LUCRIS GSM:
The Supervisor's manual

Contents

1.   LUCRIS GSM

| Flow	PhD research
PhD Admission	Starts with the students application and ends with approval from the dean and the registration in SAP.
Supervision plan	Research and writing phase. Ends when the manuscript is finished.
Graduation formalities	Build up towards and organization of the defence. Ends with the registration of the result of the defence.

2. How to get started

1. Log in with your ULCN account on: 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.
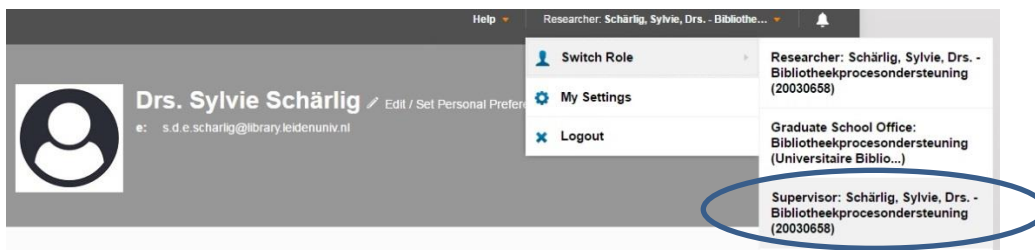
3. Via the menu on the left you can see all Graduations that you are currently supervising as a supervisor, co-supervisor or additional supervisor
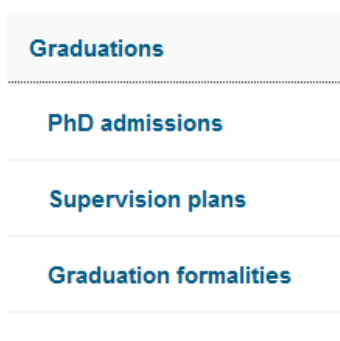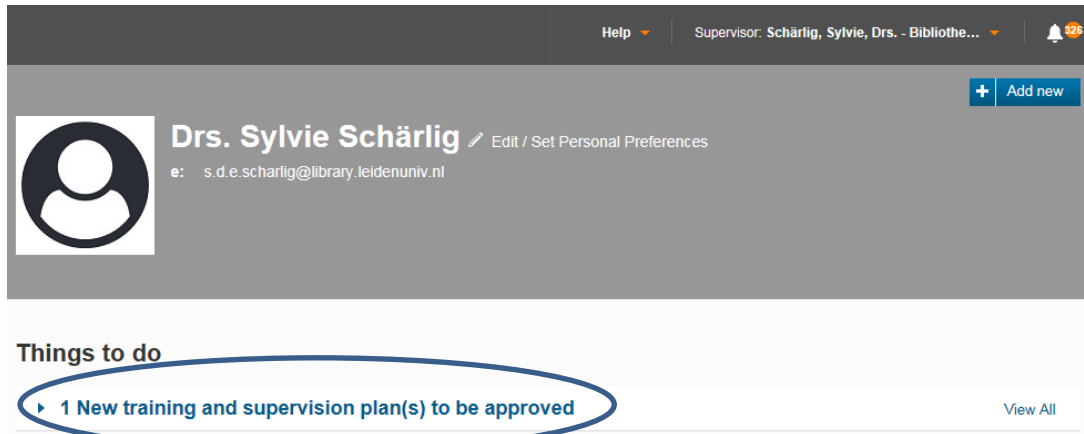

   By default there are 10 Graduations on a page. If you have more than 10 Graduations, enlarge your page or scroll to the next one:
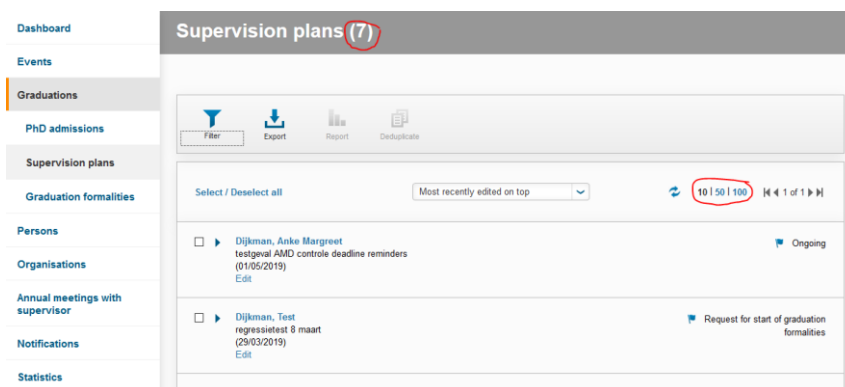
3. Things to do

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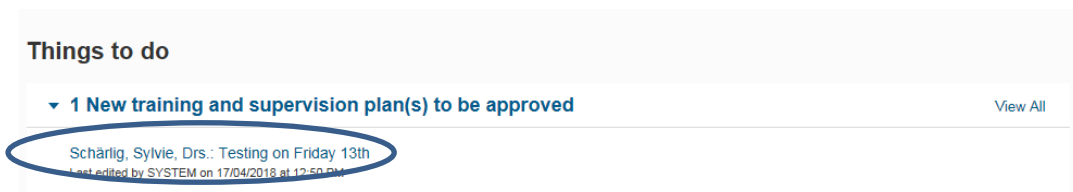Click on the message to see which project is concerned:

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

PhD affiliated at Leiden University and those benefitting of a scholarship need to draw up a training and supervision plan (OBP) within three months after the start date of the PhD research.

Once the PhD student has uploaded the OBP, you will be notified and asked to approve it.

Scroll down to 'Training and supervision plan (OBP)' and select the 'Yes' or the 'No' button

When you are ready, click **'Save & Close'**.

If you have approved the OBP, please set the status to 'Ongoing' and click **'Done'** to finish the approval.
If you did not approve the OBP, please set the status back to 'For upload of OBP by PhD Student'.
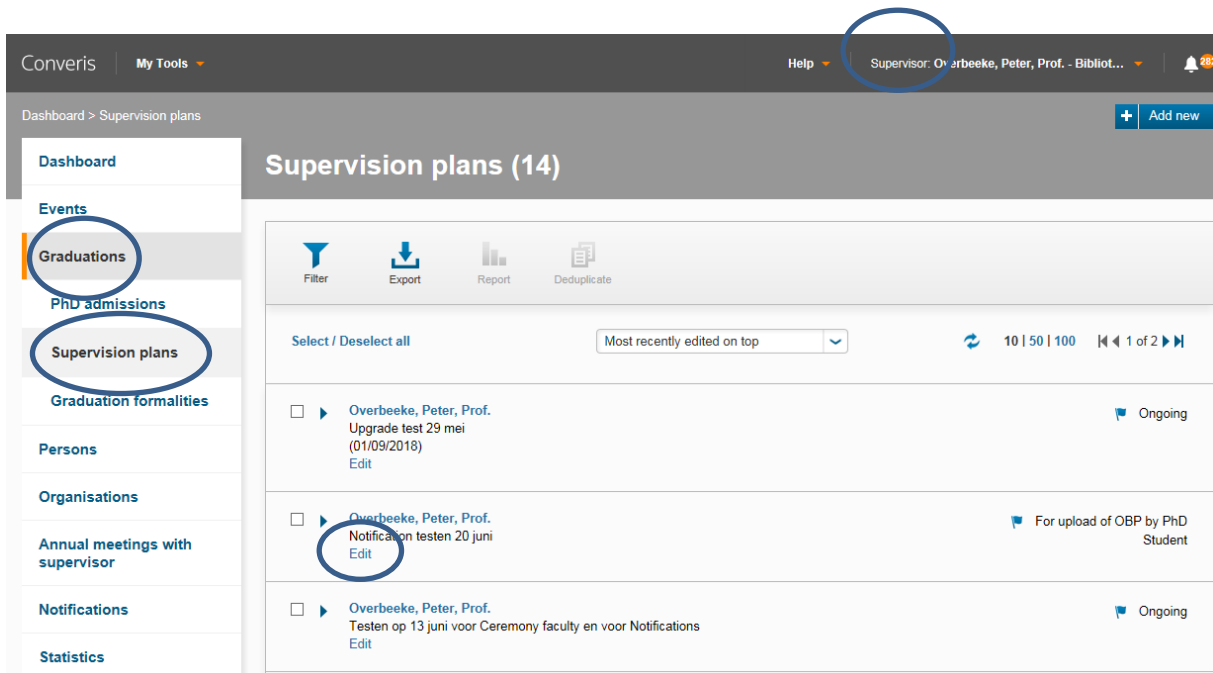The PhD student will be notified by LUCRIS.

4.2   Annual meetings with Supervisor

For PhD students benefitting of a scholarship (promovendus/contract) you need to register the date of the annual meetings in LUCRIS. For the PhD student 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.

Key Information *

Meeting Information *

Name *

Date *

Description

Reminder for next meeting with supervisor

Name of next meeting

Meeting have to happen latest until

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.

Plagiarism detection *

The dissertation has successfully passed a plagiarism detector and in every other respect meets the applicable code of conduct on academic practice.

◉ Yes   ○ Provisionally   ○ No

Notes

0/∞

The Dean has seen the outcome of the plagiarism check
◉ Yes   ○ No

Plagiarism detector report:

Upload new file 📁

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.

Approval of manuscript *

The supervisor approves the manuscript as a dissertation (This includes the approval of the additional supervisor and/or co-supervisor).

◉ Yes   ○ No

An upload of the written approval is not required. If you want to upload a document that is used by your faculty, you can use the upload button below. (In case of a dissertation from the Leiden Law School, please upload the Declaration supervisor approval manuscript form).

Upload new file 📁

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'

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

➕

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

schaerlig   🔍 A↕ ➕   ⊗

Search results for **schaerlig**

➕ Schärlig, Sylvie, Drs. - Bibliotheekprocesondersteuning (20030658)
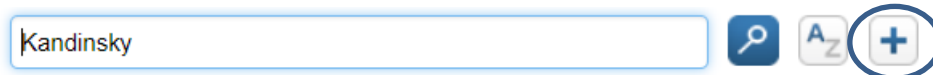
➕ SchärligTest, Sylvie - University College London

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:
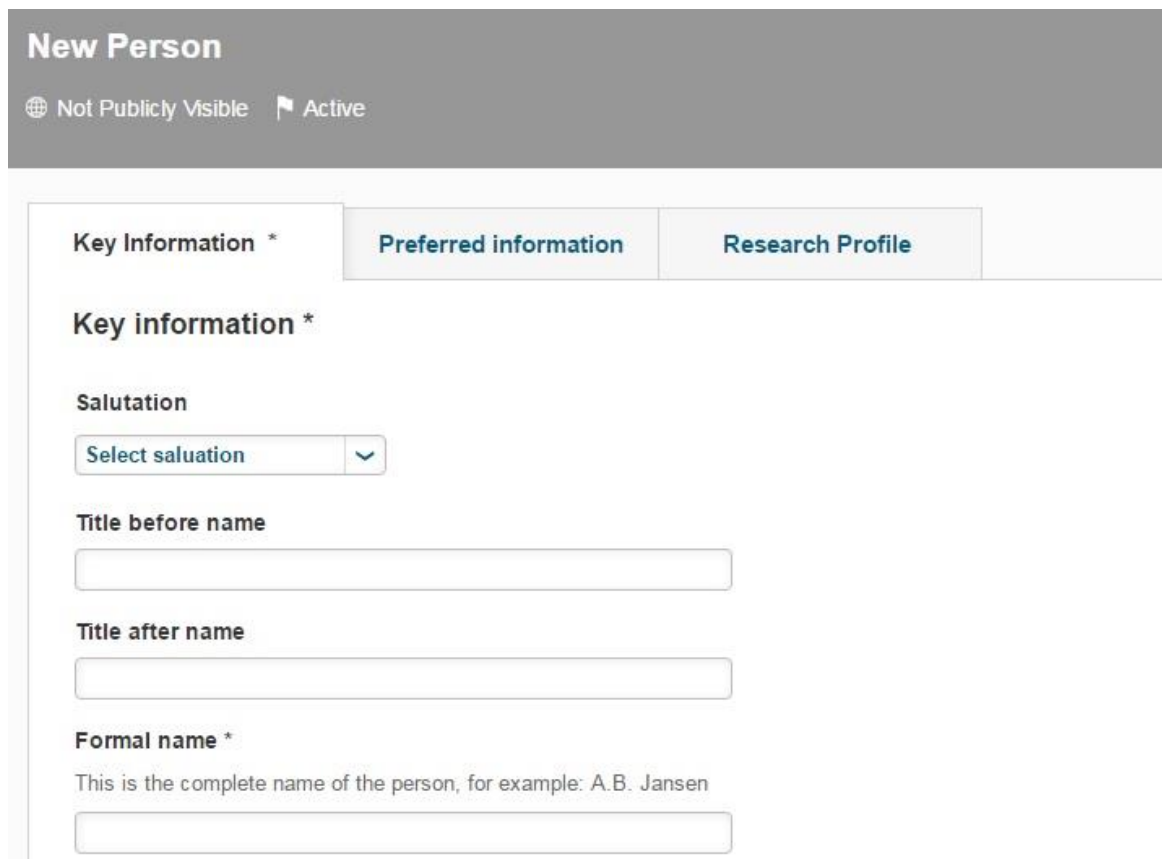
5.3   Creating a new external person

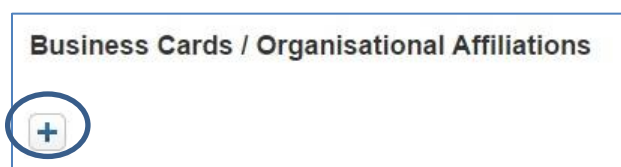Click the white [+] icon at the right side of the field:

Now you are in the **New Person** form. Here you can register information about the external person. **Note:** the fields with an * are mandatory.
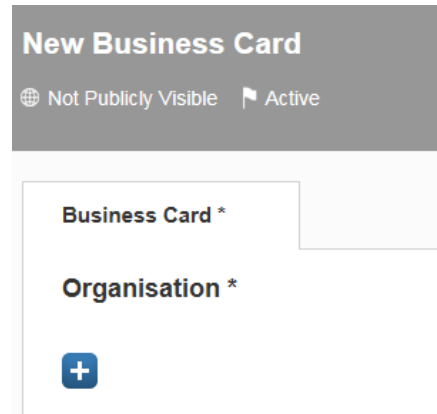
After filling out the above information, you have to link the external person to an organisation. To do so, click on the white [+] icon under 'Business Cards / Organisational Affiliations':

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.
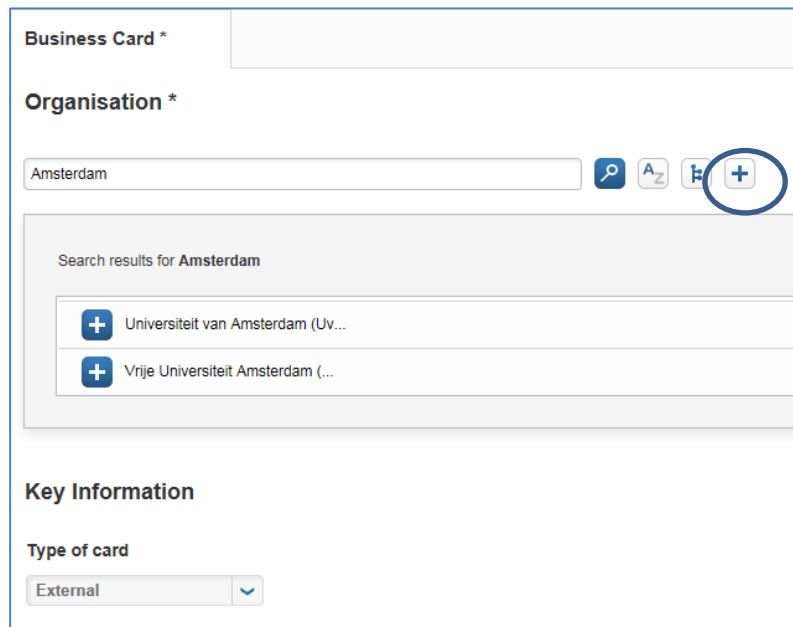
New Business Card

🌐 Not Publicly Visible   🏳 Active

Business Card *

Organisation *

➕

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

Business Card *

Organisation *

| Amsterdam | 🔍 | A_z | ⊞ | ➕ |

Search results for **Amsterdam**

➕   Universiteit van Amsterdam (Uv...

➕   Vrije Universiteit Amsterdam (...

Key Information

Type of card

| External | ˅ |

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

		Organisation	Function	Status		
1	˅	Vrije Universiteit Amsterdam (...		Active	✏️	🗑

➕

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.

Lists of publications:

Please use this button, if you wish to upload a list of publications (following art. 19, li

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.

Set status

This comment-field is not used in the workflow

PhD student sends manuscript to supervisor

Approval of manuscript and composition of Doctorate Committee by supervisor

Doctorate Committee to be checked by GSO

Cancel   Done

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'.

Cum laude regulations

In case a cum laude procedure is started, please upload proposal and comments below.

**Proposal and comments on a possible cum laude predicate:**

5.5 Approval of propositions

When the dean has confirmed that the PhD student is allowed to do his/her defence, the student 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.
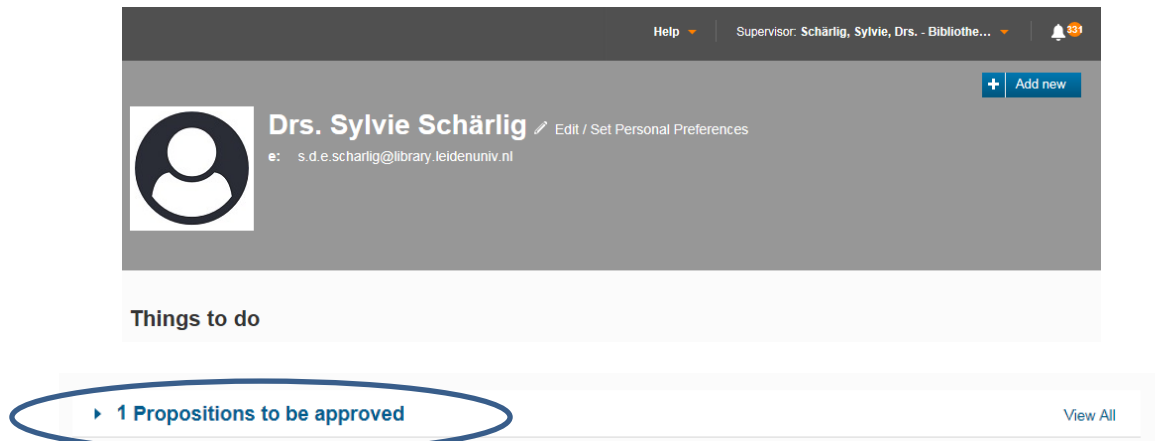
Click on the project title to directly access the page in the system:
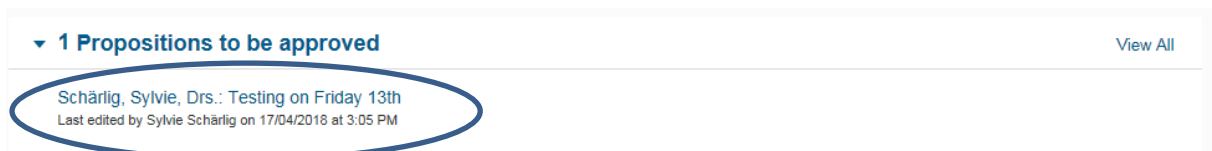
Open the tab 'More', then click the tab 'Dissertation':

Scroll down in the 'Dissertation' tab, where you can find and download the propositions. Click the desired option under 'Approval by supervisor':
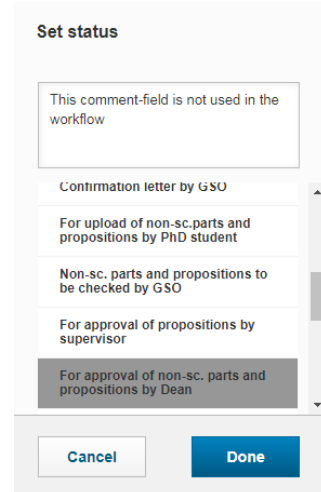
When finished, click **'Save & Close'**, select the status
'For approval of non-scientific parts and propositions by dean' and
click **'Done'**.

If you do not approve the propositions, select the status 'For upload
of non-scientific parts and propositions by PhD student' and inform
the student 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
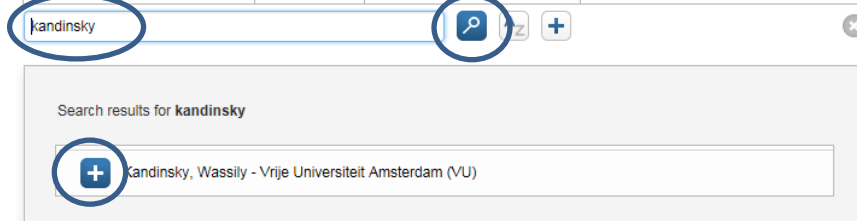Doctorate Committee can be added by searching the name:

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.