



Manual (co)supervisor

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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), has been using 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 have 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/her, but the supervisor still has to approve certain tasks. 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 sent 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 into Hora Finita, go to <https://horafinita.eur.nl/login/index.php> (Figure 1).

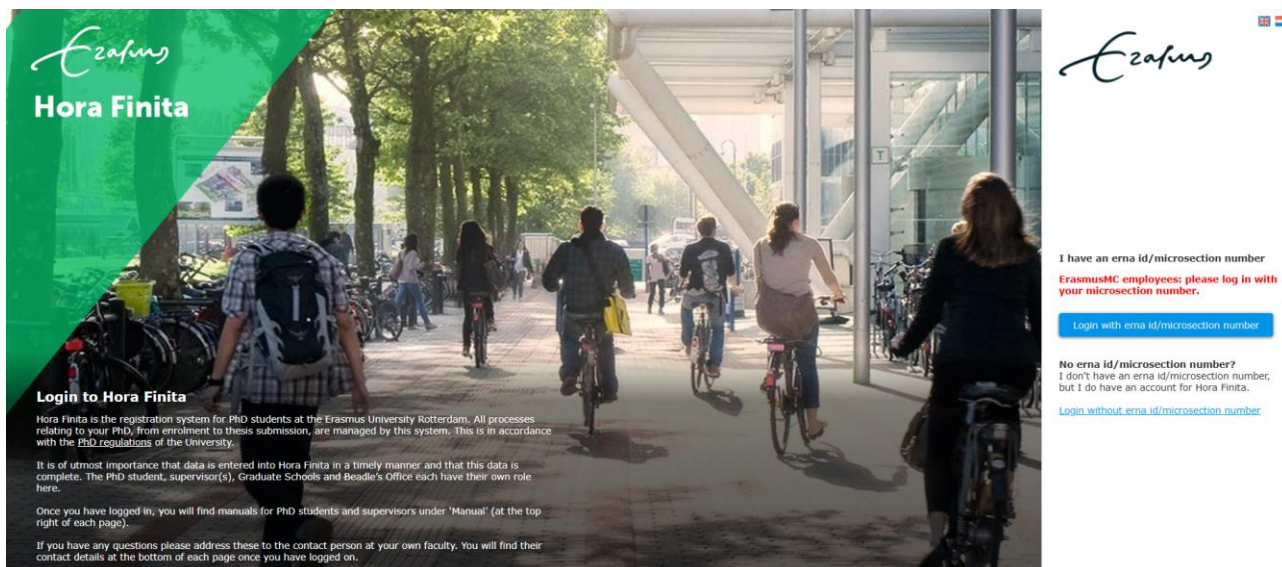


FIGURE 1: HOMEPAGE OF HORA FINITA

- ➔ Click on the button 'Login with erna id/microsection number' and login with your ERNA ID or with your own ERASMUS MC account (microsection number and password), if you are employed by the medical faculty.

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 (**Save and go back**) to save the data and go back to the previous page. Click the 'Save' button with the double arrow (**Save and stay on page**) 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

(**Back**) 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 who manage their own accounts
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 Functional Management at horafinita@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.

Dear graduate school ISS International Institute of Social Studies,

Hora Finita has discovered a new PhD candidate. Please check if this is indeed a PhD candidate:

PhD candidate	HS Nguyen
Faculty	ISS
Department	PhD.
URL	https://horafinita.eur.nl/login/index.php?pntHandler=EditDetailsPage&pntType=HfRegistratie&id=70960

Hora Finita already has filled out a new registration with the available information. This registration can be checked by clicking the link in the table above.

You will have to fill essential fields like 'Graduate School' and/or 'secretary'. After this you can send the form to the PhD candidate by pressing the button 'request additional information'. The candidate can then complete the form and submit the registration.

If this registration was wrongly made, you can change the status to 'ignore'.

NB This message has been generated automatically by Hora Finita.



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).

Dear _____

The Doctorate Board of Erasmus University Rotterdam, following the advice of the dean of the

International Institute of Social Studies

and in view of chapter 3 of the Doctorate Regulations of Erasmus University Rotterdam, has decided, with regard to the expected graduation of

with the dissertation entitled:

and the following appointed supervisor(s):

name	e-mail
_____	_____
_____	_____

and the following appointed cosupervisor(s):

to give responsibility for the doctoral procedure to the International Institute of Social Studies.

On behalf of the Doctorate Board,

prof. R.C.M.E. Engels
Rector Magnificus

NB This message has been automatically generated by Hora Finita.



HORA FINITA
promovendusvolgsysteem

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 to start 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 indicating which PhD candidate it concerns. They will start the procedure and you will be asked to motivate the request.

Assessment of exemption

Exemption 'deviant number of supervisors' - Testpromovendus1, T.T. - E117058 - prof.dr. HAM Klemann

Request

Exemption

Please provide your assessment and possible remarks. Then click on "submit"

phd candidate

Testpromovendus1, T.T. MSc PhD - E117058

faculty

Erasmus School of History, Culture and Commu

reason for exemption

deviant number of supervisors

motivation

Dit is een test.

Your motivation

assessment*

motivation*

Submit

Other granted exemptions

reason for exemption	status	created
No Items		

Comments others

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.

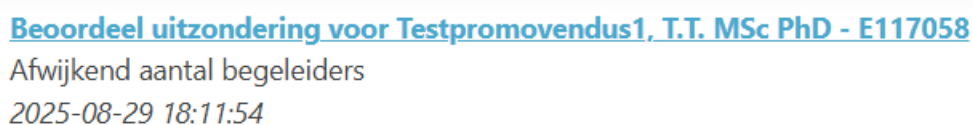
3.3 Training & Supervision Plan (TSP)

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. The exception to the rule concerns the medical faculty, which has opted to include the submission of the TSP in the registration phase.

➔ 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').



Beoordeel uitzondering voor Testpromovendus1, T.T. MSc PhD - E117058
Afwijkend aantal begeleiders
2025-08-29 18:11:54

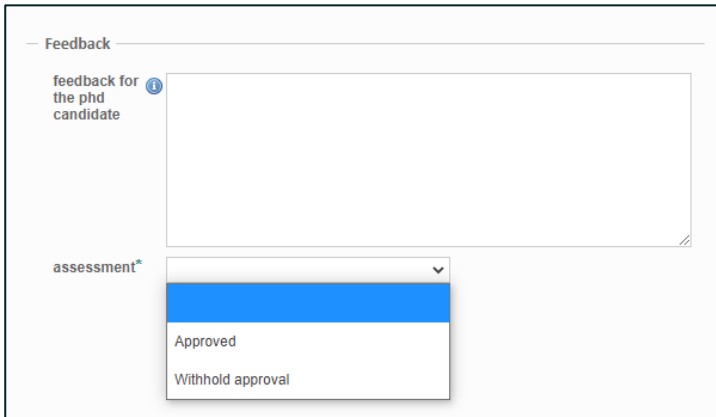
FIGURE 5

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, as well as 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)

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).



The screenshot shows a web form titled "Feedback". It contains two main sections:

- feedback for the phd candidate**: A large text area for providing feedback, accompanied by an information icon (i).
- assessment***: A dropdown menu with two visible options: "Approved" (highlighted in blue) and "Withhold approval".

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.

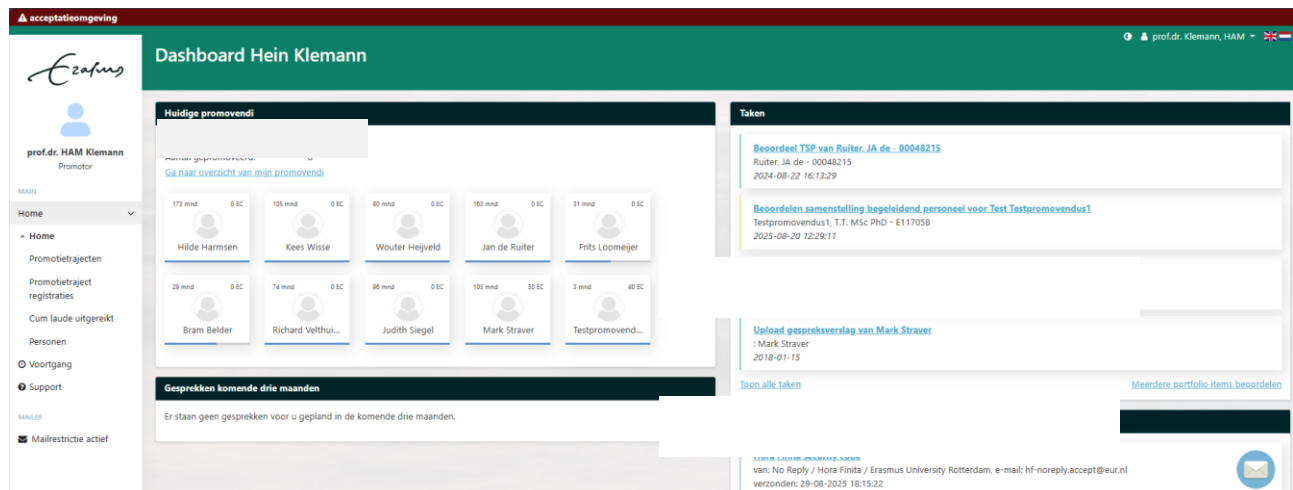


FIGURE 10

- ➔ 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 projects' 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 into the progress of each PhD candidate.

4.1.1 Current PhD students

In the section 'Current PhD students' you will find 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 ECs, 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 depends 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 projects' 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.

acceptance environment

PhD project - Items page

prof.dr. HAM Klemann, HAM

PhD projects: 1 - 10 of 10

active modify active filter

PhD candidate	start	planned PhD programme end	ceremony date	status	faculty	rang	EC	dashboard
Belder, A MA - 00090267	29-03-2023	29-03-2027		started	ESHCC	1st supervisor	0/0/0,00	
drs. Looimeijer, FR - 00070183	16-01-2023	31-12-2027		started	ESHCC	1st supervisor	0/15,9/30,00	
Harmsen, HB MA - 00048373	01-03-2011	01-12-2024		started	ESHCC	1st supervisor	0/0/0,00	
Heijveld, W - 00055817	18-12-2018	31-12-2024		started	ESHCC	1st supervisor	0/0/0,00	
Ruiter, JA de - 00048215	01-01-2012	01-09-2024		started	ESHCC	1st supervisor	0/0/0,00	
Siegel, J MA - 00065131	15-08-2017	15-05-2022		started	ESHCC	1st supervisor	0/20/20,00	
Straver, MRM MSc MA - 00054543	15-01-2017	15-01-2022		started	ESHCC	1st supervisor	30/20/20,00	
Testpromovendus1, T.T. MSc PhD - E117058	07-05-2025	06-05-2029		started	ESHCC	1st supervisor	40/30/30,00	
Velthuisen - Velthuisen, DLA MA - 00072469	01-06-2019	30-05-2023		started	ESHCC	1st supervisor	0/20/20,00	
Wisse, C.L. - 63427cwi	15-11-2016	15-11-2024		started	ESHCC	1st supervisor	0/30/30,00	

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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.

Testpromovendus1, T.T. MSc PhD - E117058 - Test - milestone/progress meetings

prof.dr. HAM Klemann, HAM

Progress meetings/ milestones: 1 - 4 of 3

apply filter

date	taken place	UNL PhD type	type of interview	result	primary promotor	faculty	modified
07-05-2029			ESHCC - Annual progress report #4		prof.dr. HAM Klemann	ESHCC	07-05-2025 17:41:40
07-05-2028			ESHCC - Annual progress report #3		prof.dr. HAM Klemann	ESHCC	07-05-2025 17:41:40
07-05-2027			ESHCC - Annual progress report #2		prof.dr. HAM Klemann	ESHCC	07-05-2025 17:41:40
07-05-2026	no		ESHCC - Annual progress report #1		prof.dr. HAM Klemann	ESHCC	20-08-2025 14:50:19

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New

Back Report PhD project

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

Testpromovendus1, T.T. MSc PhD - E117058
PhD candidate
edit delete

Prof.dr. Klemann, HAM - 00039201
supervisor
edit delete

Add participant Add default participants

Add participant - search person by lastname

Step 1

Please enter the surname of the person you wish to add. Any matches of the surname will be shown below.
If you find the relevant person in this list, please select it first and then click on 'next step'.
If the relevant person is not in this list, please click on 'next step' without selecting anything.

name or e-number

Search results

Select the person you are looking for below.

person	email
<input checked="" type="radio"/> prof.dr. Wubs, B - 00024959	wubs@eshcc.eur.nl
<input type="radio"/> drs. Wubs - Moenwicz, DC - 00048913	wubs@eur.nl

Selected: prof.dr. Wubs, B - 00024959
Clear selection

Next step Cancel

Add participant

Interview: 01-03-2020 - ESHCC - Annual progress report #1

Step 3

Participant

Please, select the appropriate role.

participant role

Confirmation of attendance

The confirmation of the participant will be listed here together with remarks if any.

confirmation by participant

comments

Personal details

Please verify the affiliation and contact information for the individual listed below. If any of this information is incorrect, please contact your faculty or graduate school to request that it be updated.

Should you wish to select another person, use the search box below.

person

affiliation

country

job title

email

profile url

Personal details incorrect? Click the button below to make corrections.

Edit personal details

Add Cancel

Participants

Testpromovendus1, T.T. MSc PhD - E117058
PhD candidate
edit delete

Prof.dr. Klemann, HAM - 00039201
supervisor
edit delete

Prof.dr. Wubs, B - 00024959
supervisor
edit delete

Add participant Add default participants

4.3.3. Adding files to a progress meeting

Each progress meeting can have different documents that need to be read or filled out by the participants. The participants can download these files from within the progress meeting. Once filled out, 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 documents that need to be filled in before the meeting takes place. These files are only accessible by the participants

Files (supervisor/GSO)

interview report	<input type="text"/>	Browse
attachment 1	<input type="text"/>	Browse
attachment 2	<input type="text"/>	Browse
attachment 3	<input type="text"/>	Browse
attachment 4	<input type="text"/>	Browse
attachment 5	<input type="text"/>	Browse

Files (PhD candidate)

attachment 1	<input type="text"/>	Browse
attachment 2	<input type="text"/>	Browse
attachment 3	<input type="text"/>	Browse
attachment 4	<input type="text"/>	Browse
attachment 5	<input type="text"/>	Browse

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 link 'Review multiple portfolio items' 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 ECs, 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.

Training activity - Items page

N.B.

Please note your secretary is not able to give the assessment on this page, therefore we kindly ask you to do it yourself.

Training activities: 1 - 9 of 9

Filter for: all activities

Advanced search

<input type="checkbox"/>	PhD project	name	type of activity	start date	date completed	grade	result	EC	assessment
<input type="checkbox"/>	Testpromovendus1, T.T. MSc PhD - E117058 - Test	Test	Course - Career	16-04-2025	15-05-2025	9	excellent	40,00	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Creating Societal Impact	Course - Content optional	02-11-2023				2.50	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Responsible research Data Management	Course - Skills	01-05-2022				1.50	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Visual exploration of scientific literature with VOSviewer	Course - Research methods	01-11-2019		pass		1.50	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Data visualisation, web scraping, and text analysis in R	Course - Research methods	01-05-2019		pass		2.50	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Declaration scientific integrity	Course - Other	01-04-2019				0.00	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Self-presentation: presenting yourself and your research	Course - Skills	12-03-2018		pass		2.50	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	Basic Training in Economic and Social History	Course - Content	01-12-2017		pass		17,00	approved
<input type="checkbox"/>	Straver, MRM MSc MA - 00054543	English academic writing for PhD candidates	Course - Skills	01-10-2017		pass		2.50	approved

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New

Delete

Approve selection


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).





prof.dr. HAM Klemann

Supervisor

MAIN

Home

Progress

Milestone/progress meetings

Training activities

» Decision documents

Questionnaires

Support

MAILER

Mailrestrictie actief

PhD project - Items page

No items

<input type="checkbox"/>	PhD candidate	start	planned PhD programme end	ceremony date	status	Secretary	faculty
<input type="checkbox"/>							

No PhD projects have been found...

Page 1 of 1

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.

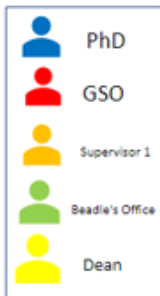
5. Process flow graduation – cum laude and timeline

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.



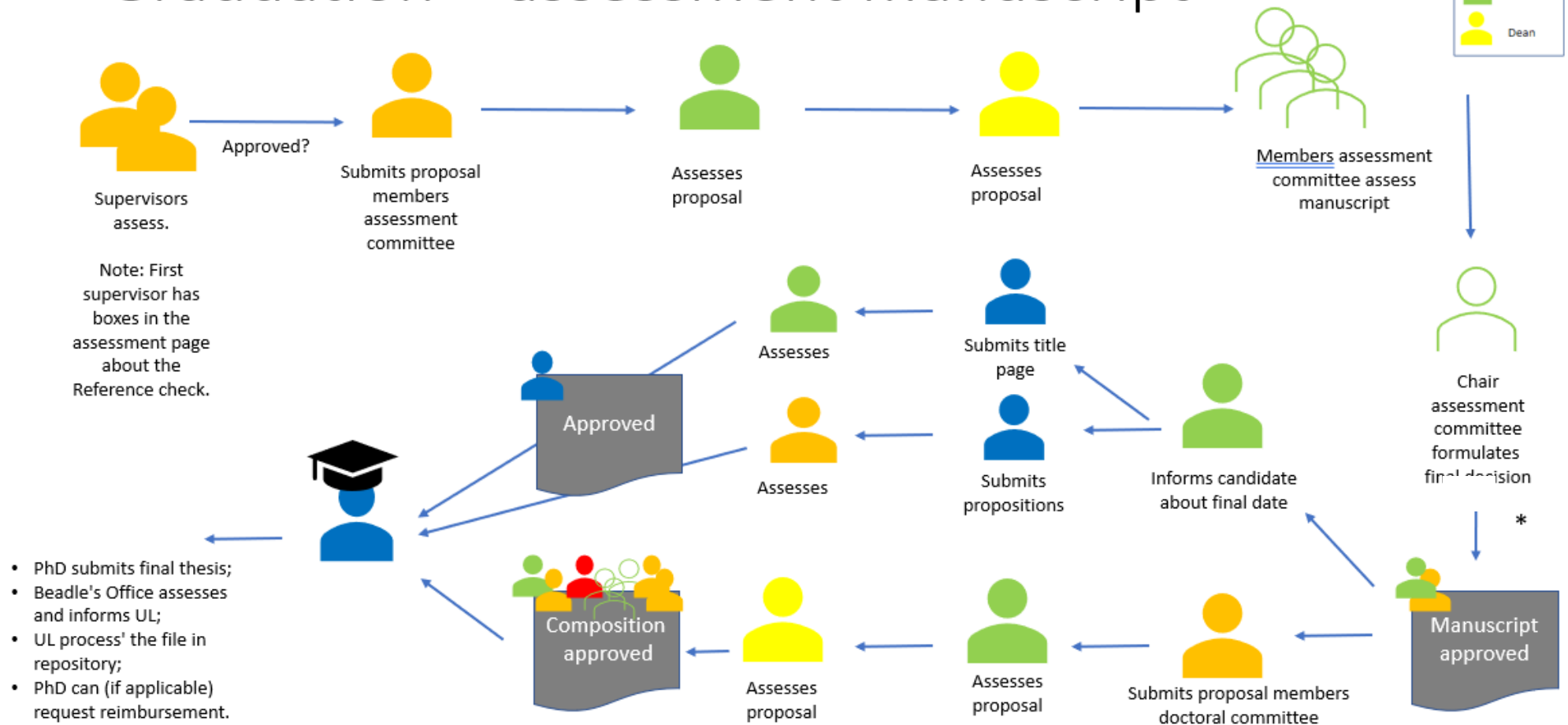
Supervisors
assess



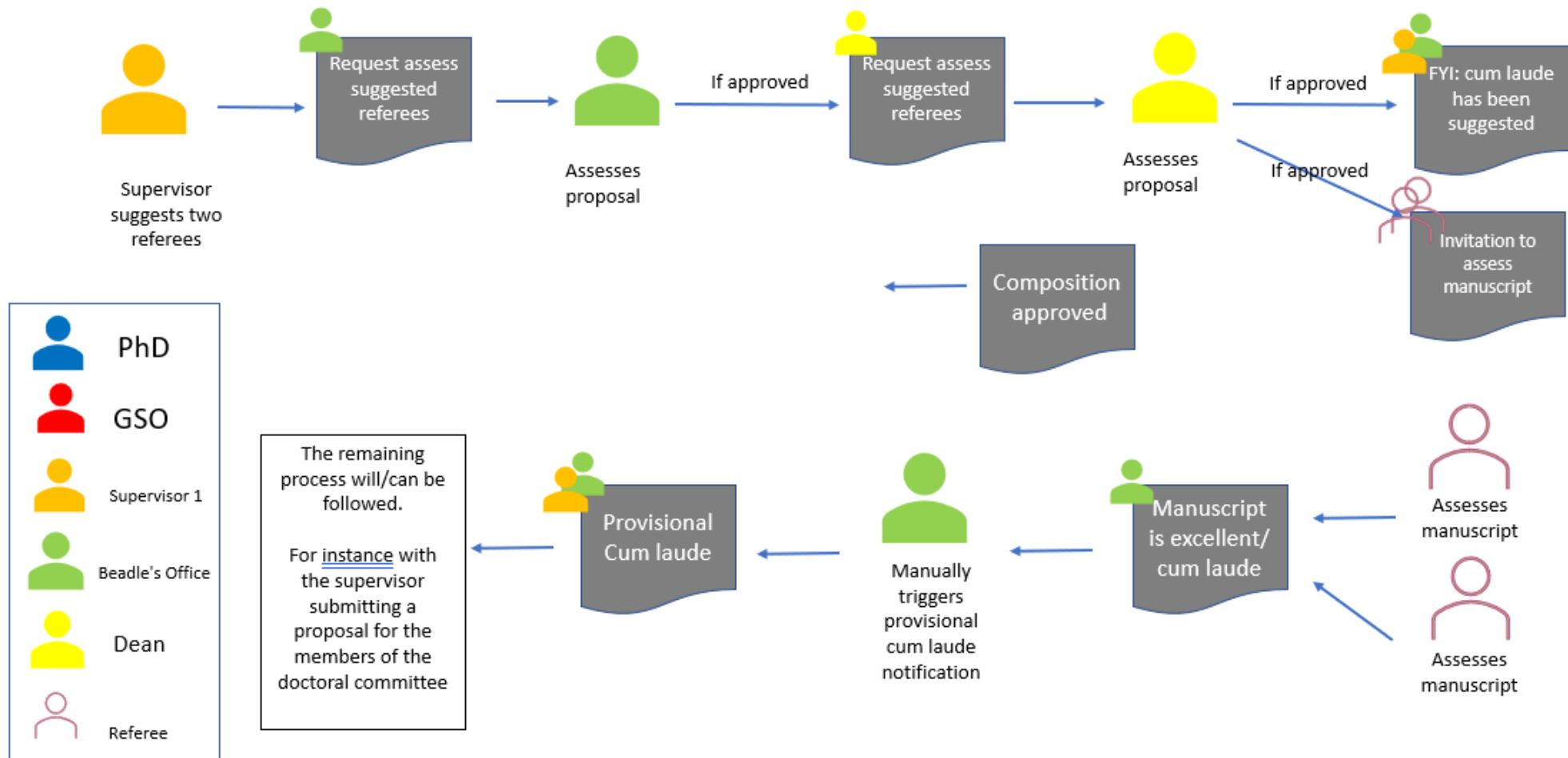
*Start cum laude process (see next slide)



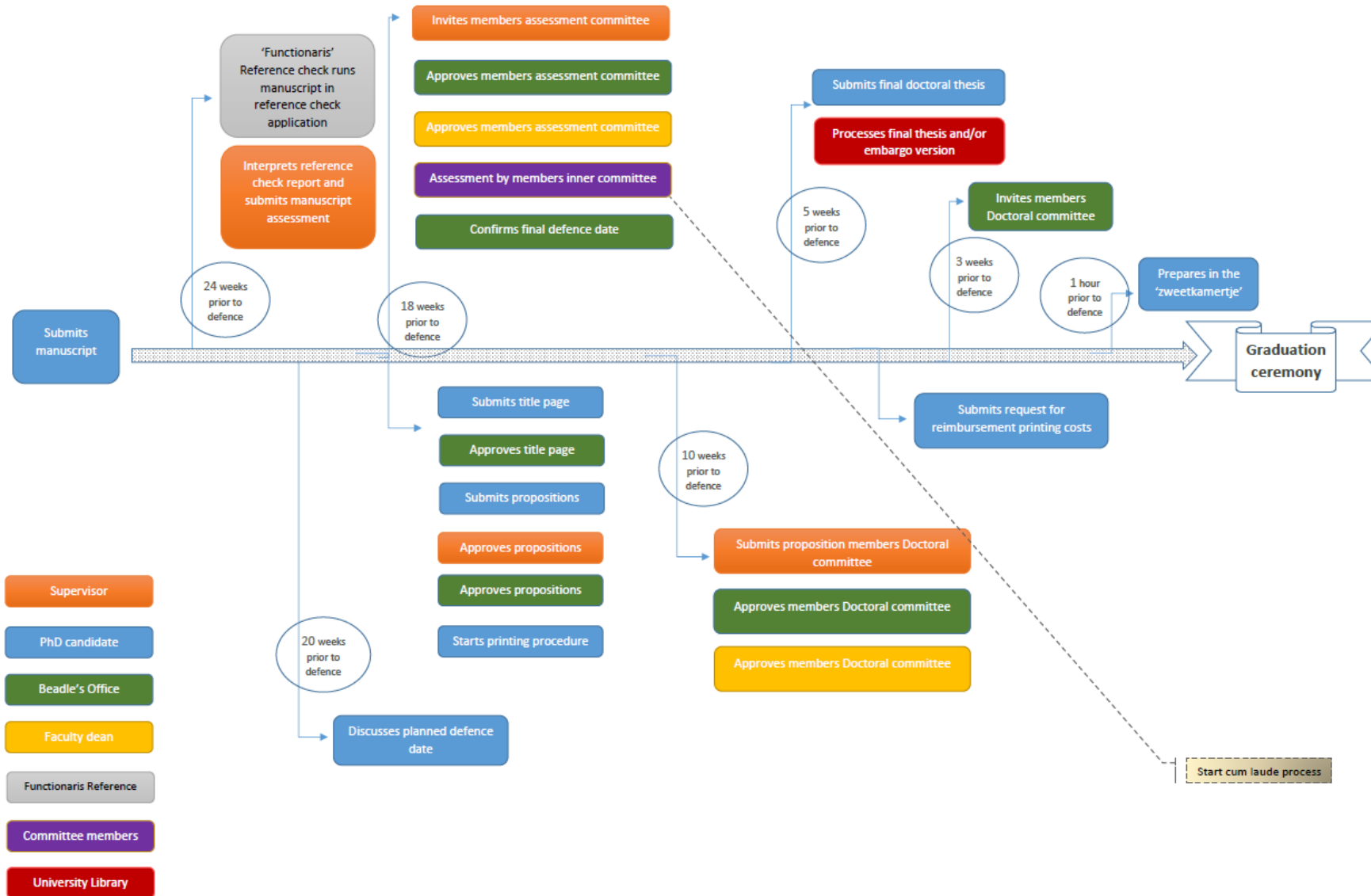
Graduation – assessment manuscript



Graduation – cum laude process



Timeline graduation process



5.1 Assessment by supervisors

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 required information about the reference check¹; however, it is possible that a staff member of the faculty (a *Functionaris* reference check or GSO) provides this information to you. Depending on your faculty's choice, the process will be as follows:

Reference check organised by supervisor

1. PhD candidate submits manuscript.
2. 1st supervisor receives request to assess manuscript + all the (co)supervisors receive the request as well.
3. 1st supervisor asks the GSO to run a reference check on the manuscript and share the report with him/her. Meanwhile (s)he can fill the form and save it.
4. GSO shares the reference check report with 1st supervisor.
5. 1st supervisor is now able to complete the manuscript assessment page. (S)he uses the link in the original request to assess the manuscript to go to the relevant form.

Reference check organised by staff member/GSO

1. PhD candidate submits manuscript.
2. 1st supervisor receives request to assess manuscript + all other (co)supervisors receive the request as well.
3. GSO receives a copy and makes sure to run a reference check (using Turnitin/Ithenticate/Urkund). Meanwhile the 1st supervisor can start partly filling the form and save it to continue later on.
4. GSO informs 1st supervisor once all information on the reference check is set;
5. 1st supervisor can now fill out/complete the manuscript assessment form. (S)he uses the link in the original request to assess the manuscript to go to the relevant form.

5.2 Assessment by members assessment committee

Once all supervisors have assessed the manuscript, the first supervisor is asked to propose the members of the assessment committee and indicate who the chairman will be of that committee. This proposal will be assessed by the Beadle's Office and the Dean. After approval, the proposed members receive an email with the confirmation and request to please assess the manuscript.

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.*

¹ Some faculties have their doctoral office/ graduate school officer process the information related to the reference check. If this is the case, the relevant fields can be prefilled once the first supervisor opens the assessment page.

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

Once all individual assessments have been issued, the chairmen of the committee will receive a request to issue a final assessment.

5.3 Installing members doctoral committee

1. 1st Supervisor receives a request to propose the members of the doctoral committee once the final assessment of the assessment committee has been issued*.
2. 1st supervisor (or secretary of supervisor) enters the names of the additional members (the members of the assessment committee are automatically members of the doctoral committee) and submits the proposal once complete.
3. Beadle's office assesses the proposal.
4. Dean assesses the proposal.
5. All parties involved receive a confirmation email.

* Cum laude procedure

1. 1st supervisor is informed by the other supervisors that the manuscript is considered worthy of the cum laude predicate and is therefore asked to propose two referees.
2. 1st supervisor submits the proposal.
3. Beadle's Office assesses.
4. Dean assesses.
5. 1st supervisor is informed.
6. Referees receive the request to assess the manuscript on the relevant cum laude themes
7. Once both assessments are submitted, the Beadle's Office receives a notification.
8. The Beadle's Office manually triggers the email to inform the 1st supervisor about the outcome.
9. The final decision on cum laude will be made during the PhD defense ceremony by the entire doctoral committee after the PhD candidate has held the defense.

5.4 Assessment of propositions

1. PhD candidate submits the propositions.
2. All supervisors receive a request to assess the propositions.
3. Once all supervisors have submitted their assessment, the Beadle's Office receive a request to assess the propositions.
4. Beadle's Office assesses the propositions.
5. PhD receives notification about the approved/rejected propositions.

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).

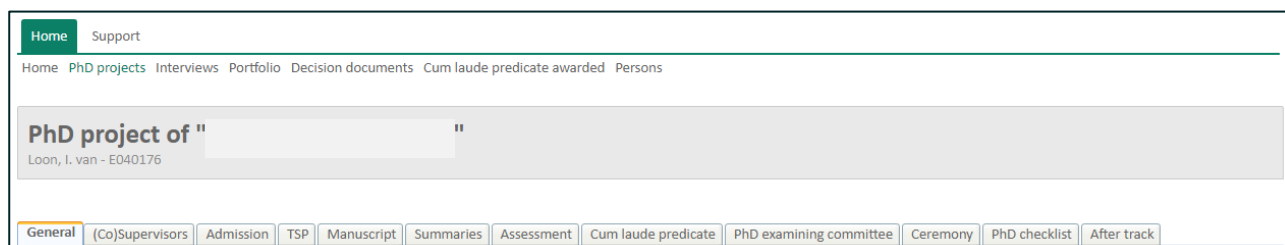


FIGURE 15

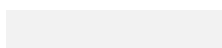
Each tab is concluded with several buttons.

- 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 or the user who created the track. (this option has been deactivated for Erasmus MC)
- 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 out by the PhD candidate during – and checked by the Graduate School Officer after – the registration in Hora Finita. You cannot change this information.

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. (This option has been deactivated for Erasmus MC)

prof.dr. HAM Klemann
Supervisor

Home

PHD projects

PHD project registrations

Cum laude predicate awarded

Persons

Progress

Support

Mailing

Mailingrestriction actief

PhD project of "Testpromovendus1, T.T. MSc PhD - E117058"

Testpromovendus1, T.T. MSc PhD - E117058 - Test

General (Co)Supervisors Admission TSP Manuscript Summaries Assessment* Cum laude predicate Doctoral committee Ceremony PhD checklist

Appointment

phd project number 998834

erna id / micro section number/ usernames / E117058

osiris student number

phd candidate Testpromovendus1, T.T. MSc PhD - E117058

appointment

function	fte	appointment	start	end	faculty	department
No appointments have been found						

UNL PhD type

phd type according to hr

unl phd type

Specific details

specific details	
1	

Funding

fte	funding source	subtype	cash flow	from	up to & including
1	1,00				

Affiliation

faculty Erasmus School of History, Culture and Communication

graduate school Erasmus Graduate School of Social Sciences and the Humanities

secretary ESHCC programme

research school

research programme

tgs program line

phd program

Joint doctorate

joint / double / bi doctorate

external universities 1 associated university

contactperson

joint / double doctorate agreement No document available

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Test Testpromovendus1

test@gmail.com

testpromovendus1@eshcc.eur.nl

status started

More personal data

Data concerning PhD project

phd programme start 07-05-2025

planned phd programme end 06-05-2029

phd programme end dd-mm-yyyy

Status

project status started

progress status [change](#) [history](#)

Additional/ extra information

Dit is een test.

-- PHD Office ESHCC (07-05-2025)

Fantastisch.

-- prof.dr. M van Selm (07-05-2025)

Other information

mailing enabled ☒ mails are being sent

created 07-05-2025 17:41:37

modified 26-08-2025 11:24:44

import source

reporting end date dd-mm-yyyy

Access other organizational units

Grant other organizational units access to this PhD Project. You can choose between limited or complete access.

organization level	name	access level
No items		

Project description

working title of project Nog een test. (Weer een test)

project summary/description Nog een test.

Academic integrity Code

academic integrity code

[Save and go back](#) [Save and stay on page](#) [Send mail to institute / GS](#)

FIGURE 17

6.3 Admission

The tab 'admission' displays information about the admission of the PhD candidate (Figure 18). Most fields are filled out 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.

PhD project of "Testpromovendus1, T.T. MSc PhD - E117058"
Testpromovendus1, T.T. MSc PhD - E117058 - Test

General (Co)Supervisors Admission TSP Manuscript Summaries Assessment* Cum laude predicate Doctoral committee Ceremony PhD checklist

Conditions

deficiency comment deadline resolved

[Add a deficiency](#)

Qualifications

qualifications Technische Universiteit Delft - History - Global History - 2025-02

degree certificate [Download \(32 KB\)](#)

remarks previous education

Degree certificate exemption

exemption ☐ Qualification requires exemption

Request for exemption supported by professor

exemption supervisor

date exemption

Admission documents

list of marks

language test

research proposal

additional information (upload)

cv

audit trail

Admission status

admission status Admitted

admission date 07-05-2025

dean prof.dr. Selm, M van - 00076999

head of department

department

TSP reminder to PhD candidate

sent on dd-mm-yyyy

Click on the mail button to send the email as a reminder to the PhD candidate to submit the TSP (and complete his admissions).

[Send e-mail](#)

Diploma validation

advice document

certifying statement

degree certificate validation state validated

degree certificate validation date 07-05-2025

received documents from phd dd-mm-yyyy

remarks

sent confirmation of receipt to phd candidate dd-mm-yyyy

comments

sent documents to nuffic dd-mm-yyyy

comments

received response from nuffic dd-mm-yyyy

comments

ao substantiation

Other

started elsewhere ☐ promotieonderzoek begonnen bij een andere universiteit

eerdere promotie afgerond ☐ previous doctorate has been completed successfully

Agreements

co-financing organisations

necessities co-financing organisations

anticipated research expenses and coverage

grants applied for

statement promotion premium

statement costs gs

Navigation

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Test Testpromovendus1

[test@gmail.com](#)

[testpromovendus1@eshcc.eur.nl](#)

[status started](#)

[More personal data](#)

[Save and go back](#) [Save and stay on page](#) [Send mail to institute / GS](#)

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).

FIGURE 19

6.5 Manuscript

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

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).

The screenshot shows the 'Summaries' tab for a PhD project titled 'Testpromovendus1, T.T. MSc PhD - E117058'. The interface includes a sidebar with navigation options like 'Home', 'PHD projects', 'PHD project registrations', 'Cum laude predicate awarded', 'Persons', 'Progress', 'Support', and 'Mailinglist actief'. The main content area is divided into several sections:

- Date popular summaries were submitted:** A form with a 'submitted on' field (dd-mm-yyyy) and an 'Explanation' section.
- Short lay/popular abstract Dutch:** A text area for the Dutch abstract.
- Short lay/popular abstract English:** A text area for the English abstract.
- Dutch Academic Summary (Summary Thesis):** A section explaining that the PhD student will also submit an academic summary in Dutch separately.
- dutch academic summary:** A text area for the Dutch academic summary, with a 'Download (20 KB)' button.
- dutch summary:** A text area for the Dutch summary.
- Assessment of academic summaries:** A table with columns: person, assessment, assessment date, and reviewer type.

At the bottom, there are buttons for 'Save and go back', 'Save and stay on page', and 'Send mail to Institute / GS'. A right sidebar contains a 'Navigation' menu with links like 'E-mail those involved', 'Questionnaire', 'Deficiencies', 'Milestone/progress meetings', 'Portfolio items', 'Exemptions', 'Emails', and 'Back'. Below this is a section for 'Test Testpromovendus1' with contact information and a 'More personal data' button.

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 out 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 is ready to submit his proposal. The proposal will be assessed by the Beadle's Office and faculty dean.

PhD project of "Testpromovendus1, T.T. MSc PhD - E117058"

Testpromovendus1, T.T. MSc PhD - E117058 - Test

General (Co)Supervisors Admission TSP Manuscript Summaries **Assessment*** Cum laude predicate Doctoral committee Ceremony PhD checklist

1. Proposal Assessment committee

Proposal for the composition of the three members of the Assessment Committee.
In the case of a joint doctorate or double doctorate, the committee consists of four members.

Note:

- Supervisors are not members of this board;
- The assessment committee as diverse as possible and consist of at least one man and one woman.
- If the contact information or a member of the assessment committee is not correct, please contact your faculty contact (see sheet Support).
In case of exemption of one of the committee members, please consult the Beadle's Office. Once the Doctorate Board has decided, please refer to the decision document number in the column 'Comments'.

#	Member	Gender	Affiliation	Role	Contact	Substantiation and profile	0	1	2	3	4	5
1	CS Ruimschoot	F	Erasmus Universiteit Rotterdam, Publication Support on / Functioneer (informatie) beheerder	Doctoral committee member	charisma.ruimschoot@eur.nl	Test.	0	0	0	0	0	0
2	J Shavit	M	Erasmus Universiteit Rotterdam, Publication Support on / Functioneer beheerder	Doctoral committee member	joelshavit@eur.nl	Test.	0	0	0	0	0	0
3	SA Vermeulen	M	Erasmus Universiteit Rotterdam, Publication Support on / Teamleider Publication Support	Doctoral committee member	stefan.vermeulen@eur.nl 0031640134253	Test.	0	0	0	0	0	0

2. Assessment committee

rangnummer	secretaris	date of assessment	assessment	disbanded
1	yes			no
2	no			no
3	no			no

Navigation

- E-mail those involved
- Questionnaire
- Deficiencies
- Milestone/progress meetings
- Portfolio items
- Exemptions
- Emails
- Back

Test Testpromovendus1

- test@gmail.com
- testpromovendus1@eshcc.eur.nl
- status started
- More personal data

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).

Assessment manuscript by (co)promotor

Testpromovendus1, T.T. MSc PhD - E117058 - Test

Assess manuscript

Manuscript

title thesis: Test

subtitle of thesis: Testpromovendus1, T.T. MSc PhD - E117058

phd candidate: Testpromovendus1, T.T. MSc PhD - E117058

dutch abstract: [Download (20 KB)]

summary thesis pdf: [Download (145 KB)]

primary promotor: prof.dr. HAM Klemann

file of thesis: [Download (145 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.

location raw data: [Download (20 KB)]

scan output link: [Download (20 KB)]

report reference check*: [Download (20 KB)]

technical scan is executed by findings*: Heel goed.

applied system: Turnitin

Your motivation

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 ☐ Withhold approval

motivation/reason*: Nu wel goed genoeg.

Submit assessment

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 projects' => 'PhD candidate' => 'Assessment'.

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

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'.

FIGURE 25

6.8 Cum laude predicate

It is possible for a manuscript to be assessed with the predicate cum laude. This needs 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 needs to insert a proposal for the doctoral committee, this is the PhD examining 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 doctoral committee is bound by certain rules:

- ➔ The 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 doctoral committee shall be chaired by the Rector Magnificus or the person acting in his stead. The chairman is not a member of the doctoral committee.

- ➔ At the request of the first 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 decided by the committee, shall participate in the opposition.

PhD project of "Testpromovendus4, T.T. MBA - E117061"
Testpromovendus4, T.T. MBA - E117061 - Dit is een test.

General (Co)Supervisors Admission TSP Manuscript Summaries Assessment* Cum laude predicate Doctoral committee Ceremony PhD checklist

1. Proposal attendees ceremony (Doctoral committee and experts)
The criteria that members of the Doctoral committee must meet can be found in [chapter 2](#) of the Doctoral Degree Regulations.

No proposal has been registered.

2. Approved attendees ceremony (Doctoral committee and experts)
Everyone who is invited will be listed here with his/her confirmation.

rank	person	chair	secretary	role	confirmed on	present absent	ius
1	Ruimschoot, CS - 00089036	no	yes	Doctoral committee member	16-06-2025		<input type="checkbox"/>
2	Vermeulen, SA - 00074813	no	no	Doctoral committee member	16-06-2025		<input type="checkbox"/>
3	drs. Pronk, TA - 00041694	no	no	Doctoral committee member	16-06-2025		<input type="checkbox"/>

Confirmation e-mail to Doctoral committee
sent on

Confirmation e-mail to advisory members
sent on

Mail PhD
sent on

Mail chair Doctoral committee
sent on

Mail all members Doctoral committee
sent on

Reminder ceremony
sent on

[Save and go back](#) [Save and stay on page](#) [Send mail to institute / GS](#)

FIGURE 28

6.10 Ceremony

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

PhD project of "Testpromovendus4, T.T. MBA - E117061"
Testpromovendus4, T.T. MBA - E117061 - Dit is een test.

General (Co)Supervisors Admission TSP Manuscript Summaries Assessment* Cum laude predicate Doctoral committee Ceremony PhD checklist

Date and location
planned phd ceremony date
final phd ceremony date
phd ceremony time
room
chair ceremony / dean

Title page
title page
approval title page
herinnering titelblad verstuurd op

Chair of the ceremony
chair
sent on

Checklist ceremony
reimbursement request ☒ requested

PhD thesis
hardcopy of phd thesis handed in on
repository link

Name card
[Create name badge](#)

Assessment of propositions

person	assessment	assessment date	motivation
1 prof.dr. Binder, CB - 00049701			<input checked="" type="checkbox"/>
2 Bureau van de Pedel - E040206			<input checked="" type="checkbox"/>

propositions assessment
propositions (pdf)

[Save and go back](#) [Save and stay on page](#) [Send mail to institute / GS](#)

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 progress of his or her candidates based on the checked items and target date. (Figure 30)

PhD project of "Testpromovendus4, T.T. MBA - E117061"
Testpromovendus4, T.T. MBA - E117061 - DR is open test.

General | CoSupervisors | Admission | TSP | Manuscript | Summaries | Assessment* | Cum laude predicate | Doctoral committee | Ceremony | **PhD checklist**

description	party responsible	executed
<input checked="" type="checkbox"/> Academic Integrity Code The PhD student has accepted the code conduct for research integrity.	phd candidate	04-06-2025
<input checked="" type="checkbox"/> Check for plagiarism Plagiarism scan has been performed.	supervisor	04-06-2025
<input checked="" type="checkbox"/> Review manuscript by assessment committee The manuscript has been approved by the Assessment committee.	assessment committee	
<input checked="" type="checkbox"/> Review manuscript by supervisor The (co)supervisors have approved the manuscript.	supervisors	01-09-2025
<input checked="" type="checkbox"/> Assessment propositions Propositions have been approved.	supervisors	
<input checked="" type="checkbox"/> Deficiency Degree certificate or exemption Deficiency has been resolved.	phd candidate	04-06-2025
<input checked="" type="checkbox"/> ESPhd - Progress meeting year 1 - Go/No-go decision Interview ESPhd - Progress meeting year 1 - Go/No-go decision has taken place.	phd candidate	
<input checked="" type="checkbox"/> ESPhd - Second evaluation Interview ESPhd - Second evaluation has taken place.	phd candidate	
<input checked="" type="checkbox"/> ESPhd - Progress meeting year 2 Interview ESPhd - Progress meeting year 2 has taken place.	phd candidate	
<input checked="" type="checkbox"/> ESPhd - Progress meeting year 3 Interview ESPhd - Progress meeting year 3 has taken place.	phd candidate	
<input checked="" type="checkbox"/> Approval of portfolio Training activity portfolio has been approved.	phd candidate	
<input checked="" type="checkbox"/> PhD ceremony request The supervisor has been requested to assess the manuscript, starting the promotion process.	phd candidate	04-06-2025
<input checked="" type="checkbox"/> Submit title page PhD student has submitted the title page.	phd candidate	
<input checked="" type="checkbox"/> Submit propositions PhD student has submitted propositions.	phd candidate	
<input checked="" type="checkbox"/> Assessment title page The page has been approved.	leader's office	
<input checked="" type="checkbox"/> Setting the planned PhD ceremony date Planned PhD ceremony date has been determined.	phd candidate	
<input checked="" type="checkbox"/> Enter publication data Publication data has been submitted.	phd candidate	
<input checked="" type="checkbox"/> Set the definitive PhD ceremony date / time / location PhD student has planned the ceremony date.	phd candidate	
<input checked="" type="checkbox"/> Submit thesis to the library of the University PhD student has submitted their thesis to the university library.	phd candidate	
<input checked="" type="checkbox"/> Doctoral thesis processed by the university library Thesis has been approved by university library.	library	
<input checked="" type="checkbox"/> Submit reimbursement request Reimbursement has been requested.	phd candidate	

Navigation

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- [Questionnaire](#)
- [Deficiencies](#)
- [Milestones/progress meetings](#)
- [Portfolio items](#)
- [Exemptions](#)
- [Emails](#)
- [Back](#)

Test Testpromovendus4

[Testpromovendus4@ugb.nl](#)
status started

[More personal data](#)

FIGURE 30