

LUCRIS GSM: Frequently asked questions

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What does “internal” and “external” mean?

In LUCRIS the word ‘internal’ is used to characterize persons affiliated at Leiden University. The PhD students who have been admitted to a Graduate school will be registered in SAP and are considered as ‘internal persons’ for LUCRIS.

‘External’ persons are those working outside of the Leiden University. For example a member of a doctorate committee working elsewhere will be considered as an ‘external person’.

What is the difference between “formal name” and “last name”?

Names appearing in LUCRIS GSM are based on what have been registered in the HR system SAP. The last name is the name as it appears in the passport.

For all internal persons a so called ‘formal name’ is kept separately. It is a combination of the salutation, the title, the initials and the preferred last name of the person.

Formal name *

This is the complete name of the person, for example: Prof.dr. A.B. Jansen

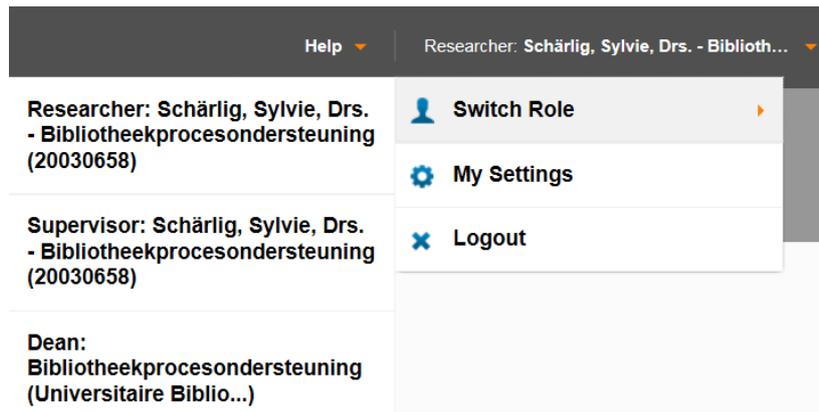
The ‘last name’ is used in search results, while the ‘formal name’ is the name known in daily usage, as it is usually based on the preferred name.

I am registered under my maiden name, can I change this?

The names that are shown in Converis are imported from SAP. SAP adheres to names as they are shown in your official identification documents; if your passport or I.D. card shows your maiden name than this is the name Converis uses as well. At this moment in time it is not possible to change your name in the system.

I am unable to perform certain actions (within my account), what do I do?

There are two options as to why you are unable to perform certain actions/why certain actions are restricted. (1) You are currently not appointed the correct role. To change this, go to the top right hand side of your dashboard → choose *switch role* (the role you have been assigned will be displayed) → to change your role, please select the role of supervisor or secretary (please note that every user is assigned the role of *researcher*). Or, (2) it is possible that you are still waiting for an action to be completed by somebody else. Please consult the [Workflow Status Overview](#) to see for whose approval you might be waiting. You will need to wait for this person to save and close their action and set their process into the next phase, this will allow you to continue (see section below, *save and close*).



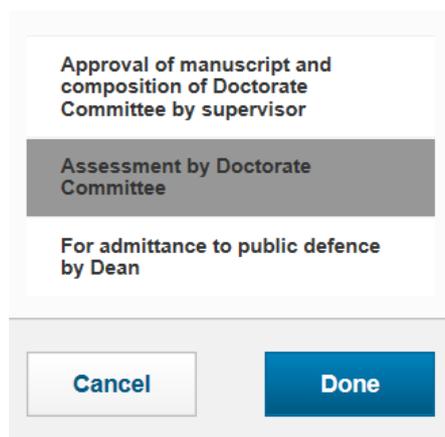
I want to change information I filled in, but I already changed the status to the next step in the workflow. What can I do?

The design of the system is such that it only allows one person at a time to perform an action. If you have moved the workflow into the next status and onto the next person, you are no longer able to make any changes or reverse your action. You should contact the next person in the workflow (this is usually the GSO) and ask them to set back the status or to correct the information you want to change. You can also contact the LUCRIS functional administrator.

What is the difference between “Save” and “Save and close”?

With the ‘Save’ button you just save the data that you have registered.

With the ‘Save and close’ button you save the data and you can set the record to a previous or a next step in the workflow (status).



Who has access to data registered in LUCRIS GSM?

The data registered in LUCRIS GSM is only visible for those having been assigned a role in the system to follow specific PhD-candidates.

The ‘Researcher’, the ‘Supervisor’ and the ‘Doctorate committee’s secretary’ only see the data of PhD-candidates they are (related to). The ‘Academic director’ accesses data related to PhD-tracks

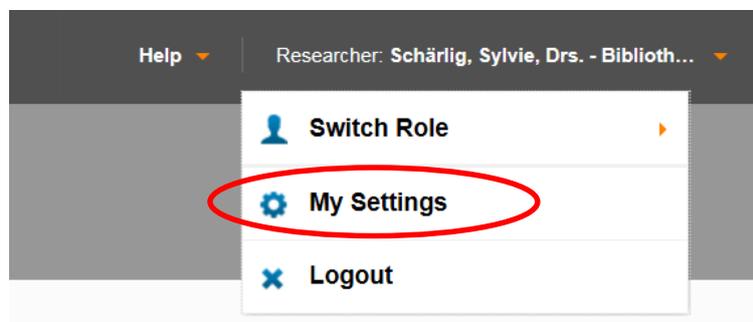
taking place at his/her institute. The Graduate school office (GSO) and the 'Dean' roles access data related to PhD tracks taking place at their faculties. The 'Beadle' and the 'Doctorate Board' roles access data related to all PhD tracks occurring at Leiden University.

If a user delegates his/her role to somebody else, the data will be visible for this person too.

If a PhD student works (or has worked before) at different faculties, the data concerning his/her PhD track will be visible for the GSO and the Dean roles of the different faculties.

How to stop getting notifications in my mailbox?

After having logged in, go to the right hand side of the dashboard → choose My Settings → and uncheck the 'Email' box:



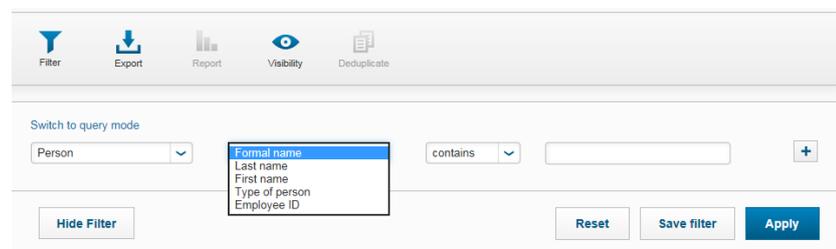
What if I can't find my supervisor (PhD-student)?

If you want to select a person as a (co)supervisor, or PhD-student, or member of a committee, the list of available persons is based on their 'last name', which is the name as it appears in the passport. This might be a different name from the name the person is known by. People can change their name, for instance when they get married.

If the person you are looking for is not in the search results, go to the persons tab:



and search for the person using the formal name:



Example of a formal name that is different from the last name:

Switch to query mode

Person	Formal name	contains	briegel	-	+
Person	Type of person	equals	Internal	-	+

[Hide Filter](#) [Reset](#) [Restore Filter](#) [Save filter](#) [Apply](#)

Select / Deselect all Most recently edited on top [Refresh](#) 10 | 50 | 100 [Previous](#) 1 of 1 [Next](#)

[▶](#) **Gross, Ariane, Prof.dr.**
Instituut Biologie Leiden
20043563, Internal
[Edit](#) | [Delete](#) Visible in public web
[Active](#)

Then you can use the found 'last name' to search the supervisor, or student, or member of a committee.

Messaging settings ?

Email

Converis internal messaging

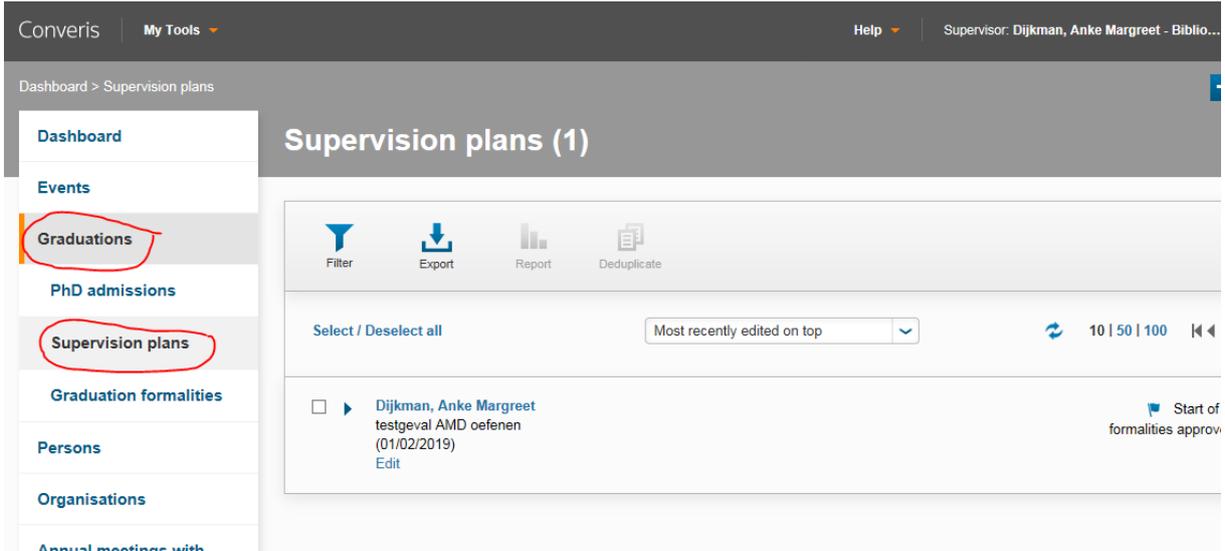
[Save](#)

I am unable to see the PhD candidates in my account whom I guide on a daily basis. Why is this and how can I change this (Supervisor)?

Only the formal supervisor (in Dutch: Promotor) can track their PhD candidates in Lucris GSM and is required to perform actions in this system. The second supervisor (Dutch: tweede promotor) and/or co-promotor cannot see their PhD candidates since they are not required to perform any actions in Lucris GSM.

How can I see all my PhD students (Supervisor)?

First, make sure you have the role of Supervisor. Go to Graduations and Supervision Plans:



Converis | My Tools | Help | Supervisor: Dijkman, Anke Margreet - Biblio...

Dashboard > Supervision plans

Supervision plans (1)

Filter | Export | Report | Deduplicate

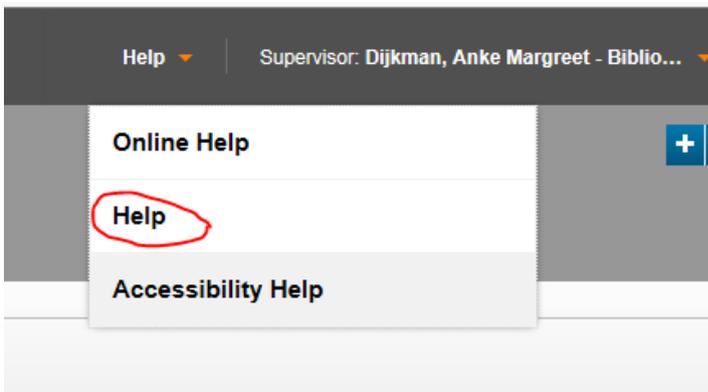
Select / Deselect all | Most recently edited on top | 10 | 50 | 100 | Refresh | Previous | Next

<input type="checkbox"/>	▶ Dijkman, Anke Margreet testgeval AMD oefenen (01/02/2019) Edit	Start of formalities approval
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And you will see all PhD students where you are the first supervisor.

How to add members of the Doctorate Committee (Supervisor)?

Look in the “Supervisors’ manual” which you can find using the Help button on the top right of your screen:



Help | Supervisor: Dijkman, Anke Margreet - Biblio...

Online Help

Help

Accessibility Help



You can watch [instruction videos about LUCRIS GSM](#).

Or check our [LUCRIS GSM Frequently Asked Questions](#)

General user manuals:

(Please note: Most faculties have their own version of the manuals. See their websites.)

[Overview of PhD procedure and workflow in GSM](#)

[GSM workflow status overview](#)

[Messaging settings](#)

[Applicants' manual](#)

[Researchers' manual](#)

[Supervisors' manual](#)

[Dean's manual](#)

[Doctorate Committee secretary's manual](#)

[Academic Director's manual](#)

[GSO - Hoe maak ik een nieuwe PhD admission?](#)

[GSO - Categorieën promovendi en bijzondere gevallen](#)

[GSO - Supervision plan](#)

[GSO - Graduation formalities](#)

[GSO - Werken met filters](#)

[GSO - Hoe maak ik een lijst van actieve promovendi](#)

Read the chapters about “Composition of Doctorate Committee” and “Creating a new external person”.