

# LUCRIS GSM:

## The applicant's manual

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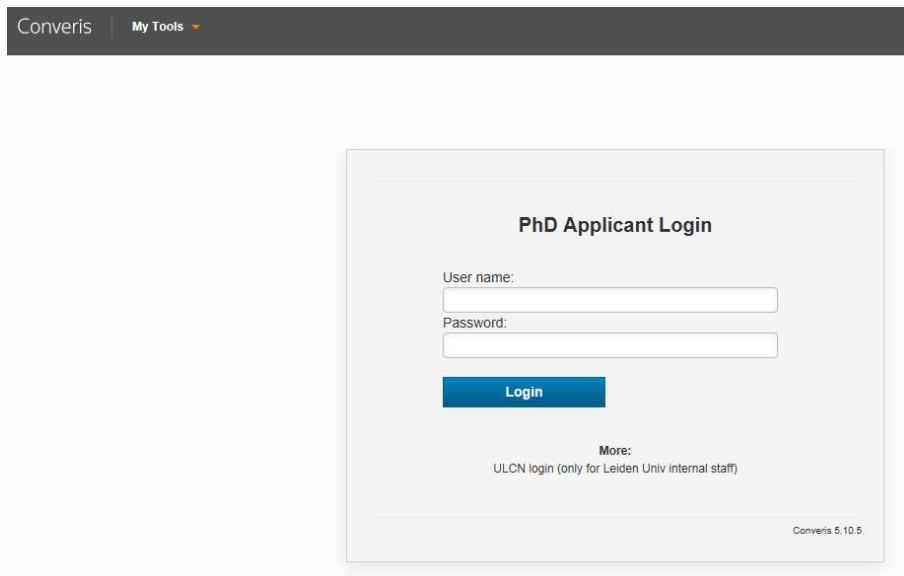
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### 1. LUCRIS GSM

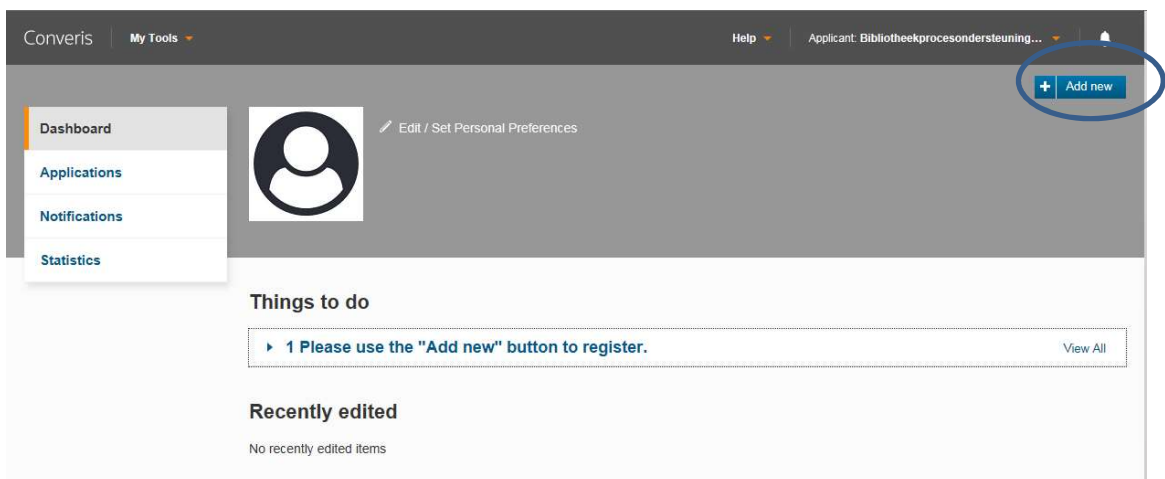
Flow	PhD research
Application	The candidate who has found a supervisor for his/her PhD research gets into contact with the Graduate School Office and fills in an application form in LUCRIS GSM.
PhD admission	Starts with the student's application and ends with approval from the dean and the registration in SAP.
Supervision plan	Research and writing phase. Ends when the manuscript is finished.
Graduation formalities	Builds up towards organization of the defence. Ends with the registration of the result of the defence.

## 2. How to get started

1. The Graduate School Office sends an application-account to the candidate (username and password).
2. Go to <https://lucris.leidenuniv.nl/converis/secure/login>  
Fill in username and password and click **Login**.



3. You are now logged in. Please use the **Add new** button and choose **Application**.



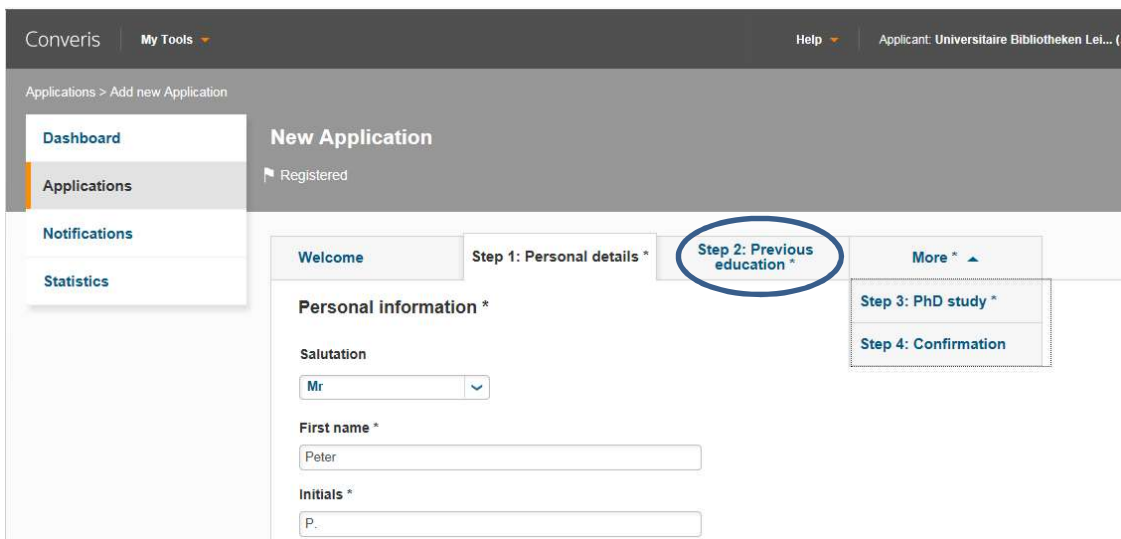
4. Please do **not** change anything in “My settings”.

This user account is only for a one-off registration of your application, and will be used by other applicants too. If you do change anything here, you may cause a lot of trouble for other PhD Candidates and for the Graduate School Office.

### 3. How to register all information

With this application, you are applying for a PhD programme at Leiden University. This application form can only be completed once. Please collect the requested information and documents (CV, evidence of diploma(s) with transcripts) before starting to complete the form.

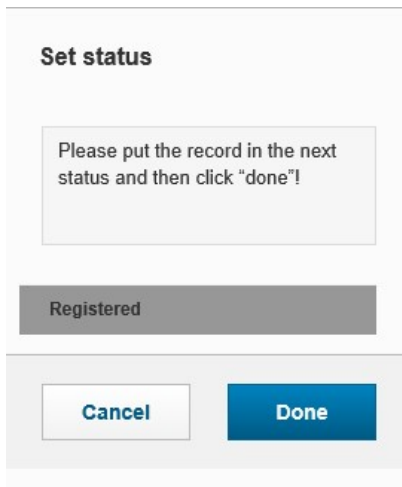
After having completed each page, please navigate to the following one by clicking on the next tab on the top of the page. Please note that the last two tabs (Step 3 and Step 4) can be found by clicking **More**.



Please do not use the **Save** button.

#### 4. How to finish the registration

1. Once you have completed all tabs, please click on the **Save&Close** button at the bottom of your screen.
2. The **Set status** menu will pop up. The field 'Registered' should be highlighted. Click **Done**.



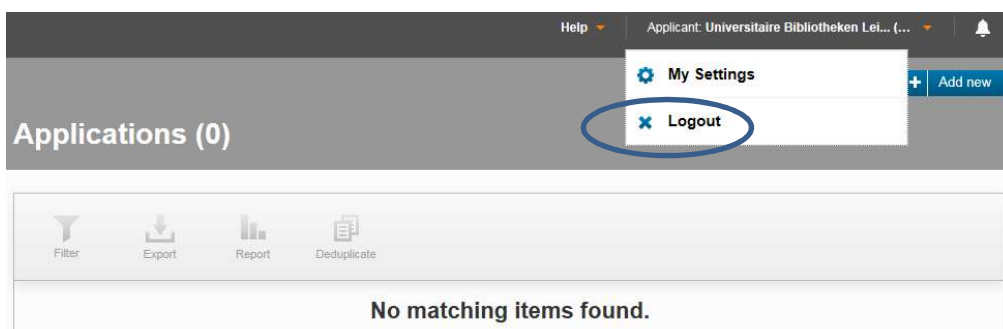
**Set status**

Please put the record in the next status and then click "done"!

Registered

Cancel Done

3. After clicking **Done** you will see 'No matching items found' on your screen. This does not mean that your application has not been registered; your application has been sent to the Graduate Office. To end your session you can Logout, or close your browser.



4. You will receive an email to confirm that your submission was received.  
*Please note that it might take some time for this email to be sent. If you do not receive an email, please check your spam box.*

The Graduate School Office of the chosen faculty will examine your application and assess whether you meet the requirements stipulated in the [Leiden University Doctorate regulations](#). The Graduate School Office will then respond to you as soon as possible.