Hora Est - Manual for PhD supervisors
GSH – FoA & FPTR

Since the introduction of Hora Est, procedures have changed for
- the registration of PhD candidates
- the approval of the manuscript (including plagiarism check)
- the creation of the Manuscript Committee
- the creation of the Doctoral Examination Board
- the creation of the Cum Laude Committee

The regulations as laid down in the Radboud University Doctorate Regulations constitute the foundation for this manual.

The rules below serve as a description and in some cases a stricter version of university guidelines.

Registration of PhD candidate
Immediately at the start of the PhD trajectory, after approval of the project and supervision agreements, the new PhD candidate must register in Hora Est. Part of this registration is the verification of their identity and diplomas. A copy of the diploma must be submitted to the GSH coordinator, together with form 1 of Hora Est, signed by both the PhD candidate and supervisor. Please do not request a diploma assessment yourself.

External PhD candidates
After registering the external PhD candidate at the Graduate School for the Humanities via the “External PhD proposal”, the external PhD candidate will receive a U-number from the Human Resources Department. With this U-number, the external PhD candidate can register in Hora Est. The external doctoral candidate will thereby obtain access to the usual facilities, such as the staff pass, RU password, UL access, shared use of the ICT workplace and e-mail address and, furthermore - after receiving the go-ahead, they will have the option of claiming €1,000 as compensation for costs incurred in relation to the project in the faculty.

In the event of a second PhD when registering at the GSH:
1. In the case the previous PhD was obtained in a different academic field
   - the PhD supervisor reports this to the GSH coordinator via GSHcoordinator@let.ru.nl (FoA) or GSHcoordinator@ftr.ru.nl (FPTR).

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1 FoA = Faculty of Arts; FPTR = Faculty of Philosophy, Theology and Religious Studies
2. In the case the diploma was obtained in the same academic field
   • the **PhD supervisor** sends a substantiated request for acceptance via
     GSHcoordinator@let.ru.nl (FdL) or GSHcoordinator@ftr.ru.nl to the dean².
   • upon approval by the Dean, the **Dean** requests approval by the Rector for admission to a
     PhD track at Radboud University.
   • only after approval by both the Rector and the Dean will the application procedure
     continue at the GSH.

**Approval of manuscript**
(http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/3-manuscript/)

Upon approval of the manuscript by the PhD supervisor, the following steps will be taken.

1. **Approval of the manuscript and request for formation of the Manuscript Committee**
   Once the **PhD supervisors** have approved the manuscript and carried out a plagiarism
   check, they will notify the Dean by sending an e-mail to horaest@let.ru.nl (FoA) or
   horaest@ftr.ru.nl (FPTR), with a digital version of the manuscript as an attachment.

a) In this e-mail, the **PhD supervisor** will also submit a substantiated proposal to the Dean
   for the formation of a Manuscript Committee stating its **members’ respective expertise**.
   The **supervisor** informally inquires about the potential members’ availability, subject to approval by the Dean. **After approval by the Dean**, the
   appointed members will receive a definitive invitation from the Dean.

   • The first candidate for the Manuscript Committee is also the intended chair of that
     committee
   • In general, the Manuscript Committee consists of five members, including one member
     from the candidate’s own university who will take on the role of chair, and at least one
     member who is not connected to Radboud University. Deviations from this rule are only
     allowed after approval by the Dean.
   • The choice of members of every Manuscript Committee take the criterion of diversity
     into consideration.
   • Postdoctoral fellows, assistant and associate professors are also eligible as members of
     the Manuscript Committee, as long as full professors make up the majority.
   • Preferably, the members of the Manuscript Committee act also as members of the
     Doctoral Examination Board. We ask PhD supervisors to bear this in mind when selecting
     foreign members, as the research institute has a maximum amount of €1,500 available
     for travel and accommodation costs.
   • The chair of the Manuscript Committee is a professor in service.
   • A person involved as a co-author for one or more articles that form part of the thesis

² At the FPTR, the Dean, the Vice Dean and the Director of Research assess the request. In the case of a PhD in the
field of Theology, the Dean of Theology will evaluate the request instead of the Vice Dean.
cannot be a member of the Manuscript Committee.

PLEASE NOTE: For external members, an e-mail address must be listed in the supervisors’ letter to Hora Est, as well as the organisation and department (e.g. university and faculty) where they are employed.

The e-mail also needs to include the definitive title of the thesis, as well as the intended date on which the manuscript will be sent to the members of the Manuscript Committee.

b) After consultation with the research director and/or the Vice Dean, the Dean will determine whether to approve the composition of the Manuscript Committee or to demand modifications.

c) After the approval of the composition of the Manuscript Committee, the members will be registered in Hora Est. The PhD supervisor, PhD candidate, and the members of the Manuscript Committee will receive an e-mail from Hora Est confirming the creation of the Manuscript Committee.

d) The PhD supervisor will ensure that all members of the Manuscript Committee (in consultation with these members) receive a paper or digital copy of the manuscript.

e) The PhD supervisor will check that the information in Hora Est concerning the PhD supervisor(s) and co-supervisor(s) is still correct. The PhD supervisor will report any additions or changes by e-mail to horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR).

2. Assessment of the manuscript by the Manuscript Committee

Within five weeks of receiving the thesis, the members will report to the chair of the committee, using the assessment form they received.

a) Whenever there is unanimity, the chair of the committee will inform the Dean and the PhD supervisor of the collective advice by e-mail to horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR).

b) The chair of the committee will send the assessment forms of all committee members and a final report that includes the most important points from the reports to the Dean by e-mail via horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR). If there is no unanimous agreement, the chair will consult with the Dean about the next steps to be taken.

c) The result will only be registered in Hora Est after approval by the Dean.³

d) The PhD supervisor will receive the final report and those parts of the assessment forms

³In the event of a PhD graduation in the field of Theology, this happens in consultation with the Dean of Theology.
from the individual members of the Manuscript Committee that may be shared with the PhD candidate. The PhD candidate in turn will receive the list of errors and suggested improvements from the PhD supervisor, but will not have access to the final report.

e) The PhD supervisor will inform the candidate of the outcome in writing.

f) The secretarial office of the Faculty Board will inform the Registrar’s Office of the outcome.

PhD graduation date
(http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/4-admission-public/)
The PhD candidate will contact the Registrar’s Office for an appointment to determine a number of dates for the defence. If so desired, the PhD supervisor may choose a PhD graduation date on behalf of the PhD candidate.

PLEASE NOTE: Before deciding on a PhD graduation date, the Dean’s calendar⁴ will need to be consulted by contacting the secretarial office of the Faculty Board.

Doctoral Examination Board
(http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/6-public-defence/)
After deciding on the PhD graduation date, the PhD supervisor will receive an automated e-mail from the Registrar with the request to send the Dean a proposal for the formation of a Doctoral Examination Board (at least six and no more than seven people). Full professors⁵ must make up the majority. For foreign members, the faculty will reimburse a maximum of €1,500 for travel and accommodation expenses.

a) The PhD supervisor will send a proposal for the Doctoral Examination Board to the Dean by e-mail via horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR) at the latest eight weeks before the PhD graduation date.

PLEASE NOTE: For external members, an e-mail address must be listed, as well as the organisation and department (e.g., university and faculty) where they are employed. Also include the correct titles and initials.

b) The Dean will create the Doctoral Examination Board by reporting the formation to horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR).

c) The PhD supervisor will ensure that all members of the Doctoral Examination Board are sent a copy of the PhD thesis.

⁴In case of a promotion in the field of Theology, the Dean of Theology’s calendar will need to be consulted.
⁵The majority includes the acting Rector and the PhD (co-)supervisors present.
d) One copy of the PhD thesis must be provided to the secretarial office of the Faculty Board.

Further matters regarding the PhD ceremony will be managed by the Registrar's Office.

**Cum Laude Committee**

[http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/8-cum-laude/](http://www.ru.nl/phd/phd-related-affairs/doctorate-regulations/8-cum-laude/)

When the PhD supervisors and/or the Manuscript Committee are of the opinion that the thesis is of excellent academic quality by national and international standards, they can submit an argued proposal for the awarding of the distinction Cum Laude.

Such a proposal can be submitted until **six weeks** prior to the graduation date.

a) The **PhD supervisor** will address the proposal to the Dean and submit it along with a proposal for the formation of the Cum Laude Committee by e-mail to horaest@let.ru.nl (FoA) or horaest@ftr.ru.nl (FPTR).

- The members of the Manuscript Committee will form the Cum Laude Committee. Two professors from outside Radboud University will be added. The chair of the Cum Laude Committee will be a professor from Radboud University.

PLEASE NOTE: For external members, an **e-mail address** must be listed, as well as the **organisation and department** (e.g., university and faculty) where they are employed. Please also include the correct **titles** and **initials**.

b) When such a proposal has been received, the **Dean** will create a Committee of Inquiry (Cum Laude Committee). The **Dean** will inform the PhD supervisor and the Registrar’s office of this by e-mail. The **Dean** will have the members of the Cum Laude Committee registered in Hora Est by the secretarial office of the Faculty Board. This **office** will then send the Cum Laude criteria to the members of the Cum Laude Committee.

c) On the basis of a majority vote, the **Cum Laude Committee** shall present the Dean with a well-motivated recommendation about the proposal to award the doctorate with the distinction Cum Laude, with a copy to the Registrar’s office and to the PhD supervisor.

d) In the event of a positive recommendation, the **Dean** will confidentially inform the members of the Doctoral Examination Board.

e) During the closed meeting immediately after the defence of the thesis, a decision will be made about awarding the distinction Cum Laude. The closed meeting includes the members of the Doctoral Examination Board and the members of the Cum Laude Committee.

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4In the event of a PhD graduation in the field of Theology, this happens in consultation with the **Dean of Theology**.
Committee, including the Prorector. If more than one member does not agree with the Cum Laude distinction, it will not be awarded.

If there are questions about the procedure or the registration, please contact Monique Wakkerman at horaest@let.ru.nl (FoA) or Jolanda Massaar and Nicolet Boekhoff-van der Voort at horaest@ftr.ru.nl (FPTR).

March 2020