How to add an external person in LUCRIS GSM - Graduation Formalities

If an _external_ member of the doctorate committee or opposition committee cannot be found in the database (using the magnifying-icon) then this committee member needs to be added to the database.

Click on the tab:

Key information *	Manuscript and composition Doct. Com. *	Assessment by Doctorate Committee	More ▾

Scroll to:

Doctorate Committee members

To compose the Doctorate Committee please register the names and affiliations of the Leiden and non-Leiden members below. The Graduate School office of your faculty will check the composition of the Doctorate Committee and submit your request to the Dean. This action serves as appendix 5a 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.

Chairman

➕

Secretary

➕

Other members

🔍 A⚲ ➕   ⊗

Click on the blue-on-white plus icon, then this screen 'new person' appears. Fill in the required information:
- Formal name
- First name
- Last name
- gender

See below:

Key Information *	Preferred information	Research Profile

Key information *

Salutation

Select saluation ⌄

Title before name

Title after name

Formal name *

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

⟵

First name *

⟵

Prefix last name

Last name *

⟵

Initials

Gender *

○ Male   ○ Female   ⟵

Date of birth

Place of birth

In case your birth place was not in the Netherlands please add the country in which you were born into the field as well.

Type of person *

External ⌄

Business Cards / Organisational Affiliations *

+

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Then: click on the blue-on-white plus icon in Business cards / organisation affiliations. The Business Card appears

Business Card *

Organisation *

Key Information

Type of card

External ⌄

Click on the white-on-blue plus icon and fill in the name of the organisation. You can check – by using the magnifying-icon – if the organisation is already in the database:

Business Card *

Organisation *

[   ] 🔍 A̲z �External ⌄

Key Information

Type of card

External ⌄

If the organisation is unknown, it must be added to the database. Click on the blue-on-white plus icon:

Fill in the name of the organisation and click 'done'

You are in the 4ᵗʰ layer of the system - please note that you have to click 'done' several times to save the data in the database!

If you have difficulty registering the committee members, you can email the composition of the doctorate committee to the Graduate School office (gsoffice@science.leidenuniv.nl). Please mention the correct title, initials, surname and affiliation of the members of the doctorate committee. The graduate school office will then register the committee for you.