FAQ sheet for Hora Est! users

- Log in via [www.mitis.metis.metis.uu.nl/horaest](http://www.metis.modules.uu.nl/horaest). Please note: only available to users who have already been entered into the system!
- Any questions and/or comments concerning Hora Est! can be sent to: ict-servicedesk@uu.nl

**General tips:**
- Turn off the pop-up blocker on your PC.
- Hora Est! provides tool tips (red marks) as an aid in completing the forms.
- All obligatory fields (marked by red asterisks) must be completed to be able to print the forms.
- Form 1 must be completed by the doctoral candidates; all other forms have to be completed by the first supervisors (or their secretaries).
- If you are unable to find a name of for instance, a doctoral candidate on a list, try again by using the percentage sign (%), e.g. ‘bu%’ will start a search for all names starting with ‘bu’, while ‘%ma’ will allow a search for all names ending in ‘ma’.
- If a name of for instance, a supervisor is not or not correctly included in a help list, please contact your faculty’s Metis administrator.

**Tips for doctoral candidates:**
- Doctoral candidates must ALWAYS complete and submit Form 1 AS SOON AS POSSIBLE but no later than within three months of being appointed/starting the research.
- Upon approval of a form, no further changes will be permitted through the Hora Est! system, with the exception of the doctoral candidate’s home address details, which can only be entered by the doctoral candidate him/herself.
- When entering members of the Assessment Committee affiliated with Utrecht University, make use of the help list (magnifying glass), which allows you to select a name without having to enter further details yourself.

**Tips for first supervisors:**
- Supervisors receive the email containing the relevant login codes and passwords only once. However, if necessary, this information can easily be retrieved by clicking on ‘password forgotten’ on the opening page.
- Forms 2, 3 and 4 can only be completed by the first supervisor by entering his/her login code and password, and only after prior approval of the previous form.
- Should a first supervisor allow doctoral candidates to use his/her login codes and passwords to complete Forms 2 and 3 themselves, he/she should be aware that the doctoral candidates will also be able to check whether a ‘Cum Laude’ designation has been proposed.
- When entering members of the Assessment Committee affiliated with Utrecht University, make use of the help list (magnifying glass), which allows you to select a name without having to enter further details yourself.
- By default, the system will enter the Dean as chairperson of the Assessment Committee. This may be arranged differently per faculty. Please contact the Secretary to the Dean for further information.
- Upon approval of the form, no further changes will be permitted through the Hora Est! system.

**Tips for secretaries:**
- All secretaries who have received a login code and password on behalf of a group of professors will be able to complete Forms 2, 3 and 4 on behalf of the first supervisors, but not until after prior approval of the previous forms.
- When entering (co)supervisors affiliated with Utrecht University, make use of the help list (magnifying glass), which allows you to select a name without having to enter further details yourself.
- If you are unable to find a name of for instance, a doctoral candidate on a list, try again by using the percentage sign (%) e.g. ‘bu%’ will start a search for all names starting with ‘bu’, while ‘%ma’ will allow a search for all names ending in ‘ma’.
- A summary of a supervisor’s doctoral candidates cannot (yet) be downloaded as PDF. It is, however, possible to make a screen print.
- By default, the system will enter the Dean as chairperson of the Assessment Committee. This may be arranged differently per faculty. Please contact the Secretary to the Dean for further information.