

Hora est - Training & Supervision

Quick start supervisor guide

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

Contact:

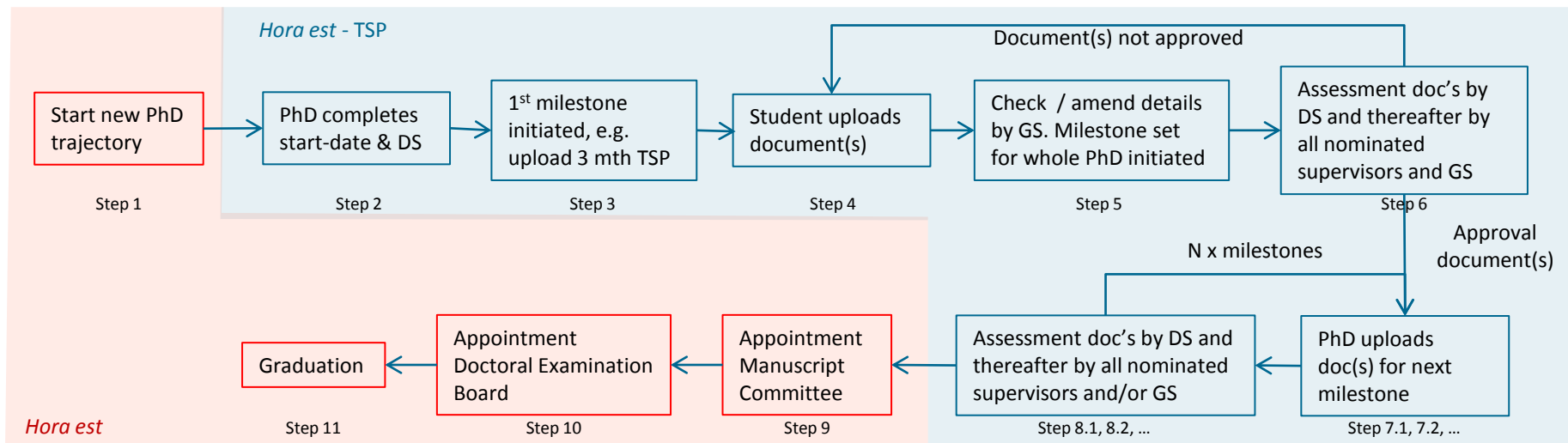
Queries *Hora est* & inlog: horaest@radboudumc.nl

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

RIHS – RIHS@Radboudumc.nl

RIMLS – Margret.Achour@Radboudumc.nl

Hora est & *Hora est-TSP* overview



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



Hora est & - TSP 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* -Training & Supervision Plan (*Hora est*-TSP), part of the *Hora est* system, enables monitoring of the progress of individual PhD candidates from registration to graduation.
- Via this *Hora est*-TSP 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*-TSP system for supervisors:

- Platform to monitor research and training progress of your PhD candidates.
- Overview of your PhD candidates and their 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:

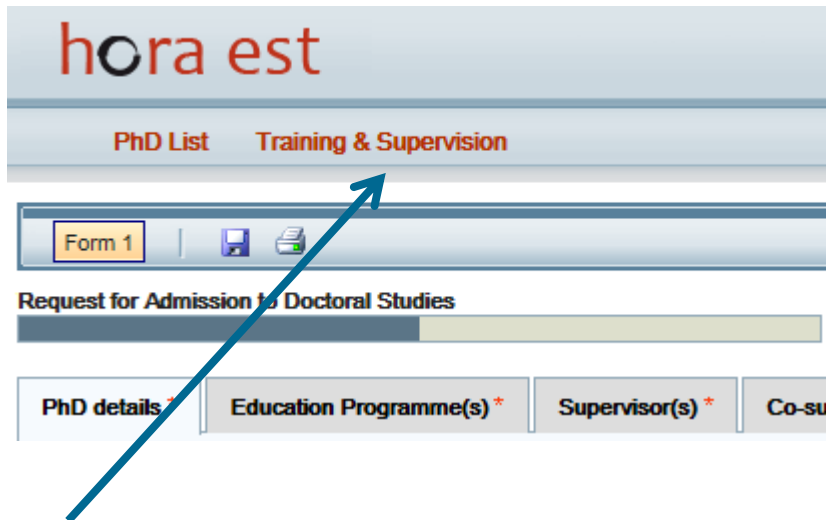
Aanmelden



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 2: where do I find *Hora est*-TSP?



Step 3: Your PhD overview

PhD list T & S

Filter on

Status all tracks regardless of phase current tracks

Filter for rolled out milestone set

Only tracks without rolled out milestone set Only tracks with rolled out milestone set no filter

[Refresh with these filters](#)

Show 10 entries

Search:

Name			Phase	Date admittance	Start date	Intended end date	Mp1?	Set?
dos Santos		JCS	Request for Admission to Doctoral Studies					
Aerts	MsC	RMM	Commencement of Doctoral Studies Procedure	27-01-2016				
Ali	Mr	M	Commencement of Doctoral Studies Procedure	18-12-2015				
Antić	Mr	Ž	Request for Admission to Doctoral Studies					
Arts		P	Commencement of Doctoral Studies Procedure	01-12-2015				
Asseldonk	drs.	EJ.P.	Manuscript approved	02-06-2014				
Atlasy		N	Commencement of Doctoral Studies Procedure	12-01-2015				
Baidjoe	MSc.	A.Y.	Commencement of Doctoral Studies Procedure	16-06-2014				
Banjarnahor	Mrs	SDS	Request for Admission to Doctoral Studies					
Baranov		M	Commencement of Doctoral Studies	26-11-2015				

Overview your PhD candidates

Click on a PhD candidate row for more information about that candidate

Step 4: Task list overview

Tasks ←

Click 'tasks' in menu to get an overview of your to-do's

Filter on

From Deadline

dd-mm-yyyy

Until (incl.) deadline

dd-mm-yyyy

Refresh with these filters

Show 10 ▾ entries

Search:

Click on a PhD candidate row for more information about that candidate and the task


Name				Milestone	Deadline	Milestone status
Oud	Msc.	M.S.		Training & Supervision Plan (registration)	16-03-2016	Awaiting approval
Bueters	MSc.	R.R.G.			20-03-2016	Awaiting roll-out
Paknahad		A.			23-03-2016	Awaiting roll-out
Kraaijvanger	Drs	AMM			24-03-2016	Awaiting roll-out
Sieverink	drs.	C.A.		Training & Supervision Plan (registration)	25-03-2016	Awaiting approval
Hof	MSc	D.J.		Training & Supervision Plan (registration)	28-03-2016	Awaiting approval

Showing 1 to 6 of 6 entries

Previous 1 Next



Step 5: Approval milestone task

RESEARCH INFORMATION SERVICES 

To horacst PhD list T & S Tasks Milestones overview Admin - Logged in as Z160166 - Language -

Date planned action PhD

[Save changed deadline](#)
[✗ Remove milestone](#)

General info on this milestone
Within 3 months of the start date of your PhD research please submit a Training & Supervision Plan (TSP). This TSP needs to be approved by your supervisor(s), your independent advisor (mentor) and your Graduate School. The most recent version of the TSP can be downloaded via www.RIMLS.nl/PhD.

Required document(s) Training & Supervision Plan (registration)

Category	Document	Uploaded at	Date planned action PhD
Training & supervision plan (TSP / OBP)	TSP - Caroline Sieverink.pdf	29-02-2016 17:04	01-03-2016
Curriculum vitae	Curriculum vitae - Caroline Sieverink.pdf	29-02-2016 17:04	
Project plan	Personalized medicine in muscle-invasive bladder cancer.pdf	29-02-2016 17:04	

[View/download](#)
[View/download](#)
[View/download](#)

Submitted at
29-02-2016 17:04

Approval of document(s) Training & Supervision Plan (registration)

Round	By role	Evaluation	Evaluated at	Comment of evaluator
1	daily supervisor	Approved	04-03-2016 14:39	geen
2	1st doctoral thesis supervisor	Approved	04-03-2016 14:39	
2	independent advisor			
2	gs coordinator			


[Evaluate](#)

Download documents to read / approve

Evaluate documents



Step 6: Milestone approval

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To horaest PhD list T & S Tasks Milestones overview Admin ▾

Logged in as Z160166 ▾ Language ▾

drs. C.A. Sieverink (A166371) , id track: 38177

Evaluation document(s) of milestone Training & Supervision Plan (registration)

[to Milestones overview](#)

Evaluation
 Approved Not approved

Comment of evaluator (gs coordinator)

Assessment

Add comments

Save assessment

