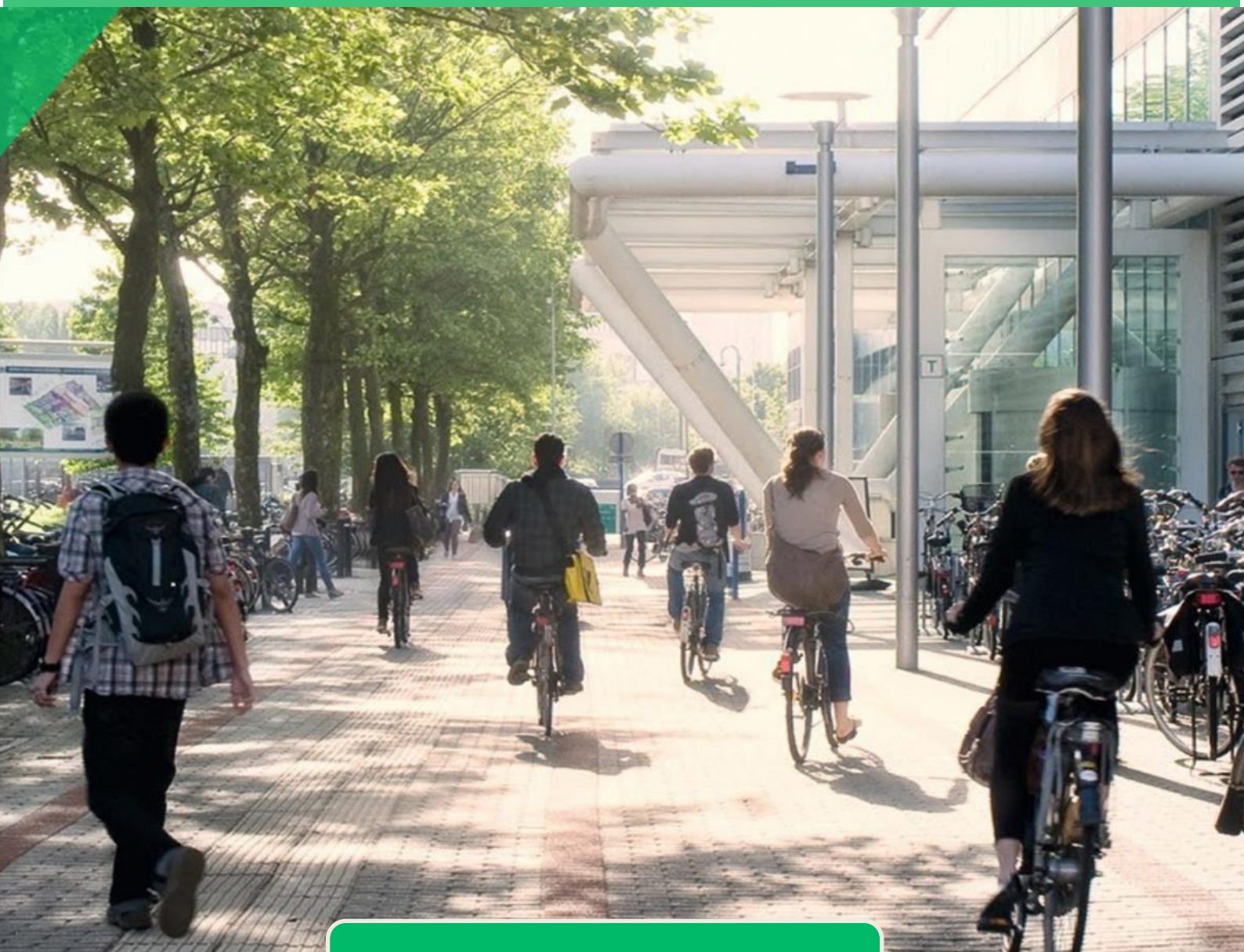




Manual PhD candidate

Vision management

Document properties

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1. Introduction

1.1. Hora Finita

As of early 2019, the Erasmus University Rotterdam (EUR), including the Erasmus University Medical Center (Erasmus MC), is using Hora Finita as the PhD follow-up system. This system supports the three sub-processes of a PhD track:

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

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

2. General

2.1. Logging in

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

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

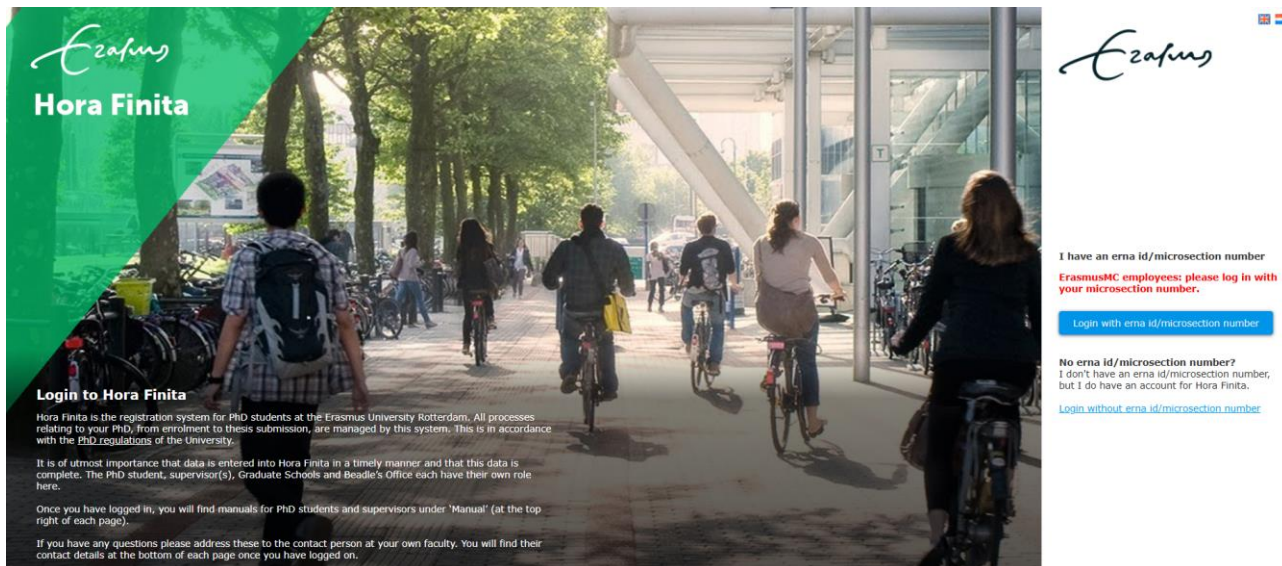


Figure 1: Homepage of Hora Finita

- ➔ Click on the button 'Login with erna id/microsection number' and login with your own account (EUR/ISS: Staff ERNA account ID and password and for ERASMUS MC: microsection 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 (**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 out will be coloured red.

2.5. Who will use Hora Finita?

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

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

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

2.6. Disapproval

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

2.7. Help

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

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

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

3. Registration in Hora Finita

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

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

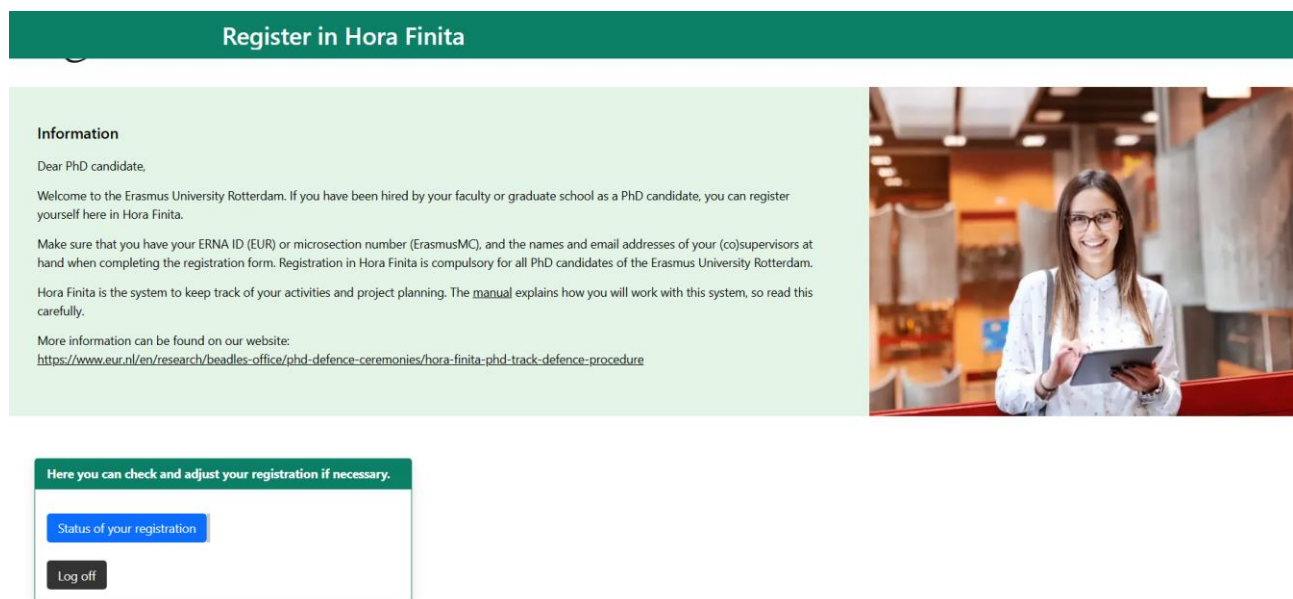
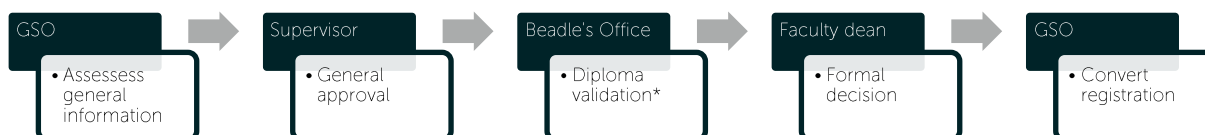


Figure 2: Start screen of the registration process

- ➔ Manually complete at least all required fields, characterized by an asterisk. When finished, click on the 'Submit' button at the bottom right of the page (see figure 3). If you only click Save, nobody will be notified. Once you click Submit, the graduate school/ PhD office will be notified that you have finalised your registration.

Figure 3: Digital registration form in Hora Finita

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



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

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

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

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

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

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

4. Start

4.1. PhD dashboard

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

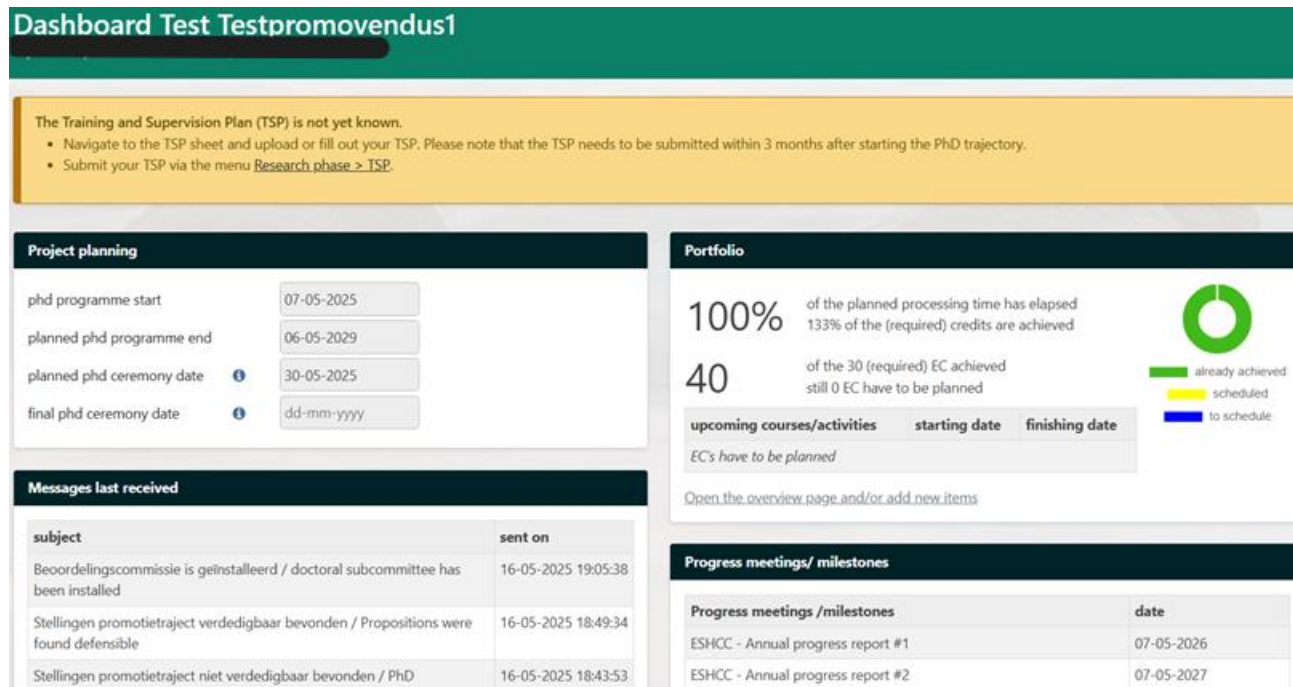


Figure 4: Planning dashboard PhD candidate

4.1.1. Project planning

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

4.1.2. Portfolio

The section 'Portfolio' gives an overview of the current status of the obtained ECs. The 'donut' on the right side of the dashboard shows the number of ECs scheduled, already achieved, and yet to schedule, assuming 30 EC (the target ECs may vary, depending on the faculty or graduate school).

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

Officer (Figure 5).

Training activities: 1 - 2 of 2						
Sum of registered credits (EC): 36,5						
☐	start date	name	result	grade	EC	assessment
☐						
☐	12-05-2025	Testvak ESPhil	excellent	9	35,00	approved
☐	08-05-2025	ESPhil - Introduction to conducting PhD research at ESPhil	excellent	9	1,50	approved

Page 1 of 1

Figure 5: Overview training activities

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

Opleidingsactiviteit

Vul hieronder de informatie in en klik op opslaan om uw activiteit aan uw portfolio toe te voegen.

Opleidingsactiviteit

zoek in catalogus

Selecteer cursus/activiteit uit EUR catalogus.

activiteitsoort*

Of voer een niet EUR cursus/activiteit in:

titel*

omschrijving

organisator

startdatum*

einddatum*

Figure 6: Adding a new training activity

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

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

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

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

4.1.3. My added tasks

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

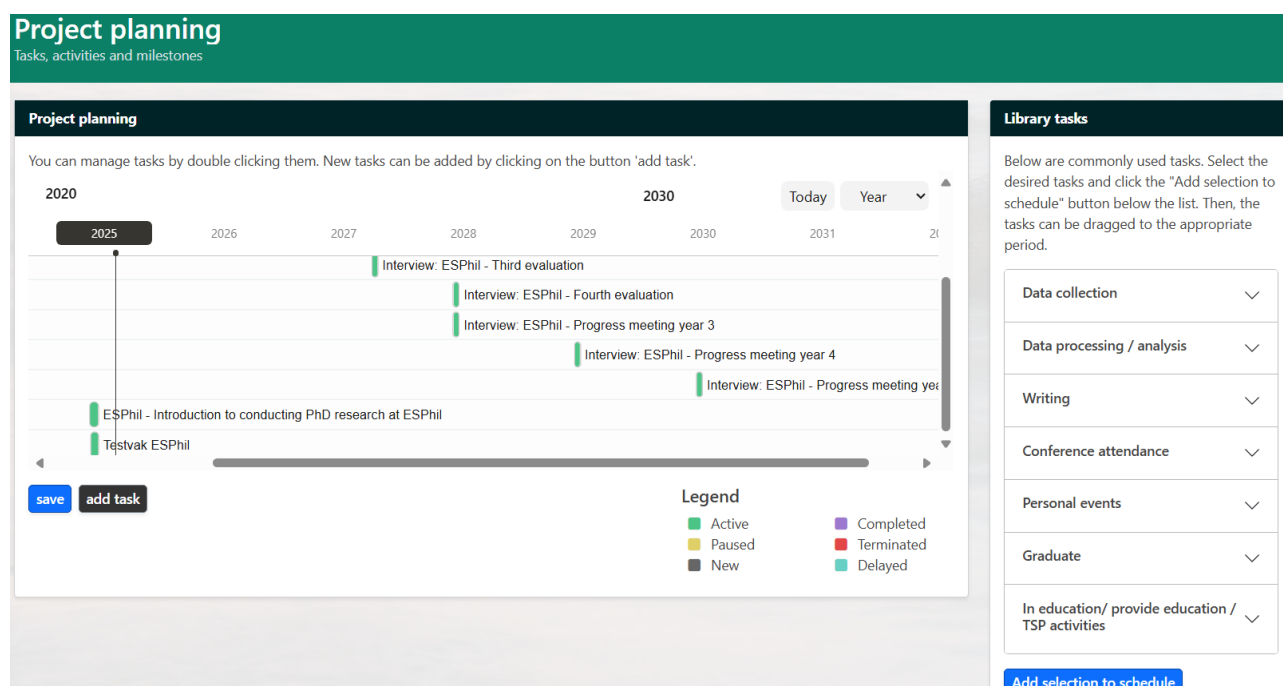


Figure 7. Gantt chart of project planning

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

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

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

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

4.1.4. Progress meetings / milestones

The section 'Progress meetings/ milestones shows an overview of all (default) progress meetings. To view a more detailed overview of these meetings, click on 'Open the overview page and/or add new items'. This

overview shows every meeting, prior and planned, accompanied by a brief description of the type of meeting and the result (Figure 8). Meetings are planned by default and based on the starting date of the PhD track that is found on your dashboard (Project Planning).

Milestone/progress meeting - ESHCC - Annual progress report #1
07-05-2026 - ESHCC - Annual progress report #1

Agreement

date* 07-05-2026

time

location

definitive date ☐ participants have approved the date

preliminary date 07-05-2026

discussion taken place ☐ has taken place

reminder sent ☒ reminder sent

afterwards reminder sent ☒ reminder sent

submit reminder sent ☒ reminder sent

Properties

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

type of interview* ESHCC - Annual progress report #1

comments

exempt ☐

date submitted

created 07-05-2025 17:41:40

modified 07-05-2025 17:41:40

Participants

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

edit delete

superior

edit delete

Add participant Add default participants

Information

Below, the different participants can upload files. For example, the documents that need to be filed in before the meeting takes place. These files are only accessible by the participants.

Figure 7.1 Example of Progress meeting / milestone

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

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

Participants

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

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 number*
Search results

Select the person you are looking for below:

person

Select person

Next step
Cancel

Add participant
Interview 07-09-2026 - 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

supervisor
edit delete

Add participant
Add default participants

FIGURE 7.2 ADDING ADDITIONAL PARTICIPANTS

Once you are ready to share your uploaded files, select the checkbox 'participants have approved the date' (see figure 7.3) and click save. From that moment all listed participants will receive an email with the confirmation of the date, time and location and have access to the uploaded documents (they can also

upload files of their own; these will also be visible for all participants). If the TSP has been approved, this will also show on the participants view (see figure 7.4 and 7.5 for an impression).

Milestone/progress meeting

Agreement

date*

07-05-2026

time

location

definitive date

☒ participants have approved the date

preliminary date

07-05-2026

discussion taken place

☐ has taken place

reminder sent

☐ reminder sent

afterwards reminder sent

☐ reminder sent

submit reminder sent

☐ reminder sent

Properties

phd project*

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

type of interview*

ESHCC - Annual progress report #1

comments

exempt

☐

date submitted

created

07-05-2025 17:41:40

modified

20-08-2025 14:27:58

FIGURE 7.3 FINALIZING DATE

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)	Files (PhD candidate)
interview report Browse	attachment 1 Browse
attachment 1 Browse	attachment 2 Browse
attachment 2 Browse	attachment 3 Browse
attachment 3 Browse	attachment 4 Browse
attachment 4 Browse	attachment 5 Browse
attachment 5 Browse	

Save and go back

Save and stay on page

Delete

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

Milestone/progress meeting - Items page

Progress meetings/ milestones: 1 - 9 of 9

☐	date	taken place	type of interview	result	modified
☐					
☐	04-06-2030		ESPhil - Progress meeting year 5		01-07-2025 11:53:05
☐	04-06-2029		ESPhil - Progress meeting year 4		01-07-2025 11:53:05
☐	04-06-2028		ESPhil - Fourth evaluation		01-07-2025 11:53:05
☐	04-06-2028		ESPhil - Progress meeting year 3		01-07-2025 11:53:05
☐	04-09-2027		ESPhil - Third evaluation		01-07-2025 11:53:05
☐	04-06-2027		ESPhil - Progress meeting year 2		01-07-2025 11:53:05
☐	04-12-2026		ESPhil - Second evaluation		01-07-2025 11:53:05
☐	04-06-2026		ESPhil - Progress meeting year 1 - Go/No-go decision		01-07-2025 11:53:05
☐	04-03-2026		ESPhil - First evaluation		01-07-2025 11:53:05

Page 1 of 1

< 1 >

Figure 8. Results and Development interview - Items page

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

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

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

Milestone/progress meeting

Milestone/progress meeting

Agreement

date*

dd-mm-yyyy

time

location

definitive date

☐ participants have approved the date

discussion taken place

☒ has taken place

initial date meeting

dd-mm-yyyy

Participants

Add participant

Information

Below, the different participants can upload files. For example, the documents that need to be filled in before the meeting takes place.

Files (supervisor/GSO)

interview report

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Files (PhD candidate)

attachment 1

attachment 2

attachment 3

attachment 4

attachment 5

Properties

phd project

testpromovendus4, T.T. MBA - E117061 - Dit is een test.

type of interview*

result

comments

exempt

date submitted

created

modified

Approvals

assessment

Navigation

Back

Save and go back

Save and stay on page

Figure 9: Creating a new progress interview

4.1.5. PhD Checklist

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

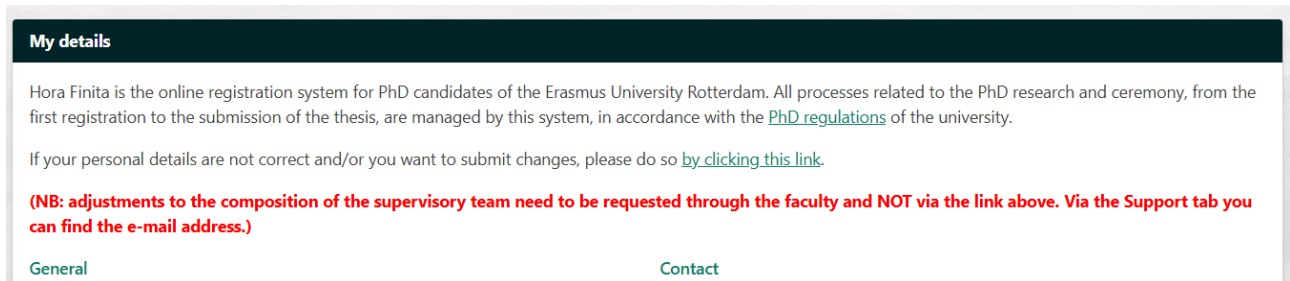
N.B.: as of January 2025, it will be possible to re-arrange the composition of the checklist for each individual faculty. If you are interested, you can ask your faculty's key user, if you are not one yourself, to submit a request to Hora Finita's Functional Management (horafinita@eur.nl). They can make the necessary changes for you.

Checklist			
description	party responsible	executed	
☒ Academic Integrity Code For additional information, open the page " Academic Integrity Code ".	phd candidate	04-06-2025	
☒ Check for plagiarism The supervisor will interpret the reference check report* as part of the assessment of the manuscript. *The supervisor will contact the person responsible for producing the reference check report (does not apply to Erasmus MC)	supervisor	04-06-2025	
☒ Review manuscript by assessment committee The Assessment committee assess the manuscript	assessment committee		
☒ Review manuscript by supervisor The (co)supervisors review the manuscript within 8 weeks after the promotion request	supervisors		
☒ Deficiency: Degree certificate or exemption Open the page " deficiency ".	phd candidate	04-06-2025	
☒ ESPhil - Progress meeting year 1 - Go/No-go decision The interview ESPhil - Progress meeting year 1 - Go/No-go decision must be executed	phd candidate		
☒ ESPhil - Second evaluation The interview ESPhil - Second evaluation must be executed	phd candidate		
☒ ESPhil - Progress meeting year 2 The interview ESPhil - Progress meeting year 2 must be executed	phd candidate		
☒ ESPhil - Progress meeting year 3 The interview ESPhil - Progress meeting year 3 must be executed	phd candidate		
☒ Approval of portfolio Your portfolio has been rejected. Make the indicated changes and afterwards request a new review	phd candidate		
☒ PhD ceremony request Open the page " request PhD ceremony ".	phd candidate	04-06-2025	
☒ Submit title page Open the page " submit title page ".	phd candidate		
☒ Submit propositions Open the page " submit propositions ".	phd candidate		
☒ Assessment title page The Beadle's Office assess the title page	beadle's office		
☒ Assessment propositions The propositions will be assessed within 6 weeks after setting the Assessment committee.	supervisors		
☒ Setting the planned PhD ceremony date Set the planned PhD ceremony date with Beadle's Office	phd candidate		
☒ Enter publication data Open the page " publich ".	phd candidate		
☒ Set the definitive PhD ceremony date / time / location Contact the Beadle's Office to set the definitive PhD ceremony date / time / location	phd candidate		
☒ Submit thesis to the library of the University Open the page " library ".	phd candidate		
☒ Doctoral thesis processed by the university library The university library processes the doctoral thesis in the repository	library		

Figure 10: PhD checklist

4.2. My details

Under the tab 'My details', all known (personal) data from the HR system is shown. These fields are gray and cannot be changed. Missing data can be added in the white fields. Changes can be made, by clicking on the link as shown in the screenshot below. This will open a page, where you can fill out the changes that need to be made to your personal details. The HR department of your faculty will receive your request via e-mail.



The screenshot shows the 'My details' page. At the top, there's a dark green header with the text 'My details'. Below this, a paragraph explains that Hora Finita is the online registration system for PhD candidates of the Erasmus University Rotterdam. It mentions that all processes related to the PhD research and ceremony are managed by this system. A link is provided for submitting changes: 'by clicking this link'. A red note states: '(NB: adjustments to the composition of the supervisory team need to be requested through the faculty and NOT via the link above. Via the Support tab you can find the e-mail address.)'. At the bottom, there are two tabs: 'General' and 'Contact'.

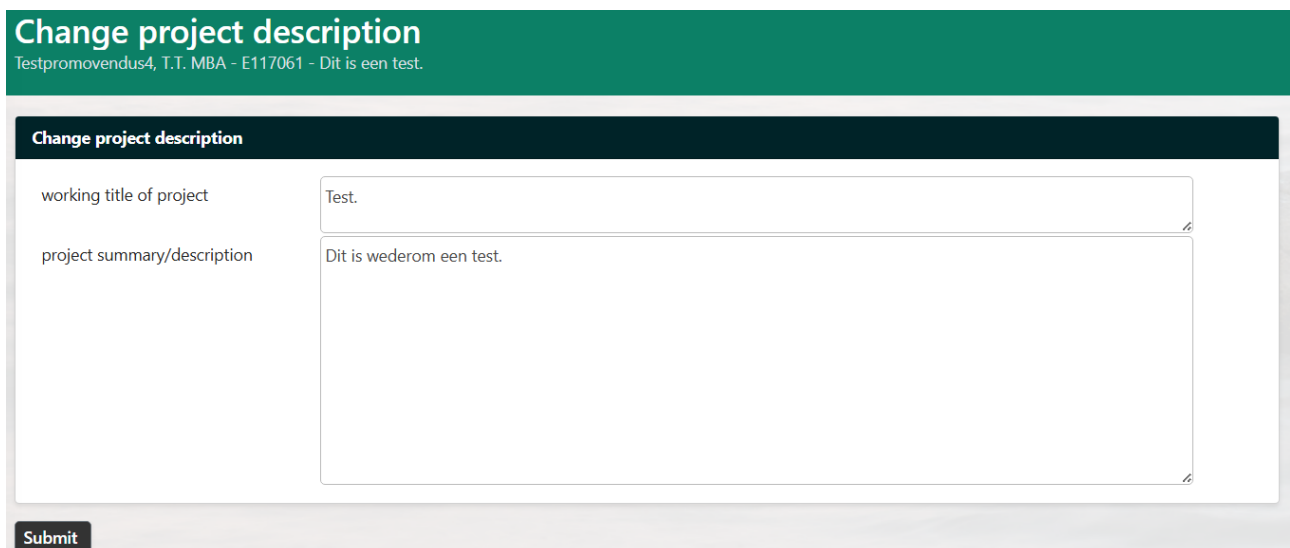
Figure 11: My details

4.3. Diploma (validation)

Under the tab 'My PhD' you will find the header 'Diploma validation'. This is where you can upload relevant files, as well as view the status of your validation.

4.4. Project description

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



The screenshot shows the 'Change project description' page. At the top, there's a dark green header with the text 'Change project description'. Below this, a paragraph explains that Hora Finita is the online registration system for PhD candidates of the Erasmus University Rotterdam. It mentions that all processes related to the PhD research and ceremony are managed by this system. A link is provided for submitting changes: 'by clicking this link'. A red note states: '(NB: adjustments to the composition of the supervisory team need to be requested through the faculty and NOT via the link above. Via the Support tab you can find the e-mail address.)'. At the bottom, there are two tabs: 'General' and 'Contact'.

Figure 13. Change project description

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

4.5. Training and Supervision Plan (TSP)

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

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

TSP

Algemeen

tsp Bladeren

graduate school

onderzoeksschool

aanstelling

functie	fte	aanstelling	begindatum	einddatum	faculteit	afdeling
Er zijn geen aanstellingen gevonden						

datum (hoogst genoten) diploma

beoogd eind traject

promotoren

copromotoren

begeleiders

veldwerk begeleider

begeleidingsplan

Onderzoek

werktitel project*

projectbeschrijving

globale planning van promotieonderzoek

research data management plan

TSP beoordeling aanvragen

Klik op de knop "TSP indienen" om uw TSP te laten beoordelen door:

-

Data

gewijzigd op

beoordeling aangevraagd op

beoordeling ontvangen op

You can keep your TSP updated at all times, even when a previous version has been approved. Click 'change tsp' before adjusting the TSP and do not forget to click 'save' after your latest adjustment. All fields that have been adjusted since the previous version, will light up in yellow/orange boxes. Once you are ready to submit the TSP (again), you need to click '**Submit TSP for review**'. Once you click this button, the TSP will be sent to all those who are mentioned in the right upper corner of the TSP.

N.B.: If you do not click on the button 'Submit TSP for review', the document will be added to your track and be visible to supervisors and Graduate School Officers, but the approval train will not be activated. As a consequence, the system will think that your TSP has not been approved, leading to the system generating unsent reminders daily. Therefore, you must submit your TSP for review, to make sure that the process is completed correctly.

TSP

Algemeen

tsp

graduate school

onderzoeksschool

aanstelling

functie

fte

aanstelling

begindatum

einddatum

faculteit

afdeling

Er zijn geen aanstellingen gevonden

datum (hoogst genoten) diploma

beoogd eind traject

promotoren

copromotoren

begeleiders

veldwerk begeleider

begeleidersplan

Onderzoek

werktitel project*

projectbeschrijving

globale planning van promotieonderzoek

research data management plan

TSP beoordeling aanvragen

Klik op de knop "TSP indienen" om uw TSP te laten beoordelen door:

Data

gewijzigd op

beoordeling aangevraagd op

beoordeling ontvangen op

Figure 14. Training and Supervision Plan

4.6. Progress meetings/ milestones

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

4.7. Print progress file

By clicking on the tab 'Print progress file', a PDF-version of the progress report is immediately saved to your computer. This document consists of some of your personal details, PhD project, list of tasks (including the Gantt chart), training activities, and PhD checklist. An example for using this document is in yearly progress meetings.

5. Portfolio

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

Checklist		
	description	party responsible
✓	Approval of portfolio Complete your portfolio and request a review .	phd candidate
		executed
		16-05-2025

6. Graduation phase

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

6.1. Graduation process flow and timeline graduation

Graduation – the start

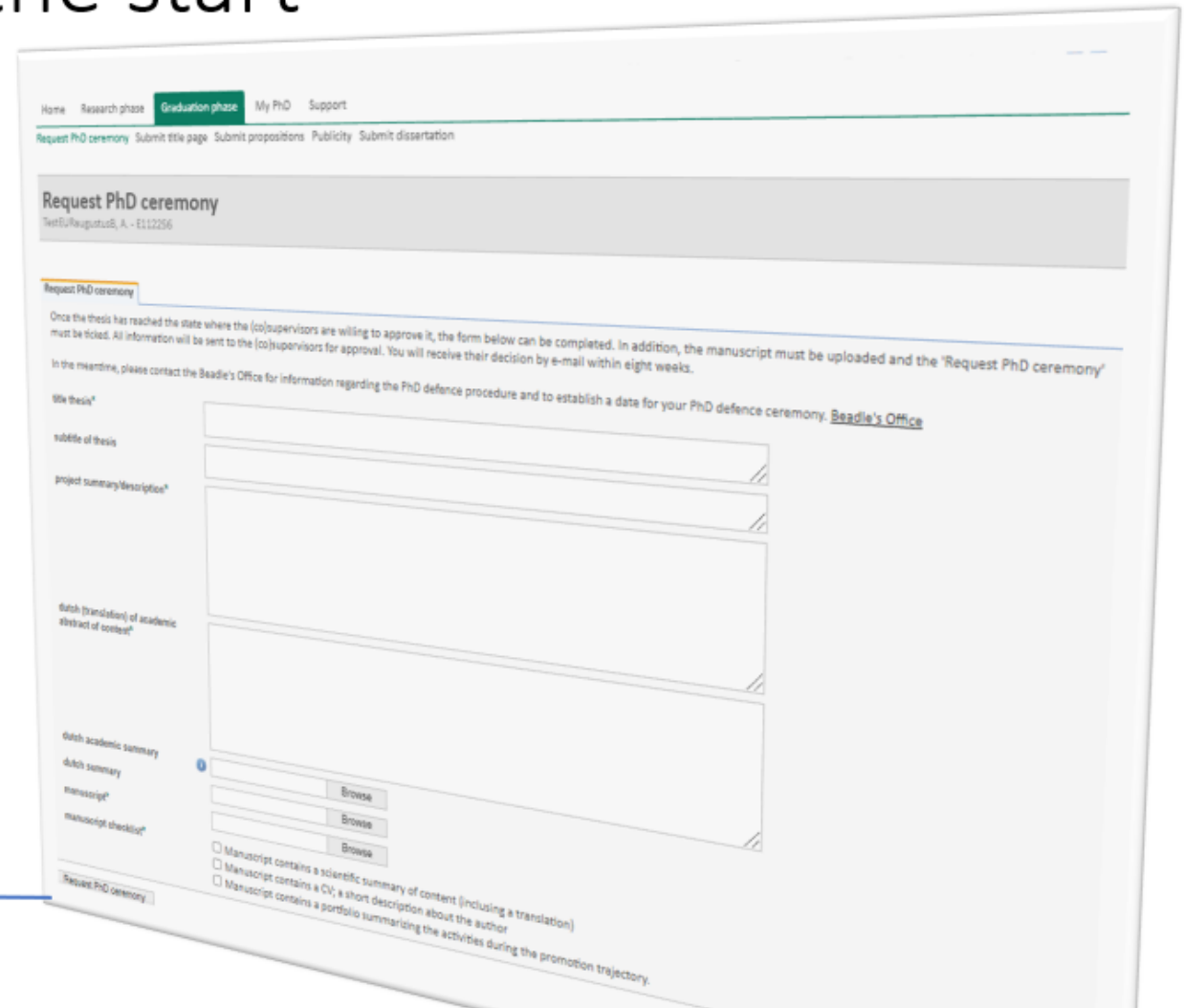


It is important that the supervision is correctly entered **before** this process is started.

Furthermore, the fields indicated with an asterix are mandatory.



Supervisors
assess



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

Request PhD ceremony Submit title page Submit propositions Publicity Submit dissertation

Request PhD ceremony

TentU/Rugpstu08, 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 ticked. All information will be sent to the (co)supervisors for approval. You will receive their decision by e-mail within eight weeks.

In the meantime, please contact the Beadle's Office for information regarding the PhD defence procedure and to establish a date for your PhD defence ceremony. [Beadle's Office](#)

title thesis*

subtitle of thesis

project summary/description*

dutch translation of academic abstract of content*

dutch academic summary

dutch summary

manuscript*

manuscript checklist*

Browse

Browse

Browse

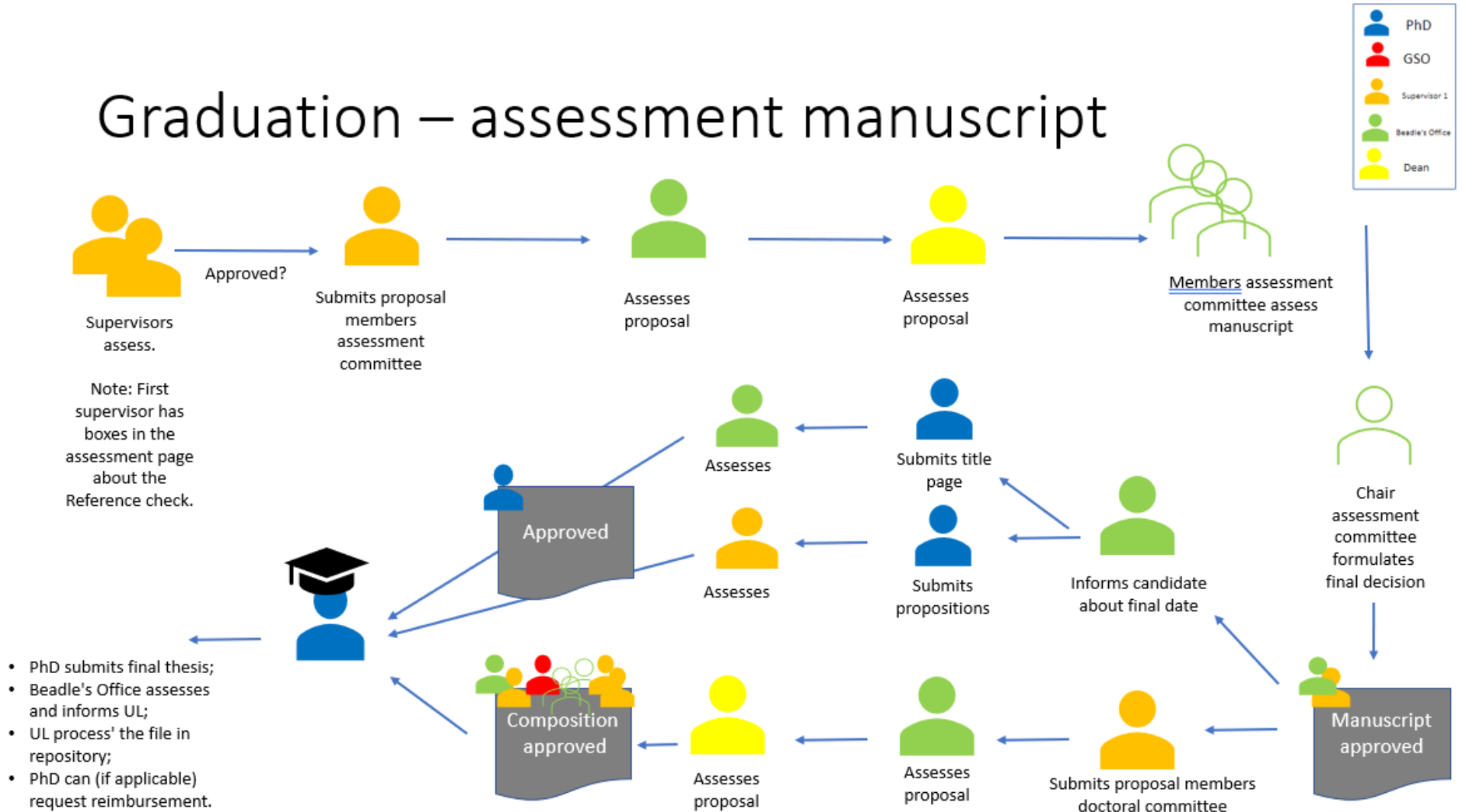
☐ Manuscript contains a scientific summary of content (including a translation)

☐ Manuscript contains a CV; a short description about the author

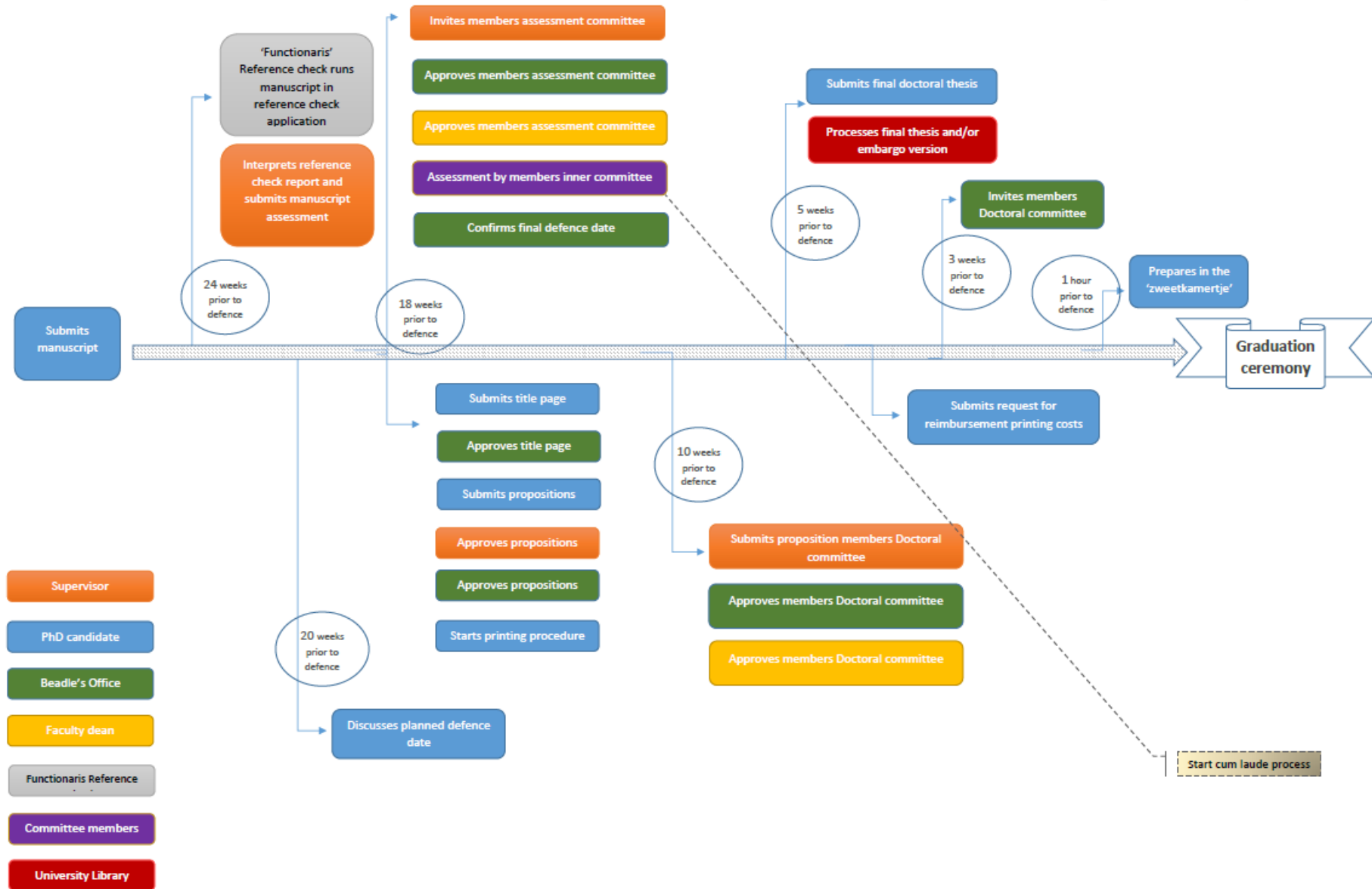
☐ Manuscript contains a portfolio summarizing the activities during the promotion trajectory.

Request PhD ceremony

Graduation – assessment manuscript



Timeline graduation process



6.2. Request PhD ceremony

6.2.1. Starting the graduation process

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

Request PhD ceremony

1) Check on the tab 'My PhD' if your supervisors are correct. If not, make sure to contact your faculty contact before you proceed with step 2 and request your PhD ceremony.

2) Fill out the fields below once the thesis has reached the state where the (co)supervisors are willing to approve it. In addition, the manuscript must be uploaded and the 'Request PhD ceremony' must be ticked. All information will be sent to the (co)supervisors for approval.

You will receive their decision by e-mail within eight weeks.

In the meantime, please contact the Beadle's Office for information regarding the PhD defence procedure and to establish a date for your PhD defence ceremony.
[Beadle's Office](#)

title thesis*

subtitle of thesis

project summary/description*

dutch academic summary

dutch summary

manuscript*

Navigation

[Back](#)

Figure 15: Requesting the PhD ceremony

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

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

6.2.2. Reference check

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

6.2.3. Requesting a defence ceremony date

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

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

6.3. Upload modified manuscript

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

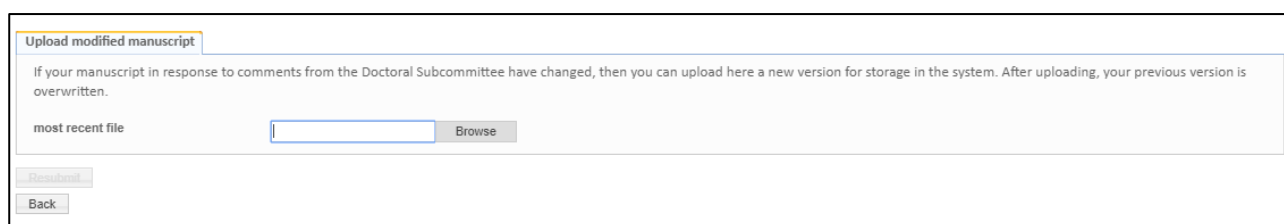
The screenshot shows a web interface titled "Upload modified manuscript". Below the title is a text box containing the instruction: "If your manuscript in response to comments from the Doctoral Subcommittee have changed, then you can upload here a new version for storage in the system. After uploading, your previous version is overwritten." Below this text box is a label "most recent file" followed by a text input field and a "Browse" button. At the bottom left of the interface are two buttons: "Download" and "Back".

Figure 16: Upload modified manuscript

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

6.4. Submit title page

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

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

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

Submit title page

Title page example

By clicking on the following link you can download an example of the desired title page format: [Title page example](#)

Please note: your PhD thesis must include a title page that is formatted according to the attached example. Title pages that fail to use this formatting will not be accepted.

Title page

Your title page must be assessed by the Beadle's Office **two months** before the planned PhD ceremony date. Below you can upload the title page.

title page*

Browse

approval title page date

No approval yet

Navigation

[Back](#)

Figure 17: Submit title page

6.5. Submit propositions

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

Submit propositions

Eleven propositions must be added to the doctoral dissertation. Of these propositions, five must relate to the contents of the doctoral dissertation and five must not relate, either directly or indirectly, to the contents of the doctoral dissertation. These ten propositions must be academically defensible. The eleventh proposition does not have to meet the criterion of academic defensibility.

Propositions

propositions (pdf)*

Browse

approval propositions date

No approval yet

Navigation

[Back](#)

Figure 18: Submit propositions

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

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

6.6. What to do until the PhD defence ceremony?

The doctoral thesis will be checked on plagiarism by the Graduate School resulting in a reference check report to be interpreted by the supervisor. After this report, the manuscript will go to the (first) supervisor for review. When the (first) supervisor disapproves, changes will need to be made to the manuscript. You'll be informed per e-mail by Hora Finita if this is the case (the GSO will receive a copy of this email, because a GSO will need to reset this reviewing process in Hora Finita). After approval by the (first) supervisor, the

Doctoral Subcommittee will be proposed by the (first) supervisor. The proposal of the members for this committee will be done via Hora Finita, although the PhD candidate won't receive any notification about this process. The doctoral subcommittee is installed by the rector magnificus (after approval of the faculty dean).

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

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

For catering after the PhD defence ceremony, please contact catering via vitam@eur.nl or events@erasmuspaviljoen.nl. For Erasmus MC PhD candidates please contact kade80@nl.issworld.com. The Beadle's Office will ensure the standard caterer has your contact information available⁶.

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

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

7. Publicity

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

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

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

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

It is not yet possible to submit the thesis to the Erasmus University Rotterdam Library.

- You need to request a date of PhD ceremony first at the Beadle's Office, e-mail: pedel@eur.nl, phone: (010) 408 1006. Further contact info: <https://www.eur.nl/onderzoek/bureau-van-de-pedel>
- Your manuscript has not yet been approved by the Assessment committee.
- Although the form has editable fields, you cannot submit the form due to the deficiencies listed above. Please only begin to complete this form once you have satisfied all the conditions listed above.

Figure 19: Unable to submit your dissertation to the library

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

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

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

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

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

PhD thesis

Instructions uploading files

In principle, EUR's University Library will post the entire thesis on the internet as soon as possible, at most within three months of the defence ceremony. The Rector Magnificus may grant an temporary exemption from this obligation; only the scientific part may be subject to an embargo for serious reasons, for a period of 6, 12, 18 or a maximum of 24 months. A permanent embargo is not allowed. One does have to provide an explanation of why the embargo is necessary, and why the chosen duration is necessary. The library does the review and grants the embargo. Please upload this request and explanation under 'uploadbox 4'.

- 1. Uploading the consent form**
Download the consent form from the website of the Beadle's Office: <https://www.eur.nl/en/research/phd/phd-ceremony/phd-thesis>
Print, fill out and sign the consent form. Scan the consent form and add - if necessary - attachments (e.g. scans of agreements with publishers or embargo requests). Upload the consent form.
- 2. Uploading thesis**
Upload the final version of your dissertation.
Note: If the first page of your thesis contains the cover image, please mark the checkbox next to "The first page of the thesis contains the cover". In this case you don't have to upload the cover page separately.
- 3. Uploading propositions**
Upload the propositions in a separate document.
- 4. Upload embargo version dissertation**
If there is an embargo on your thesis, you can upload the request for an embargo, the explanation and the embargo version under "additional files". Please indicate whether your request involves only parts of your thesis (if yes, which parts) or whether it involves the whole thesis. The embargo is only for the scientific part - not for chapters such as acknowledgements. Please ensure that this does not contain any privacy-sensitive information or provide a version without an acknowledgement. Please email your embargo related questions to registration.library@eur.nl indicating Embargo related question in the subject.

Uploads

Cover

2. thesis*

Browse

No cover available yet

thesis contains cover

☐ The first page of the thesis contains the cover

cover

Browse

3. propositions*

Browse

License Agreement

1. consent form*

Browse

consent form attachment 2

Browse

attachment description 2

consent form attachment 3

Browse

attachment description 3

consent form attachment 4

Browse

attachment description 4

consent form attachment 5

Browse

attachment description 5

Additional files

4. Use this part of the form to:

Upload the embargo version of your thesis and/or to add additional files to the thesis (e.g. request and explanation for embargo, data, images, sound).

[upload more additional files](#)

Title information

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

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

Additional files

4. Use this part of the form to:

Upload the embargo version of your thesis and/or to add additional files to the thesis (e.g. request and explanation for embargo, data, images, sound).

[upload more additional files](#)

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

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

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

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

Additional files

4. Use this part of the form to:
Upload the embargo version of your thesis and/or to add additional files to the thesis (e.g. request and explanation for embargo, data, images, sound).

additional file 2	Browse
file description 2	
additional file 3	Browse
file description 3	
additional file 4	Browse
file description 4	
additional file 5	Browse
file description 5	
additional file 6	Browse
file description 6	
additional file 7	Browse
file description 7	
additional file 8	Browse
file description 8	
additional file 9	Browse
file description 9	
additional file 10	Browse
file description 10	