Hora est - Training & Supervision
Quick start supervisor guide

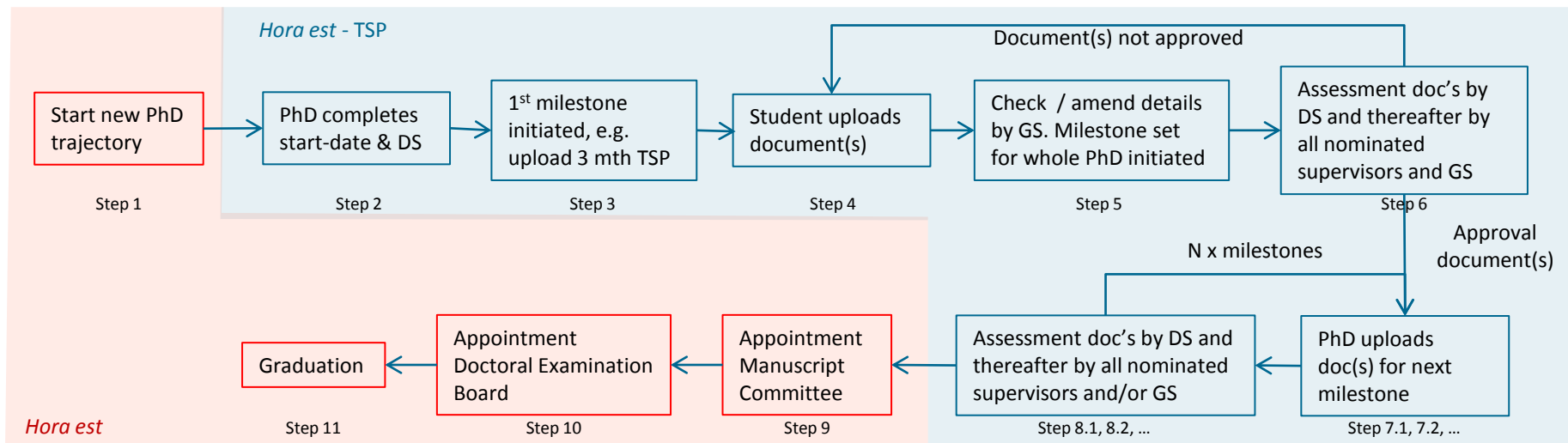*Hora est* & *Hora est*-TSP: https://horaest.ru.nl

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

Radboud umc

Hora est & *Hora est*-TSP overview

Hora est - TSP

Document(s) not approved

| Start new PhD trajectory | → | PhD completes start-date & DS | → | 1st milestone initiated, e.g. upload 3 mth TSP | → | Student uploads document(s) | → | Check / amend details by GS. Milestone set for whole PhD initiated | → | Assessment doc's by DS and thereafter by all nominated supervisors and GS |
| Step 1 | | Step 2 | | Step 3 | | Step 4 | | Step 5 | | Step 6 |

Approval document(s)

N x milestones

| Graduation | ← | Appointment Doctoral Examination Board | ← | Appointment Manuscript Committee | ← | Assessment doc's by DS and thereafter by all nominated supervisors and/or GS | ← | PhD uploads doc(s) for next milestone |
| Step 11 | | Step 10 | | Step 9 | | Step 8.1, 8.2, … | | Step 7.1, 7.2, … |

Hora est

- 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

Aanmelden:

Radboudumc

Typ uw gebruikersnaam en wachtwoord.

Gebruikersnaam: [   ] Voorbeeld: Domein\z-nummer
Wachtwoord: [   ]
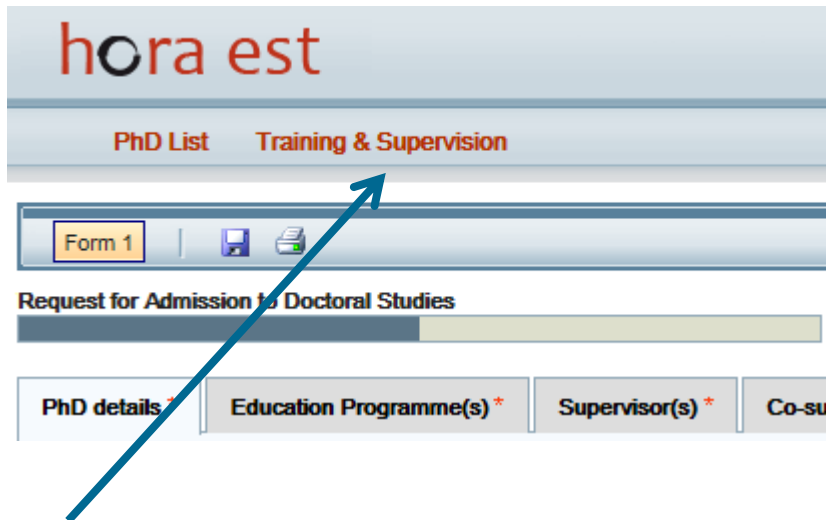
[Aanmelden]

3

Identity Providers with access

2 Radboudumc

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

RESEARCH INFORMATION SERVICES

| To horaest | PhD list T & S | Tasks | Admin ▾ | | Logged in as Z160166 ▾ | Language ▾ |

PhD list T & S

Overview your PhD candidates

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

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

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	van	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.	E.J.P.	van	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				

Step 4: Task list overview

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

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

Step 5: Approval milestone task

Download documents to read / approve

Evaluate documents

Step 6: Milestone approval