



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).

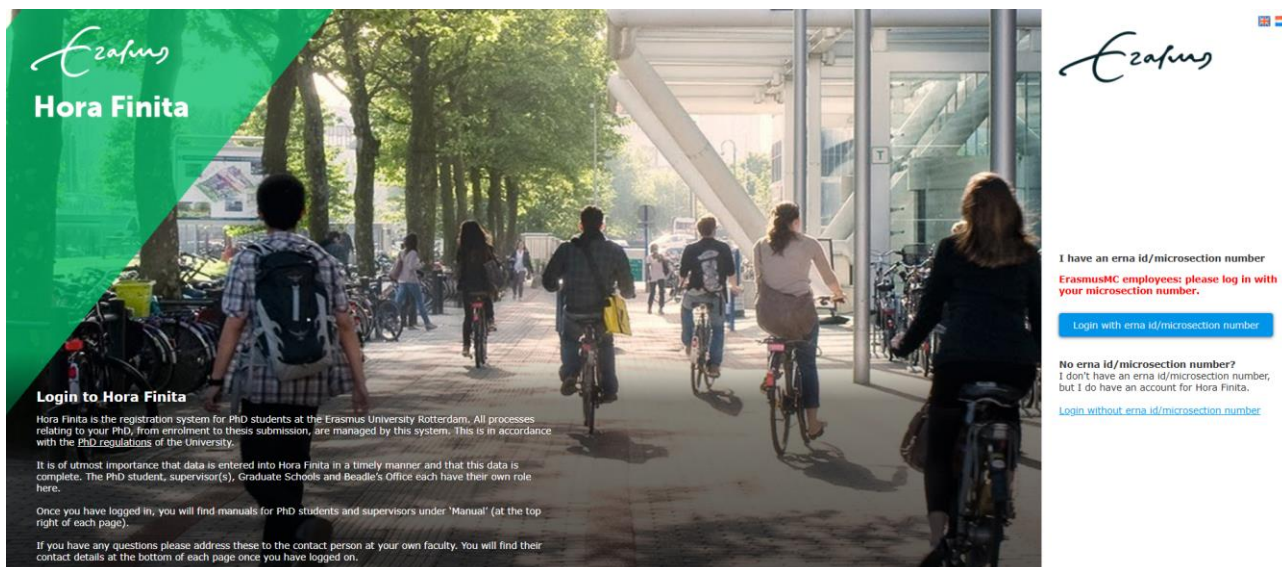


FIGURE 1: HOMEPAGE OF HORA FINITA

- ➔ 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 -

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.

Other granted exemptions

reason for exemption	status	created
No items		

Your motivation

assessment*

motivation*

Comments others

Submit

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.

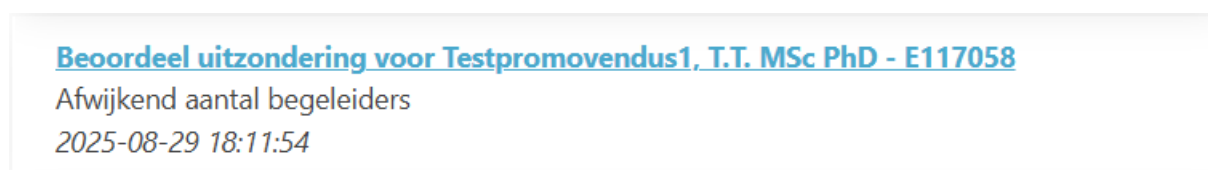
3.3 Training & Supervision Plan (TSP)

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)

Opleidingsactiviteit - aanpassen

Test

Let op

U bent niet bevoegd de beoordeling van een reeds beoordeelde activiteit te wijzigen.

Opleidingsactiviteit

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

Opleidingsactiviteit

[promotietraject](#)

zoek in catalogus

activiteitsoort*

titel*

omschrijving

organisator

startdatum*

einddatum*

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

Selecteer cursus/activiteit uit EUR catalogus.

Typ hier om te zoeken...

Of voer een niet EUR cursus/activiteit in:

Course - Career

Test

16-04-2025

15-05-2025

Beoordeling

cijfer

beoordeling

Waardering

ec (ingevoerd/berekend)

ec vastgesteld

certificaat ec

40,00

40,00

40,00

Bewijs van deelname documenten

Upload hier documenten zoals bijvoorbeeld een bewijs van deelname, toegangsbewijs, et cetera.

Sleep uw documenten naar dit kader, of [Bladeren](#)

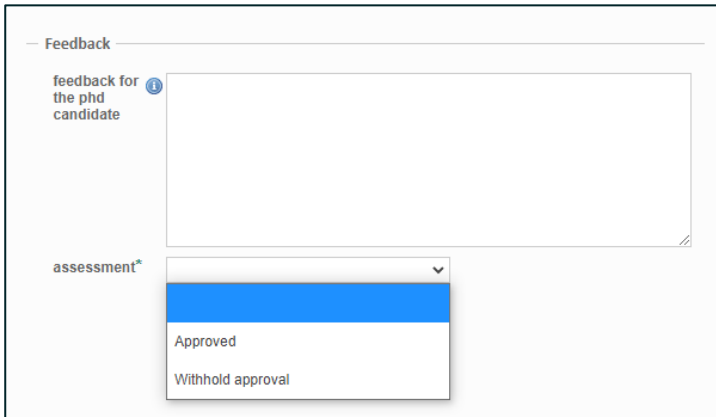


Voortgangsgesprekken/ milestones: 1 - 4 of 3								
filter toepassen								
checkbox	datum	plaatsgevonden	UNL promovendustype	gespreksoort	uitkomst	eerste promotor	faculteit	gewijzigd
☐	Q							
☐	07-05-2029			ESHCC - Annual progress report #4		prof.dr. HAM Klemann	ESHCC	07-05-2025 17:41:40
☐	07-05-2028			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	nee		ESHCC - Annual progress report #1		prof.dr. HAM Klemann	ESHCC	20-08-2025 14:50:19

educational programme	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."
	Lorem ipsum dolor sit amet, consectetur adipiscing elit.

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.

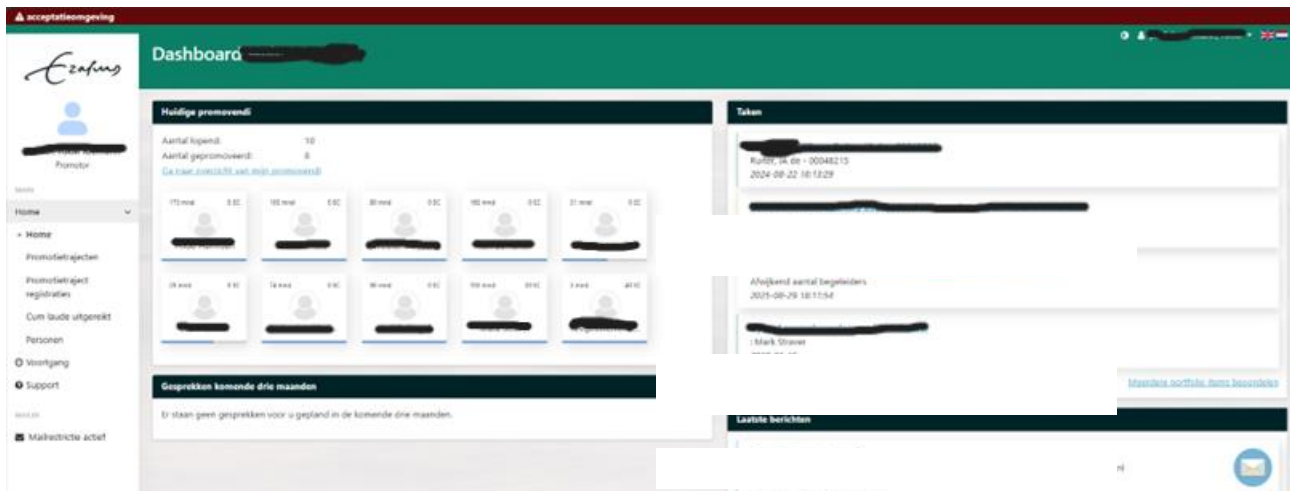


FIGURE 10

- ➔ 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.

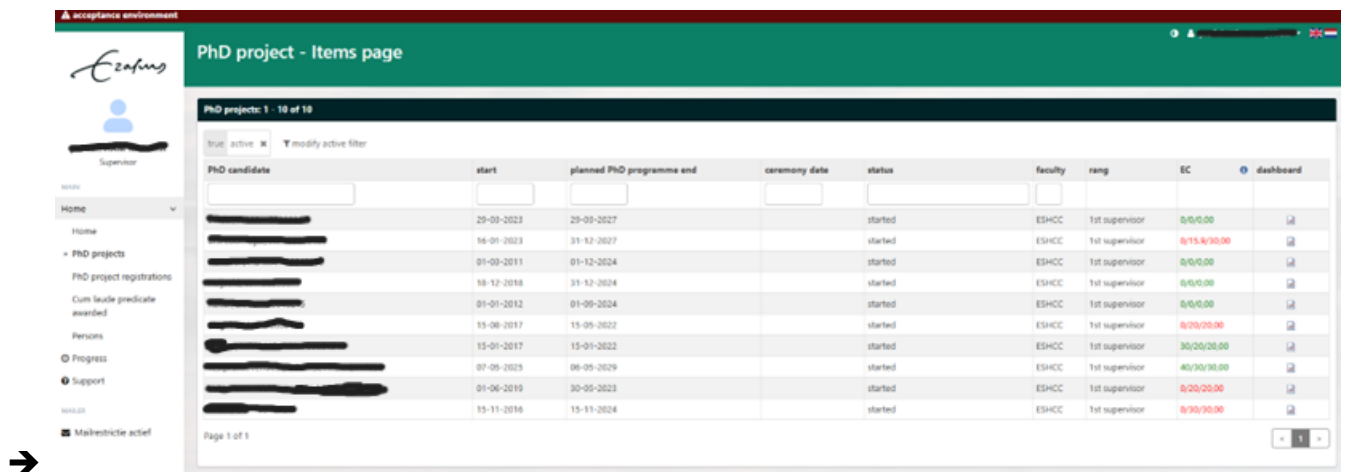


FIGURE 11

- ➔ 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.

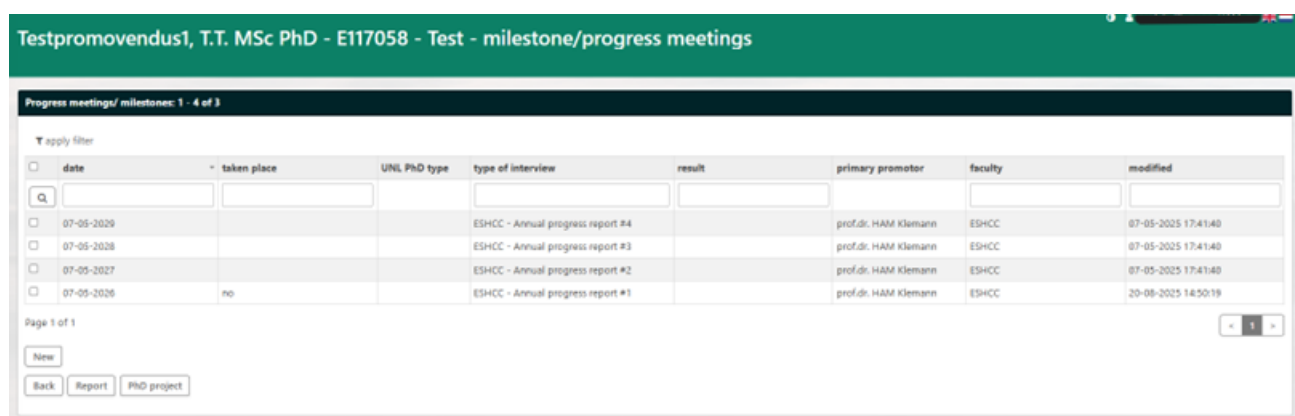


FIGURE 12

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](#)

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

[Clear selection](#)

[Next step](#)

[Cancel](#)

Add participant

Interview 07-09-2026 - ESHCC - Annual progress report #1

Step 3

Participant

Please, select the appropriate role.

participant role

Supervisor

Confirmation of attendance

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

confirmation by participant

attendance not yet confirmed

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

Erasmus Universiteit Rotterdam, ESHCC, Alkiding Ge

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](#)

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)			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			

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

☐	PhD project	name	type of activity	start date	date completed	grade	result	EC	assessment
☐	Testpromovendus1, T.T. MSc PhD - E117058 - Test	Test	Course - Career	16-04-2025	15-05-2025	9	excellent	40.00	approved
☐		Creating Societal Impact	Course - Content optional	02-11-2023				2.50	approved
☐		Responsible research Data Management	Course - Skills	01-05-2022				1.50	approved
☐		Visual exploration of scientific literature with VOSviewer	Course - Research methods	01-11-2019		pass		1.50	approved
☐		Data visualisation, web scraping, and text analysis in R	Course - Research methods	01-05-2019		pass		2.50	approved
☐		Declaration scientific integrity	Course - Other	01-04-2019				0.00	approved
☐		Self-presentation: presenting yourself and your research	Course - Skills	12-03-2018		pass		2.50	approved
☐		Basic Training in Economic and Social History	Course - Content	01-12-2017		pass		17.00	approved
☐		English academic writing for PhD candidates	Course - Skills	01-10-2017		pass		2.50	approved

Page 1 of 1

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).

Erasmus

Supervisor

MAPV

Home

Progress

Milestone/progress meetings

Training activities

Decision documents

Questionnaires

Support

MAILER

Mailrestrictie actief

PhD project - Items page

No items

☐	PhD candidate	start	planned PhD programme end	ceremony date	status	Secretary	faculty
☐							

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

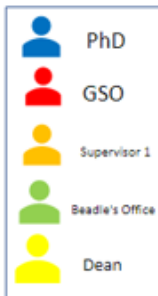
Graduation – the start



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

Furthermore, the fields indicated with an asterix are mandatory.

The screenshot shows a web portal with a navigation bar at the top containing links: Home, Research phase, Graduation phase (highlighted), My PhD, and Support. Below the navigation bar are links: Request PhD ceremony, Submit title page, Submit propositions, Publicity, and Submit dissertation. The main heading is 'Request PhD ceremony' with a sub-header 'TerEugeneStad, A. - E112256'. The form contains several text input fields with asterisks indicating they are mandatory: 'title thesis*', 'subtitle of thesis', 'project summary/description*', 'dutch (translation) of academic abstract of context*', 'dutch academic summary', 'dutch summary', 'manuscript*', and 'manuscript checklist*'. There are also 'Browse' buttons next to the last three fields. At the bottom, there are checkboxes for 'Request PhD ceremony', 'Manuscript contains a scientific summary of content (including a translation)', 'Manuscript contains a CV; a short description about the author', and 'Manuscript contains a portfolio summarizing the activities during the promotion trajectory'.



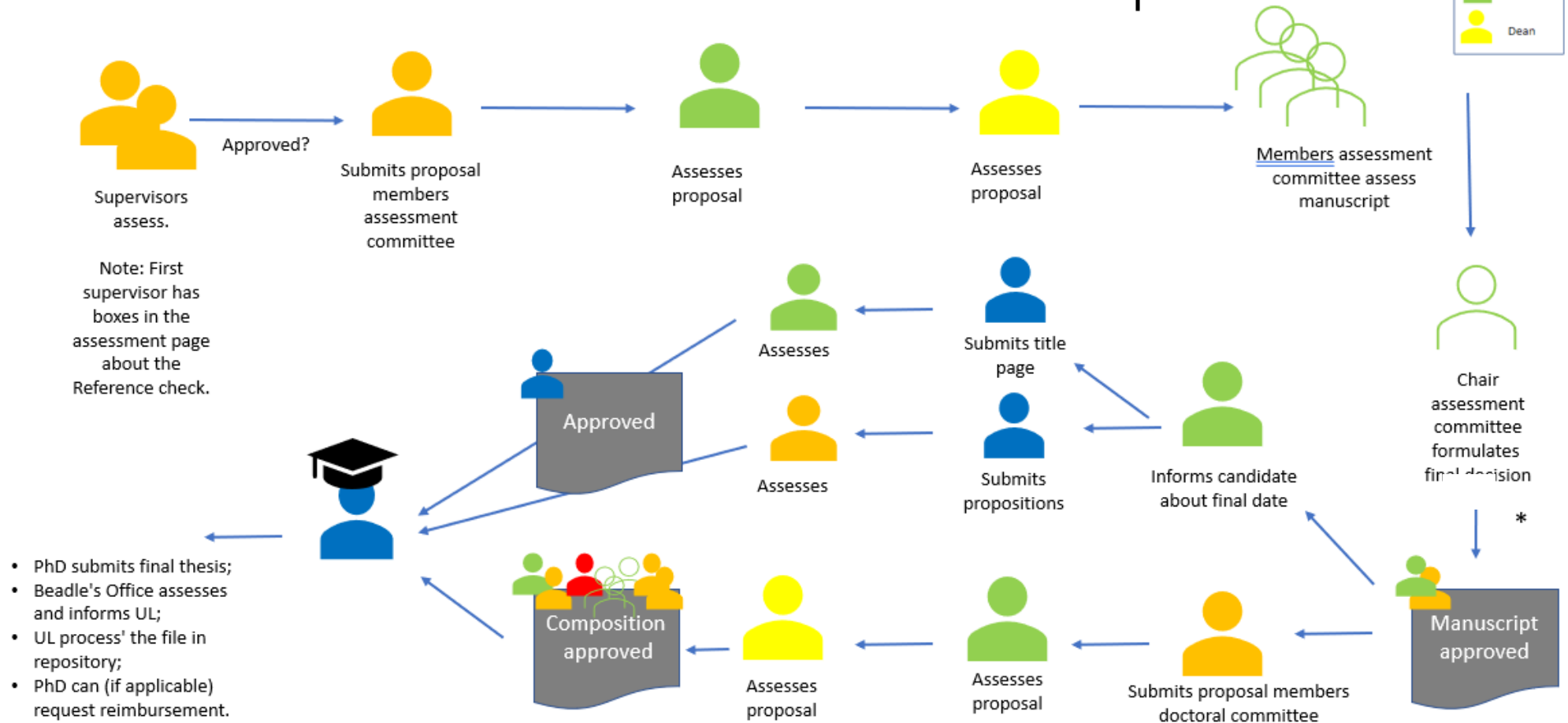
Supervisors
assess



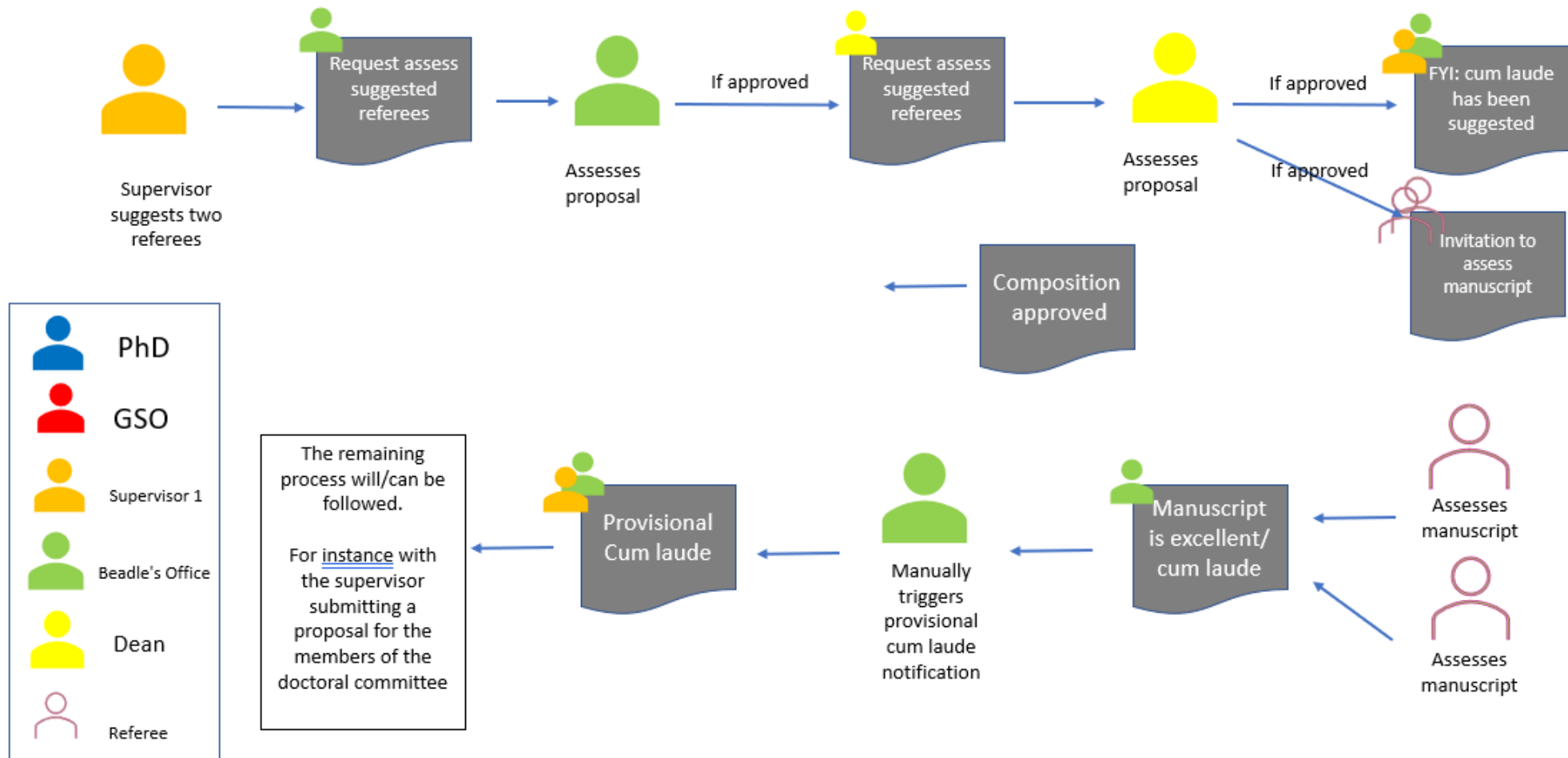
*Start cum laude process (see next slide)



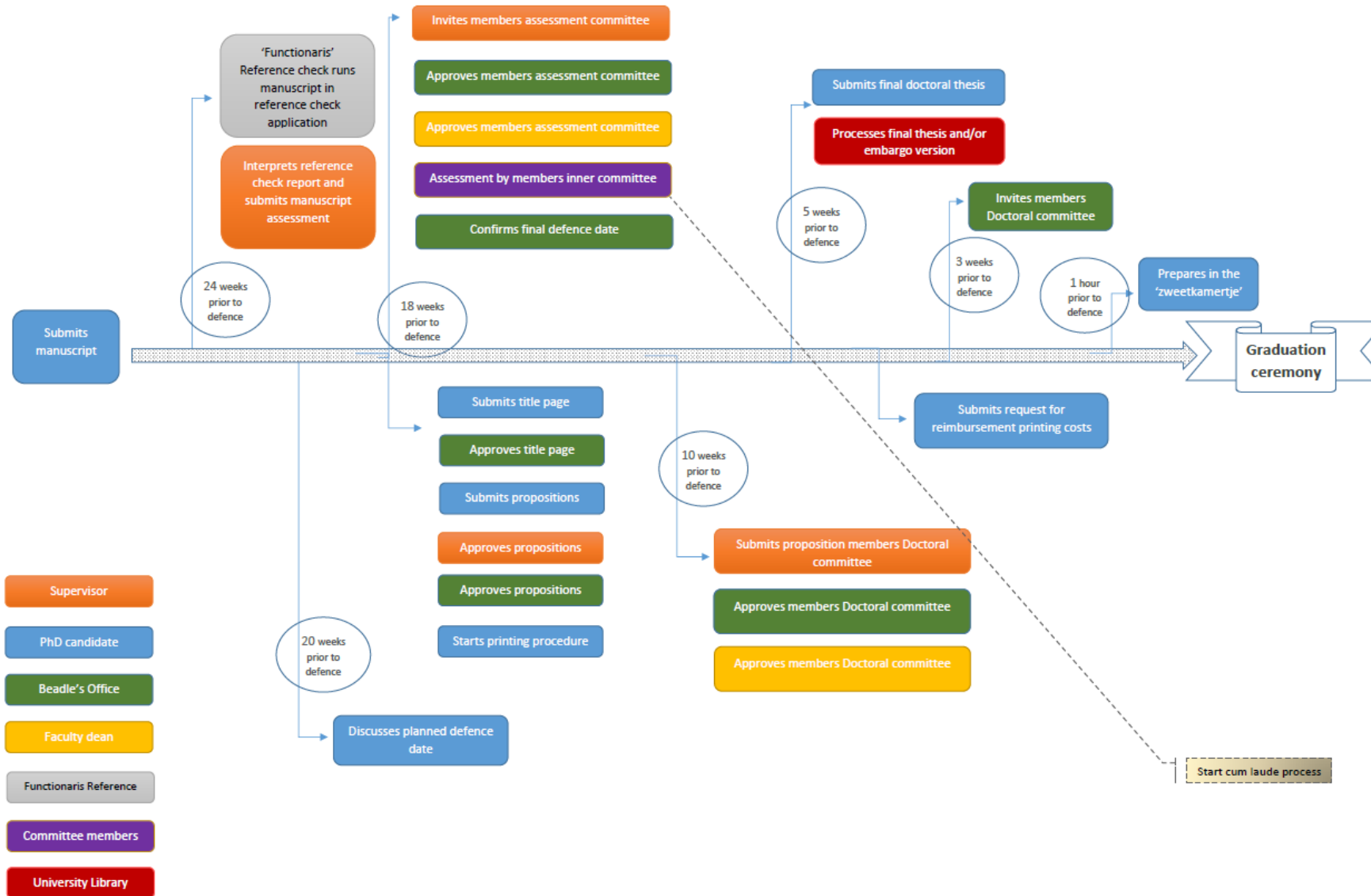
Graduation – assessment manuscript



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).

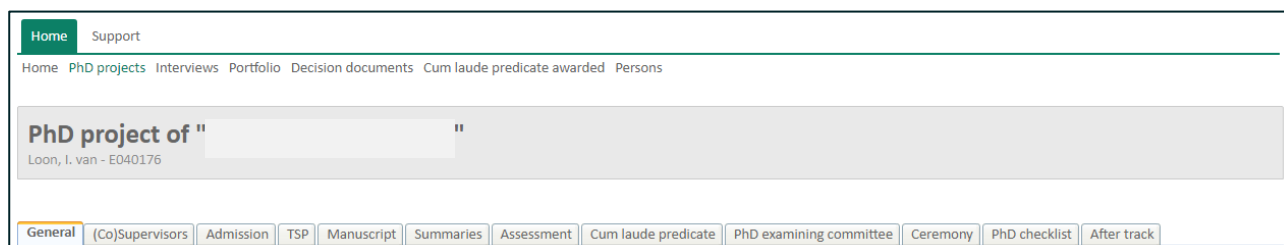


FIGURE 15

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)

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

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

Appointment

phd project number: 998834
 ema id / micro section number/ usernames: / E117058
 opalis student number:
 phd candidate: Testpromovendus1, T.T. MSc PhD - E117058
 appointment:

Section	the appointment	start	end	faculty	department
No appointments have been found					

UNIL PhD type

phd type according to:
 uni phd type:
Specific details
 specific details:
Funding

the	funding source	addtype	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:
 tps program line:
 phd program:
Joint doctorate
 joint / double / bi doctorate:
 external universities:
 associated university:
 contact person:
 joint / double doctorate agreement: No document available

Navigation

[E-mail those involved](#)
[Opalis profile](#)
[Deficiencies](#)
[Missed/deposit payments](#)
[Portfolio items](#)
[Examinations](#)
[Emails](#)
[Back](#)

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.
 Fantastisch.
Other information
 mailing enabled:
 created: 07-05-2025 17:41:37
 modified: 26-06-2025 11:24:44
 import source:
 reporting end date: dd-mm-yyyy
[Save and go back](#) [Save and stay on page](#) [Send mail to institute / GS](#)

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:
[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.

The screenshot displays the 'PhD project of "Testpromovendus1, T.T. MSc PhD - E117058"' registration page in the Hora Finita system. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains links for 'Home', 'PHD projects', 'PHD project registrations', 'Cum laude predicate awarded', 'Persons', 'Progress', 'Support', and 'Middelste afsluit'. A top navigation bar includes tabs for 'General', 'EASupervisors', 'Admission', 'TSP', 'Manuscript', 'Summaries', 'Assessment*', 'Cum laude predicate', 'Doctoral committee', 'Ceremony', and 'PHD checklist'.
- Conditions:** A section for 'deficiency comment' with a 'draft' status and an 'Add a deficiency' button.
- Qualifications:** A section for 'degree certificate' with a 'Download (32 KB)' button and a 'remarks previous education' field.
- Admission documents:** A section for 'list of marks' and 'language test'.
- Admission status:** A section for 'admission status' (Admitted), 'admission date' (07-05-2025), 'Dean', 'head of department', and 'department'.
- Degree certificate exemption:** A section for 'exemption' with a 'Qualification requires exemption' checkbox and a 'Request for exemption supported by professor' field.
- Diploma validation:** A section for 'advice document', 'certifying statement', 'degree certificate validation state' (validated), 'degree certificate validation date' (07-05-2025), 'received documents from phd', 'remarks', 'sent confirmation of receipt to phd candidate', 'comments', 'sent documents to nuffic', 'received response from nuffic', and 'ao substantiation'.
- Agreements:** A section for 'co-financing organisations', 'necessities co-financing organisations', 'anticipated research expenses and coverage', 'grants applied for', 'statement promotion premium', and 'statement costs gs'.
- Other:** A section for 'started elsewhere' (promotieonderzoek begonnen bij een andere universiteit) and 'eerdere promotie afgerond' (previous doctorate has been completed successfully).
- Buttons:** At the bottom, there are buttons for 'Save and go back', 'Save and stay on page', and '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).

The screenshot shows the 'TSP' (Thesis Supervision Plan) 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 'Mailrestrictie actief'. The main content area is divided into several sections: 'TSP' (with fields for 'Not required', 'TSP', 'submission date', 'reviewed at', 'assessment', 'supervision plan', 'specialized training agreements', 'research data management plan', 'Training plan', 'general plan of the research project', 'not work abroad', 'Training teaching', 'educational programme', and 'teaching hours'), 'Training/Program', 'Portfolio assessment', and 'TSP history'. A 'Navigation' sidebar on the right lists links like 'Local document', 'Questionnaire', 'Deficiencies', 'Milestones/progress meetings', 'Portfolio items', 'Exemptions', 'Emails', and 'Back'. The bottom of the page has buttons for 'Save and go back', 'Save and stay on page', and 'Send mail to institute / OS'.

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.

The screenshot shows the 'Manuscript' tab for the same PhD project. The sidebar and navigation options are consistent with Figure 19. The main content area includes sections for 'Manuscript' (with fields for 'title thesis', 'subtitle thesis', 'follow phd student', 'cv short (about the author)', and 'authorship statement') and 'Manuscript versions' (with fields for 'ceremony request', 'most recent file', and 'library'). A table titled 'history' shows the following data:

date	user	version	file
16-08-2025 18:10:05	Testpromovendus1, T.T.	modified	download
16-08-2025 17:51:10	Testpromovendus1, T.T.	first	download

The bottom of the page has buttons for 'Save and go back', 'Save and stay on page', and 'Send mail to institute / OS'. The 'Navigation' sidebar on the right is also present.

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 displays the Erasmus University Rotterdam PhD project portal for 'Testpromovendus1, T.T. MSc PhD - E117058'. The 'Summaries' tab is selected, showing fields for 'Date popular summaries were submitted' and 'submitted on'. It includes sections for 'Short lay/popular abstract Dutch' and 'Short lay/popular abstract English'. A 'Dutch Academic Summary (Summary Thesis)' section explains that the PhD student must submit an academic summary in Dutch separately. Below this is a 'dutch academic summary' field with a 'Download (25 KB)' button. An 'Assessment of academic summaries' table is also visible, with columns for 'person', 'assessment', 'assessment date', and 'assessment type'. The right sidebar contains a 'Navigation' menu with links like 'Questionnaire', 'Deficiencies', 'Milestone/progress meetings', 'Portfolio items', 'Exemptions', 'Emails', and 'Back'. A 'Test Testpromovendus1' section shows 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 | CoSupervisors | Admission | TSP | Manuscript | Summaries | **Assessment** | Cum laude predicate | Doctorate committee | Ceremony | PhD checklist

1. Proposal Assessment committee

Proposal 1 in the case of members of the Assessment Committee: in the case of the committee members, the committee consists of four members.

Note:
1. Supervisors, co-supervisors and co-authors are not members of this Board:
rise as possible and consist of at least one man and one woman.

3. If the contact information of 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 Reader's Office. Once the Doctorate Board has decided, please refer to the decision document number in the column 'Comments'.

This proposal cannot be modified at this time.

#	Member	Gender	Attribution	Role	Contact	Subscription and profile	Is
1	[redacted]	F	Stamius Universiteit Rotterdam, Publication Support or / Functional (internal) member	Doctorate committee member	[redacted]	Test.	0
2	[redacted]	M	Erasmus Universiteit Rotterdam, Publication Support or / Functional member	Doctorate committee member	[redacted]	Test.	0
3	[redacted]	M	Erasmus Universiteit Rotterdam, Publication Support or / Functional member	Doctorate committee member	[redacted]	Test.	0

2. Assessment committee

responsibility	secretary	date of assessment	assessment	disputed
1. yes				no
2. no				no
3. no				no

Navigation

- E-mail these involved
- Questionnaire
- Deficiencies
- Milestones/progress meetings
- Portfolio items
- Exemptions
- Locally
- 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 check: Test

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

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

author abstract: Download (25 KB)

abstract thesis pdf: Download (25 KB)

primary promotor: Download (25 KB)

file of thesis: Download (25 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 but in peer-reviewed journals.

location scan data: [redacted]

scan output file: [redacted]

report reference check? [redacted]

technical scan is executed by: [redacted]

findings? ☒ Test: good

applied system: [redacted]

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

motivation/reason? No, not good enough

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.

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)

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"

General | CoSupervisors | Admission | TSP | Manuscript | Scheme | Assessment | Current progress | Doctoral committee | Summary | PhD chapter

description	party responsible	deadline
☒ Academic Integrity Code The PhD student has accepted the code conduct for research integrity.	phd candidate	04-09-2023
☒ Check for plagiarism Plagiarism scan has been performed.	supervisor	04-09-2024
☒ Review manuscript by assessment committee The manuscript has been approved by the assessment committee.	assessment committee	
☒ Review manuscript by supervisor The supervisor has been approved the manuscript.	supervisor	01-09-2023
☒ Assessment proposition Proposition has been approved.	supervisor	
☒ Deficiency Degree certificate or exemption Deficiency has been received.	phd candidate	04-09-2023
☒ KPMG - Progress meeting year 1 - Go/No go decision Interview KPMG - Progress meeting year 1 - Go/No go decision has taken place.	phd candidate	
☒ KPMG - Second evaluation Interview KPMG - Second evaluation has taken place.	phd candidate	
☒ KPMG - Progress meeting year 2 Interview KPMG - Progress meeting year 2 has taken place.	phd candidate	
☒ KPMG - Progress meeting year 3 Interview KPMG - Progress meeting year 3 has taken place.	phd candidate	
☒ Approval of portfolio Training activity portfolio has been approved.	phd candidate	
☒ PhD ceremony request The supervisor has been requested to assess the manuscript, starting the promotion process.	phd candidate	04-09-2023
☒ Submit title page PhD student has submitted the title page.	phd candidate	
☒ Submit proposition PhD student has submitted proposition.	phd candidate	
☒ Assessment title page This page has been approved.	supervisor	
☒ Setting the proposed PhD ceremony date Proposed PhD ceremony date has been determined.	phd candidate	
☒ Enter publication data Publication data has been submitted.	phd candidate	
☒ Set the definitive PhD ceremony date / date of location PhD student has entered the ceremony date.	phd candidate	
☒ Submit thesis to the library of the University PhD student has submitted their thesis to the university library.	phd candidate	
☒ Bookend thesis processed by the university library Thesis has been approved by university library.	library	
☒ Submit endorsement request Endorsement has been requested.	phd candidate	

Navigation

- Start your research
- Registration
- Defence
- Information resources
- Publication data
- Assessment
- Check
- Book

Test Independent

☒ Testpromovendus4 (Right) and 01
☒ Value (Right)

More personal data

FIGURE 30