Workflow PhD candidates
Leiden University - Faculty of Science

APPLICATION

	Within LUCRIS GSM				Outside LUCRIS GSM
PhD applicant	Supervisor	GSO	Dean	Committee Secretary	
					Applicant: finds supervisor
					Applicant: e-mails GSO to request application
					GSO: sends log-in credentials to applicant
Fills out application form *Status: registered*					
		Verifies registered information			
		Creates new PhD admission *Status: application confirmed*			

ADMISSION

	Within LUCRIS GSM				Outside LUCRIS GSM
PhD candidate	Supervisor	GSO	Dean	Committee Secretary	
		New admission is created *Status: under registration*			
		Verifies data from application *Status: for check of diploma by GSO*			
		Checks degrees for educational requirements, e-mails supervisor for confirmation *Status: for completion by GSO*			
		Registers 2nd supervisor, completes data *Status: for approval by dean*			
			Approves PhD admission *Status: for check registration in SAP*		
					GSO: sends a copy of the admission to P&O, institute manager and scientific director
		When PhD is registered in SAP: uploads statement of admission			
		Creates new supervision plan *Status: formalized*			

SUPERVISION PLAN

	Within LUCRIS GSM				Outside LUCRIS GSM
PhD candidate	Supervisor	GSO	Dean	Committee Secretary	
		New supervision plan is created *Status: under registration*			
		Verifies data from admission, adds research area *Status: for upload of OBP by PhD student*			

SUPERVISION PLAN

Within LUCRIS GSM					Outside LUCRIS GSM
PhD candidate	Supervisor	GSO	Dean	Committee Secretary	
Uploads training and supervision plan (OBP) *Status: for approval of OBP by supervisor*					
	Approves training and supervision plan (OBP) *Status: ongoing*				
			Gets notification of approval of OBP		
Registers academic activities and transferable skills (mandatory) and monitoring meetings (optional) *Status: ongoing*	Registers annual meetings with PhD candidate and supervisor (optional) *Status: ongoing*	May add relevant information *Status: ongoing*			
					PhD candidate sends finished manuscript to supervisor
					Supervisor approves start of graduation procedure
If supervisor agrees, PhD candidate is ready to proceed to graduation procedure *Status: request for start of graduation formalities*					
		Checks list of academic activities and transferable skills, creates new graduation formality *Status: start of graduation formalities approved by GSO*			

GRADUATION FORMALITIES

Within LUCRIS GSM					Outside LUCRIS GSM
PhD candidate	Supervisor	GSO	Dean	Committee Secretary	
		New graduation formalities is created *Status: approval of manuscript and composition of doctorate committee by supervisor*			
	Registers outcome of plagiarism check, approval of manuscript and composition of doctorate committee *Status: doctorate committee to be checked by GSO*				
		Checks composition of doctorate committee *Status: for approval of doctorate committee by dean*			
			Registers approval of doctorate committee *Status: assessment by doctorate committee*		
				Doctorate committee secretary registers assessment by doctorate committee in Converis, also registers cum laude proposal if applicable *Status: for admittance to public defence by dean*	

GRADUATION FORMALITIES

	Within LUCRIS GSM				Outside LUCRIS GSM
PhD candidate	**Supervisor**	**GSO**	**Dean**	**Committee Secretary**	
			Gives approval to defend the dissertation *Status: confirmation letter by GSO*		
		Creates and uploads appendix 6 *Status: for upload of non-scientific parts and propositions by PhD student*			
1. Uploads non-scientific parts of the dissertation* 2. Uploads propositions* 3. Uploads approval by Scientific Director. 4. Fills out the beadle's webform *Status: non-scientific parts and propositions to be checked by GSO* **with approval of scientific director*					
		Checks that the non-scientific parts and propositions have been approved by the scientific director *Status: title page to be approved by beadle (GSO+)*			
					Beadle approves title page of the dissertation *Status: for composition of opposition committee by supervisor*
	Registers composition of opposition committee *Status: opposition committee to be checked by GSO*				
		Checks the composition of the opposition committee *Status: for approval of opposition committee by dean*			
			Approves the composition of the opposition committee *Status: hora est*		
					Beadle registers the outcome of the defense *Status: formalized*