

LUCRIS GSM: The Secretary's manual

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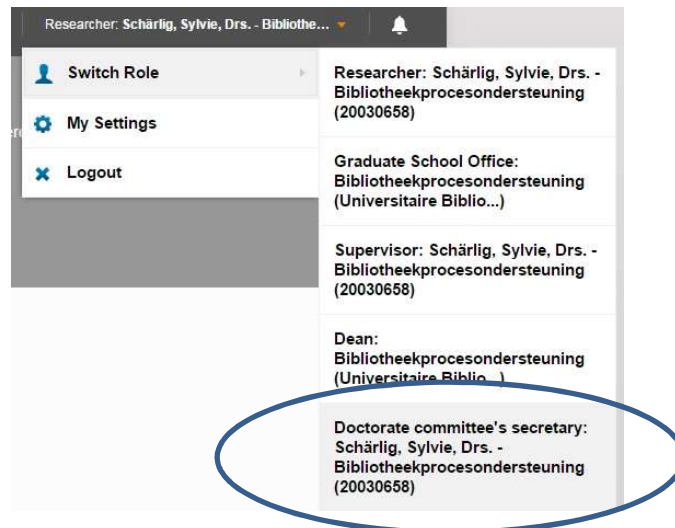
1. LUCRIS GSM

Flow	PhD research
PhD admission	Starts with the students 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	Build up towards and organization of the defence. Ends with the registration of the result of the defence.

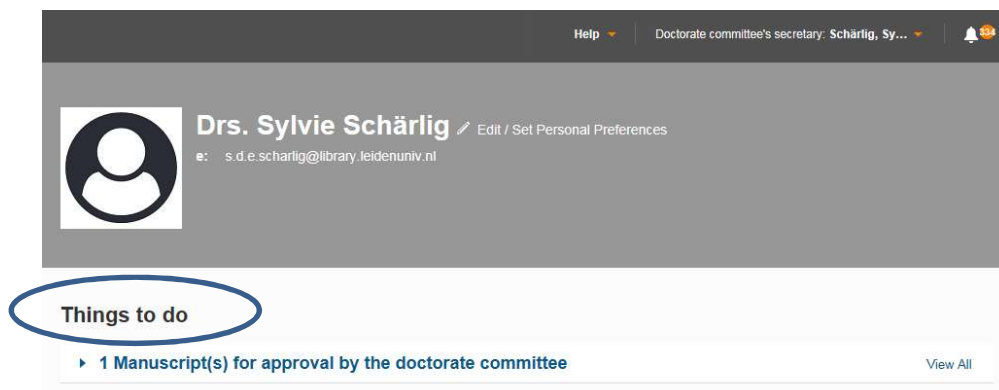
2. How to get started

1. Log in with your ULCN account on: <https://lucris.leidenuniv.nl/converis/secure/client/login>
2. Switch to the 'Doctorate committee's secretary' role by clicking your name in the top right corner of the screen → click **Switch Role** → click the **Doctorate committee's secretary** role.

Note: if you do not have this role yet, please contact the GSO of your faculty.



3. You are now logged in and in the right role. You can see your **Things to do** on the Dashboard.



Note: some basic things are not explained in this manual (settings, how to upload a document...). For more information visit the LUCRIS GSM help page at: <https://lucris.leidenuniv.nl/converis/mypages/help> or take a look at the instruction videos at: <https://video.leidenuniv.nl/tag/tagid/lucris>

3. Graduation formalities

3.1. Assessment by the Doctorate Committee

1. The Doctorate committee's secretary registers the outcome of the assessment by the Doctorate Committee in LUCRIS. You will receive a notification by email when there is a dissertation to assess.
2. Click on the 'Things to do' on the dashboard:

Things to do

▼ 1 Manuscript(s) for approval by the doctorate committee View All

Schärlig, Sylvie, Drs.: Testing on Friday 13th
Last edited by Sylvie Schärlig on 20/04/2018 at 1:54 PM

And click on the research title to access the right page in the system:

Schärlig, Sylvie, Drs.: Testing GF - deadline status 5

Assessment by Doctorate Committee ... Admin info ▼

Key information * Manuscript and composition Doct. Com. **Assessment by Doctorate Committee** More ▼

PhD student * ⓘ

Name	Internal / External	Affiliation
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3. Click on the tab 'Assessment by Doctorate Committee'. Here you can register the decision of the Doctorate Committee. Please also upload the appraisals of the Doctorate Committee's members by clicking the folder icons.

Key information * Manuscript and composition Doct. Com. **Assessment by Doctorate Committee** More ▼

Assessment by Doctorate Committee ⓘ

The secretary states that the Doctorate Committee has approved the dissertation.

Approved

Yes No

If you want, you can also upload the written approval (appendix 5c):

	Descriptive name	Type	Size	Description	
	testdocument.docx	docx	12 KB	appendix 5c: goedkeuring doct com	

Appraisals of Doctorate Committee members

Upload the individual appraisals of the members of the Doctorate Committee. Uploads of e-mails are fine if you have saved them as a .txt or .pdf file.

	Descriptive name	Type	Size	Description	
	testdocument.docx	docx	12 KB	mening van een commissielid	

Notes by secretary

4. If applicable you may upload a proposal for a cum laude predicate on this page. The supervisor role is also allowed to do so.

Cum laude regulations

In case a cum laude procedure is started, please upload proposal and comments below.

Proposal and comments on a possible cum laude predicate:



5. When the manuscript is approved and all documents are uploaded, click **'Save & Close'** and set the status to 'For admittance to Public Defence by Dean'. Click **'Done'** to exit. Lucris will send notifications about this approval to all people concerned.

If you could not approve the manuscript, you should set the status back to 'Approval of manuscript and composition of Doctorate Committee by supervisor'. The supervisor will be notified by Lucris about this disapproval.

Set status

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

Approval of manuscript and composition of Doctorate Committee by supervisor

Assessment by Doctorate Committee

For admittance to public defence by Dean

Cancel Done