

A manual for doctorate administration in Hora Est

Author: Hanneke van Loon (registrar)
Hanneke.vanloon@eur.nl
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Introduction

Every PhD student who is taking a doctorate degree at the Erasmus University of Rotterdam will be registered in the web application of Hora Est. Depending on the relevant Faculty's preference, part of the data need to be entered by the PhD students themselves. Some faculties have chosen to continue to perform this administrative task themselves.

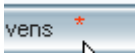
During the doctorate degree procedure three forms need to be completed and signed:
Form 1 is the form to request admission to doctoral studies;
Form 2 is the form for approval of the manuscript and proposed composition of the assessment Committee (the inner doctoral committee and the plenary doctoral committee including a specialist expert if applicable);
Form 3 is the form for the assessment's committee's decision regarding admission to the thesis defence.

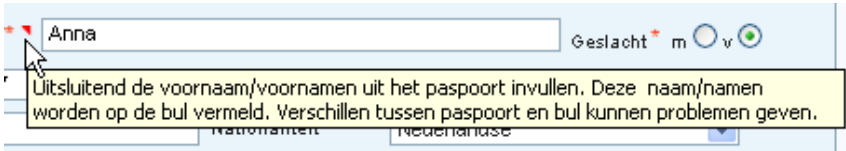
This manual describes how PhD students and thesis supervisors (*promotors*) need to enter the necessary data for doctorate degree procedures.

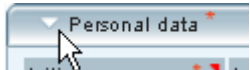
Should you have any questions or comments about this manual then please contact Hanneke van Loon (E: hanneke.vanloon@eur.nl T: 010-4081006) or Annemiek Teuben (E: annemiek.teuben@eur.nl T: 06-36246597).


General information about Hora Est

Tooltips guides the users through the Hora Est programme (don't forget to switch off the pop-up blocker on your computer!) and [the FAQ sheet](#) gives a number of additional tips and comments about the forms in the Hora Est programme.

 The red asterisk indicates that a field is compulsory. If this field hasn't been completed then the data will not be saved and an error message will appear.

 The red triangle indicates that additional information is available when you click on it.

 A white arrow indicates a drop-down menu.

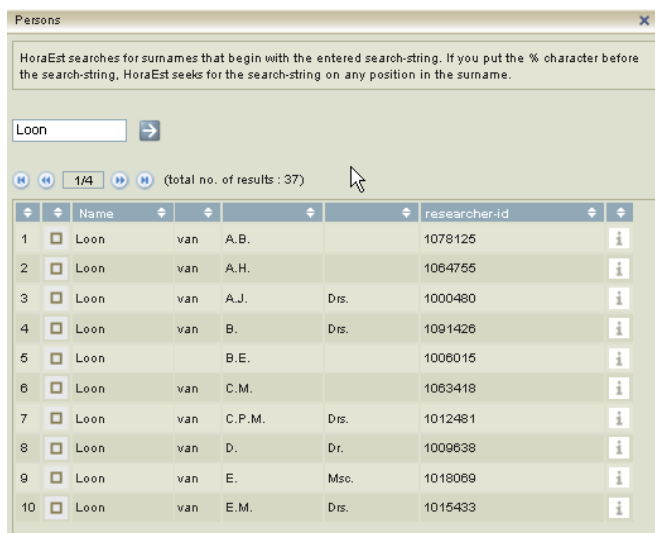
 A magnifying glass indicates a search option.

 The name of the person who is logged on appears in the top bar.

The name of the PhD student appears in the bar below that.



The name of the PhD student appears in the bar below that.



This is the result of a search command. If you add the % sign in front of the search string a wider search is done.

With the browse button (see red highlight) you can browse through all the results to select the right name.

Tip

From form 2 onwards the printer also works as a 'save and approve' button.

Various roles have been defined within Hora Est each with their own competences.

Role	Competences
PhD student	<ul style="list-style-type: none"> Completes form 1 with address and education details; Can change their own address details; Can consult the status of their own doctorate degree procedure.
Secretariat	<ul style="list-style-type: none"> Can consult the following procedures: <ul style="list-style-type: none"> Procedures for which the first promotor is employed by their organisation, including underlying organisation(s) for which these users have been authorised; Procedures for which the PhD student has a working relationship with the organisation(s) for which they have been authorised.
Thesis supervisor (<i>Promotor</i>)	<ul style="list-style-type: none"> Can consult the status of and request overviews of the doctorate degree procedures of the PhD students for which they are first promotor. Completes forms 2, 3 and 4 for PhD students and prints these for the procedures for which they are first promotor. Can fix form 2 once the title of the manuscript has been added to the form. Form 3 only needs to be printed; all the data are already available. Forms 2, 3 and 4 can not be changed after the Registrar has approved them.
Registrar	<ul style="list-style-type: none"> Can register new doctorate degree procedures; Has an overview of all doctorate procedures; Can make changes in practically all screens with the exception of the progress page;


Request for Admission to Doctoral Studies (Form 1)

Time schedule

Please register at the start of a doctor's degree or at least six months prior to the envisaged date of the graduation ceremony. Registering upon the start of a doctor's degree takes preference. This allows for the doctorate procedure to be better adhered to and for timely correction of any omissions in the educational background (Education Programmes).

Completing form 1

Requesting admission to doctoral studies consists of the following steps:

1. Open Hora Est via the URL <http://metis.eur.nl/horaest/login.view>.
2. Complete the name and address details as shown in figure 2;
3. Use the Next button at the bottom of form 1 to go to the next page;
4. Solve any errors or omissions if an error message appears, see figure 3;
5. Then indicate on the basis of which qualification admission to the doctorate procedure is requested. Please use the list of qualifications as in figure 5. If the selected qualification does not meet the requirements as stated in article 7.18 of the Higher Education and Scientific Research Act a separate admissions procedure needs to be followed. For more information see chapter 2, article 2.2. of the Doctoral Regulations;
6. Enter the data of the envisaged promotor(s) and any copromotor(s). See figure 6. If the envisaged promoter is employed by the EUR the data can be found using the  button;
7. Choose the dean of the promotor's Faculty or School. It is not compulsory to enter the data of the Head of Department. The data of the dean must be entered. Every dean has been included in a table so please select the most relevant dean.
8. Print the form and send the necessary papers including signatures to the department of *Universitaire Plechtigheden*. Admission to the doctorate procedure will be confirmed by e-mail after the Dean has approved.

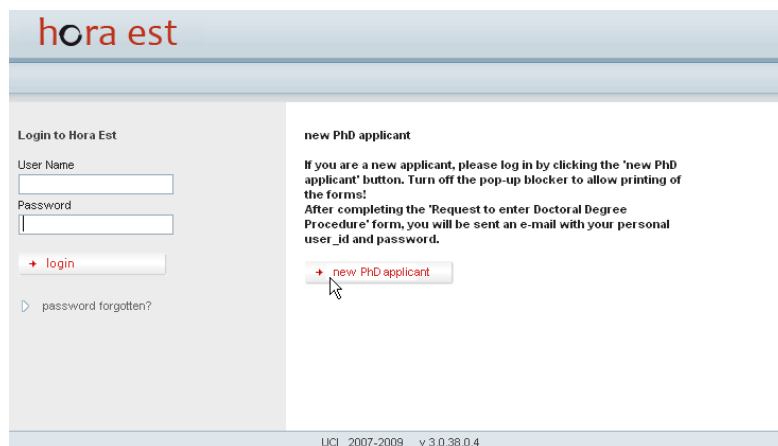


Figure 1: Log on screen of Hora Est

Important

Users who have worked with *Personal metis* or *Promas* in the past, must also log on via 'New PhD applicant'. After form 1 has been completed the existing *Personal Metis* or *Promas* password can be used to log on.

The screenshot displays a web browser window with a navigation bar containing 'Form 1', 'Form 2', 'Form 3', and 'status'. Below the browser, a header reads 'Request for Admission to Doctoral Studies'. The main content area features a series of tabs: 'PhD details', 'Education Programme(s)', 'Supervisor(s)', 'Co-supervisor(s)', and 'Dean'. The 'PhD details' tab is active, showing a form with four sections: 'Personal data', 'Private address', 'Work address', and 'Faculty'. The 'Personal data' section includes fields for 'Initials', 'Infix', 'Surname', 'Title' (with a dropdown menu currently set to 'drs.'), 'First Names as in passport', 'Date of Birth', 'Country of Birth' (set to 'Netherlands'), 'Place of Birth', 'Gender' (radio buttons for 'm' and 'f'), and 'Nationality' (set to 'Dutch'). The 'Private address' section includes 'Street', 'Number', 'Town or city', 'Postal code', 'Country' (set to 'Netherlands'), 'Telephone', and 'Email'. The 'Work address' section includes 'Name of Institute', 'Street', 'Number', 'Town or city', 'Postal code', 'Internal Postal code', 'Country' (set to 'Netherlands'), 'Telephone', and 'Email'. The 'Faculty' section includes 'Faculty of graduation' and 'Department', both with dropdown menus set to '- Choose -'. A 'next' button is located at the bottom of the form. The browser's address bar shows 'researcher...' and a mouse cursor is positioned over it. The footer of the page reads 'UCI 2007-2010 v 3.0.40.he.1'.

Figure 2: Form 1: Name and address details of the PhD student

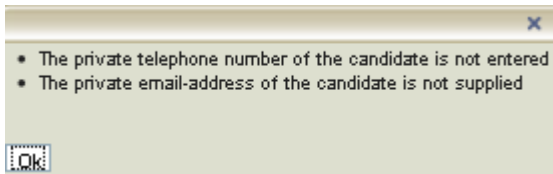


Figure 3: An example of the error messages when completing a form.

Form 1 Form 2 Form 3 status Ing J.B.J.M. van Loon (A110000) , id track: 1

Request for Admission to Doctoral Studies

PhD details * Education Programme(s) * Supervisor(s) * Co-supervisor(s) Dean *

The education to base the admission to the doctoral procedure upon *

A validated copy of the Dutch Master's Degree or its equivalent will have to be added to this request if you did not graduate at our university.

Name of Institute *

Country *

Faculty *

Education Programme *

Date of Diploma * (dd-mm-yyyy)

Applicant possesses one of the following diplomas. (If more than one, choose the most recent and most relevant one)

*

Other diplomas obtained from higher education institutes

You are not required to fill in this panel, but if you fill in something, all fields are required.

Name of Institute

Country

Faculty

Education Programme

Date of Diploma (dd-mm-yyyy)

Applicant possesses one of the following diplomas. (If more than one, choose the most recent and most relevant one)

- Choose -

Previous Doctoral Degree

You are not required to fill in this panel, but if you fill in something, all fields are required.

A validated copy of the doctoral degree certificate will have to be added to this request.

Graduation date (dd-mm-yyyy)

Title of thesis

University

Faculty

Country

Supervisors

Figure 4: The page 'Education Programmes' on form 1 gives information about the PhD student's educational background.

Applicant possesses one of the following diplomas. (If more than one, choose the most recent and most relevant one)

- Dutch academic Academic Master diploma
- Choose -
- Dutch academic Research Master diploma
- Dutch academic Academic Master diploma
- Dutch academic Master diploma
- Dutch academic Doctorate diploma
- Dutch academic Bachelor diploma
- Dutch HBO (HVE) Master diploma
- Dutch HBO (HVE) Bachelor diploma
- Foreign diploma
- Other diploma

Figure 5: The page for Education Programmes on Form 1 including a list of qualifications to choose from.

PhD details * Education Programme(s) * Supervisor(s) * Co-supervisor(s) Dean *

Requested supervisor(s) *

affiliated to EUR (Erasmus University Rotterdam) *

Surname *	Initials *	Infix	Title		
Spek	P.J.	van der	Prof.Dr.	1	<input type="button" value="X"/>

Email * vanloon@abd.eur.nl

Faculty ERASMUS MC

Department bioinformatics

Figure 6: The page for Promotors on Form 1.

PhD details * Education Programme(s) * Supervisor(s) * Co-supervisor(s) Dean *

Dean of department

Dean

Dean * - Choose -

Surname	Initials	Infix	Title	
				<input type="button" value="X"/>

Faculty

Department

Remark

Do not forget to add to this request a copy of the diplomas mentioned in this document, plus a copy of an identity card, preferably a passport

Figure 7: The page for the Dean on Form 1.

Tip

The 'status' button in the toolbar at the top of the page (see figure 8) shows the stage of the doctoral degree procedure.

Form 1 Form 2 Form 3 **status** | Ing J.B.J.M. van Loon (A110000) , id track: 1

Status of Doct.Dg. Procedures

Decision **Beadle** Progress

▼ Decision on request for Exemption / Admission

Admission * Admission Admission and exemption

Agreement on Exemption Date of Agreement on Exem. (dd-mm-yyyy)

Agreement on Admission * Date of Agreement on Adm. (dd-mm-yyyy)

Name Professor

Faculty

Faculty Unit

Mail sent

▼ Decision on approval of manuscript

Manuscript

Manuscript approved / Committee composed * Date of approval * (dd-mm-yyyy)

Mail sent

Thesis defence

Date of thesis defence * (dd-mm-yyyy) Time of thesis defence *

Agreement on adm. to thesis defence * Date of approval * (dd-mm-yyyy)

Mail sent

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Figure 8: The status of the doctorate degree procedure.

Approval of Manuscript and Proposed Composition of Assessment Committee (Form 2)

Time schedule

To be completed by the promoter at least five months prior to the envisaged date of the graduation ceremony.

Completing form 2

Form 2 can not be completed until form 1 has been approved and confirmed.

Completing form 2 consists of the following steps (to be done by the promoter):

1. Enter the title of the manuscript (see figure 9);
2. Approve of the propositions by ticking the box;
3. Enter the members of the inner doctoral committee (Assessment Committee page) (see figure 10);
4. Enter the members of the plenary doctoral committee and any specialist experts (Opponents page) (see figure 11). If the aforementioned person is not a committee member but a specialist expert then this has to be indicated separately;
5. Check whether the promoters' and the dean's details are correct as shown in figures 12 and 13.

Form 1 **Form 2** Form 3 status Ing J.B.J.M. van Loon (A110000) , id track: 1

Approval of Manuscript and Proposed Composition of Assessment Committee

Manuscript* Assessment Committee* Opponents Approval of Articles Supervisor(s) Dean

Manuscript*

	Surname	Initials	Infix	Title
PhD details	Loon	J.B.J.M.	van	Ing
Title of Manuscript *				
Approval propositions	<input type="checkbox"/>	Date of approval		(dd-mm-yyyy)
	Surname	Initials	Infix	Title
Chairperson of Committee				

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Figure 9: Form 2 can be completed once stage 1 has been fully completed.

The inner doctoral committee consists of three members apart from the promotor(s). The secretary of the committee is mentioned first. A written and reasoned request for exemption must be submitted if the requirements of the doctoral regulations are not met.

Form 1 **Form 2** Form 3 status | Ing J.B.J.M. van Loon (A110000) , id track: 1

Approval of Manuscript and Proposed Composition of Assessment Committee

Manuscript * Assessment Committee * Opponents Approval of Articles Supervisor(s) Dean

Please note: the committee consists of four or five members. At least four of these shall be professors. You can use the help-list near the 'surname' field if the member concerned is affiliated to our university.

Not according to regulations

Member com.

affiliated to EUR (Erasmus University Rotterdam)

Surname *	Initials *	Infix	Title	
				1

Email *

Faculty

Department

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Figure 10: Proposed composition for the inner doctoral committee.

Form 1 **Form 2** Form 3 status | Ing J.B.J.M. van Loon (A110000) , id track: 1

Approval of Manuscript and Proposed Composition of Assessment Committee

Manuscript * Assessment Committee * Opponents Approval of Articles Supervisor(s) Dean

Member com.

affiliated to EUR (Erasmus University Rotterdam) Is opponent (no Member com.)

Surname *	Initials *	Infix	Title	
				1

Email *

Faculty

Department

UCI 2007-2010 v 3.0.40.he.1

Figure 11: The members of the plenary doctoral committee are entered on the Opponents page. By ticking the box you can indicate whether the opponent is a member or a specialist expert.

Approval of Manuscript and Proposed Composition of Assessment Committee

Manuscript * Assessment Committee * Opponents Approval of Articles **Supervisor(s)** Dean

Requested supervisor(s)

affiliated to EUR (Erasmus University Rotterdam)

Surname	Initials	Infix	Title
Spek	P.J.	van der	Prof.Dr.

Email

Faculty

Department

UCI 2007-2010 v 3.0.40.he.1

Figure 12: The promoters' details appear automatically.

Approval of Manuscript and Proposed Composition of Assessment Committee

Manuscript * Assessment Committee * Opponents Approval of Articles Supervisor(s) **Dean**

Dean

Surname	Initials	Infix	Title
Pols	H.A.P.		Prof.Dr.

Faculty

Department

Remark

UCI 2007-2010 v 3.0.40.he.1

Figure 13: The Dean's data appear automatically.

Assessment Committee's Decision regarding Admission to the Thesis Defence (Form 3)

Time schedule

To be completed by the Assessment Committee at least five months before the envisaged date of the graduation ceremony.

Completing form 3

Form 3 can not be completed until forms 1 and 2 have been approved and confirmed.

Completing form 3 (to be done by the promotor) consists of the following steps:

1. In form 3 the dissertation and the propositions are approved;
2. The secretary of the Assessment Committee needs to sign a copy of this printed form.

Form 1 Form 2 **Form 3** status | Ing J.B.J.M. van Loon (A110000) , id track: 1

Assessment Committee's Decision regarding Admission to the Thesis Defence

Manuscript * Assessment Committee

Check the title. If the title is changed afterwards, change it here also. Pay attention to the use of capitals, punctuation, etc. This title will be reproduced exactly in all reports, e.g. university website, press news item, etc.

Manuscript

	Surname	Initials	Infix	Title
PhD details	Loon	J.B.J.M.	van	Ing
Title of Manuscript				
Approval propositions	<input type="checkbox"/> Date of approval [][]-[][]-[][][] (dd-mm-yyyy)			
	Surname	Initials	Infix	Title
Chairperson of Committee				

The supervisor shall ensure that the Dean receives this statement forthwith.

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Figure 14: In form 3 the Assessment Committee approves the dissertation and the propositions.

Manuscript Assessment Committee

Not according to regulations

▼ Member com.

affiliated to EUR (Erasmus University Rotterdam)

Surname	Initials	Infix	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

University

Faculty

→

UCI 2007-2010 v 3.0.40.he.1

Figure 15: Form 3 offers the option to see the members of Inner Committee.