

# Doctorate Committee Secretary's manual

## Leiden University – Faculty of Science

---

### *LUCRIS GSM manual*

Leiden University makes use of the Graduate School Management (GSM) module of LUCRIS for the registration of PhD tracks from application to graduation. PhD candidates will need to use LUCRIS GSM several times during their research to eventually get their doctorate degree. As secretary of the doctorate committee, you also have some tasks to complete in LUCRIS GSM for each PhD candidate.

There are three main flows in LUCRIS GSM:

**1. PhD admissions**

Starts with the candidate's application, and ends when the dean has approved their application and they have been registered in SAP.

**2. Supervision plans**

This is the research and writing phase in which the candidate will be for most of the time during their PhD. It ends when the manuscript is finished.

**3. Graduation formalities**

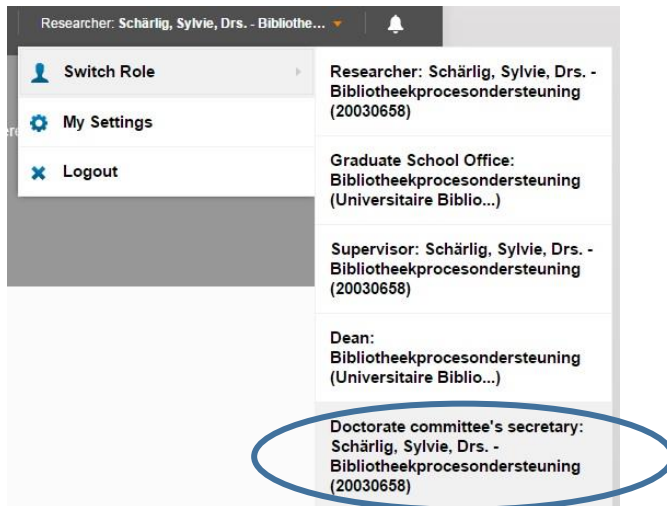
When the manuscript is finished, many forms need to be filled out in order to organize the graduation. This flow ends after the defence. This is the only flow that the secretary is active in.

If you experience any difficulties, **please contact Margriet van Laere and Loes Koring at the Graduate School of Science Office ([GSOoffice@science.leidenuniv.nl](mailto:GSOoffice@science.leidenuniv.nl))**.

Click [here](#) the website of the Graduate School of Science.

## LUCRIS GSM – getting started

1. You can log in to LUCRIS with your ULCN account using the following link: [LUCRIS GSM](#)
2. After logging in, you will be signed in as a researcher. To complete your tasks as a secretary, you will need to switch to the 'secretary role' by clicking your name in the top right corner of the screen, then 'Switch Role', then 'Doctorate committee's secretary' as shown below. If you do not see this role, please contact the Graduate School Office ([GSOoffice@science.leidenuniv.nl](mailto:GSOoffice@science.leidenuniv.nl)).



3. Whenever an action is required, you will receive a notification in LUCRIS GSM, or by email, depending on your messaging settings in LUCRIS GSM. After you switched to the role of 'Doctorate Committee's secretary', the 'Things to do' will appear on your dashboard.



## Graduation formalities

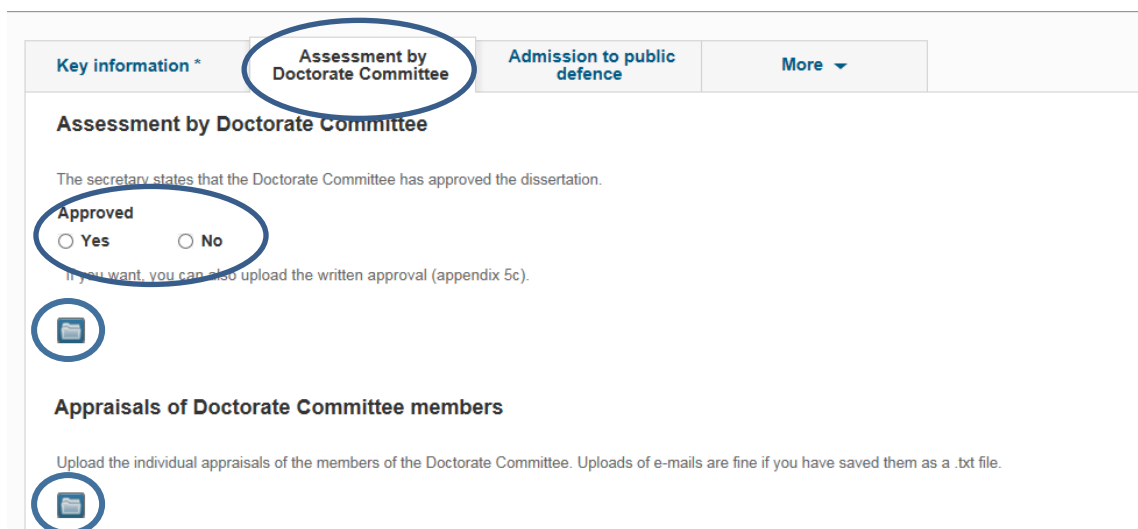
### Assessment by the Doctorate Committee

After the Doctorate Committee has decided whether or not to approve the PhD candidate's manuscript, the secretary has to register the outcome of the decision in LUCRIS GSM. You will receive a notification in LUCRIS GSM, or by email, depending on your messaging settings.

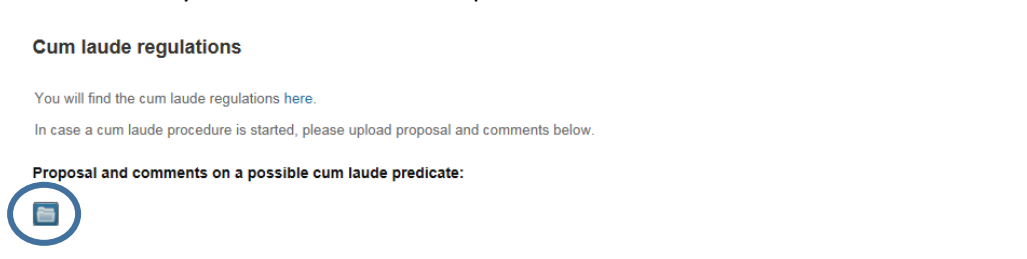
1. You can directly access the right page in the system by using 'Things to do' on the dashboard.
2. Click on the link under 'Things to do', selecting the PhD candidate that you want to register the outcome for.



3. Click on the tab 'Assessment by Doctorate Committee'. At the top of the page, click 'Yes' or 'No' to register the outcome of the assessment. Please also upload the appraisals of the members of the committee by clicking on the folder icon.



4. If applicable, you can also upload a proposal for a cum laude predicate on this page. This may also be done by the PhD candidate's supervisor.



5. When finished, click 'Save & close', set the status to 'For admittance to public defence by Dean', then click 'Done' to exit. The secretary has no further tasks in LUCRIS GSM.