

# *Hora est - PhD*

## Quick start user guide

*Hora est* & *Hora est-TSP*: <https://horaest.ru.nl>

Contact:

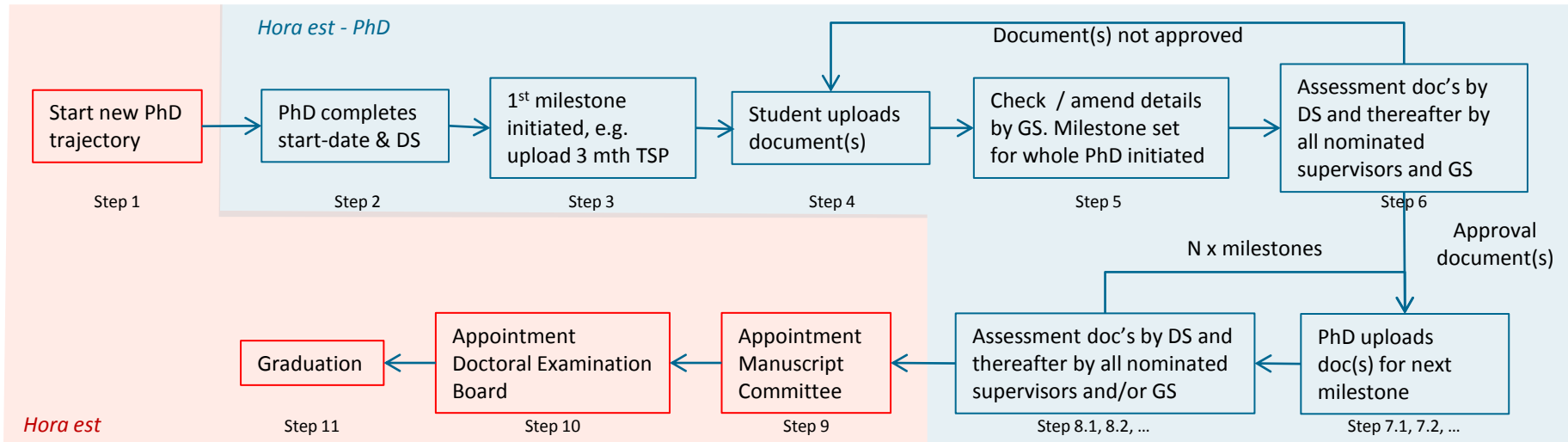
Queries *Hora est* & inlog: [horaest@radboudumc.nl](mailto:horaest@radboudumc.nl)

Queries *Hora est-TSP*: contact your institute help point

RIHS – [RIHS@Radboudumc.nl](mailto:RIHS@Radboudumc.nl)

RIMLS – [rimls.graduateschool@radboudumc.nl](mailto:rimls.graduateschool@radboudumc.nl)

# *Hora est & Hora est-PhD overview*



- Manual *Hora est* (red): link
- Manual *Hora est-PhD* (blue): this document



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# *Hora est & - PhD module*

- *Hora est* is a software system used by the Radboud University and the Radboudumc to register all PhD candidates and generate the necessary digital correspondence for thesis submission and graduation.
- *Hora est-PhD*, part of the *Hora est* system, enables monitoring of the progress of individual PhD candidates from registration to graduation.
- Via this *Hora est-PhD* module PhD candidates can upload their Training and Supervision Plan (TSP) for evaluation by their supervisors and subsequently the Graduate School.

## Benefits of the new *Hora est-PhD* system for PhD candidates:

- Overview of your evaluation moments.
- Digital approval (signature) and archiving of TSPs.
- TSPs easily accessible 24-7 via a secure digital environment.
- Login using your current Z/U-number and password.



# Step 1a: log in with your U/Z-number

1

radboud

Previously chosen:

 Radboud University

Identity Providers with access

2

 Radboudumc

3

Aanmelden:

## Radboudumc

Typ uw gebruikersnaam en wachtwoord.

Gebruikersnaam:  Voorbeeld: Domein\z-nummer

Wachtwoord:

Aanmelden



The first time you log in to *Hora est*, please select your institution from the list. Search 'Radboud' and choose 'Radboud University' or 'Radboud UMC'. After logging in you will be asked to share your details. Click 'yes'. You only have to do this once.



# Step 1b: completion Form 1

Register PhD List Training & Supervision Reports Contact Options Logout

Form 1 Form 2 Form 3 Form 3a Form 4 status

Request for Admission to Doctoral Studies

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

Requested supervisor(s) \*

affiliated to RU Nijmegen  If a supervisor is affiliated to the RU, do not delete this marker! Please press de magnifier button to select your supervisor.

Surname *	Initials *	Infix	Title			
				1	▼	🔍 ✕

E-mail \*  
Faculty  
Department

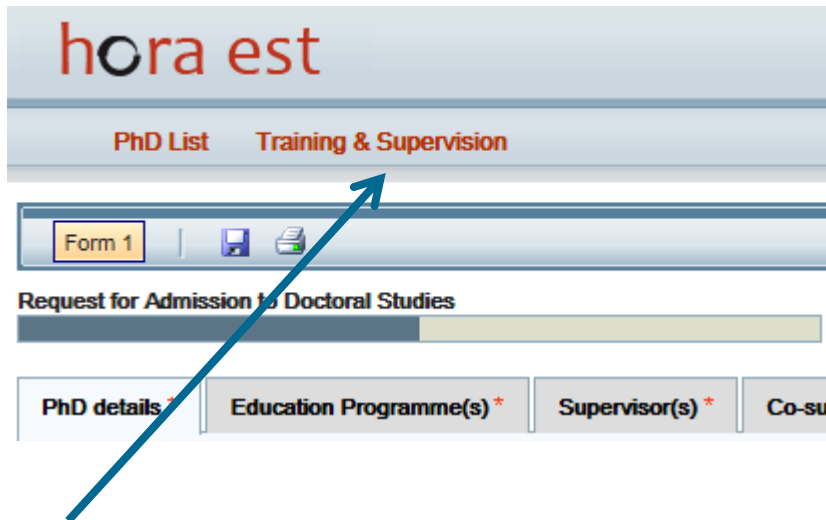
+

next

- Manual *Hora est*, How to complete Form 1: [link](#)
- All \* marked fields are mandatory.
- Complete your co-supervisor(s) as soon as possible. These will be visible in *Hora est-PhD* module.




## Step 2: where do I find *Hora est-PhD*?



The screenshot shows the 'hora est' website interface. At the top, there is a navigation menu with two items: 'PhD List' and 'Training & Supervision'. Below this menu is a toolbar containing a 'Form 1' button, a floppy disc icon, and a printer icon. Underneath the toolbar is a section titled 'Request for Admission to Doctoral Studies' with a progress bar. At the bottom, there are four tabs: 'PhD details \*', 'Education Programme(s) \*', 'Supervisor(s) \*', and 'Co-su'. A blue arrow points from the bottom left towards the 'Training & Supervision' menu item.

After saving (by clicking the floppy disc icon) your email address ([name.surname@radboudumc.nl](mailto:name.surname@radboudumc.nl)) and your research institute you'll receive an email in which you are kindly requested to fill in the start date and select your daily supervisor in *Hora Est -PhD*. You'll get there by clicking 'Training & Supervision' in the menu (see arrow).

# Step 2a: entering your research start date

RESEARCH INFORMATION SERVICES 

To horaest   PhD list T & S   Milestones overview

## Milestones overview

Training & Supervision specific dates

Start date <sup>\*</sup>

Enter your research start date. Note, this is not necessarily the start date of your employment contract.



# Step 2b: select your daily supervisor

Supervisors and independent advisor		
Role	Name	Is Daily supervisor*
Supervisor(s)	prof. dr. M.G. Netea	<input type="checkbox"/>
	prof. dr. J.H. Jansen	<input type="checkbox"/>
Co-supervisor(s)	dr. P.F.M. Stalmeier	<input checked="" type="checkbox"/>
Daily supervisor (no (co-)supervisor)		<input type="checkbox"/>
		<a href="#">+ Add Daily supervisor (no (co-)supervisor)</a>
Independent advisor		
<input type="checkbox"/>		

[Save checkboxes daily Supervisor role](#) [Cancel](#)

- The supervisors completed in Hora est are shown in *Hora est-PhD*.
- Select your daily supervisor(s) by marking the checkbox(es).
- To add a daily supervisor who is not your supervisor or cosupervisor is not applicable to the UMC situation.
- To add an independent advisor (mentor) contact your graduate school coordinator.
- Click 'Save check boxes daily supervisor role'.





# Step 3: your first milestone and deadline

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To horaest

PhD list T & S

Milestones overview

## Milestones overview

### Training & Supervision specific dates

Start date\*

15-02-2016

### Summary of milestones

Name milestone (click link for details)

[Complete TSP](#)

Planned

15-05-2016

- The name of your first milestone. NB: The name 'Complete TSP' is an example and may differ dependent on your research institute policy.
- The planned deadline is derived from the start date plus a period of time, usually 3 months but may vary according to your research institute policy.





# Step 4: upload your document(s)

## Details of milestone Complete TSP

[^ to Milestones overview](#)

General info on this milestone  
uitleg EN

### Required document(s) Complete TSP

Category	Document	Date planned action PhD	Uploaded at
Training & supervision plan (TSP / OBP)	 Upload	15-05-2016	
Curriculum vitae	 Upload		

### Approval of document(s) Complete TSP

Round	By role	Evaluation	Evaluated at	Comment of evaluator
1	daily supervisor			
2	1st doctoral thesis supervisor			
2	gs coordinator			

- The categories of document(s) you have to upload is according to the policy of your research institute.
- Click 'Upload' to proceed.
- After uploading the requested documents the button 'Submit for approval' appears.
- Click 'Submit for approval'.
- Overview of approvers for this milestone.
- After submitting your documents the coordinator of your research institute receives an email requesting him/her to check your details. After he/she has done so the milestones covering your entire graduation trajectory will be visible.

# Step 5: your enrolled milestones

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To horaest PhD list T & S Milestones overview

## Milestones overview

### Training & Supervision specific dates

Start date

15-02-2016

### Summary of milestones

Name milestone (click link for details)	Planned	Status
<a href="#">Complete TSP</a>	15-05-2016	awaiting approval
<a href="#">Progress report 12 months</a>	15-02-2017	
<a href="#">Progress report 24 months</a>	15-02-2018	
<a href="#">Progress report 36 months</a>	15-02-2019	
<a href="#">Progress report 48 months</a>	15-02-2020	
<a href="#">Exit discussion</a>	15-04-2020	

- After the coordinator has enrolled your milestones an email is sent to your daily supervisor requesting him/her to evaluate your document(s).
- After your daily supervisor has approved an email is sent to the other evaluators.
- After each evaluation you receive an email to keep you informed.
- After your first supervisor has approved it is not possible to upload new documents anymore.

Note: The names of the milestones are examples. The names in the system may be different.



# Step 6: milestone approved

## Approval of document(s) Complete TSP

Round	By role	Evaluation	Evaluated at
1	daily supervisor	Approved	09-02-2016 12:57
2	1st doctoral thesis supervisor	Approved	09-02-2016 12:59
2	gs coordinator	Approved	09-02-2016 13:00

- In de details of the milestone you can follow how the evaluation of your milestone proceeds.
- After each evaluation you receive an email.
- When all evaluators have approved you can consider the milestone completed.

