

PhD candidate's manual

Leiden University – Faculty of Science

LUCRIS GSM manual

Leiden University uses LUCRIS GSM for the registration of PhD tracks from application to graduation. During your PhD, you will need to use LUCRIS GSM several times to - eventually - get your doctorate degree.

There are three main flows in LUCRIS GSM:

1. PhD admissions

Starts with your application, and ends when the dean has approved your application and you have been registered in SAP.

2. Supervision plans

This is the research and writing phase, which is the majority of your time as a PhD candidate. It ends when your manuscript is finished.

3. Graduation formalities

When your manuscript is approved by your supervisor, multiple forms need to be filled out in order to organize your graduation. This flow ends after the defence.

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

Click [here](#) for information for current PhD candidates on the website of the Graduate School of Science.

LUCRIS – getting started

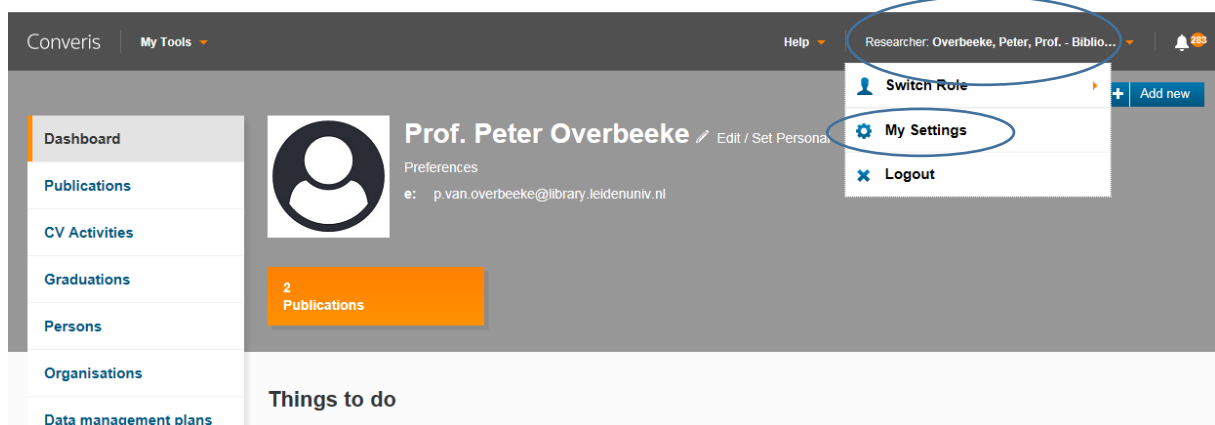
You can log in to LUCRIS with your ULCN account using the following link: [Lucris GSM](#).

If you are using LUCRIS GSM for the first time, we advise you to install your preferred message settings. You can choose how you want to receive notifications from LUCRIS/Converis in 'My Settings':

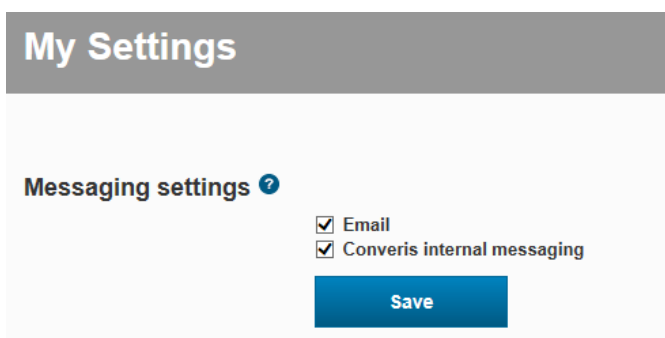
1. Via e-mail: you will receive the notifications in your e-mail inbox. As a PhD candidate, you might not work in LUCRIS GSM every day, and it is therefore useful to choose this option, so you will receive a reminder whenever you need to perform an action in LUCRIS GSM.
2. Internal messages: you will receive notifications in LUCRIS GSM, and you can only see them after logging in. You will not receive notifications in your mailbox. This option is relevant if you work in LUCRIS GSM on a daily basis.

Messaging settings

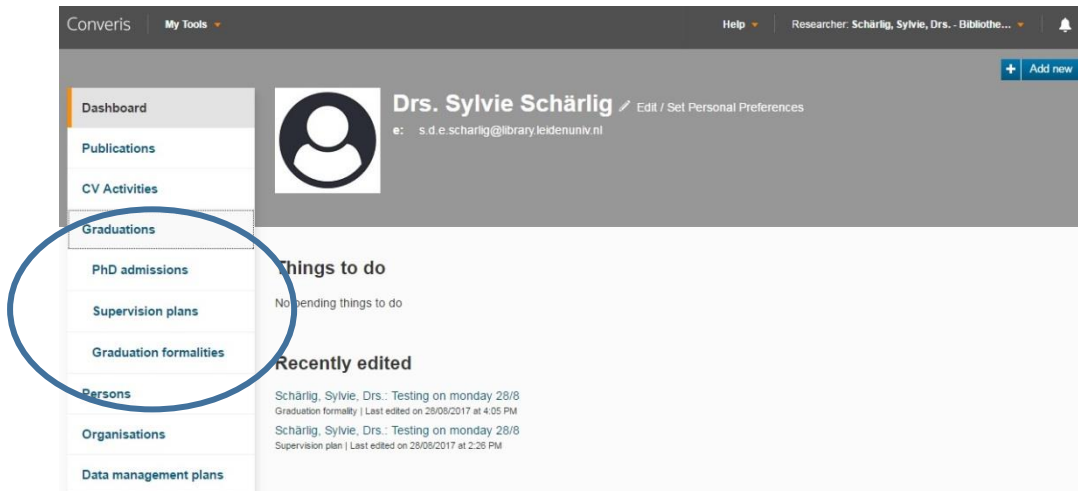
To see your messaging settings – and to change them – click on your name or role (upper right corner of the screen), and then click **My Settings**.



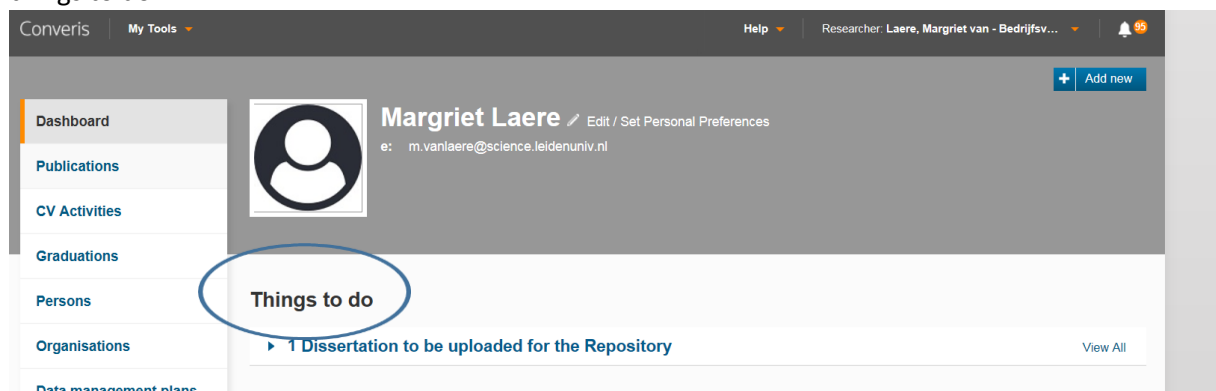
In the **Messaging settings** that pop up you can select the option you want (or select both).



After logging in, you will see the screen below. The three flows mentioned above can be found by clicking on 'Graduations' in the menu on the left. By clicking on a flow, you can view your own progress.



When an action is required, you will get a notification from the system. Depending on your message settings, you will receive either an email or you can access your notifications on the home page – things to do:



Or by clicking on the notification icon in the top-right corner of the screen:



Supervision plans

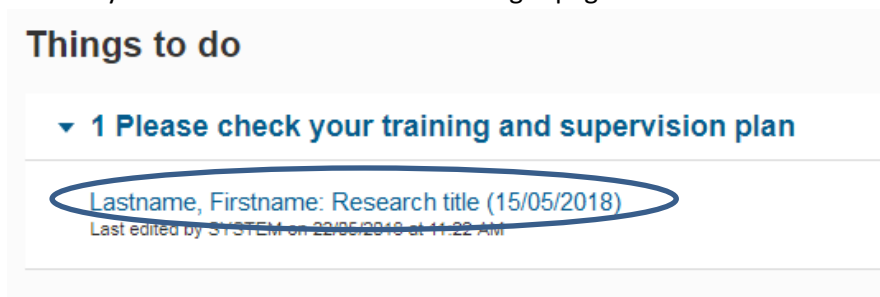
Uploading your Training and Supervision Plan (OBP)

When: within three months after starting your PhD.

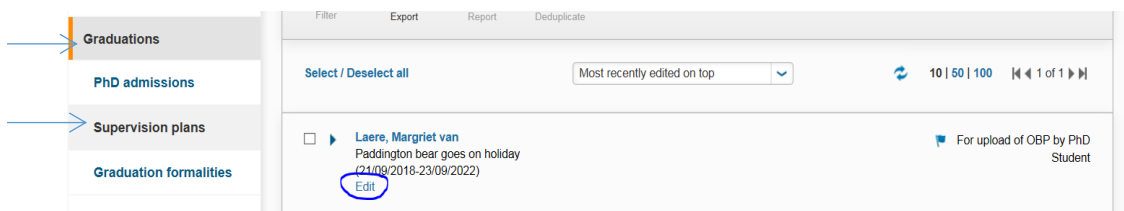
If you are a PhD affiliated to Leiden University or if you are benefitting from a scholarship, you have to draw up an Education and Supervision Plan (ESP/OBP) with your supervisor and upload it to LUCRIS GSM. You can find a template for the plan on the [Graduate School Website](#) ('Current PhD candidates' - see the right-hand menu).

To upload your Supervision Plan to LUCRIS GSM, go to 'your supervision plan':
- Either via 'Things to do' mentioned on your dashboard (see below).

1. Click on your research title to access the right page.



- Or via the menu on the left side: Graduation – Supervision plans – click on the button 'edit' (see below) to open the screen where you can upload your ESP



In the first tab ('Supervision information*'), scroll down to 'Training and supervision plan (OBP)' and upload your plan by clicking the folder icon.

Training and supervision plan (OBP)

Please make use of the form your faculty recommends and upload it here.



Approved by the supervisor

Yes No

Comments on plan

2. When you have uploaded your OBP, click 'Save & Close' and set the status to 'For approval of OBP by supervisor', then click 'Done' to exit.

Monitoring meetings

When: throughout your PhD research, after each annual meeting

There are two types of annual meetings during your PhD: annual meetings with your supervisor, and annual monitoring meetings.

The meetings with your supervisor can be registered in LUCRIS GSM by your supervisor. You can see these meetings in LUCRIS but you cannot add or edit them.

Annual monitoring meeting (with one or two independent faculty members) can be registered by you, in the same way as the academic activities and transferable skills (see instructions on the next page).

1. Go to your supervision plan (click 'Edit' – see above), click on the second tab ('Annual meetings and activities'), and scroll down to 'Annual monitoring meeting' (underneath the 'Annual meeting with supervisor', which your supervisor will fill out). You can now click on the blue 'plus' icon to add a new monitoring meeting.

Annual monitoring meeting

Each PhD student has an annual monitoring meeting with one or two independent members of the staff. The quality of the supervision is an important aspect of this meeting.

First monitoring meeting has to be organised. Please set up a meeting before



2. You are now in the 'New Annual monitoring meeting' screen. Fill out the key information about the meeting. If you wish, you can fill in the Reminder, which will notify you to organize the next monitoring meeting. To close the page, click 'Done'.

New Annual monitoring meeting

Completed

Key Information *

Current meeting *

Meeting No. *

Select Meeting No.

Date *

Reminder for next monitoring meeting

Meeting No.

Select Meeting No.

Meeting has to take place before

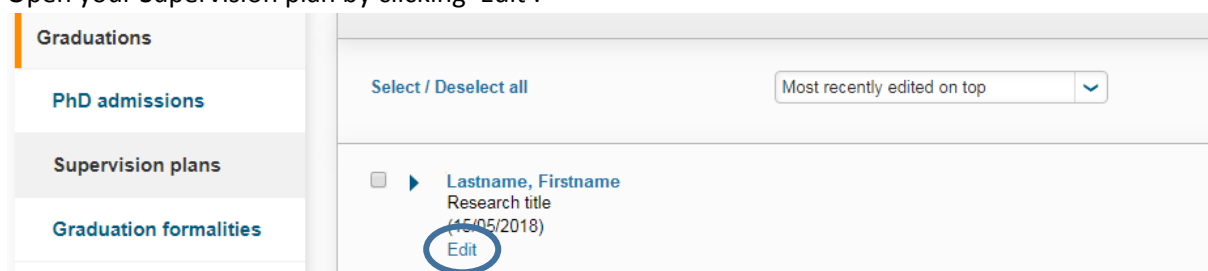
3. Click 'Save' to finish registering the meeting.

Academic activities and transferable skills

When: throughout your PhD research

You need to keep track of the hours you've spent on academic activities and transferable skills in LUCRIS GSM. The transferable skills activities for which you registered through the Human Resource Management (HRM) portal will automatically be registered in LUCRIS. You will need to register all other transferable skills activities yourself. You also need to register research related activities yourself. Please note that for all activities a certificate is required.

1. Log in to LUCRIS and go to 'Supervision plans' (via Graduations - supervision plans in the menu on the left).
2. Open your Supervision plan by clicking 'Edit'.



3. Click on the second tab ('Annual meetings and activities') and scroll down to 'Academic activities'. You can now add activities by clicking the plus icon, fill in the mandatory fields and click on the blue button 'done' in the bottom right corner – registered -

Academic activities

| Name | Organisation | Duration in hours | |
|------------------------------|--------------|-------------------|---|
| Presentation at a conference | | 6 |  |



Total hours of academic activities

The total number of hours will be recalculated when saving the page.

6

Transferable skills



Total hours of transferable skills

The total number of hours will be recalculated when saving the page.

0

4. Fill out all key information about the activity. Name, duration and a certificate are mandatory fields.
5. Click 'Save' at the bottom of the page to recalculate the total number of hours of academic activities. Finish by using the button 'Save & close' – status 'ongoing'.

| Name | Organisation | Duration in hours | |
|------------------------------|--------------|-------------------|---|
| Presentation at a conference | | 6 |  |



Total hours of academic activities

The total number of hours will be recalculated when saving the page.

6

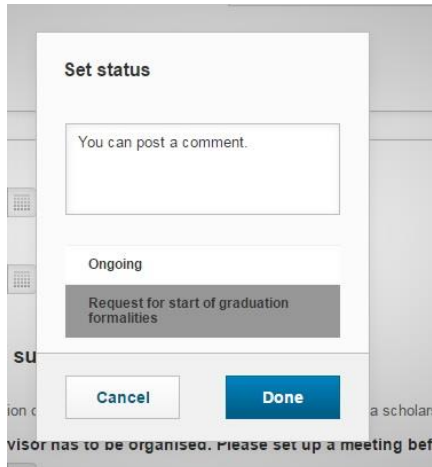
6. Transferable skills are registered in the same way.

Request for start of graduation formalities

When: at the end of your research, once you finished your manuscript. Check with your supervisor first - you can only start the graduation formalities once your supervisor approves!

When you are ready to proceed to the Graduation formalities you can switch the status in LUCRIS GSM to 'Request for start of graduation formalities'.

1. Open your Supervision plan, click 'Save & close', change the status to 'Request for start of graduation formalities', then click 'Done' to exit.



The screenshot shows a 'Set status' dialog box. At the top, it says 'Set status'. Below that is a text area with the placeholder 'You can post a comment.'. Underneath the text area, there are two status options: 'Ongoing' and 'Request for start of graduation formalities'. The 'Request for start of graduation formalities' option is highlighted in a darker grey. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Done'. The 'Done' button is highlighted in blue. The dialog is overlaid on a background that shows parts of a supervision plan, including the text 'SU' and 'a scholar'.

2. The Graduate School Office will be notified and will check if you've met the requirements to start with the new phase. You will be notified of the outcome.

Graduation formalities

The graduation formalities start with the PhD candidate sending his manuscript to the supervisor. The supervisor registers the outcome of the plagiarism check, his approval of the manuscript and proposes a composition of the Doctorate Committee. If the dean approves of the composition of the doctorate committee, the members of this committee assess the manuscript. If the Doctorate Committee approves of the dissertation, the secretary of the committee informs the dean of their decision. After the Dean has confirmed that the PhD student is allowed to defend his/her dissertation, the Graduate School Office will be notified and will inform the PhD candidate about the Dean's decision to grant permission to publicly defend the PhD dissertation. The GSO sets the status to 'for upload of non-sc.parts and propositions by the PhD student'

Uploading propositions and non-scientific parts , and registering with the Beadle

When you need to upload the propositions and non-scientific parts of your dissertation, you will receive a notification in LUCRIS GSM (and by e-mail, if enabled in 'My Settings'). *Make sure that you have a written statement of the scientific director of your institute, stating that he/she has approved the non-scientific parts. This statement has to be uploaded together with the propositions and non-scientific parts! A format for such a statement can be found on the [Graduate School website](#) (Current PhD candidates - right-hand menu).*

You also need to contact the Beadle to set a date for your defence.

1. Click on your research title under 'Things to do'.



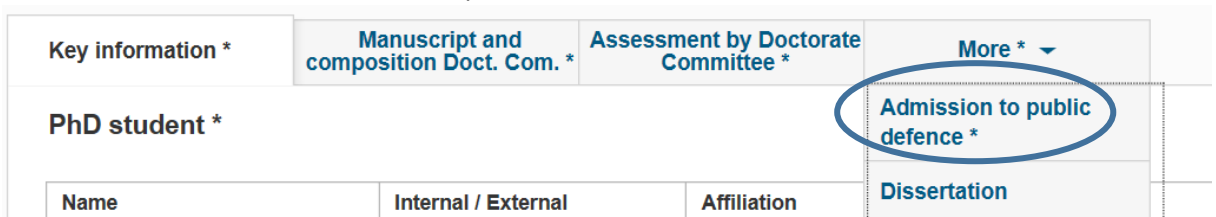
Things to do

▼ 1 Non-scientific parts and propositions to be uploaded or checked

Lastname, Firstname: Research title

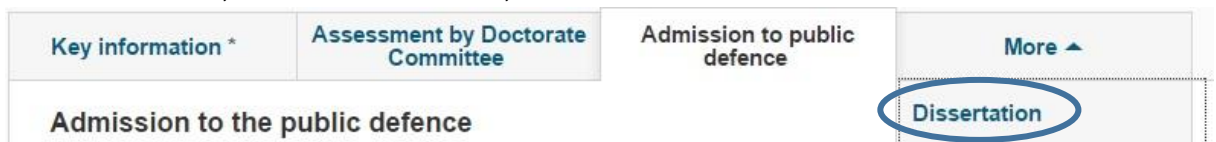
Last edited by on 23/05/2018 at 9:22 AM

2. Click on the tab More* - 'Admission to public defence' .



| | | | |
|-------------------|---|-------------------------------------|-------------------------------|
| Key information * | Manuscript and composition Doct. Com. * | Assessment by Doctorate Committee * | More * ▼ |
| PhD student * | | | Admission to public defence * |
| Name | Internal / External | Affiliation | Dissertation |






3. Scroll down to 'Beadle's webform' and click the link for either the English or Dutch version.
4. Fill out the application form and click 'Submit'.
5. Go back to LUCRIS, click on the tab 'More', and choose 'Dissertation'.



| | | | |
|---------------------------------|-----------------------------------|-----------------------------|--------------|
| Key information * | Assessment by Doctorate Committee | Admission to public defence | More ▲ |
| Admission to the public defence | | | Dissertation |

6. Scroll down to 'Non-scientific part of the dissertation' and 'Propositions' and click the folder icons to upload your documents. **Do not forget to also upload the statement of approval of your scientific director!**

Non-scientific part of the dissertation

| | Descriptive name | Type | Size | Description | |
|---|-------------------------------------|------|------|-------------|---|
|  | NonScientific part dissertation.txt | txt | 6 KB | |  |
|  | statement scientific director.txt | txt | 6 KB | |  |
|  | | | | | |

Propositions

| | Descriptive name | Type | Size | Description | |
|---|------------------|------|------|-------------|---|
|  | propositions.txt | txt | 6 KB | |  |
|  | | | | | |

7. When finished, click 'Save & Close' and select the status 'Non-sc.parts and propositions to be checked by GSO', then click 'Done' to exit.

Upload dissertation and licence agreement

Once the propositions, the non-scientific part and the title page have been approved, you are allowed to publish your dissertation. In addition to the printed copies, you also have to provide a digital version of your dissertation. The digital version will be included in the Institutional Repository of Leiden University. To start this process, register the final version of your dissertation in LUCRIS GSM.

1. Go to 'Graduation formalities' and click on 'Edit'. Select the tab 'Dissertation' (under 'More').
2. Scroll down to 'Upload Dissertation and licence agreement' and click the plus icon.

Upload Dissertation and licence agreement

Please, submit your dissertation and a duly filled and signed licence agreement here.



3. Fill out all the requested information about your dissertation. When finished click 'Done' and click 'Save'. The registration of your dissertation is now part of the Publication Management module of LUCRIS (LUCRIS PM).

This is the final step in LUCRIS GSM.

Good luck with your defence and thank you very much for all your effort!