MyPhD guide for PHD CANDIDATES

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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.

REGISTRATION
Registering in MyPhD
The PhD candidate must register in MyPhD as soon as possible before the start of the doctoral research via the URL MyPhD.uu.nl/registratie
We recommend filling in the left column from top to bottom before filling in the right column, as some fields will then be filled in automatically.
This can be saved before completion. In this case, you will receive the following email: “Registratie in MyPhD opgeslagen/Registration saved in MyPhD (REG2)”, with a link for completing registration later.
After registration, you will receive the following email: “Bedankt voor uw registratie in MyPhD/Thank you for your registration in MyPhD (REG1)”, with a link for viewing the registration details.
If all persons concerned have approved the registration request, the registration is turned into a PhD project. This will be communicated via the following email: “Promotiebesluit/Decision on doctorate (REG12)”.

URL AND LOGGING IN
After the registration has turned into a PhD project, you will be able to log in via the URL 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.
**MENU STRUCTURE EXPLAINED**

**Screens and planning dashboard**
You will see the following screen with the planning dashboard after logging in. You can click the desired items in the menu (1) to proceed; however, (2) shows a checklist of items which must still be finished before a doctorate can be obtained. This guide and information about obtaining a doctorate can be found by clicking the Support button.

![Dashboard PhD x supervisor prof. x]

**PHD CEREMONY REQUEST/APPROVAL OF MANUSCRIPT**

**Submitting a request for PhD ceremony**
Once sufficient progress had been made on the manuscript to have it assessed, and this has been discussed with the supervisor, a PhD ceremony request can be submitted via MyPhD. This can be done via the link in the checklist or by choosing ‘Submit thesis to supervisor’ via the menu.

![Submit thesis to supervisor]

Fill in all the necessary information and click the ‘Submit thesis to supervisor’ button. The supervisors/co-supervisors will then receive an email to assess the manuscript. If all persons concerned have given their approval, you will receive the following email: “Akkoord manuscript alle (co-)promotoren/Manuscript approved by all supervisors/co-supervisors (GMP4)”
### SETTING PROVISIONAL DATE FOR PhD CEREMONY

**Contacting the Beadle for setting provisional date for PhD ceremony**

If the manuscript has been approved, the PhD candidate is to contact the Beadle to set a provisional date, which is entered in MyPhD.

The Beadle can be reached on telephone number 030 253 8259. An appointment can be made on the first working day of the month.

### ENTERING TITLE PAGE

**Submitting title page to the Beadle**

If a provisional date for the PhD ceremony has been set, the title page (in compliance with the Doctoral Degree Regulations format) should be submitted to the Beadle. Enter the details via menu, ‘Submit thesis to supervisor, ‘Submit title page’. A template can be created using the details entered in MyPhD. Simply select the ‘Title page template’ option and then the ‘Download your title page’ option. This will open a file in Word that can be edited and then saved and uploaded in MyPhD.

After the Beadle has approved the title page, you will receive the following email: “Titelblad en keerzijde goedgekeurd door pedel/Title page and back of title page approved by Beadle (TBL2)”

### ESTABLISHMENT OF ASSESSMENT COMMITTEE/MANUSCRIPT ASSESSMENT

**Email about establishment of Assessment Committee**

If the Assessment Committee has been established, you will receive the following email: “Beoordelingscommissie is vastgesteld/Assessment Committee has been established (IBC3)”. This email will also remind you to set a provisional date for the PhD ceremony; the email will also contain a link for submitting the title page to the Beadle, if you have not yet done so.

**Email about approval of manuscript**

If the members of the Assessment Committee have approved the manuscript, you will receive the following email: “Goedkeuring proefschrift, informatie pers en bibliotheek/Thesis approved, press and library information (BMBC7)”. This email will contain a link for filling in the information for press communication/publication and for depositing the thesis in the repository/library.

### PRESS COMMUNICATION/PUBLICITY ABOUT DOCTORATE

**Entering information for publicity about thesis**

Information can be entered via Publicity in the menu or via the link in the email “Goedkeuring proefschrift, informatie pers en bibliotheek/Thesis approved, press and library information (BMBC7)”. The communications officer can then use this information to create an agenda item at uu.nl/agenda.
## THESIS IN REPOSITORY/LIBRARY

**Depositing thesis in the University Library**

Information can be entered via Library in the menu or via the link in the email “Goedkeuring proefschrift, informatie pers en bibliotheek/Thesis approved, press and library information (BMBC7)

If the information has been entered, you will receive the following email: “Proefschrift opgenomen in repository/Thesis added to repository (UBU2)

## DOCTORAL EXAMINATION COMMITTEE AND PHD CEREMONY

**Email about composition of Doctoral Examination Committee and PhD ceremony**

If the Doctoral Examination Committee has been established, you will receive the following email: “Promotiecommissie/Doctoral Examination Committee (IPC6)

## Alumni relations

**Email about alumni**

After the Beadle has set the definite date for the PhD ceremony, you will receive the following email: “UU alumnirelaties na uw promotie/Utrecht University alumni relations after your doctorate (PLEC3)

## END OF EMPLOYMENT BEFORE OBTAINING DOCTORATE

**Providing preferred email address**

If your employment ends and you have not obtained your doctorate yet, you must provide a preferred email address. This is the email address where you can be reached after your employment ends. All correspondence from MyPhD will then be sent to this email address. Fill this in via menu, My details, in the preferred email address field.

## FAQ

**Unable to log in**

Please contact MyPhD functional administration via self-service or send an email to IT Service Desk

**Faculty contact**

See the list of support team secretaries

**Guide**

This guide can be found by clicking the Support button in MyPhD.
<table>
<thead>
<tr>
<th>Information about obtaining a doctorate at Utrecht University</th>
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<tbody>
<tr>
<td>The link to the website with information about obtaining a doctorate can be found by clicking the Support button.</td>
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