MyPhD guide for PHD CANDIDATES

Contents
INTRODUCTION ................................................................................................................................... 2
REGISTRATION .................................................................................................................................... 2
Registering in MyPhD...................................................................................................................... 2
FAQ REGISTRATION ............................................................................................................................. 2
Which documents do I need to upload in MyPhD? ........................................................................ 2
MENU STRUCTURE EXPLAINED ........................................................................................................... 3
Screens and planning dashboard.................................................................................................... 3
PHD CEREMONY REQUEST/APPROVAL OF MANUSCRIPT ................................................................. 4
Submitting a request for PhD ceremony/approval of manuscript ................................................. 4
COMPOSITION ASSESSMENT COMMITTEE/SETTING PROVISIONAL DATE FOR PHD CEREMONY ........ 4
Approval composition of the assessment committee .................................................................... 4
Contacting the Beadle for setting provisional date for PhD ceremony .......................................... 4
ENTERING TITLE PAGE ......................................................................................................................... 4
Submitting title page to the Beadle ................................................................................................ 4
ESTABLISHMENT OF ASSESSMENT COMMITTEE/MANUSCRIPT ASSESSMENT.............................. 4
Email about approval of manuscript ............................................................................................... 4
PRESS COMMUNICATION/PUBLICITY ABOUT DOCTORATE .............................................................. 5
Entering information for publicity about thesis.............................................................................. 5
THESIS IN REPOSITORY/LIBRARY ......................................................................................................... 5
Depositing thesis in the University Library ..................................................................................... 5
DOCTORAL EXAMINATION COMMITTEE AND PHD CEREMONY ...................................................... 5
Email about composition of Doctoral Examination Committee and PhD ceremony ..................... 5
Alumni relations .................................................................................................................................. 5
Email about alumni ........................................................................................................................... 5
END OF EMPLOYMENT BEFORE OBTAINING DOCTORATE ................................................................ 5
Providing preferred email address ................................................................................................ 5
FAQ ...................................................................................................................................................... 6
Unable to log in ................................................................................................................................ 6
Faculty contact .................................................................................................................................. 6
Information about obtaining a doctorate at Utrecht University ...................................................... 6
INTRODUCTION
PhD candidates are required to register in the university-wide PhD-candidate tracking system MyPhD before a PhD track can start. The system will send an email whenever action is expected to be taken. This email will come from MyPhD/Utrecht University. 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 needs to register in MyPhD as soon as possible within three months of the start of the doctoral research via the URL MyPhD.uu.nl/registratie

Before registration a PhD candidate needs to create an account.
- If you have a Solis ID of Utrecht University, or an UMC account of UMC Utrecht you choose ‘register using Solis/Umc account’. Your personal details from this account will be automatically added to your MyPhD registration form and you can complete your registration form by logging in.
- If you do not have a Solis ID or UMC account you choose ‘register without Solis/Umc account’. You will be asked to fill in personal details to create an account. After confirmation of your new account you can complete the registration form by logging in.
- It is possible to complete the registration at a later time. You can log in via MyPhD.uu.nl/registratie, using the button ‘login’. As soon as your registration has been approved by the College for the Conferral of Doctoral Degrees you will be able to log in via: https://myphd.uu.nl/login/index.php

**FAQ REGISTRATION**
Which documents do I need to upload in MyPhD?

All PhD candidates need to upload a copy of their passport and a copy of their diploma. If the candidate does not have a Dutch Master degree additional documents need to be uploaded. This can differ per type of diploma. Furthermore some faculties will ask for additional
documents like a TSA or Research Project Proposal. For more information please contact the faculty contact person of the faculty of your first supervisor. See the list of support team secretaries.

I have been registered in Hora Est. Do I need to register again in MyPhD?

No, all registered PhD track from Hora Est are converted to MyPhD. You can log in via https://myphd.uu.nl/login/index.php.

If you are unable to login, please contact the MyPhD helpdesk via self-service or send an email to IT Service Desk.

Mention the login name that you used to log in.

**MENU STRUCTURE EXPLAINED**

Screens and planning dashboard

After your registration has been approved 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 also be found by clicking the Support button.
# PHD CEREMONY REQUEST/APPROVAL OF MANUSCRIPT

## Submitting a request for PhD ceremony/approval of manuscript

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/approval of manuscript 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.

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)”

## COMPOSITION ASSESSMENT COMMITTEE/SETTING PROVISIONAL DATE FOR PHD CEREMONY

### Approval composition of the assessment committee

As soon as the composition of the assessment committee has been approved the PhD candidate will receive an email entitled: “Beoordelingscommissie is vastgesteld/Assessment Committee has been established (IBC3)”. This email will contain a link for submitting the title page to the Beadle, if you have not yet done so.

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

Six months before the intended date for the PhD ceremony, the PhD candidate is to contact the Beadle to set a preliminary 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 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)”, including the name of the chair of the Doctoral Examination Committee and definite date of the PhD ceremony.

---

**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 helpdesk via [self-service](#) or send an email to [IT Service Desk](#).

### Faculty contact
For any question about procedures at your faculty please contact your faculty contact. See the [list of support team secretaries](#).

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