1. **LUCRIS GSM**

<table>
<thead>
<tr>
<th>Flow</th>
<th>PhD research</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD admission</td>
<td>Starts with the students 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>
</tr>
</tbody>
</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 ‘Academic Director’ role by clicking your name in the top right corner of the screen  click Switch Role  click the Academic Director role

3. You are now logged in and in the right role. You can see your **Things to do** on the Dashboard screen. And you can view your **notifications** by clicking on the notification icon in the top right corner of the screen.

**Note:** it’s possible to receive notifications by Email or only in LUCRIS GSM. To change your notification settings go to the Academic Director role  My Settings  Select the desired messaging setting. For more information on how to do this see the manual ‘Messaging settings’, or the instruction video ‘How to change your messaging settings’ on the LUCRIS GSM Help page at: [https://lucris.leidenuniv.nl/converis/mypages/help](https://lucris.leidenuniv.nl/converis/mypages/help).
3. **Approval of the PhD admission**

1. The only action for the Academic Director in LUCRIS GSM is to approve the PhD admission. You will receive a notification (in LUCRIS or by email depending on your messaging settings). There are two ways of accessing the system: using the ‘Things to do’ list on the dashboard of the system, and using the notification.

2a. Using the ‘Things to do’ on the dashboard
Click on the message to see the research title.

And click on the research title to directly access the right page in the system.

2b. Using the notification
Click on the bell icon in the top right corner of the screen and click the title to open the notification.

Click the link in the notification to open the PhD admission.

Click ‘Edit’ in the top right corner to edit the PhD admission
3. Now you see the PhD Admission. In the tab ‘PhD student’ you will find information on the education, diploma’s and language competencies of the student. And in the tab ‘PhD study’ information on the supervisor(s), project title/proposal, funding etc. Then click on the tab ‘Approval’.

4. Select the desired option, fill out the admission date (optional), and upload the statement of admission to the doctorate (optional) by clicking the folder icon. If needed, the GSO role is allowed to create and upload the statement of admission to the doctorate in the next status. And if you want, you can type your comments.

Please note: An exemption from educational requirements can only be granted by the dean.

5. When finished, click ‘Save & Close’ (at the bottom of the screen), select the status ‘For approval by Dean’ and click ‘Done’.