: The e-mails related to the TSP are not sent to the secretary.
- Interviews: the secretary can adjust the details of an interview and when the interview has taken place. However, the secretary is not present at the actual interview, therefore it is not possible for the secretary to upload the report.
- Activities: a copy of the email to the supervisor is send to the secretary. If the secretary opens the link, the proof of participation will be opened, and the activity can be approved.

## 2. General

### 2.1 Logging in

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


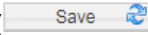


FIGURE 1: HOMEPAGE OF HORA FINITA


- ➔ Click on the button 'Login with erna id/microsection number' and login with your own ERASMUS MC account (microsection number and password).

The language of the system can be switched from Dutch to English by clicking the English flag in the right upper corner.

### 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:

1. PhD candidates that manage their own account
2. Supervisors who can view the accounts of the PhD candidates that they supervise
3. Graduate School Officers (e.g. employees PhD offices/ secretaries)

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

If you have any questions, please check the frequently asked questions, or contact the key user within your faculty. For an up to date overview, consult <http://www.eur.nl/horafinita>.

*For EUR employees who have trouble logging in, please contact the Service Desk at [it.servicedesk@eur.nl](mailto:it.servicedesk@eur.nl).*

### 3. Starting with Hora Finita

#### 3.1 Registration of a new PhD candidate

The application for each new PhD track has to be approved by the affiliated secretariat of the faculty, the Beadle's Office or the Admissions Office (depending on the origin of the diploma), the (first) supervisor, and the faculty dean. After the PhD candidate has submitted the registration request, the (first) supervisor will automatically receive an e-mail from Hora Finita (Figure 2). This e-mail provides the supervisor with a URL to the submitted registration request.

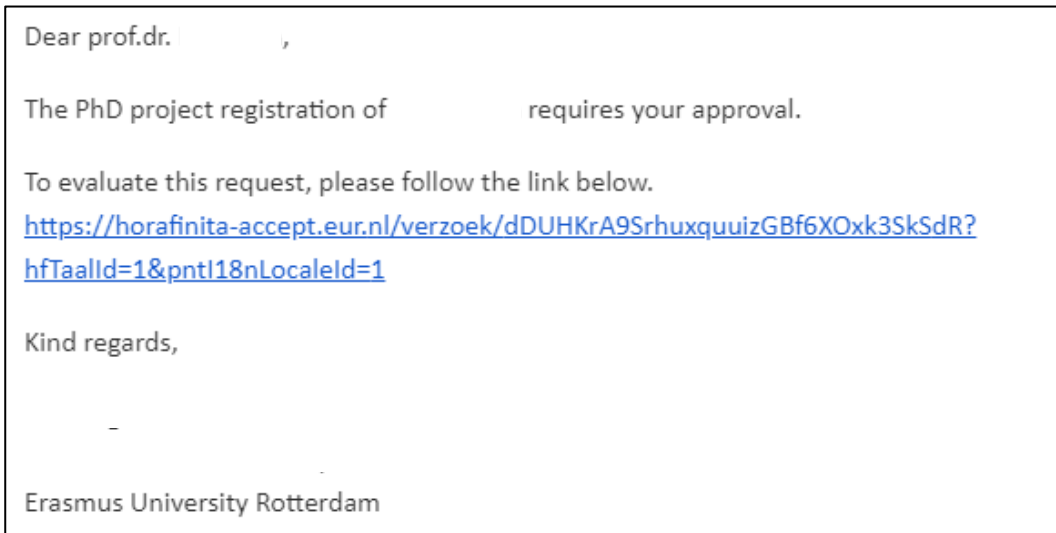


FIGURE 2: E-MAIL FOR PHD TRACK REGISTRATION APPROVAL

- ➔ As supervisor, click the URL and check whether the agreements between you and the PhD candidate are correct. This includes the information within the paragraphs PhD track, Documents, Supervisors and Co-supervisors, Additional Supervision (mentor & daily supervisor) and Funding (especially the doctorate premium). You may also add remarks in the comment section of the registration form. This can be seen by everybody who assesses the registration request.
- ➔ Decide whether you approve the request. For this, Hora Finita offers
  - Rejecting the registration: click the **Reject** button. Please use the comment section to provide the PhD candidate with feedback. Hora Finita will automatically send a rejection e-mail to the PhD candidate and the Graduate School Officer.
  - Approving the registration: click the **Accept** button. This automatically sends an e-mail to the Beadle's Office (if it involves a non-Dutch degree, the Admissions Office will be requested to assess and validate the diploma once the Graduate School Officer has converted the registration to a trajectory. The PhD candidate is conditionally admitted), the faculty dean and the Graduate School Officer to assess the registration. The faculty dean legally makes the formal decision whether a PhD candidate is admitted. The Graduate School Officer will convert the registration request to a PhD track. Hora Finita will automatically send an e-mail regarding this decision to those involved by (Figure 3).

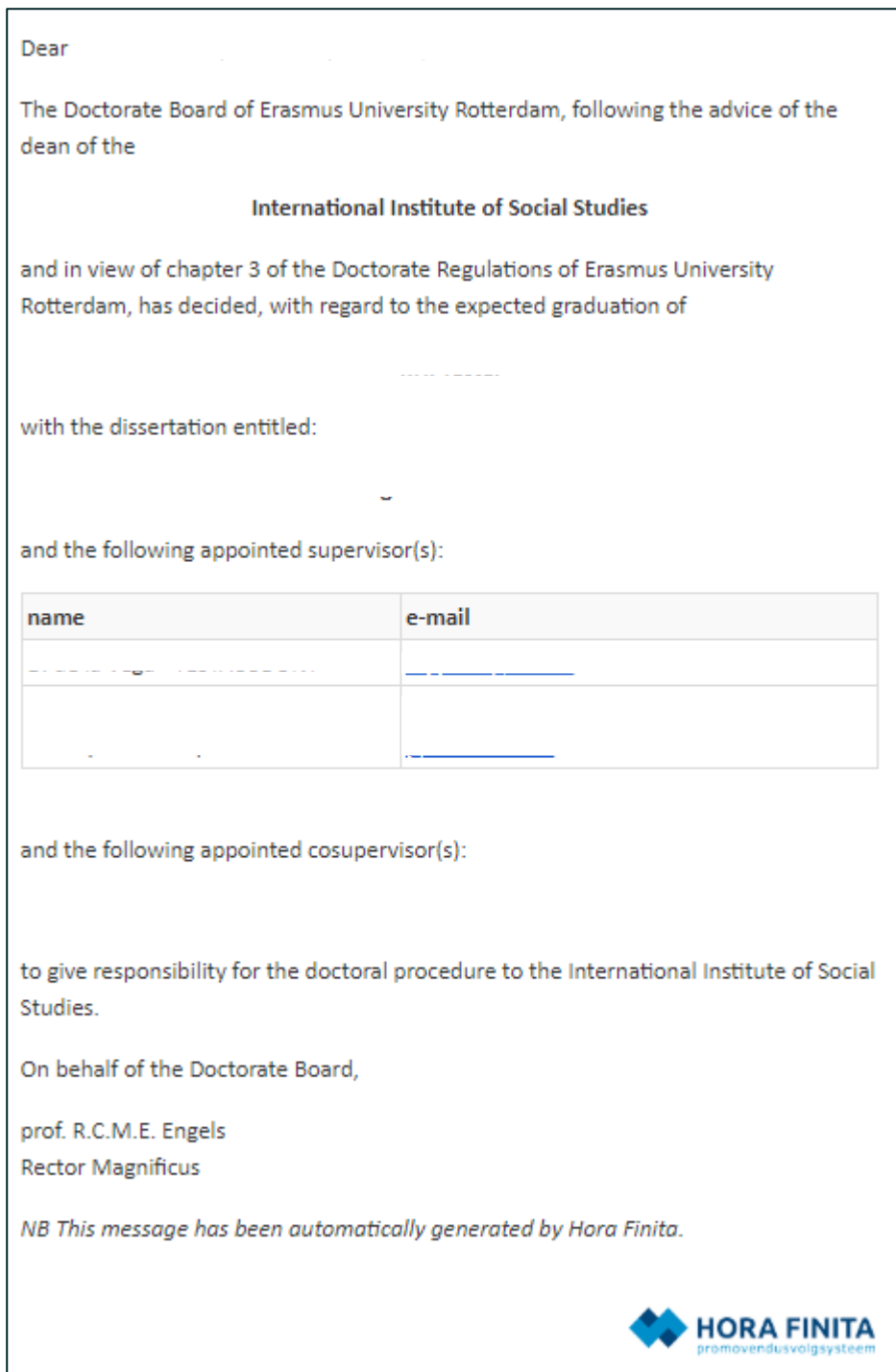


FIGURE 3: APPROVAL NOTIFICATION EMAIL

### 3.2 Exceptions

If the Beadle's Office or the Admissions Office do not validate the diploma, then it is possible for the PhD candidate to apply for provisional admission (see Doctoral Regulations):

*"Admission to the doctoral programme shall be granted to:*

- a. a person who has been admitted to the degree of Master based on Section 7.10a, subsection 1, 2 or 3, of the WHW;*



- b. a person who has written a doctoral dissertation, thereby demonstrating a mastery of the subject matter and an ability to independently conduct research in the field concerned; and
- c. a person who has met the requirements set out in these Regulations.

In special cases, the Doctorate Board may grant admission to the defence ceremony to persons who meet the requirements specified under b. and c. but who do not meet the requirement specified under a. of the preceding paragraph. The provisions of Appendix 1 shall apply. The doctoral dissertation supervisor must submit an application for provisional admission to the doctoral programme on behalf of doctoral candidates who have not or who have not yet been admitted to the degree of Master."

As a supervisor, you can request the Beadle's Office for starting an exception procedure (e.g. exceptions in members of assessment committee, doctoral committee, or other exceptions). Just send them an email via [pedel@eur.nl](mailto:pedel@eur.nl) indicating which PhD candidate it concerns. They will start the procedure and you will be asked to motivate the request.

The screenshot shows a web interface for 'Beoordeling uitzondering' (Assessment of Exception) within the 'acceptatieomgeving' (Acceptance Environment) system. The interface includes a header with 'HORA FINITA' and 'acceptatieomgeving' logos, and a user profile for 'AprilTestPromotor1, E - E111461 uitloggen'. The main content area is titled 'Beoordeling uitzondering' with a subtitle 'bijzonderheid in samenstelling beoordelingscommissie aanvragen'. Below this is a 'Verzoek' (Request) section with instructions: 'Geef uw beoordeling en een eventuele opmerkingen. Klik vervolgens op "Indienen".' The form contains several input fields: 'Uitzondering' (Exception) with sub-fields for 'promovendus', 'faculteit', 'reden uitzondering', and 'motivatie'; 'Uw beoordeling' (Your assessment) with sub-fields for 'beoordeling\*' and 'additionele informatie'; and 'Opmerkingen van anderen' (Comments from others). A 'Indienen' (Submit) button is located at the bottom left of the form area.

FIGURE 4: ASSESSMENT OF EXCEPTION

After submitting the assessment, approval will be asked of: Dean faculty > Rector. Once all approvals are present, the submitter (Beadle's Office) and PhD candidate will receive a notification.

### 3.3 Training & Supervision Plan (TSP)

After a PhD candidate has been admitted to a PhD track, the TSP must be submitted within the first three months of the trajectory. By submitting the TSP, Hora Finita automatically sends an e-mail to the supervisors.

➔ Please click the provided URL in the e-mail to get access to the TSP of the candidate.

The task to review the TSP will also be added to the supervisor dashboard (Figure 5).

*NB You can also find the TSP by clicking 'PhD tracks' ➔ 'Name PhD' ➔ tab 'TSP'. Here you can also find previous versions of the TSP ('TSP History').*

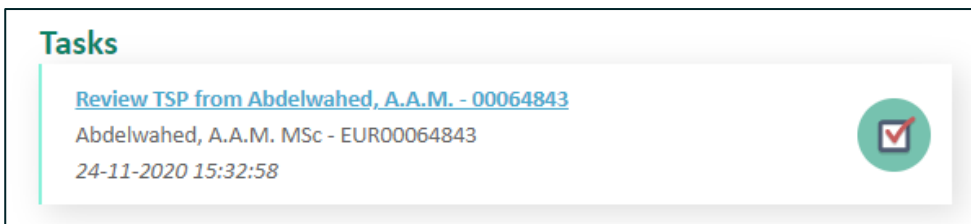


FIGURE 5

After clicking on the link or the task from the dashboard, the supervisor can review the submitted TSP. The TSP contains general information regarding the candidate, the appointment and the supervisors, information and agreements regarding the planned research, education and budget and also the progress interviews.

The courses and activities under the educational part in the TSP need to be added beforehand by the PhD candidate. The planned (and completed) courses and activities will automatically be added to the TSP page. You can click on an activity or course for more information. (Figure 6)

portfolio items (planned and accomplished items)	<ul style="list-style-type: none"> <li>▲ ESE - TI - Health Economics</li> </ul>
type of activity	Course - Field
title	ESE - TI - Health Economics
omschrijving	Empirical Microeconomics
organizer	Tinbergen Institute
starting date	17-11-2022
finishing date	17-11-2022
cijfer	
assessment	good
EC rated	3.00
opmerking	
assessed by	Vermeulen, S.A. - 00074813
course documents	
	▼ ERIM - Skills Courses package - additional course
	▼ ERIM - Thesis Supervision
	▼ ESE - TI - Econometrics III

FIGURE 6

The same applies to the progress meetings that are planned throughout the research fase (Figure 7).

All progress interviews are listed below.	
interviews	<ul style="list-style-type: none"> <li>▼ ERIM - 1 Year assessment</li> <li>▼ RSM - Parttime</li> <li>▼ ERIM - 1 Year assessment</li> <li>▼ ERIM - 1 Year assessment</li> <li>▼ ERIM - 2,5 Year Assessment</li> <li>▼ ERIM - 1 Year assessment</li> </ul>

FIGURE 7

The candidate can alter the TSP as many as he or she thinks is necessary. To keep the changes visible for the reviewers, all changes will be marked in an orange color. To see what exactly changed to the TSP the reviewer can click on the button 'previous version' and the previous version of the specific field will open. An example of both can be seen in Figure 8.

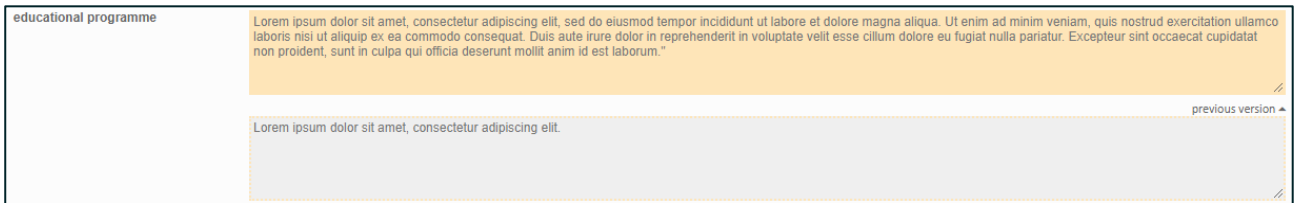


FIGURE 8

In order to review the TSP:

- ➔ Please select one of two options ('Approved' or 'Rejected') in the drop-down list under **Assessment** followed by the **Submit** button. Both options result in an e-mail to the PhD candidate. If necessary, you can provide feedback in the section **Feedback for the PhD candidate** (Figure 9).

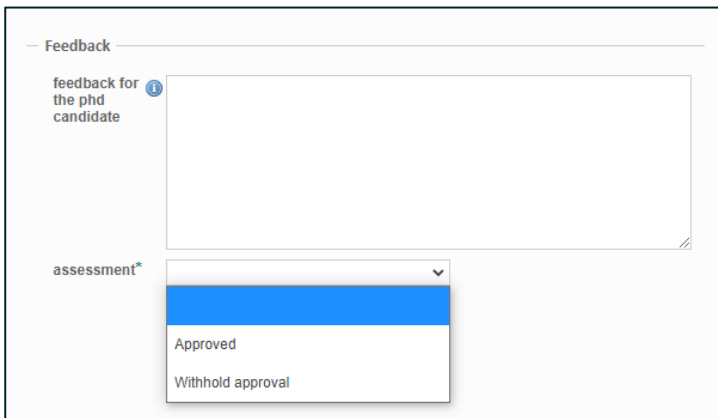


FIGURE 9

## 4. Home

### 4.1 Dashboard of the (co)supervisor

After logging into Hora Finita, you will access your personal dashboard (Figure 10). This dashboard gives an overview of your (current) PhD candidates, the upcoming interviews in the next three months, your tasks and your most recent messages, that you have also received as e-mail.

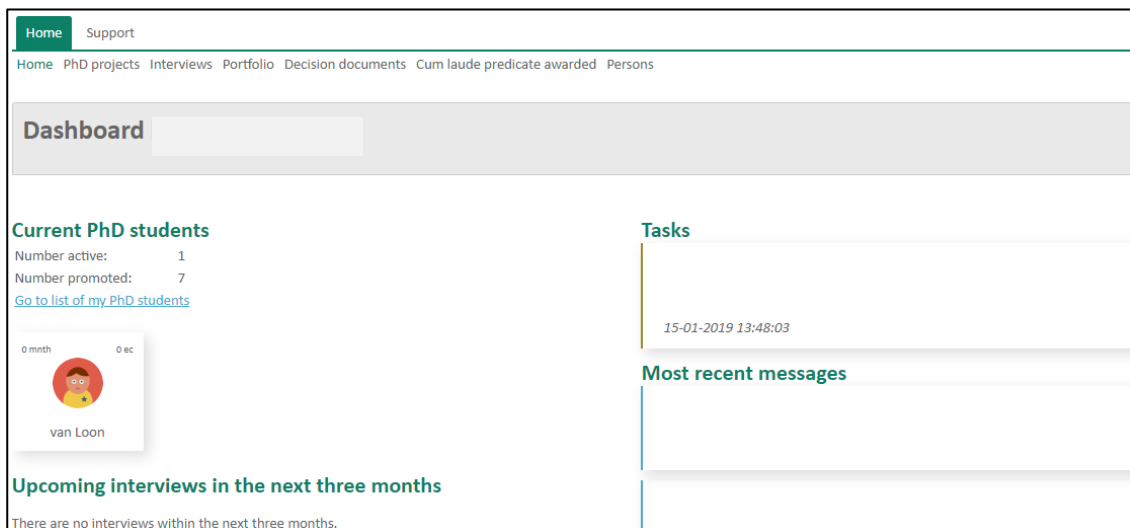


FIGURE 10

- ➔ Click 'Go to list of my PhD students' to get to a more detailed overview of your PhD candidates. You can also access this list by clicking the tab 'PhD tracks' in the top menu.
- ➔ Click on the icon/photo of a PhD candidate to go to their personal dashboard. Here you can get a detailed insight in the progress of each PhD candidate.

#### 4.1.1 Current PhD students

In the section 'Current PhD students' you find to an overview of all your PhD candidates. By clicking the link 'go to list of my PhD students', you'll get an overview of all PhD candidates, their starting and (planned) end dates, their current status and obtained EC's, and your own role within each trajectory. By clicking on the name of a PhD student, you can see their personal dashboard. By clicking on one of the headers of the table, you can filter the PhD students, e.g. on start date or PhD defence date.

The tab 'PhD tracks' in the main menu at the top of the page will also direct you to this list.

#### 4.1.2 Tasks

In the section 'Tasks' you see a list of tasks that are awaiting action by you:

- 1] Check whether a proof of attendance document has been uploaded on the right-hand side.
  - ➔ Click on the document to see the contents of the document.
- 2] Approve the training activity by checking the box 'approved' at the bottom right of the page and clicking the "Approve" button at the bottom left of the page.

Once a task has been performed, the notification disappears from your list of tasks. When there are no pending tasks, Hora Finita shows the text 'there are no tasks'.

### 4.1.3 Upcoming interviews in the next three months

In the section 'upcoming interviews in the next three months', you see an overview of the interviews that are scheduled in the next three months.

- ➔ Click on an interview to go to open the specific progress meeting.

The tab 'Interviews' in the main menu at the top of the page will direct you to a full overview of all previous and upcoming progress meetings. By clicking on one of the headers of the table, you can filter the meetings, e.g. on date or PhD track.

#### Important:

*If the check box 'has taken place' is selected and the date of the meeting has passed, then a reminder will be sent to the first supervisor that the report of the meeting has not yet been submitted/uploaded. The term for reminder email concerning progress meetings is depending on faculty guidelines.*

### 4.1.4 Most recent messages

In the section 'most recent messages' you'll find an overview of your messages, the same messages as those received per e-mail. Clicking on a message will display the full text on screen.

## 4.2 PhD tracks

- ➔ Click on the tab 'PhD tracks' in the main menu to see a detailed table of active and former PhD candidates. For each PhD candidate you'll see information on start and planned end date / ceremony date, status, faculty, your own role within each trajectory and the amount EC (Figure 11). The ECs are coloured (red, orange, or green) according to the progress of the planned activities.
- ➔ If coloured green, the PhD candidate is on schedule.
- ➔ If coloured orange, the (co)supervisor should be aware of possible retardation. The (co)supervisor should give a signal to the PhD candidate.
- ➔ If coloured red, the (co)supervisor must take action.

promovendus	start	planned PhD programme end	promotiedatum	status	faculty	rang	EC	dashboard
Loon, I. van - E040176	01-03-2019	01-03-2023		research on schedule	ESHCC	1st supervisor	0,00/0,30/30,00	

FIGURE 11

- ➔ Click on the name of a PhD candidate to go to the personal file of a PhD candidate. See chapter 5 for more information.

### 4.3 Progress meetings and milestones

Milestones can be used for progress meetings or important milestones during the PhD track. Click on the tab 'Interviews' in the main menu to see a table of all planned and former interviews with your PhD candidates (Figure 12). This table provides information on each individual interview, such as planned date, which PhD candidate, and the status, type, and result of the interview.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Support', and a breadcrumb trail: 'Home > PhD projects > Interviews > Portfolio > Decision documents > Cum laude predicate awarded > Persons'. Below the navigation bar is a header section titled 'Results and Development interview - Items page' with a sub-header 'Progress interviews: 1 - 4 of 4'. A 'Filter for:' dropdown menu is located above the table. The table has columns for 'date', 'taken place', 'PhD project', 'VSNU PhD type', 'type of interview', 'result', 'primary promotor', 'faculty', and 'modified'. There are four rows of data, all for the PhD project 'Loon, I. van - E040176'. The 'type of interview' column contains 'ISS (FT) - Progress meeting year 1', 'ISS - Progress meeting year 2', 'ISS - Progress meeting year 3', and 'ISS (FT) - Exit meeting'. The 'primary promotor' for all rows is 'prof.dr. H.A.M. Klemann' and the 'faculty' is 'ESHCC'. The 'modified' dates are '05-02-2019 15:36:27', '05-02-2019 15:36:50', '05-02-2019 15:37:04', and '05-02-2019 15:37:45'. At the bottom of the table, it says 'Page 1 of 1' and '1/1'. There are 'New' and 'Delete' buttons at the bottom left of the table area.

date	taken place	PhD project	VSNU PhD type	type of interview	result	primary promotor	faculty	modified
01-03-2020	no	Loon, I. van - E040176		ISS (FT) - Progress meeting year 1		prof.dr. H.A.M. Klemann	ESHCC	05-02-2019 15:36:27
01-03-2021	no	Loon, I. van - E040176		ISS - Progress meeting year 2		prof.dr. H.A.M. Klemann	ESHCC	05-02-2019 15:36:50
01-02-2022	no	Loon, I. van - E040176		ISS - Progress meeting year 3		prof.dr. H.A.M. Klemann	ESHCC	05-02-2019 15:37:04
01-03-2023	no	Loon, I. van - E040176		ISS (FT) - Exit meeting		prof.dr. H.A.M. Klemann	ESHCC	05-02-2019 15:37:45

FIGURE 12

#### 4.3.1 Definitive date of a progress meeting

If you click on a specific progress meeting you will see that the page consists of different parts. In the top left corner, you will find the information on the date, time, and location of the meeting. Once a definitive date has been chosen the PhD candidate, GSO or supervisor can click on 'definitive date'. After the page is saved an email will be sent regarding the upcoming progress meeting to all participants.

#### 4.3.2 Adding and/or removing meeting participants

The participants are automatically filled based on the 'default participants' that correspond to the type of progress meeting. The PhD candidate, GSO or supervisor can add to remove participants if desired. To do so click on 'add participant' and follow the steps on the screen. Select the desired participants by searching on his or her surname.

**Note:** If you wish to add an external participant – who is not in the system – only enter the name and click next to create a new external user and add that user as a participant to the progress meeting. For a step by step guide follow the images below.



Participants

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

[edit](#) [delete](#)

AprilTestPromotor1, E. - E111461  
supervisor

[edit](#) [delete](#)

PhDTTestEUR, V. - E111460  
phd candidate

[edit](#) [delete](#)

**1** [Add participant](#)

Step 1

Please enter the surname of the person you wish to add below. Any matches of the surname or part thereof with data available in the system will be shown below. If you find the relevant person in this list, please select it and click on 'Next'. If the relevant person is not in this list, please click on 'Next' without selecting anything.

surname\*

Possibly similar people

Select the person you are looking for below.

person
No matching persons have been found

**2** [Next step](#)

[Back](#) [Back to interview](#)

Step 2

first names

infix(es)

surname\*

title

preferred email address\*

**3** [Next step](#)

[Back](#) [Back to interview](#)

The external person 'ing. ExtraParticipant, B. - E111535' has been updated.

Step 3

person

interview\*

participant role

**4** [Add participant](#) [Cancel](#)

[Back](#)

Participants

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

[edit](#) [delete](#)

AprilTestPromotor1, E. - E111461  
supervisor

[edit](#) [delete](#)

PhDTTestEUR, V. - E111460  
phd candidate

[edit](#) [delete](#)

Ing. ExtraParticipant, B. - E111535  
External discussant

[edit](#) [delete](#)

[Add participant](#)

### 4.3.3. Adding files to a progress meeting

Each progress meeting can have different documents that need to be read or filled in by the participants. The participants can download these files from within in the progress meeting. Once filled in, each participant can upload their files to the progress meeting. All participants have access to these files.

Information

Below, the different participants can upload files. For example, the preparation documents can be added to the interview.

Files (supervisor/GSO)	Files (PhD candidate)	Files (other participants)
interview report <input type="text"/> <a href="#">Browse</a>	attachment 1 <input type="text"/> <a href="#">Browse</a>	
attachment 1 <input type="text"/> <a href="#">Browse</a>	attachment 2 <input type="text"/> <a href="#">Browse</a>	
attachment 2 <input type="text"/> <a href="#">Browse</a>	attachment 3 <input type="text"/> <a href="#">Browse</a>	
attachment 3 <input type="text"/> <a href="#">Browse</a>	attachment 4 <input type="text"/> <a href="#">Browse</a>	
attachment 4 <input type="text"/> <a href="#">Browse</a>	attachment 5 <input type="text"/> <a href="#">Browse</a>	
attachment 5 <input type="text"/> <a href="#">Browse</a>		

#### 4.3.4. Progress meeting result and review

If necessary, a result can be given to the progress meeting, this could - for example - be a go or no go result for the PhD candidate. If an interview report has been uploaded after the progress meeting has taken place it's also possible to start an approval train. The selected approvers will be emailed to review the progress result and give their approval.

### 4.4 Portfolio

The tab 'Portfolio' in the main menu gives an overview of all educational activities of your PhD candidates. Click on one of the headers of the table to filter the educational activities by PhD candidate, starting date, course name, type of activity, assessment, amount of EC's, and whether it has been approved or not. In the 'approved' column you see which activities still need assessment. (Figure 13)

- ➔ To approve several educational activities simultaneously, tick the boxes in front of the activities and click the button 'Approve selection' at the bottom left of the page.

<input checked="" type="checkbox"/>	PhD project	starting date	name	type of activity	assessment	EC entered	EC rated	approved
<input checked="" type="checkbox"/>	Loon, I. van - E040176	01-04-2019	Scientific Integrity	Other		0,30	0,30	no
<input type="checkbox"/>	Loon, I. van - E040176	01-07-2019	ISS - English academic writing	Skills		2,00	2,00	no
<input type="checkbox"/>	Loon, I. van - E040176	06-05-2019	ISS - How to get your article published	Career		2,50	2,50	no

FIGURE 13

**Note:** the end date of an activity or course should be in the past, otherwise it's not possible to approve the activity or course.

### 4.5 Decision documents

Under the tab 'Decision documents' you find a table of PhD candidates who are using this function. This is optional for PhD candidates, but a very useful tool within Hora Finita. It is possible for the PhD candidate to add information per chapter on the (working) title, research questions, research methods and materials, possible co-authors, financing, and foreseeable roadblocks.

- ➔ Clicking on the name of a PhD candidate to see the information per chapter (Figure 14).

Home Support

Home PhD projects Interviews Portfolio Decision documents Cum laude predicate awarded Persons

## Decision document

1. Introduction

### Decision document chapter

Using this form you can set up your decision document per chapter. Enter the following elements in a concise and clear way – some indications of what you need to fill out are provided below, they are however not exhaustive.

This document can be viewed by your supervisor.

It is not necessary to fill in the decision document, when the chapters are already entered in the Gantt.

Choose chapter:

1. Introduction
2. Historiography
3. The Decline of the Shipbuilding Industry
4. The Decline of the Offshore Industry
5. The Rise of Asian Shipbuilding Companies
6. Competitive disadvantage for Europe
7. Conclusion

FIGURE 14: OVERVIEW OF THE DECISION DOCUMENT CHAPTERS OF A PHD CANDIDATE

When the PhD candidate adds a new chapter in this section of Hora Finita, it will automatically be added to the Gantt chart. There the start and end date of each chapter can be changed. By using this feature in Hora Finita, all the trivial activities will be centralized in one system.

## 4.6 Cum laude predicate awarded

The tab 'Cum laude predicate awarded' displays an overview of all your PhD candidates who received the predicate cum laude.

## 4.7 Persons

The tab 'Persons' displays an overview of all the persons related to the trajectories of your PhD candidates.

## 5. Process flow graduation – cum laude and timeline

# Graduation – the start



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

Furthermore, the fields indicated with an asterisk are mandatory.

Home Research phase **Graduation phase** My PhD Support

Request PhD ceremony Submit title page Submit propositions Publicity Submit dissertation

### Request PhD ceremony

TextU/Raagotus8, A. - E112256

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 filed. 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](#)

**\*title thesis\***

**subtitle of thesis**

**project summary/description\***

**dutch (translation) of academic abstract of context\***

**dutch academic summary**

**dutch summary**

**manuscript\***

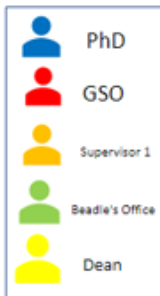
**manuscript checklist\***

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.

Request PhD ceremony



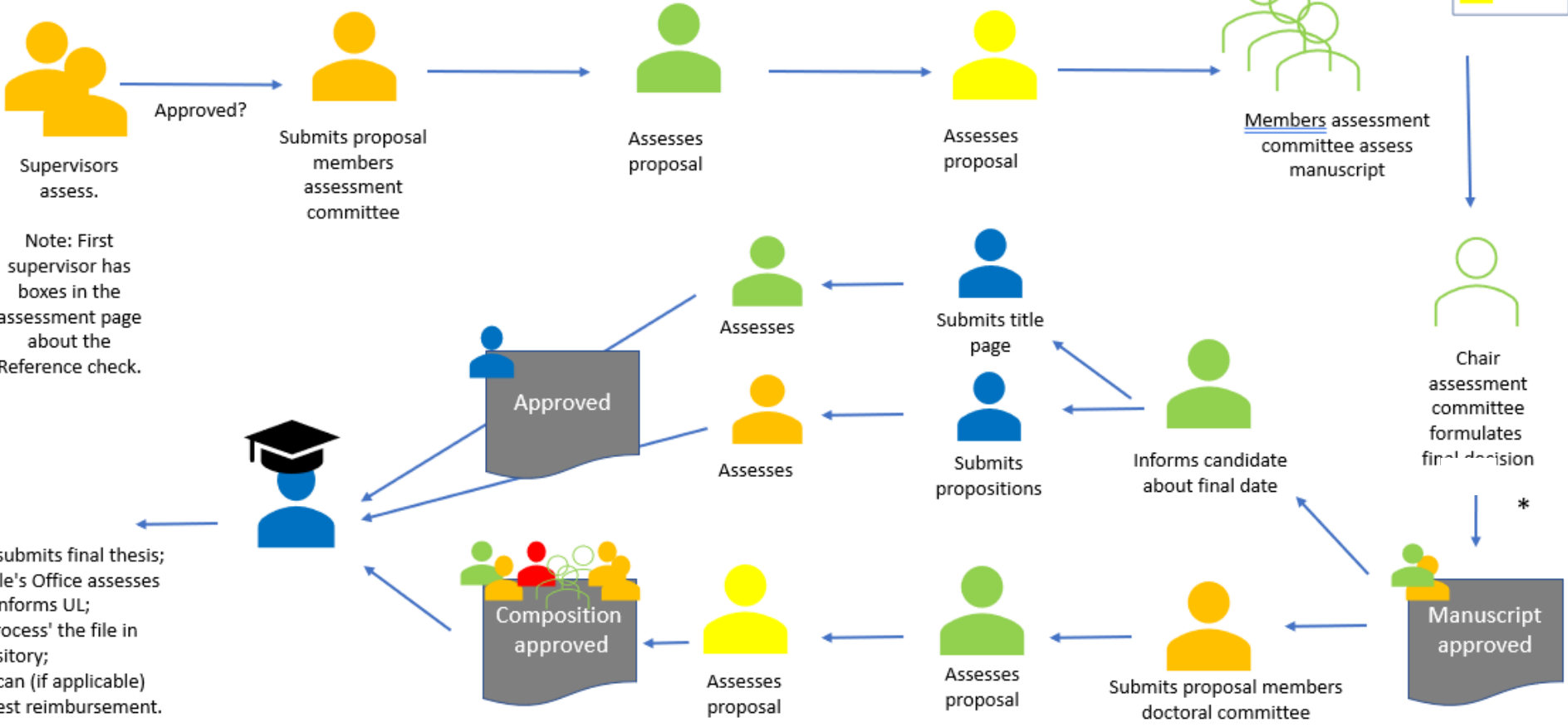
Supervisors  
assess



\*Start cum laude process (see next slide)



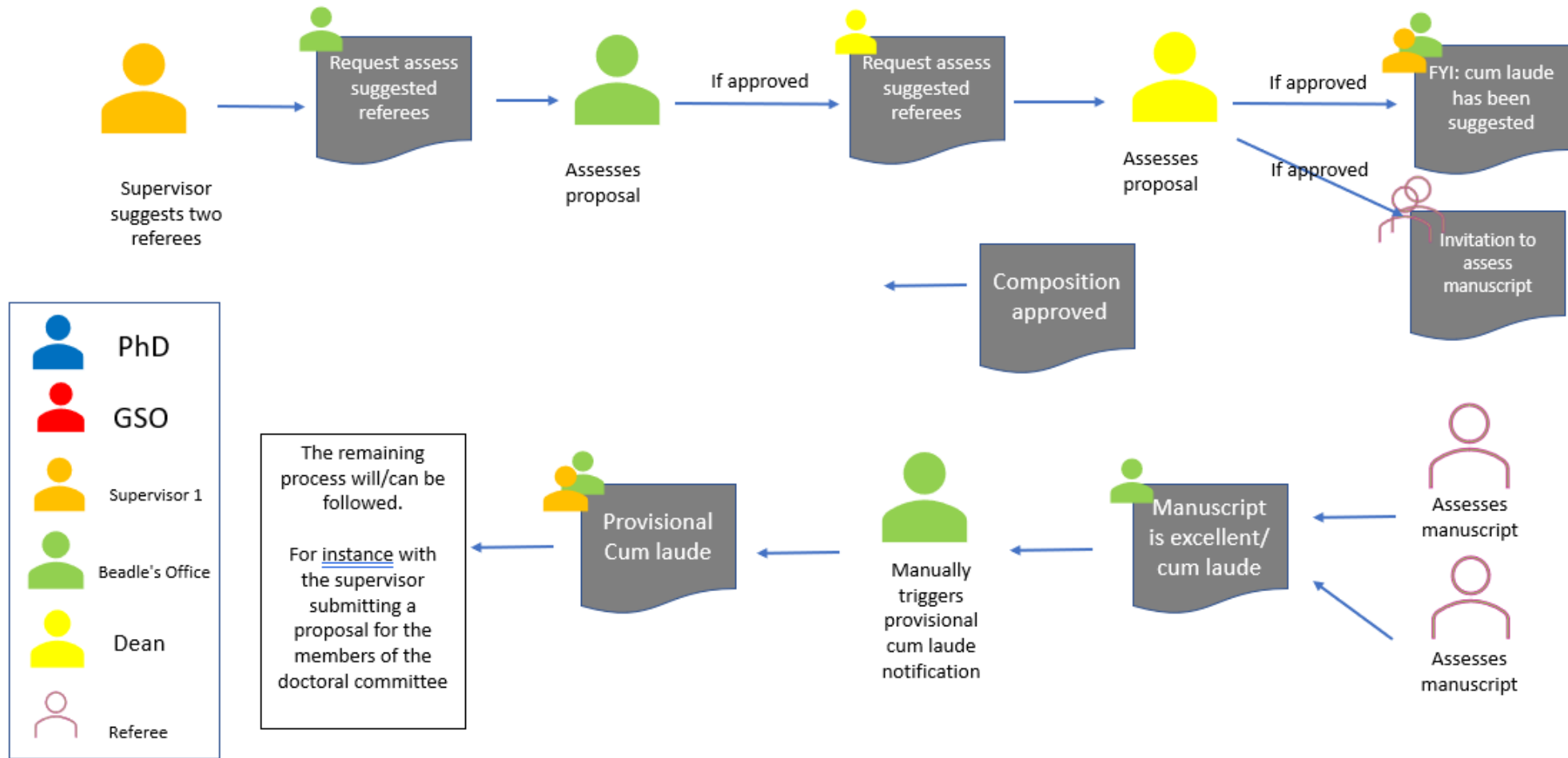
# Graduation – assessment manuscript



Note: First supervisor has boxes in the assessment page about the Reference check.

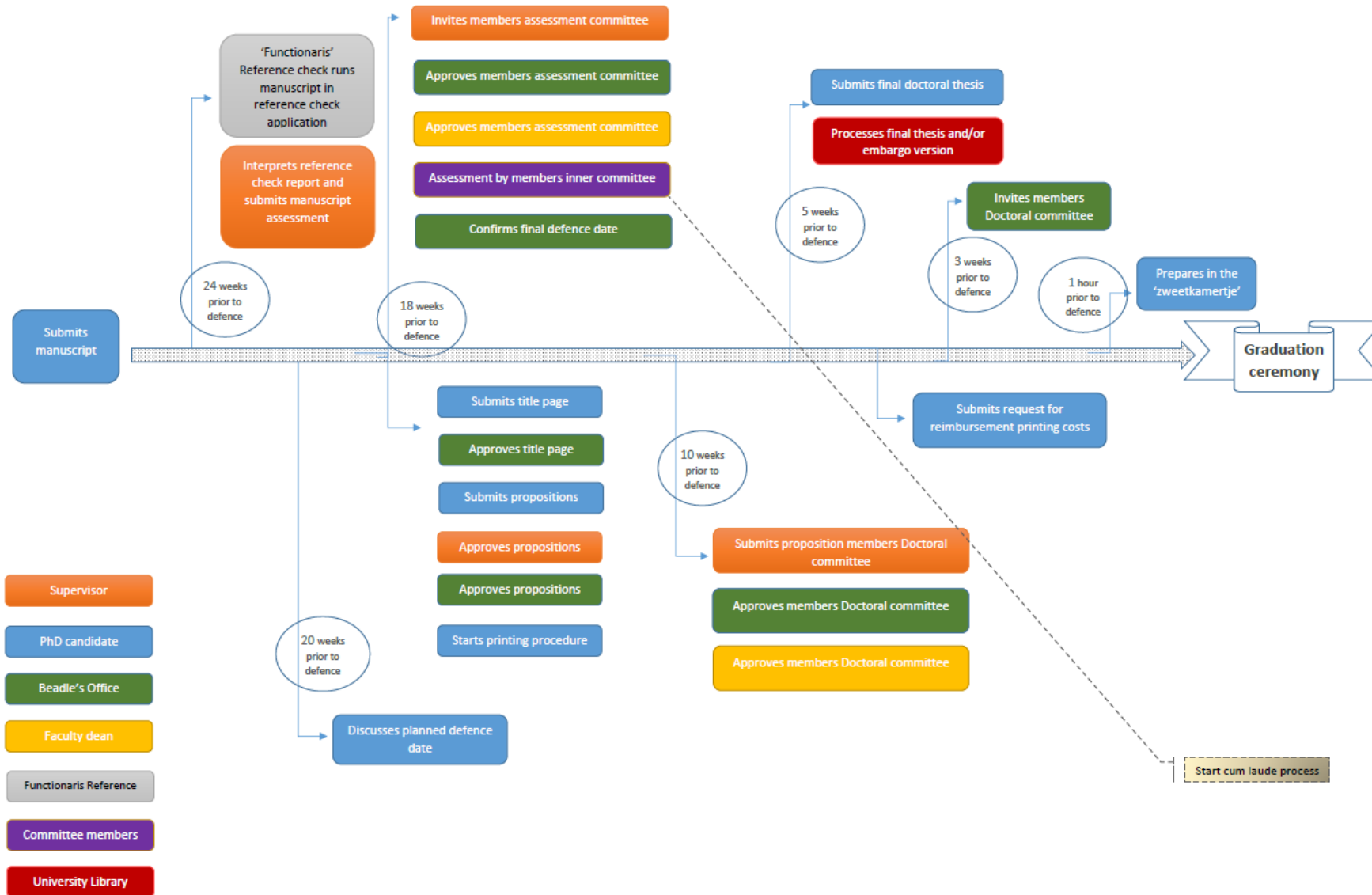
- PhD submits final thesis;
- Beadle's Office assesses and informs UL;
- UL process' the file in repository;
- PhD can (if applicable) request reimbursement.

# Graduation – cum laude process





# Timeline graduation process



## 5.1 Assessment by members assessment committee

Once your PhD candidate has submitted the manuscript, you will receive a notification requesting you to assess the manuscript. By clicking the link in the email, you are directed to a digital form (see below).

There are several parts in this form which can only be filled out by the first supervisor. This also applies to the information about the reference check; however, it is possible that a *functionary's reference check* provides this information for you.

**Note:** Remarks made by a member of the assessment committee, are visible for the PhD candidate. An example for a remark can be: see typo on page X, lay out suggestions, etc.

**Note:** The assessments of the committee members are anonymized based on the new doctoral regulations.

Once all individual assessments have been issued, the secretary of the committee receives a request to issue a final assessment.

## 6. Detailed information per PhD track

- ➔ Click on 'Go to list of my PhD students' or 'PhD tracks' to go to the overview of your (former) PhD candidates.
- ➔ Click on one of the names to see detailed information on all aspects of the PhD track of this PhD candidate (Figure 15).

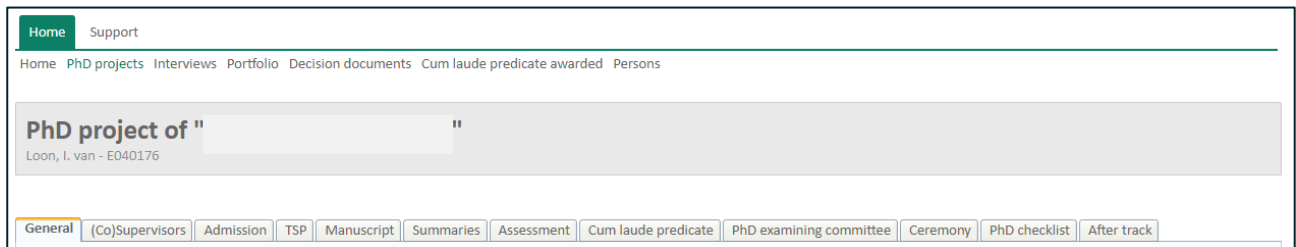


FIGURE 15

Each tab is concluded with several buttons.

- Save (one arrow): Changes are saved and you are sent back to your dashboard.
- Save (two arrows): Changes are saved and you remain on the particular page.
- E-mail those involved: You can send an e-mail to all participants within a particular PhD track.
- Send mail to institute / GS: You can send an e-mail to your GSO for a particular PhD track.
- Interviews: Shows an overview of the interviews of the particular PhD candidate.
- Portfolio items: Shows an overview of the activities of the particular PhD candidate.
- Back: back to your dashboard.

### 6.1 General

The tab 'General' displays general information about the PhD candidate and the trajectory (Figure 16). Most fields are filled in by the PhD candidate during – and checked by the Graduate School Officer after – the registration in Hora Finita. You cannot change this information.

Home Support

Home PhD projects Interviews Portfolio Decision documents Cum laude predicate awarded Persons

## PhD project of " [redacted] "

Loon, I. van - E040176

General (Co)Supervisors Admission TSP Manuscript Summaries Assessment Cum laude predicate PhD examining committee Ceremony PhD checklist After track

**Appointment**

phd project number: 993932  
erna id / micro section number: E040176  
phd student: [redacted]  
appointment: [redacted]  
phd type according hr: [redacted]  
vsnu phd type: [redacted]  
[more personal data](#)

**Affiliation**

faculty: Erasmus School of History, Culture and Com  
graduate school: Erasmus Graduate School of Social Science  
eur institute: [redacted]  
research school: [redacted]  
tgs program: [redacted]  
tgs program line: [redacted]  
hoop area: [redacted]

**Funding**

fte	funding source	cash flow	van	up to and including
1	1,0			

**Specific details**

specific details: 1

**Data concerning PhD project**

phd programme start: 01 03 2019  
planned phd programme end: 01 03 2023  
success rate by end date: [redacted]

**Joint / double doctorate**

joint of double doctorate: [redacted]  
associated university: [redacted]  
contactperson: [redacted]

**Status**

status: research on schedule  
05-02-2019 **research on schedule**  
Automatisch status op schema, omdat de promotietrajectregistratie is omgezet naar een promotietraject.

**Comments**

[redacted]

**Academic Integrity Code**

academic integrity code: [redacted]

**Associated Graduate Schools**

Associated Graduate Schools can view, but not edit, some basic information about this PhD project.

faculty: 1

**Working title of project**

The closure of shipyard 'Werf Gusto' in 1978 and the consequences for their workers.

**Other information**

don't mail: [redacted]  
created: 05-02-2019 10:16:15  
modified: 13-02-2019 10:53:49  
import source: [redacted]

**Project description**

This research focusses on the overall decline of the Dutch shipbuilding industry, particularly for Werf Gusto. This was a yard from Schiedam, that has settled itself from 1905 up until 1978. My main question will revolve around the personal consequences for the different families of the men.

Save Save E-mail those involved Send mail to institute / GS

Back Interviews Portfolio items

FIGURE 16

## 6.2 (Co)supervisors

The tab '(Co)supervisors' displays information about the supervisory team of a particular PhD candidate (Figure 17). This information has been approved by the (first) supervisor.

- ➔ To change this information, please click on the button 'Send mail to institute / GS' to send an e-mail to the GSO.

General	(Co)Supervisors	Admission	TSP	Manuscript	Summaries	Assessment	Cum laude predicate	PhD examining committee	Ceremony	PhD checklist	After track
---------	-----------------	-----------	-----	------------	-----------	------------	---------------------	-------------------------	----------	---------------	-------------

Supervisors

rank	person	affiliate	EUR Faculty	email	
1	1	prof.dr. Klemann, H.A.M. - EUR00039201	Afdeling Geschiedenis / Department of HI	Erasmus School of History, Culture and Communication	klemann@eshcc.eur.nl
2					
3					

Co-supervisors

rank	person	affiliate	EUR Faculty	email	
1	1	prof.dr. Grever, M.C.R. - EUR00024958	Theorie en methoden van MG	Erasmus School of History, Culture and Communication	grever@eshcc.eur.nl
2					
3					

Other members of the additional guidance team

rank	Supervisor role	person	affiliation	EUR Faculty
1				

Opmerkingen m.b.t. promotoren

Individual assessment of manuscript by supervisor(s)

supervisor	date	assessment	motivation
prof.dr. Klemann, H.A.M. - EUR00039201			

Joint assessment

assessment	date

FIGURE 17

## 6.3 Admission

The tab 'admission' displays information about the admission of the PhD candidate (Figure 18). Most fields are filled in by the PhD candidate during – and checked by the Beadle's Office or Admissions Office after – the registration in Hora Finita. You cannot change this information, although you can download the research proposal of each trajectory.

General	(Co)Supervisors	Admission	TSP	Manuscript	Summaries	Assessment	Cum laude predicate	PhD examining committee	Ceremony	PhD checklist	After track
---------	-----------------	-----------	-----	------------	-----------	------------	---------------------	-------------------------	----------	---------------	-------------

Conditions

conditions

deficiencies resolved on approval deficiencies name

Qualifications

qualifications

degree certificate

Erasmus Universiteit Rotterdam - Erasmus S

Download (21 KB)

Degree certificate exemption

exemption

exemption supervisor

date exemption

Qualification requires exemption

Details check and admissionmail to the PhD student

sent on

Admission documents

list of marks

Download (134 KB)

language test

research proposal

Download (926 KB)

work plan

cv

other

Admission status

admission status

admission date

05 | 02 | 2019

dean

prof. dr. Leeuwen, J.P.T.M. van - E010557

head of department

department

Agreements

co-financing organisations

necessities co-financing organisations

Diploma validation

advice document

certifying statement

diploma validation state

degree certificate validation date

FIGURE 18

## 6.4 TSP

The tab 'TSP' displays the same information as described in paragraph 3.3. Here you see additional information such as progress and TSP history (Figure 19).

The screenshot shows the 'TSP' tab in a web application. The top navigation bar includes tabs: General, (Co)Supervisors, Admission, TSP, Manuscript, Summaries, Assessment, Cum laude predicate, PhD examining committee, Ceremony, PhD checklist, and After track. The main content area is divided into several sections:

- TSP**: Includes 'tsp upload' with a 'Download (134 KB)' button, 'submission date' (05/02/2019), 'reviewed at', 'guidance throughout the research project' (with a dropdown menu), 'special/additional agreements' (with a dropdown menu), and 'progress meetings' (with a dropdown menu).
- Training Program**: Includes 'phd program' and 'to achieve ec' (0,00).
- Progress**: Includes 'target' (0.00 EC), 'achieved' (0.00 EC), 'remaining' (0.00 EC), 'scheduled' (4.80 EC), and 'to be scheduled' (0.00 EC). There is also a link for 'Open courses portfolio'.
- TSP History**: Includes a text description and a link for 'TSP History'.
- Training plan**: Includes 'global plan of the research project' (with a dropdown menu) and 'field work advisor'.
- Planning teaching**: Includes 'educational programme' (with a dropdown menu).

FIGURE 19

## 6.5 Manuscript

The tab 'manuscript' displays information about the manuscript of the PhD candidate (Figure 20). Most fields are filled in by the PhD candidate during the PhD ceremony request.

The screenshot shows the 'Manuscript' tab in a web application. The top navigation bar includes tabs: General, (Co)Supervisors, Admission, TSP, Manuscript, Summaries, Assessment, Cum laude predicate, PhD examining committee, Ceremony, PhD checklist, and After track. The main content area is divided into several sections:

- Manuscript**: Includes 'title thesis', 'title layout', 'subtitle of thesis', 'subtitel met opmaak', 'fellow phd student', and 'cv short'.
- Reference check**: Includes 'report reference check', 'reference check' (with a checkbox for 'checked for plagiarism'), 'executed by', and 'location raw data'.
- Manuscript versions**: Includes 'promotional application', 'most recent file', and 'library'.
- History**: A section for tracking changes.

FIGURE 20



## 6.6 Summaries

The tab 'summaries' contains the short lay/popular abstracts in Dutch and English intended for the Communication Office and the Erasmus University Rotterdam Library (Figure 21).

General | (Co)Supervisors | Admission | TSP | Manuscript | **Summaries** | Assessment | Cum laude predicate | PhD examining committee | Ceremony | PhD checklist | After track

— Date popular summaries were submitted

submitted on    ⓘ

The short lay/popular abstracts are intended for the Communication Office and the Erasmus University Rotterdam Library. As soon as the Doctoral Subcommittee has approved the manuscript the PhD student will be asked to submit the abstracts in Dutch and in English. Once the abstracts have been submitted they will be included below.

— Short lay/popular abstract Dutch

— Short lay/popular abstract English

— Dutch Academic Summary (Summary Thesis)

The PhD student will also be requested to submit the academic summary in Dutch separately (formally this summary is part of the thesis). The separate summary is intended for the Communication Office to obtain additional background information on the research.

title and abstract of content (english/french/german) ⓘ

FIGURE 21

## 6.7 Assessment

Under the tab 'Assessment' members of the Assessment committee can be proposed (Figure 22). After assessing the manuscript, you will receive an e-mail with the request to propose members of the Assessment committee.

After assessing the manuscript (see figure 23 for the assessment form), the supervisor receives an automatic e-mail with the request to propose members of the Assessment committee. This is done by clicking on the link in the e-mail. The supervisor needs to follow the regulations of the Erasmus University Rotterdam about proposing the Assessment committee. Besides the doctoral dissertation supervisor, three other people need to be proposed. He also needs to propose the secretary of this committee. After filling in the required amount of members, the supervisor needs to click the button **Request approval for composition** (right beneath the table). This will give out a warning message, asking the supervisor if he's ready to submit his proposal. The proposal will be assessed by the Beadle's Office and faculty dean.

title	member	suffix	affiliation	appointment	e-mail	comments	secretary
1 dr.			Afdeling Geschiedenis / Department of HI	WP / Docent			no
2 prof.dr.				WP / Hoogleraar			no
3 dr.			Afdeling Geschiedenis / Department of HI	OE / Gast wetenschappelijk docent			no
4 prof.dr.			Afdeling Geschiedenis / Department of HI	WP / Hoogleraar			yes

chair

FIGURE 22

When the Assessment committee is approved, all members will receive a confirmation of this decision. Subsequently, they'll receive an e-mail with a link to the manuscript. By clicking on this link, the Internet browser will open the page **Assess manuscript**. Every member of the Assessment committee is asked to judge the manuscript on originality, scientific quality and written presentation (Figure 23). This is the same assessment page as the supervisor had, without the part about plagiarism (this is up to the first supervisor to fill out).

PhD projects | Persons | Progress | Mailings | Reports | Support

PhD projects | PhD project registrations | Check | Documents | PhD theses

### Assessment manuscript by (co)promotor

Assess manuscript

**Manuscript**

title thesis

subtitle of thesis

phd candidate

dutch summary

dutch academic summary

primary promotor

file of thesis  [Download \(18 kB\)](#)

**Plagiarism\***

check for plagiarism\*  The manuscript has been checked by the faculty or graduate school selected plagiarism detection system. There is no indication of plagiarism. The check relates to all not yet published text in peer-reviewed journals.

report reference check  [Browse](#)

technical scan is executed by\*

findings\*

applied system\*

**Assessment by (co)supervisor (prof. dr. S.A. Kushner)**

By approving the manuscript, you also certify that the PhD candidate has met the training agreements made in the Training and Supervision plan.

assessment\*  Approved  Rejected

motivation/reason\*

[Submit assessment](#) [PhD project](#)

FIGURE 23

Hora Finita will automatically send a reminder to the members of the Assessment committee who have not assessed the manuscript within fourteen days. The assessments of the members of the Assessment committee can be found under the tab 'Assessment' of the promotor (Figure 24). This is found under 'PhD tracks' => 'Name promovendus' => 'Assessment'.

➔ Click on 'view motivation statements' to see the specific motivation that the individual members of the committee have given to the manuscript.

rangnummer	person	voorzitter	secretaris	datum beoordeling	assessment	ontbonden
1			no			no
2			no			no
3			no			no
4		yes	yes			no

dean prof. dr. Leeuwen, J.P.T.M. van -

[view motivation statements](#)

Invitation to assess sent to Doctoral Subcommittee: sent on

Remind members of the Assessment Committee: sent on  deadline  remind on

FIGURE 24

Immediately after the manuscript has been uploaded into Hora Finita, the PhD candidate is asked to upload the title page and the eleven mandatory propositions – in accordance with the Doctoral Regulations. Both are assessed by the Beadle's Office and the supervisor. The assessment of the manuscript, the title page and the propositions are found under 'Agreed' at the bottom of the tab 'Assessment'.

Approved	Assessment	Date	Assessed by	Comments
Approval manuscript	Approved	<input type="text"/>	beoordelingscommissie	<input type="text"/>
Approval title page	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Approval propositions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save  E-mail those involved  Back

FIGURE 25

## 6.8 Cum laude predicate

It is possible for a manuscript to be assessment with the predicate cum laude. This has to be done by the different members of the Assessment committee during the assessment of the manuscript (Figure 26).

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 student in the PhD project;
- language and style.

cum laude predicate proposal\*  as possibly deserving the cum laude predicate  manuscript is not deserving of the cum laude predicate

motivation

FIGURE 26

If this procedure is suggested by any of the members of the Assessment committee, they will receive an e-mail by Hora Finita to suggest two referees. Ultimately, the rector magnificus appoints the referees. It is also possible to manually propose referees in Hora Finita.

- ➔ Click on the tab 'Cum laude predicate' to propose referees for the cum laude predicate (Figure 27).

FIGURE 27

## 6.9 Assessment committee

The supervisor has to insert a proposal for the full doctoral committee, this is the Assessment committee in Hora Finita, after the manuscript has been approved by the Assessment committee (Figure 28). This proposal will be assessed by the Beadle's Office and by the Doctorate Board. The full doctoral committee is bound by certain rules:

- ➔ The full doctoral committee shall consist of the members of the Assessment committee. On the proposal of the doctoral dissertation supervisor made after consultation with the dean of the relevant faculty in terms of the field of study in which the doctoral research was carried out, the Doctorate Board shall appoint at least two additional members.
- ➔ The full doctoral committee shall be chaired by the Rector Magnificus or the person acting in his stead. The chairman is not a member of the full doctoral committee.
- ➔ At the request of the doctoral dissertation supervisor, the Doctorate Board may admit persons who hold the right to use the title of Doctor in the Netherlands and who are experts in the doctoral dissertation's field of study or a part thereof. These experts shall have an advisory role in deliberations about the award of the doctorate and, if so decided by the committee, shall participate in the opposition.

General | (Co)Supervisors | Admission | TSP | Manuscript | Summaries | Assessment | Cum laude predicate | **PhD examining committee** | Ceremony | PhD checklist | After track

– Approved PhD examining committee

rank	person	chair	confirmed on	present-absent
1		no		

– Advisory members

rank	person	confirmed on	present-absent
1			

– Proposal PhD examining committee

The criteria that members of the PhD Examining Committee must meet can be found in [chapter 1, paragraph 6, article 21 of the Doctoral Degree Regulations](#).

If a member can not be found, they can be added using the other personal data fields. After saving, a person will then be created for this and included in the proposal.

Copy from: ▼

rank	person	title	surname	infix(es)	initial(s)	suffix	e-mail	institute	external faculty	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...	▼								

Request approval for composition

FIGURE 28

## 6.10 Ceremony

Information regarding the ceremony can be found on the tab 'Ceremony'. This information will be filled in by the Beadle's Office in agreement with the PhD candidate. (Figure 29)

General | (Co)Supervisors | Admission | TSP | Manuscript | Summaries | Assessment | Cum laude predicate | PhD examining committee | **Ceremony** | PhD checklist | After track

– Date and location

planned phd ceremony date

definitive phd ceremony date

phd ceremony time

room

– PhD thesis

repository link

title page

approval title page

herinnering titelblad verstuurd op

hardcopy of phd thesis handed in on

– Propositions

propositions assessment

– Vergoedingaanvraag

has the reimbursement request been submitted?

– Assessment of propositions

person	assessment	assessment date	motivation
1 prof.dr. Klemann, H.A.M. - EUR00039201			
2 prof.dr. Grever, M.C.R. - EUR00024958			
3 Ing. Loon, J.B.J.M. van - EUR00010282			

FIGURE 29

## 6.11 PhD checklist

The PhD checklist is primarily an overview for the PhD candidate. The supervisor has the possibility to monitor the progression of its candidates based on the checked items and target date. (Figure 30)

check	description	party responsible	target date	executed
✓	Enter project description	phd student	01-04-2019	
✓	ISS (PT) - Mid Term Seminar interview	phd student	01-03-2022	
✓	PhD ceremony request	phd student	01-09-2022	
✓	Review manuscript by supervisor	(co)promotores	23-11-2022	
✓	Review manuscript by assessment committee	beoordelingscommissie	23-11-2022	
✓	Submit title page	phd student	21-12-2022	
✓	Assessing title page	promotiebureau	01-01-2023	
✓	Setting the planned PhD ceremony date	phd student	04-01-2023	
✓	Enter publication data	phd student	25-01-2023	
✓	Submit thesis to the library of the University	phd student	08-02-2023	
✓	Set the definitive PhD ceremony date / time / location	phd student	15-02-2023	
✓	Assessing thesis by the library of the university	universiteitsbibliotheek	15-02-2023	
✓	Submit reimbursement request	phd student	22-02-2023	

FIGURE 30

## 6.12 After track

After the PhD candidate is finished with his or her graduation, he or she can leave information regarding their next career plans.

General	(Co)Supervisors	Admission	TSP	Manuscript	Summaries	Assessment	Cum laude predicate	PHD examining committee	Ceremony	PhD checklist	After track
<p>Employer after completion of PhD track</p> <p>current employee <input type="text"/></p> <p>current function <input type="text"/></p> <p>current type <input type="text"/></p>											

FIGURE 31