

# PhD supervisor's manual

## Leiden University – Faculty of Science

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### *LUCRIS GSM manual*

Leiden University makes use of the Graduate School Management (GSM) Module in 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 a supervisor, you will have to complete several tasks 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, which is most of the time during the PhD track. It ends when the manuscript is finished.

**3. Graduation formalities**

Once the manuscript is finished, many forms need to be filled out in order to organize the 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](mailto:GSOoffice@science.leidenuniv.nl))**.

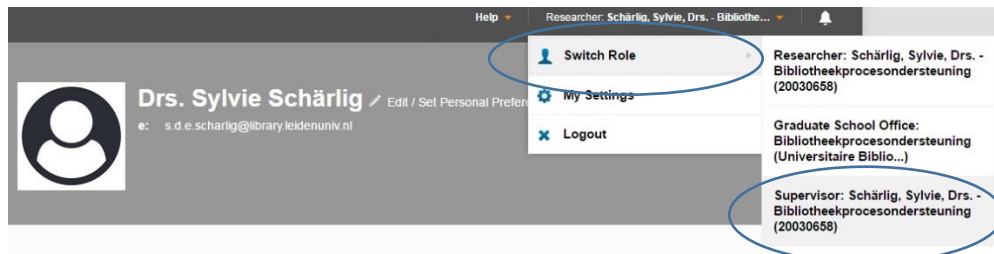
Click [here](#) for the website of the Graduate School of Science.

## LUCRIS – getting started

You can log into LUCRIS with your ULCN account using the following link: [lucris.leidenuniv.nl](https://lucris.leidenuniv.nl).

### Important: Switch role!

After logging in, you will automatically be signed in as a researcher. To complete tasks for your PhD candidates, however, you have to switch to the supervisor role by clicking on your name in the top right corner of the screen, then click on 'Switch Role', then 'Supervisor' 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)).



## LUCRIS GSM: save your message settings

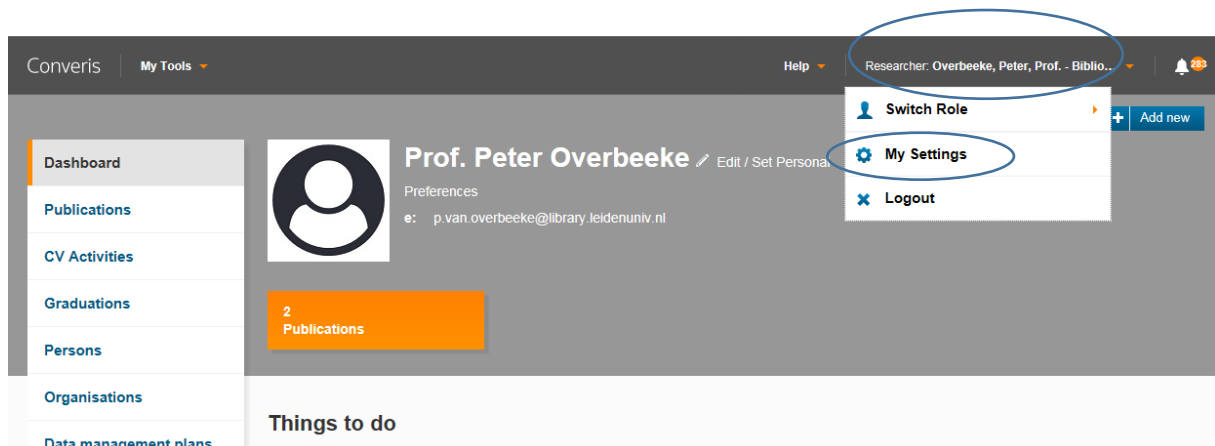
If you are using LUCRIS GSM for the first time, we advise you to select your preferred message settings. You can choose how you want to be notified of required actions by LUCRIS GSM:

1. Via Email: you will receive the notifications in your mailbox. We strongly advise you to turn on automatic e-mail notifications, so you will receive a reminder whenever you need to perform an action in LUCRIS GSM.
2. Convers internal messaging: you will receive notifications in LUCRIS GSM, but only after logging in. You will not receive notifications in your mailbox. (This option is relevant if you work in LUCRIS on a daily basis).

**We advise you to tick both options if you do not work in LUCRIS GSM every day.**

## Messaging settings

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



## My Settings

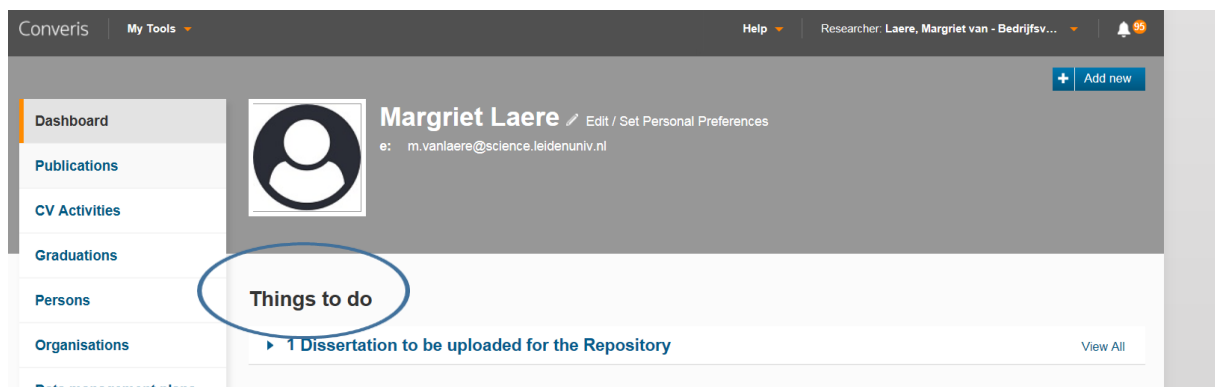
### Messaging settings ?

- Email
- Convers internal messaging

Save

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

Whenever an action is required, you will get a notification from the system. Depending on your message settings, you might receive an email. 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

### Approval of Training and Supervision Plan (OBP)

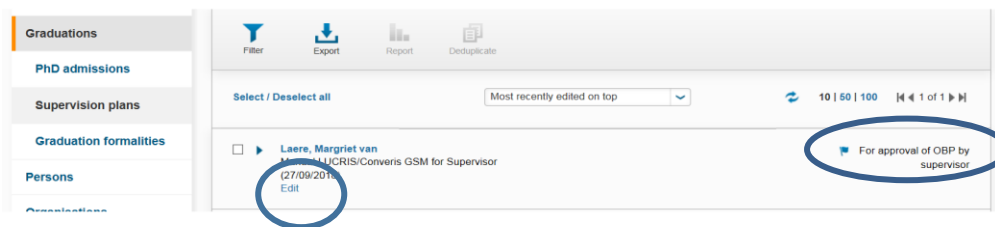
*When: after the PhD candidate has uploaded his/her training and supervision plan (within three months after the start of their PhD research).*

PhD candidates affiliated to Leiden University and those benefitting from a scholarship need to draw up a training and supervision plan (OBP) within three months after the start date of the PhD track. Both you and the PhD candidate will receive a notification to upload this document to LUCRIS GSM.

1. After the PhD candidate has uploaded the OBP, you will be asked to approve it. You will receive an email - depending on your messaging settings – and the required action will appear under ‘Things to do’ (see below)
2. You can either click on the link on the ‘Things to do’ list on your dashboard, and click on the name of the PhD candidate:



3. Or: go to the PhD candidate’s supervision plan, and click on ‘edit’



4. Scroll down to ‘Training and supervision plan (OBP)’. Click on the uploaded file to open it, and select the ‘Yes’ button to approve the plan.

#### Training and supervision plan (OBP)

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

	Descriptive name	Type	Size	Description	
	Test PDF.pdf	pdf	229 KB	OBP	



Approved by the supervisor

Yes  No

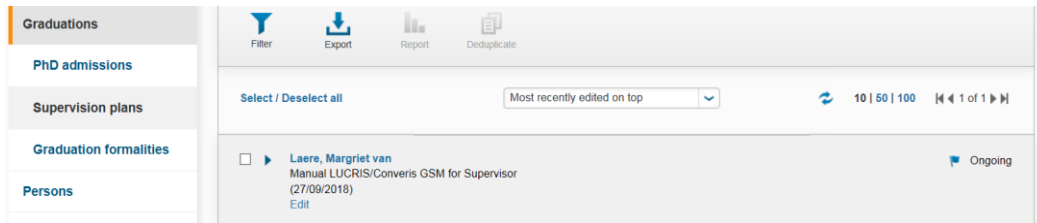
5. Once you have approved the plan, click ‘Save & Close’ and set the status to ‘Ongoing’, then click ‘Done’ to exit.

## Annual meetings with Supervisor

*When: throughout the candidate’s PhD research*

For PhD candidates benefitting from a scholarship (promovendus/contract) you can register when the annual meetings have taken place in LUCRIS GSM.

1. When a meeting has taken place, go to the candidate’s supervision plan by clicking on ‘Graduations’ in the menu on the left, then ‘Supervision plans’. To enter the candidate’s supervision plan, click ‘Edit’ under the candidate’s name.



2. Go to the second tab ('Annual meetings and activities') and scroll down to 'Annual meeting with supervisor'. Click the plus icon to add a new meeting.

3. Fill in a name of the meeting and select the date it took place. You can also add a description, or set a reminder for the next meeting. Click 'Done', set the status to 'Completed' and 'Done' again to exit.
4. Click 'Save & close' (the status is 'ongoing') and 'Done' to exit.

## Graduation formalities

### Approval of manuscript

Once the supervisor and PhD have agreed that the dissertation is ready to be evaluated by a doctorate committee, the PhD candidate requests the GSO to start the graduation formalities. The GSO does some final checks and sets the status to 'approval of manuscript and composition of Doctorate Committee by supervisor'.

The supervisor can register his/her approval of the manuscript including the outcome of a plagiarism detection check. You will be notified in two ways: via a 'Things to do' message on the dashboard of LUCRIS GSM and via a notification (in LUCRIS). Depending on your messaging settings in LUCRIS GSM you will also receive the notification by email.

1. Switch to the role of 'supervisor'
2. You will see the 'Things to do' list on your dashboard, and you will see that a manuscript has to be approved and a doctorate committee has to be composed.
3. Click on the research title to directly access the right page.

**Things to do**

▼ 1 Manuscript(s) to be approved and Doctorate committee(s) to be composed

Lastname, Firstname: Research title  
Last edited by on 22/05/2018 at 12:39 PM

And go to the page 'Manuscript and composition Doct.Com\*'

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

4. Scroll down to 'Plagiarism detection' and register if you have verified that the manuscript contains no form of plagiarism. You may also upload the 'Plagiarism detector report' by clicking the folder icon, but this is not mandatory.

#### 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:



5. Scroll down to 'Approval of manuscript' and select 'Yes' if you want to approve it. If not, contact the PhD candidate directly.

## Approval of manuscript

The Supervisor approves the manuscript as a dissertation.

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.)



The next step is to register the composition of the doctorate committee by entering the names of the chair, secretary and other members.

1. Scroll down to 'Doctorate Committee members'. To register a member, click on the blue plus icon.

### 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 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

The easiest way to find the person you want to register as a committee member, is by searching on 'last name'. This way, you will find researchers who are affiliated to Leiden University and registered in SAP. (NOTE: if the surname is very common, this can result in multiple pages of search results). Please make sure you add the right person to the committee. Click on the blue plus icon to add the person to the committee.

Chairman

Search results for Schärlig

Schärlig, Sylvie, Drs. - Bibliotheekproceondersteuning (20030658)
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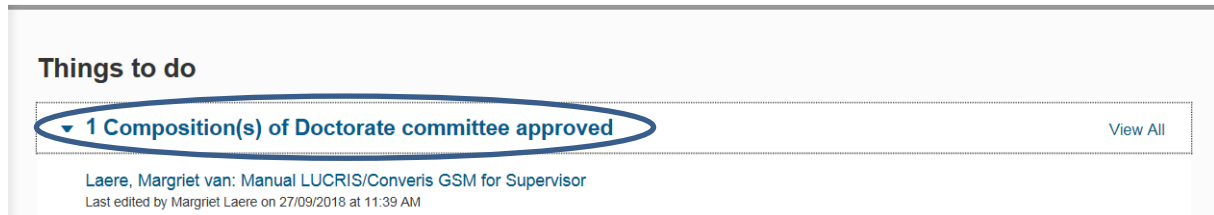
If a committee member is not affiliated to Leiden University, you can register this member by clicking the white plus icon next to the search field. For more information on how to register an external committee member, click [here](#).

*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](mailto: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.*

2. Click 'Save & close', set the status to 'Doctorate Committee to be checked by GSO' and then 'Done' to exit.


## 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, via a notification in LUCRIS GSM or via email (depending on your settings). The term 'things to do' is misleading at this stage, as it is meant to inform you. *You don't have to do anything in LUCRIS GSM at this point.*



The screenshot shows a 'Things to do' section with a notification: '1 Composition(s) of Doctorate committee approved'. The notification is circled in blue. Below the notification, it says 'Laere, Margriet van: Manual LUCRIS/Converis GSM for Supervisor' and 'Last edited by Margriet Laere on 27/09/2018 at 11:39 AM'. There is a 'View All' link to the right of the notification.

The Doctorate Committee will now assess the dissertation and the Doctorate Committee's secretary will register the outcome in LUCRIS GSM. As soon as the Doctorate Committee has approved the manuscript, the supervisor will be notified.



The screenshot shows a 'Things to do' section with a notification: '1 Manuscript(s) approved as a dissertation (5c)'. There is a 'View All' link to the right of the notification.

## Approval of propositions

When the dean has confirmed that the PhD candidate is allowed to the defence, the candidate will upload the non-scientific parts and the propositions, together with a written approval of the relevant scientific director. The Graduate School Office takes care of the completion of this part - you will not receive a notification.

## Composition of Opposition Committee

When the dean has approved the non-scientific parts and propositions, and the beadle has approved the title page of the dissertation, the supervisor will be notified that an Opposition Committee has to be composed, as a 'Thing to do' on the dashboard, via a notification in LUCRIS, and (depending on your settings) via email.

1. Go to the Graduation formalities via the link in 'Things to do' on the dashboard, or via Graduations > Graduation formalities in the menu on the left. Click 'Edit' below the Graduation formalities for the PhD candidate you wish to enter an Opposition Committee for.



Dashboard

Events

Graduations

Persons

Organisations

Annual meetings with supervisor

Notifications

**Margriet Laere** / Edit / Set Personal Preferences  
e: m.vanlaere@science.leidenuniv.nl

**Things to do**

▼ 1 Composition(s) of opposition committee View All

Laere, Margriet van: Manual LUCRIS/Converis GSM for Supervisor  
Last edited by Margriet Laere on 27/09/2018 at 1:50 PM

- Click on the tab 'More', then click 'Opposition Committee'.

Key information *	Assessment by Doctorate Committee	Admission to public defense	More ▲
PhD student *			Dissertation
			Opposition committee
			Hora est
			e Biblio...)
			✉ ✎

Register the names and affiliations of the members of the Opposition Committee (see 'Composition of Doctorate Committee' on page 7 of this manual for instructions on how to do this). Click [here](#) for information on how to add an external committee member. *If you have difficulty filling in the right members, you can email the Graduate School office ([gsoffice@science.leidenuniv.nl](mailto:gsoffice@science.leidenuniv.nl)). If you mention the correct title, initials, surname and affiliation of the members of the opposition committee, the graduate school office will fill in the names for you.*

- Click 'Save & close', set the status to 'Opposition Committee to be checked by GSO', then click 'Done' to exit.

This is the final step to take as a supervisor!