LUCRIS GSM: The Supervisor’s manual

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1. LUCRIS GSM

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<th>Flow</th>
<th>PhD research</th>
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<tr>
<td>PhD Admission</td>
<td>Starts with the candidates application and ends with approval from the dean and the registration in SAP.</td>
</tr>
<tr>
<td>Supervision plan</td>
<td>Research and writing phase. Ends when the manuscript is finished.</td>
</tr>
<tr>
<td>Graduation formalities</td>
<td>Build up towards and organization of the defence. Ends with the registration of the result of the defence.</td>
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</table>
2. **How to get started**

1. Log in with your ULCN account on: [https://lucris.leidenuniv.nl/converis/secure/client/login](https://lucris.leidenuniv.nl/converis/secure/client/login)

2. Switch to the ‘Supervisor’ role by clicking your name in the top right corner of the screen → click Switch Role → click the Supervisor role.

   **Note**: if you do not have the Supervisor role yet, please contact the Graduate school officer (GSO) of your faculty.

3. Via the menu on the left you can see all Graduations that you are currently supervising as a supervisor, co-supervisor or additional supervisor

   By default there are 10 Graduations on a page. If you have more than 10 Graduations, enlarge your page or scroll to the next one:

   If you want to open or edit a specific Graduation dossier, then click on **Edit** (so not on the name or title).
3. Things to do

The ‘Things to do’ are listed on your dashboard. Click on the message to see which project is concerned:

Click on the project title to go to the project:
4. The Supervision plan

In the menu ‘Graduations > Supervision plan’ you will see all projects where you are a supervisor, co-supervisor or additional supervisor, but you can edit only those projects where you are ‘first/main’ supervisor (penvoerend).

4.1 Approval of the OBP

All PhD candidates have to draw up a training and supervision plan (OBP). PhD candidates with employee status (werknemer-promovendi) and contract PhD candidates (beurspromovendi) should do this within three months after the start date. For external PhD candidates (buitenpromovendi) a deadline of six months applies. The supervisor should approve the OBP by signing it. And then the PhD candidate should upload this document in the dossier.

Once the PhD candidate has uploaded the OBP, the GSO will be asked to approve it. If the GSO approves the OBP, the GSO sets the status to ‘Ongoing’. If the GSO does not approve the OBP, the GSO sets the status back to ‘For upload of OBP by PhD candidate’. The PhD candidate will be notified by LUCRIS.

4.2 Annual meetings with Supervisor

For a PhD candidate benefitting of a scholarship (promovendus/contract) you need to register the date of the annual meetings in LUCRIS. For a PhD candidate affiliated at Leiden University (‘promovendus’) these meetings will be registered in SAP.

The GSO may use the reminder functionality to let you know when the first meeting has to be organized.

After the meeting has taken place, please register which meeting it was and when it took place. This can be done via menu “Graduations > Supervision plan”, and by clicking on Edit below the corresponding supervision plan:
In the tab ‘Annual meetings and activities’ you can add an ‘Annual meeting with supervisor’:

You may also register when the next meeting should take place.

4.3 Start of graduation formalities

When the PhD candidate has finished the manuscript, he or she will switch the status of the supervision plan in LUCRIS GSM to ‘Request for start of graduation formalities’. The Graduate School Office will check if the candidate meets the requirements to start with the new phase Graduation Formalities.
5. The Graduation formalities

In the menu **Graduations** > **Graduation Formalities** you will see all projects where you are a supervisor, co-supervisor or additional supervisor, but you can edit only those projects where you are ‘first/main’ supervisor (*penvoerend*).

5.1 Approval of manuscript

Once the graduation formalities have started you will be notified and asked to register your approval of the manuscript and the outcome of the plagiarism detection. The key user of your institute may support you doing this.

Open the file via the Things to do in your dashboard (See chapter 3 of this manual). Select the tab ‘Manuscript and composition Doct. Com.’ and register the outcome of the iThenticate plagiarism detection. You may also upload the report from the plagiarism detector by using the folder icon.

Scroll down to ‘Approval of manuscript’ and select the desired option. Please be aware that your approval includes the approval by the Additional- or Co-supervisor(s).

If you wish you may also upload a document by using the folder icon.

After approving the manuscript, continue with the composition of the Doctorate Committee (5.2).

*In case you don’t approve the manuscript, you can go back one step in the workflow. To do that click ‘Save & Close’, set the status to ‘Manuscript not (yet) ready’, and click ‘Done’. (And tell the PhD candidate what to change.) The PhD candidate then will get a notification.*
5.2 Composition of Doctorate Committee

Compose the Doctorate Committee by registering both the members who are affiliated at Leiden University and those working in another organization. For those not working at Leiden University, a new ‘person record’ may need to be manually created in LUCRIS if you cannot find them in the system. Please check if the external person or the external organization already exist in Converis before doing so.

To register a member of the committee, click the + icon under ‘Doctorate Committee members’

You can search for a person by writing his/her last name:

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The persons working at Leiden University can be recognized by the number shown after the name of their institute. External persons (without such a number) can also be selected to become a member of the doctorate committee.

If you have found the person you were searching for, click the + icon to register him/her as a member of the doctorate committee.
If you have not found the person and he/she is working at Leiden University please check if he/she has been registered with a different name in SAP. If the person is from an external organization and cannot be found in the system, please follow the following steps to create a new record for this person:

5.3 Creating a new external person

Click the white icon at the right side of the field:

Now you are in the New Person form. Here you can register information about the external person. Note: the fields with an * are mandatory.

After filling out the above information, you have to link the external person to an organisation. To do so, click on the white [+ ] icon under ‘Business Cards / Organisational Affiliations’:
In the form **New Business Card** click on the blue [+ ] icon to search if the organization you wish to register already exists in the database.

Only if the concerning organization is not found in the list, you can add it by clicking the white [+ ] icon.

After you have chosen or added the organization, click **Done**, and then, in de pop-up **Set status**, click **Done** again. Then it should look like this:

**Business Cards / Organisational Affiliations**

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Function</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vrije Universiteit Amsterdam (UvA)</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>

Now you are in the ‘New Person’ form again. In the second tab (**Preferred information**) you can register the e-mail address of the person. The third tab (**Research Profile**) is not relevant for external persons.
Click **Done**, and in the pop-up **Set status**, click **Done** again. Now the external person has been added as member of the Doctorate Committee to the Graduation formality.

If your faculty requests a list of publications, you can upload a list of an individual member at the bottom of this section.

When finished, click ‘**Save & Close**’. Set the status on ‘Doctorate Committee to be checked by GSO’, and click ‘**Done**’. The GSO will then submit the list to the Dean.

### 5.4 Assessment by Doctorate Committee

When the dean has approved the composition of the Doctorate Committee you will be notified via a notification and a ‘Thing to do’ message on the dashboard. You do not need to do anything in LUCRIS at this point. The Doctorate Committee will assess the dissertation and the Doctorate Committee’s secretary will register the outcome in LUCRIS GSM.

However, there is one thing that the supervisor can do in this status: registering a cum laude proposal, if applicable. To do so, you have to go the tab **Assessment by Doctorate Committee** and scroll down. After uploading a proposal, click ‘Save’.
5.5 Approval of propositions

When the dean has confirmed that the PhD candidate is allowed to do his/her defence, the candidate will upload the non-scientific parts and the propositions. You will be notified via a notification and a ‘Thing to do’ message on the dashboard of LUCRIS.

Use the **Thing to do** on your dashboard: Click on the message to see the project title.

![Things to do](image)

Click on the project title to directly access the page in the system:

![Propositions to be approved](image)

Open the tab ‘More’, then click the tab ‘Dissertation’:

![Dissertation tab](image)

Scroll down in the ‘Dissertation’ tab, where you can find and download the propositions. Click the desired option under ‘Approval by supervisor’:

![Approval by supervisor](image)
When finished, click ‘Save & Close’, select the status ‘For approval of non-scientific parts and propositions by dean’ and click ‘Done’.

If you do not approve the propositions, select the status ‘For upload of non-scientific parts and propositions by PhD candidate’ and inform the candidate about your comments.

5.6 Composition of Examining Committee

When the dean has approved the non-scientific parts and propositions, you will be notified via a notification and a ‘Thing to do’ message that you have to compose the Examining Committee.

Go to the edit page of the Graduation formality, open the tab ‘More’, and click the tab ‘Examining Committee’. You will see that the persons from the Doctorate Committee are already copied to the Examining Committee (possibly except for the newly created external members).

If necessary you can delete or add members to the Examining Committee, just as you did earlier for the Doctorate Committee (see paragraph 5.1). External persons that were already created for the Doctorate Committee can be added by searching the name:

When finished, click ‘Save & Close’, select the status ‘Examining Committee to be checked by GSO’ and click ‘Done’. The Graduate School office of your faculty will then check the composition of the Examining Committee and submit your request to the Dean.