

# *Hora est - PhD*

## Quick start supervisor guide

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

Contact:

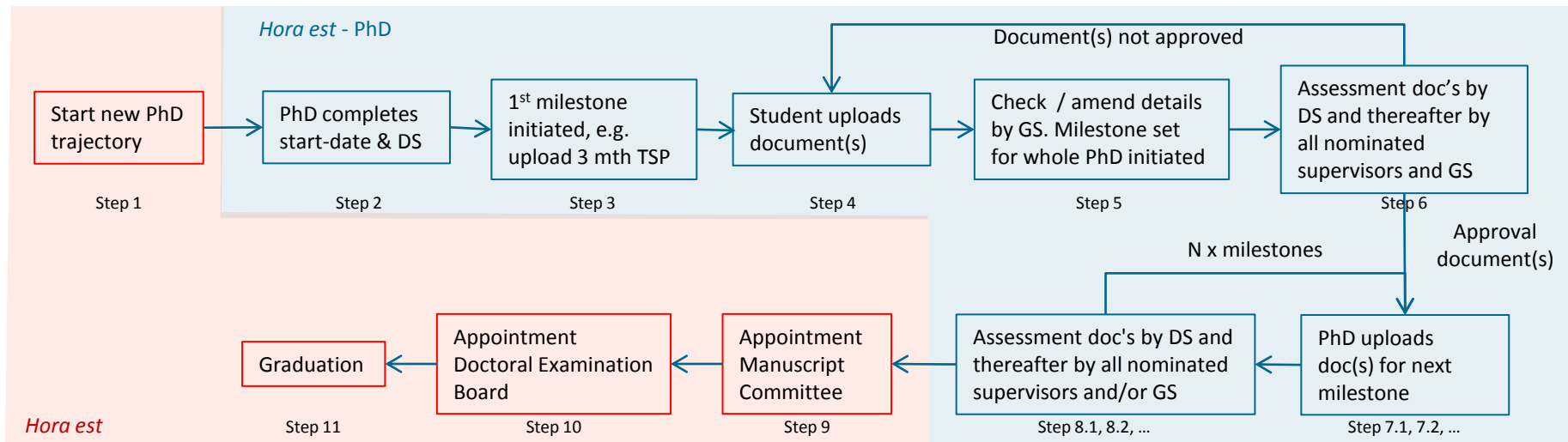
Queries *Hora est* & inlog: [horaest@radboudumc.nl](mailto:horaest@radboudumc.nl) Queries

*Hora est-PhD:* 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 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

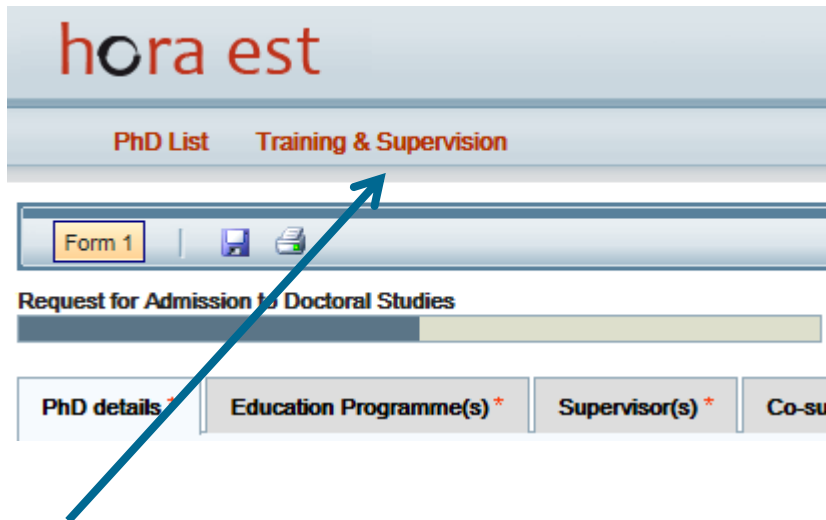


The first time you log in to *Hora est*, please select your institution from the list. Search 'Radboud' and choose 'Radboud University' or 'Radboud UMC'. After logging in you will be asked to share your details. Click 'yes'. You only have to do this once.



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



# Step 3: Your PhD overview

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](#)

Show  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				



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:

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


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

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**  
01-03-2016  
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](http://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	

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

← Assessment

Comment of evaluator (gs coordinator)

← Add comments

← Save assessment

