LUCRIS GSM:
The Supervisors’ manual

Sylvie Schärlig & Peter van Overbeeke
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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</td>
<td>Graduate</td>
</tr>
<tr>
<td></td>
<td>the scientific director and the registration in SAP.</td>
<td>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</td>
<td>Build up towards and organization of the defence. Ends with the</td>
<td>Secretary of the Dean</td>
</tr>
<tr>
<td>formalities</td>
<td>registration of the result of the defence.</td>
<td></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. Switch to the ‘Supervisor’ role by clicking your name in the top right corner of the screen → click Switch Role → click the Supervisor role.

**Note**: if you do not have the Supervisor role yet, please contact the GSO of your faculty.
3. Messages
You can receive messages from LUCRIS GSM in different ways: with a ‘Thing to do’ and with a ‘Notification’.

3.1. Things to do
The ‘Things to do’ are listed on your dashboard. Click on the message to see which research is concerned:

Click on the research title to directly access the right page in the system:
3.2. Notifications

Notifications can be seen in the system or can be received by mail. In ‘My settings’ you can choose the way you prefer. For more information on how to do this, see the manual ‘Messaging Settings’ on the Help page, or the instruction video ‘How to change your messaging settings’ at https://video.leidenuniv.nl/tag/tagid/lucris.

To see the notifications in the system:
Click on the bell icon in the top right corner of the screen and click on the message to open the notification:

In the notification click on the research title to access the record:

Click ‘Edit’ in the top right corner to edit the record:
4. The Supervision plan

4.1 Approval of the OBP

PhD affiliated at Leiden University and those benefitting of a scholarship need to draw up a training and supervision plan (OBP) within three months after the start date of the PhD research. Two notifications will be sent to you and to the PhD student to remind you to set up this document in time.

Once the PhD student has uploaded the OBP, you will be notified and asked to approve it.

Scroll down to ‘Training and supervision plan (OBP)’ and select the ‘Yes’ or the ‘No’ button.

When you are ready, click ‘Save & Close’.

If you approved the OBP, please set the status to ‘Ongoing’ and click ‘Done’ to finish the approval.
If you did not approve the OBP, please set the status back to ‘For upload of OBP by PhD Student’.
4.2 **Annual meetings with Supervisor**

For PhD students benefitting of a scholarship (promovendus/contract) you need to register in LUCRIS GSM when the annual meetings have taken place. For the PhD student affiliated at Leiden University (‘promovendus’) these meetings will be registered in SAP.

The GSO may use the reminder functionality to let you know when the first meeting has to be organized.

After the meeting has taken place, please register which meeting it was and when it took place. To do that, look for the right Supervision plan in the menu **Graduations** - **Supervision plan**, and click ‘Edit’:

![Supervision plan screenshot](image)

In the tab **Annual meetings and activities** you can add an **Annual meeting with supervisor**:

![Annual meeting with supervisor](image)

You may also register when the next meeting should take place. You will receive a reminder one month before the planned date.
# Key Information *

## Meeting Information *

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

## Reminder for next meeting with supervisor

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of next meeting</td>
<td></td>
</tr>
<tr>
<td>Meeting have to happen latest until</td>
<td></td>
</tr>
</tbody>
</table>
5. The Graduation formalities

5.1 Approval of manuscript and composition of Doctorate Committee

Once the graduation formalities have started you will be notified and asked to register your approval of the manuscript and the outcome of the plagiarism detection.

Go to the ‘Manuscript and composition of Doctorate Committee’ tab and register the outcome of the plagiarism detection. If you wish you may also upload the report from the plagiarism detector by using the folder icon.

**Plagiarism detection**

- The dissertation has been successfully submitted to a plagiarism detector.
  - Yes
  - Provisionally
  - No

Notes

The Dean consents to the outcome of the plagiarism check.

- Yes
- No

**Plagiarism detector report:**

Scroll down to ‘Approval of manuscript’ and select the desired option. If you wish you may also upload a document by using the folder icon.

**Approval of manuscript**

- Yes
- No

An upload of the written approval (appendix 3) is not required. If you want to upload appendix 3, or another document that is used by your faculty, you can use the upload button. (In case of a dissertation from the Leiden Law School, please upload the Declaration supervisor approval manuscript form.)

Compose the Doctorate Committee by registering both the members who are affiliated at Leiden University and those working in another organization. For the latest a ‘person record’ has to be manually created in LUCRIS.

To register a member of the committee, click the icon under ‘Doctorate Committee members’
Doctorate Committee members

To compose the Doctorate Committee please register the names and affiliations of the Leiden and non-Leiden members below and click on the ‘Save’ button. The Graduate School office of your faculty will then check the composition of the Doctorate Committee and submit your request to the Dean. This action serves as appendix 6a of Leiden University PhD regulations.

If your faculty requests it you can upload a list of the publications of an individual member at the bottom of this section.

You can search for a person by writing his/her last name:

You will find both the persons affiliated at Leiden University and those working outside of the university but having already been registered once in LUCRIS. The persons working at Leiden University can be recognized at the number mentioned after the name of their institute.

If you have found the person you were searching for, click the icon to register him/her as a member of the doctorate committee.

If you have not found the person and he/she is working at Leiden University please check if he/she has been registered with a different name in SAP.

5.2 Creating a new external person

If you have not found the person and he/she is working outside of the University, you need to register him/her as a new external person. Click the white icon at the right side of the field:
Now you are in the **New Person** form. Here you can register information about the external person. Please note: the fields with an * are mandatory. You have to fill in formal name, first name and last name. Those three fields are needed to present the external person’s name on different places in the system. Unfortunately it was not possible to generate the formal name automatically.

Then you have to link the external person to an organisation. To do that, click on the white [+] icon under **Business Cards**:
In the form **New Business Card** click on the blue [+] icon to search if the organization you wish to register already exists in the database.

Only if the concerning organization is not found in the list, you can add it by clicking the white [+] icon.

After you have chosen or added the organisation, click **Done**, and then, in de pop-up **Set status**, click **Done** again. Then it should look like this:

**Business Cards / Organisational Affiliations**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Function</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vrije Universiteit Amsterdam</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

Now you are in the ‘New Person’ form again. In the second tab (**Preferred information**) you can register the e-mail address of the person. The third tab (**Research Profile**) is not relevant for external persons.

Then you click **Done**, and in the pop-up **Set status**, you click **Done** again. Now the external person is added as member of the Doctorate Committee to the Graduation formality.

If your faculty requests it, you can upload a list of the publications of an individual member at the bottom of this section.
When finished, click ‘Save & Close’. Set the status on ‘Doctorate Committee to be checked by GSO’, and click ‘Done’. The GSO will then submit the list to the Dean. This action replaces appendix 5a of the Leiden University PhD regulations.

5.3 Assessment by Doctorate Committee
When the dean has approved the composition of the Doctorate Committee you will be notified via a ‘Thing to do’ message on the dashboard and via a notification. You don’t need to do anything in LUCRIS at this point. The Doctorate Committee will assess the dissertation and the Doctorate Committee’s secretary will register the outcome in LUCRIS GSM.

However, there is one thing that the supervisor can do in this status: registering a cum laude proposal, if applicable. To do so, you have to go the tab Assessment by Doctorate Committee:
After uploading a proposal, click ‘Save’.
5.4 Approval of propositions

When the dean has confirmed that the PhD student is allowed to the defence, the student will upload the non-scientific parts and the propositions. You will be notified in two ways: via a ‘Thing to do’ message on the dashboard of LUCRIS and via a notification.

Using the **Thing to do** on your dashboard: Click on the message to see the research title.

![Dashboard with 'Thing to do' message](image)

Click on the research title to directly access the page in the system:

![Dashboard with research title](image)

Open the tab ‘More’, then click the tab ‘Dissertation’:

![Tab 'More' selected](image)

Scroll down in the ‘Dissertation’ tab and click the desired option under ‘Approval by supervisor’

![Approval by supervisor](image)
When finished, click ‘Save & Close’, select the status ‘For approval of non-scientific parts and propositions by dean’ and click ‘Done’.

5.5 Composition of Opposition Committee
When the dean has approved the non-scientific parts and propositions, you will be notified via a ‘Thing to do’ message and/or via a notification, that you have to compose the Opposition Committee.

Go to the edit page of the Graduation formality, and then open the tab ‘More’, and click the tab ‘Opposition Committee’. You will see that the persons from the Doctorate Committee are already copied to the Opposition Committee, except for the newly created external members.

If necessary you can delete or add members to the Opposition Committee, just as you did earlier for the Doctorate Committee (see paragraph 5.1). External persons that were already created for the Doctorate Committee, you can add by searching the name:

When finished, click ‘Save & Close’, select the status ‘Opposition Committee to be checked by GSO’ and click ‘Done’. The Graduate School office of your faculty will then check the composition of the Opposition Committee and submit your request to the Dean.