LUCRIS GSM:
The Secretary’s manual

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24.4.2018

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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](https://lucris.leidenuniv.nl)

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 screen. You can view your **notifications** by clicking on the notification icon in the top right corner of the screen.

![Dashboard screen with Things to do and Notifications icons highlighted.](image)

**Note:** it’s possible to receive notifications by Email or only in LUCRIS GSM. To change your notification settings go to the *Doctorate committee’s secretary* role → My Settings → Select the desired messaging setting. For more information on how to do this see the instruction video ‘How to change my messaging setting’ on the LUCRIS GSM Help page.

**Note:** some basic things are not explained in this manual (messaging settings, delegation, how to upload a document…). For more information visit the LUCRIS GSM help page at: [https://lucris.leidenuniv.nl/converis/mypages/help](https://lucris.leidenuniv.nl/converis/mypages/help) or take a look at the instruction videos at: [https://video.leidenuniv.nl/tag/tagid/lucris](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 in LUCRIS or by email depending on your messaging settings.

   There are two ways of accessing the system: using the ‘**Things to do**’ list on the dashboard of the system, and using the **notification**.

2a. Using the ‘**Things to do**’ on the dashboard

   Click on the message to see the research title.

   ![Things to do](image1.png)

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

2b. Click on the bell icon in the top right corner of the screen and click the title to open the notification.

   ![Notification](image2.png)
Click ‘Edit’ in the top right corner to open the Graduation formality:
3. Click on the tab ‘Assessment by Doctorate Committee’. There 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.

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.

5. When finished click ‘Save & Close’ and set the status to ‘For admittance to Public Defence by Dean’. Click ‘Done’ to exit.