

# LUCRIS GSM: Workflow status overview

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## 1. Application

Status	Role <sup>1</sup>	Action
1. Draft	Applicant	Someone fills in a new Application, using the applicant login of a faculty
2. Registered	GSO	Verifies registered information
3. Application confirmed	-	Creation of a new PhD admission. Please see next table.
4. Application not valid	GSO	The application is not valid or not complete yet.

## 2. PhD admission

Status	Role	Action
1. Under registration	GSO	Verifies if the data from Application was transferred properly into the PhD Admission.
2. For check of diploma by GSO	GSO	Checks if the degrees meet the educational requirements.
3. For completion by GSO	GSO	Completes data, uploads appendices 1 and/or 2
8. For approval by Academic Director	Academic Director	(Provisional) approval / rejection by WD (Probably assisted by Key User)
4. For approval by Dean	Dean	(Provisional) approval / rejection and possibly upload of 'statement of admission to the doctorate'.
5. For check registration in SAP	GSO	Uploads the 'statement of admission to the doctorate'. Asks Human Resources to register the PhD student in SAP. Links the Admission to PhD student's SAP person record. Verifies if the PhD type is calculated properly.
6. Formalized	-	Creation of a new Supervision plan. Please see next table.
7. Rejected	GSO	In case the PhD student has not been allowed to start a PhD research at Leiden University. The PhD admission remains visible and editable for the GSO.

<sup>1</sup> Mostly the GSO role will be used by the members of the graduate school offices. However in some cases the role will be used by the Dean's secretary or the secretary of the institute. The PhD student uses the Researcher role.

### 3. Supervision plan

Status	Role <sup>2</sup>	Action
1. Under registration	GSO Key-user	Verifies if the data from PhD admission was transferred properly into Supervision plan, and fills in Research Area.
2. For upload of OBP by PhD student	Researcher	Uploads his/her training and supervision plan (OBP)
3. For approval of OBP by supervisor	Supervisor	Approves / rejects the training and supervision plan (OBP). If the OBP is approved, a message is sent to the Dean.
4. Ongoing	Researcher <i>Supervisor</i> GSO <i>Key-user</i>	PhD student: registers academic activities, transferable skills and monitoring meetings. Supervisor: registers meetings with supervisor ('promovendus/contract' only). Key-user or GSO: may add information PhD student: selects next status when ready to proceed
5. Request for start of graduation Formalities	GSO Key-user	GSO: checks the list of academic activities and transferable skills.
6. Start of Graduation formalities approved by GSO	-	Creation of a new Graduation formality. Please see next table. (PhD student is asked by a notification to hand over the manuscript to the supervisor.)
7. Premature ended	GSO Key-user	Selects this status if the PhD research has prematurely stopped.
8. Temporary leave	GSO Key-user	Selects this status if the PhD research has temporarily stopped.

### 4. Graduation formalities

Status	Role <sup>3</sup>	Action
1. PhD student sends manuscript to supervisor <sup>4</sup>	Researcher	PhD student sends improved version of manuscript to supervisor (not via LUCRIS).
2. Approval of manuscript and composition of Doctorate Committee by supervisor	Supervisor <i>Key-user</i>	Supervisor registers outcome of plagiarism check, approval of manuscript. Key-user or Supervisor registers proposed composition of Doctorate Committee.
3. Doctorate Committee to be checked by GSO	GSO	Checks the composition of the Doctorate Committee.
4. For approval of Doct.Comm. by Dean	Dean	Registers if he/she consents with the composition of the Doctorate Committee.
5. Assessment by Doctorate Committee	Doct.Comm. secretary <i>Supervisor</i>	Secretary: registers the assessment by the Doctorate Committee and the appraisals of the committee's members. Secretary or supervisor: registers a cum laude proposal.
6. For admittance to public defence by Dean	Dean	(Provisional) approval / rejection to defend the dissertation.

<sup>2</sup> Some faculties use key-users per institute to support the GSO during SP-phase, and to upload the members of the Doctoral Committee and the Opposition Committee in GF

<sup>3</sup> Role in *green Italics* cannot change the status

<sup>4</sup> Only used if supervisor rejected the earlier version of the manuscript.

Status	Role <sup>3</sup>	Action
7. Confirmation letter by GSO	GSO	Creates and uploads the appendix 6 letter. The letter needs to be sent outside of LUCRIS GSM to the concerned persons.
8. For upload of non-scientific parts and propositions by PhD student	Researcher	PhD student: fills in final title and uploads the non-scientific parts of the dissertation and the propositions; and completes the information that the Beadle needs.
9. Non-scientific parts and propositions to be checked by GSO	GSO	Checks the non-scientific parts and the propositions.
10. For approval of propositions by supervisor	Supervisor	Approves / rejects the propositions.
11. For approval of non-sc. parts and propositions by Dean	Dean	Approves / rejects the non-scientific parts and the propositions.
12. Title page to be approved by Beadle	Beadle	Approves / rejects the title page of the dissertation.
13. For composition of Opposition Committee by supervisor	Supervisor <i>Researcher</i> <i>Key-user</i>	Composition of Opposition Committee by Supervisor or Key-user. Researcher registers dissertation and uploads full text.
14. Opposition Committee to be checked by GSO	GSO	Checks the composition of the Opposition Committee.
15. For approval of Opposition Committee by Dean	Dean	Approves / rejects the composition of the Opposition Committee.
16. Hora est	Beadle	Registers the outcome of the defence.
17. Formalized	-	The PhD research is formalized.
18. Unexpected closure	GSO	Registers if the PhD research unexpectedly stopped.