MyPhD guide for SUPERVISORS

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INTRODUCTION
Hora Est is to be replaced by MyPhD in January 2019. All existing PhD tracks will make the transition as well and therefore need not be re-entered!
The use of paper forms with signatures will come to an end when MyPhD goes live; several approvals will have to be given via MyPhD instead. The system will send an email whenever action is expected to be taken. This email will come from phd@uu.nl.
Your actions in MyPhD will automatically trigger emails from the system as well.
An explanation of each stage is given below.

URL AND LOGGING IN
The URL is MyPhD.uu.nl.

Utrecht University staff can log in with their Solis-id; UMC staff can log in with their UMC user name and also choose the ‘Log in with SOLIS-ID’ option.

Non-Utrecht University staff will receive an email with their login name, which they can also request via the ‘Log in without SOLIS-ID’ option and then request a password, which will be sent to the email address which they provide at that time.
After logging in, a dashboard will be shown with an overview of PhD candidates with a current research track, a list of tasks and the latest emails received.

The screen with an overview of all PhD candidates can be found under PhD projects.
1. Menu items and support information
2. Line with selection options
3. The list of PhD candidates, where each name can be clicked to display all information about the research track arranged by tab
4. A dashboard showing the current status of each PhD candidate

1. Edit PhD track can be used to view tabs with all information about the research track
## REGISTRATION

**Approval of registration request by PhD candidate**

After the PhD candidate has registered in MyPhD, the information entered in the system must be verified by various staff, including the supervisor. If all persons concerned have approved the registration request, the registration is turned into a PhD project.

The email “Request to approve registration of PhD candidate x (REG9)” contains a link for assessing the registration. The Approval button can be found at the bottom of the screen. There you will also find a field where comments can be entered for the PhD candidate or the office staff.

If you do not agree with the request, click the Reject button. The PhD candidate will then receive a request to re-register.

If all persons concerned have approved the registration request, the following email will be sent: “Promotieregistratiebesluit / PhD registration decision – name of PhD candidate (REG13)”.

## APPROVAL OF MANUSCRIPT

**Manuscript assessment**

After a PhD candidate has entered his or her manuscript in MyPhD, the manuscript will be assessed by the supervisors/co-supervisors. The email “Akkoord manuscript van promovendus x / Approval of manuscript of PhD candidate (GMP1)” contains a link to information about the manuscript. The manuscript can be downloaded there. The first supervisor must indicate whether the thesis has been checked for plagiarism and where the research data is stored. This process is completed by entering the assessment. The reasoning behind the assessment can be entered in the text field. Once everything has been filled in, the assessment can be entered by clicking the ‘send assessment’ button. This will then be communicated to the PhD candidate by email.

If the supervisor withholds approval of the manuscript, an email (Promotor onthoudt zich van goedkeuring betreffende x/ supervisor is withholding approval of x) will be sent to the relevant staff in the secretary’s office. The secretary’s office will contact – outside MyPhD – the persons concerned to discuss how to proceed.

## ESTABLISHMENT OF ASSESSMENT COMMITTEE

**Submitting proposal for Assessment Committee**

After the manuscript has been approved, the first supervisor will receive the following email: “Verzoek voorstel samenstelling beoordelingscommissie / Proposal for assessment committee requested (GMP5)”, with a link. The proposal for the composition of the Assessment Committee can be entered in the table. The right person can be added by starting to type their name and choosing their name when displayed in the list. If the person does not appear in this list, their name can be entered manually in the fields starting with their title.

Click the ‘submit proposal for verification’ button to save this information.

**Approval**

After all persons concerned have approved the composition of the Assessment Committee, the following email will be sent: “Goedkeuring samenstelling beoordelingscommissie / Proposal Assessment Committee accepted (IBC2)”.

At the same time, the following email will be sent to the members of the Assessment Committee: “Uitnodiging tot beoordeling manuscript / Invitation to assess a PhD thesis (BMBC1)”.

**Rejection**
If the composition of the Assessment Committee is rejected, the first supervisor will receive the following email: “Afkeuring ontvangen samenstelling beoordelingscommissie / Proposal Assessment Committee rejected (IBC4)”, including the reasons for the rejection, and a link. The supervisor may change the composition of the committee and start the process again.

ESTABLISHMENT OF DOCTORAL EXAMINATION COMMITTEE

Submitting proposal for Doctoral Examination Committee

If all members of the Assessment Committee have approved the manuscript, the following email will be sent: “Manuscript is goedgekeurd door College voor promoties / Thesis approved by the Board for the Conferral of Doctoral Degrees (BMBC6)”, with a link for proposing the members of the Doctoral Examination Committee. The composition of the Doctoral Examination Committee requires the oral approval of the Dean before it can be entered in the system. Under the heading ‘Doctoral Examination Committee proposal’, the names can be copied via the ‘copy’ option or searched for by entering the first letters of the name in the name field. Click the ‘submit proposal for verification’ button after the names have been entered. The persons concerned will then receive a request to approve the composition of the committee.

Approval

If all persons concerned have approved the composition of the Doctoral Examination Committee, the email “Promotiecommissie is samengesteld / PhD examining committee is assembled (IPC2)” will be sent to the supervisor(s)/co-supervisor(s); the members of the Doctoral Examination Committee will receive the following email “Bevestiging datum promotieplechtigheid van / Confirmation of date of doctoral thesis defence ceremony of (IPCS)”. The PhD candidate will receive the following email: “Promotiecommissie / Doctoral Examination Committee (IPC6)”

Rejection

If the proposed composition of the committee is rejected, the following email will be sent: “Afkeuring voorstel promotiecommissie / Recommendation for Doctoral Examination Committee rejected (IPC7)”, with a link. The supervisor may change the composition of the committee and start the process again.

CUM LAUDE

If, based on the opinions of the Assessment Committee, the Dean believes that the PhD thesis could qualify for a ‘cum laude’ predicate, he or she should discuss this with the supervisor. The secretary may then start the ‘cum laude’ procedure on the recommendation of the Dean. In this case, the supervisor and the members of the committee will receive the following email: “Uitnodiging tot cum laude beoordeling manuscript / Invitation to assess a PhD thesis for cum laude (CL2)”, with a link. After everyone has confirmed that they find that the thesis deserves the ‘cum laude’ predicate, a proposal for the referees can be filled in by the secretary. The supervisor, head of department and the Dean will then receive the email “Voorstel referenten beoordelen / Review proposed referees (CL13)”, with the request to approve these referees. If everyone agrees, the referees automatically receive a request to assess whether the thesis deserves the ‘cum laude’ predicate. If the referees find that the thesis deserves the ‘cum laude’ predicate, the secretary will receive the following email: “Beslissing cum laude over promotietraject ‘x’ / Cum laude decision on PhD track ‘x’ (CL9)”; he or she can then send, from within MyPhD, a “Voorlopige beslissing cum laude / Provisional cum laude decision (CL12)” email to the supervisors/co-supervisors and the Beadle. After the PhD ceremony, the Beadle makes the predicate official by ticking ‘cum laude conferred’. Any questions about the ‘cum laude’ predicate can be sent to MyPhD functional administration via https://uu.topdesk.net/
## CEREMONY

### Definite date of PhD ceremony
If the definite date of the PhD ceremony has been set by the Beadle, the following email will be sent: “Definitieve promotiedatum traject x / Definite date of PhD ceremony for track x (PLEC2)”.

## FAQ

### Unable to log in
Please contact MyPhD functional administration via [self-service](#) or send an email to [IT Service Desk](#).

### PhD candidate cannot be found
Please contact functional administration via [self-service](#) or send an email to [IT Service Desk](#).

### Faculty contact
See the [list of support team secretaries](#)

### Guide for supervisors
This guide can be found by clicking the Support button in MyPhD.

### Information about obtaining a doctorate at Utrecht University
The Doctoral Degree Regulations, and the link to the website with information about obtaining a doctorate, can be found by clicking the Support button.