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1. **LUCRIS GSM**

LUCRIS GSM is divided into three flows – Admissions, Supervision Plan and Graduation Formalities. At the Faculty of Humanities, the Graduate School Office (GSO) role lies with different departments / staff members, depending on the phase within your PhD track. Please consult the chart below.

<table>
<thead>
<tr>
<th>Flow</th>
<th>PhD research</th>
<th>GSO role</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD admission</td>
<td>Starts with the students application and ends with approval from the scientific director and the registration in SAP.</td>
<td>Graduate School Office</td>
</tr>
<tr>
<td>Supervision plan</td>
<td>Research and writing phase. Ends when the manuscript is finished.</td>
<td>Institute’s key-user</td>
</tr>
<tr>
<td>Graduation formalities</td>
<td>Build up towards and organization of the defence. Ends with the registration of the result of the defence.</td>
<td>Secretary of the Dean</td>
</tr>
</tbody>
</table>

2. **How to get started**

1. Log in with your ULCN account on: [lucris.leidenuniv.nl](http://lucris.leidenuniv.nl)

2. Your screen should look like the screen below. In the menu on the left side of your screen, click Graduations to view the three different flows of the PhD research. Here you can view your dossier in the selected flow.

3. You are now logged in and in the right role. You can view your notifications by clicking on the notification icon in the top right corner of the screen.
4. **Note**: it’s possible to receive notifications by email or only in LUCRIS GSM. To change your notification settings go to the Reseacher role → My Settings → Select the desired messaging setting. For more information on how to do this, please see the instruction video ‘How to change your messaging settings’ on the LUCRIS GSM Help page or click this link: https://video.leidenuniv.nl/tag/tagid/lucris

5. **Note**: some basic things are not explained in this manual (messaging 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. **Supervision plan**

3.1 **Upload the OBP**

1. If you are a PhD affiliated at Leiden University or if you are benefitting of a scholarship, two notifications will be sent to you and to your supervisor to remind you to draw up a training and supervision plan (OBP). This plan has to be uploaded in LUCRIS GSM within three months after the start date of your PhD research.

2. There are two ways of accessing the system: using the notification or using the ‘things to do’ list on the dashboard of the system.

3a. Using the ‘Things to do’ mentioned on your dashboard. Click on the message to see your research title.

   ![Image of dashboard with things to do]

   Click on your research title to directly access the right page in the system.
3b. Using the **notification** that you receive in LUCRIS or by email depending on your messaging settings. Click the title to open the notification

Click the link in the notification to open the Supervision plan

Click ‘Edit’ in the top right corner to edit the Supervision plan
4. Scroll down in the ‘Supervision information’ tab to ‘Training and supervision plan (OBP)’ and upload the OBP by clicking the folder icon

**Training and supervision plan (OBP)**

Please make use of the form your faculty recommends and upload it here.

![File icon]

**Approved by the supervisor**

- [ ] Yes
- [ ] No

**Comments on plan**

![Comment field]

5. When finished, click ‘Save & Close’ and set the status to ‘For approval of OBP by supervisor’. Click ‘Done’ to exit
3.2 Academic activities & transferable skills

1. LUCRIS GSM keeps track of the hours you’ve spent on academic activities and transferable skills. The Transferable skills activities that are organized via the Human Resource Management portal will be automatically registered in LUCRIS. All other transferable skills activities will need to be registered by yourself in LUCRIS GSM. The Academic activities also need to be registered by yourself in the system. Please note that for all activities a certificate is required.

2. Log in, click ‘Graduations’ in the menu on the left side of the screen and click ‘Supervision plan’

3. Open your Supervision plan by clicking on ‘Edit’:

4. Click the tab ‘Annual meetings and activities’ and scroll down to ‘Academic activities’.
   Add an activity by clicking on the white icon:

5. You are now in the ‘New Academic Activity’ screen. Fill out the key information about the activity and click ‘Done’. Note: The name, duration and certificate of the activity are mandatory

6. Click ‘Save’ at the bottom of the page to recalculate the total hours of academic activities:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Duration in hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation at a conference</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

   Transferable skills activities are registered in a similar way.
3.3 Monitoring meetings

1. Each PhD student has an annual monitoring meeting with one or two independent members of the staff. The quality of the supervision is an important aspect of this meeting. You need to register the monitoring meeting in the same way as above (the academic activities 3.2).

2. Click the white + icon to add a new monitoring meeting.

3. You are now in the ‘New Annual monitoring meeting’ screen, fill out the key information about the meeting. If you wish you can fill in the Reminder for the next monitoring meeting to get a notification to remind you of organizing the next meeting. To close the page, click ‘Done’.

4. Click ‘Save’ to finish registering the meeting. Your Graduate School Office will see that the meeting has taken place.

5. **Note:** The ‘annual meetings with supervisor’ will be registered by the supervisor.
3.4 Request for start of graduation formalities

1. When you are ready to proceed to the Graduation formalities you can switch the status in LUCRIS GSM to ‘Request for start of graduation formalities’. Open your Supervision plan, click ‘Save & Close’ and change the status. **Note:** remember to check with your supervisor first!

2. Your Graduate School Office will be notified and will check if you meet the requirements to start with the new phase. If so, you will be notified.
4. Graduation formalities

4.1 Register to the Beadle

1. When the Dean has approved the dissertation through appendix 6, you will be asked to fill out the Beadle’s webform (appendix 7). Go to Graduation formalities in the menu on the left side of your screen and click ‘Edit’

2. Click the tab ‘Admission to public defence’, under ‘More’.

3. Scroll down to ‘Beadle’s webform’ and click the link in English or Dutch

**Beadle's webform**

Please fill in the Appendix 7 webform before contacting the Beadle.

The English version can be found here.
Hier vind je de Nederlandse versie.

4. Fill out the application form and click ‘Submit’
4.2 Upload of propositions and non-scientific part

1. When you need to upload the propositions and the non-scientific part of your dissertation you will be notified in two ways: via the ‘Things to do’ on the dashboard and via a notification.

2a. Using the ‘Things to do’ mentioned on your dashboard. Click on the message to see your research title and then click on your title to directly access the registration of your research.

2b. Using the notification that you receive in LUCRIS or by email depending on your messaging settings. Click the title to open the notification.

Click the title in the notification and click the link in the message to go directly to your Graduation formality or click Graduation formalities in the menu on the left side.
3. Click on the tab ‘More’ and then ‘Dissertation’

4. First fill in the final title of your dissertation.

5. Then scroll down to ‘Non-scientific part of the dissertation’ and ‘Propositions’ and click the folder icon to upload your documents

6. When finished, click ‘Save & Close’ and select the status ‘For approval of propositions by supervisor’ and click ‘Done’

4.3 Upload Dissertation and license agreement

1. After the propositions, the non-scientific part and the title page have been approved, you are allowed to publish your dissertation. You will be notified with a ‘Thing to do’ on the dashboard of LUCRIS GSM and with a notification.

Besides the printed copies, a digital version of your dissertation has also to be provided. The digital version will be included in the Institutional Repository of Leiden University. To start this process, please register the final version of your dissertation in LUCRIS.

Go to your Graduation formality in the way described above and select the tab ‘Dissertation’.
2. Scroll down to Upload Dissertation and license agreement and click the + icon

Upload Dissertation and licence agreement

Please, submit your dissertation and a duly filled and signed licence agreement here.

+  

3. Fill out all the requested information about your dissertation. When finished click ‘Done’ and click ‘Save’. The registration of your dissertation is now part of the Publication Management module of LUCRIS.