# LUCRIS GSM:
# The Secretary's manual

## Contents

## 1. LUCRIS GSM

LUCRIS GSM is divided into three flows – Admissions, Supervision Plan and Graduation Formalities. At the Faculty of Humanities, the Graduate School Office (GSO) role lies with different departments / staff members, depending on the phase within the PhD track. Please consult the chart below:

| Flow | PhD research \| **GSO roles** |
| --- | --- |
| PhD admission | Starts with the students application and ends with approval from the scientific director and the registration in SAP. \| **GSO** |
| Supervision plan | Research and writing phase. Ends when the manuscript is finished. \| **Institute's key user** |
| Graduation formalities | Build up towards and organization of the defence. Ends with the registration of the result of the defence. \| **Secretary to the Dean** |

## 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 'Doctorate committee's secretary' role by clicking your name in the top right corner of the screen → click **Switch Role** → click the **Doctorate committee's secretary** role.

   **Note**: if you do not have this role yet, please contact the GSO of your faculty.
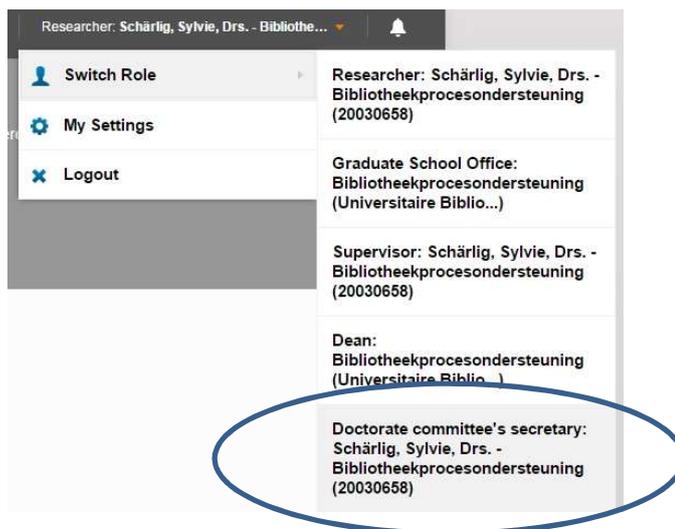


3.    You are now logged in and in the right role. You can see your **Things to do** on the Dashboard.
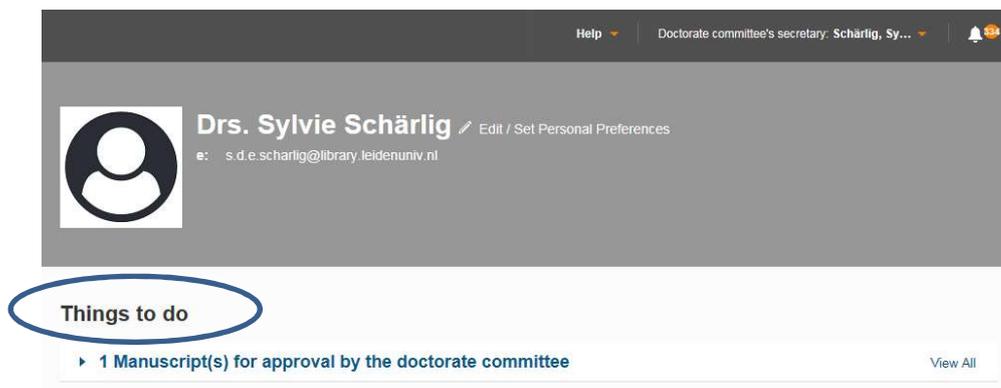


   **Note**: some basic things are not explained in this manual (settings, how to upload a document…). For more information visit the LUCRIS GSM help page at: https://lucris.leidenuniv.nl/converis/mypages/help or take a look at the instruction videos at: https://video.leidenuniv.nl/tag/tagid/lucris

# 3.  Graduation formalities

## 3.1.  Assessment by the Doctorate Committee

1.  The Doctorate committee's secretary registers the outcome of the assessment by the Doctorate Committee in LUCRIS. You will receive a notification by email when there is a dissertation to assess.

2.  Click on the '**Things to do**' on the dashboard:
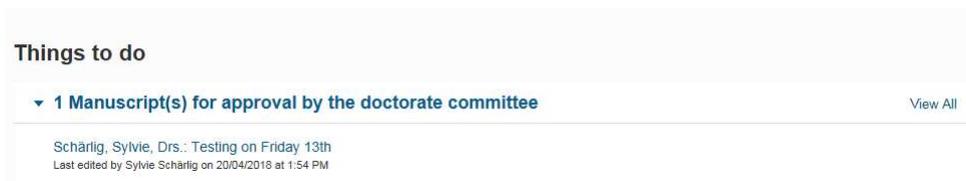


And click on the research title to access the right page in the system:



3.  Click on the tab 'Assessment by Doctorate Committee'. Here you can register the decision of the Doctorate Committee. Please also upload the appraisals of the Doctorate Committee's members by clicking the folder icons.
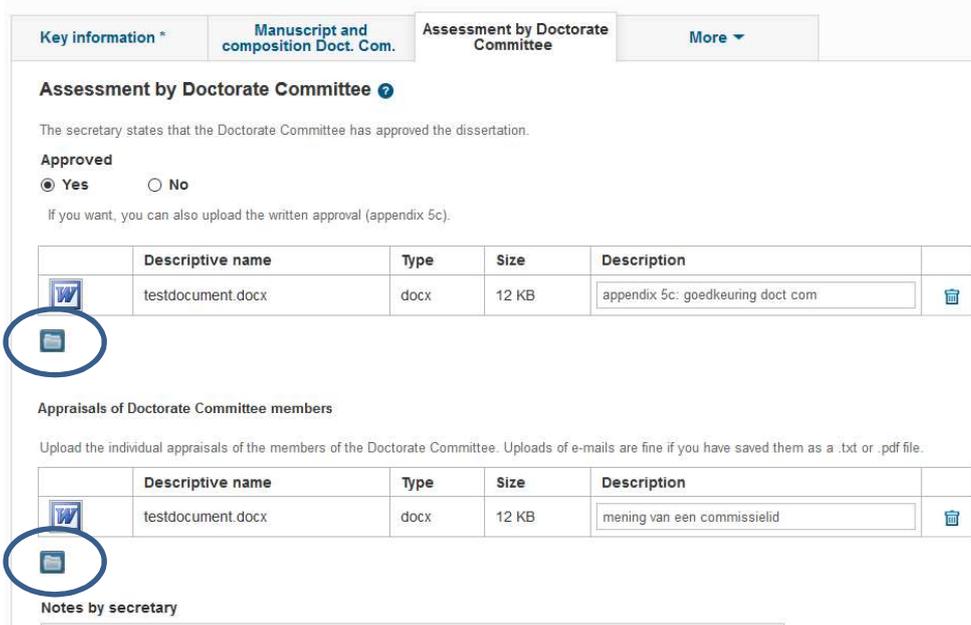
4. If applicable you may upload a proposal for a cum laude predicate on this page. The supervisor role is also allowed to do so.

**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. When the manuscript is approved and all documents are uploaded, click '**Save & Close**' and set the status to 'For admittance to Public Defence by Dean'. Click '**Done**' to exit.
Lucris will send notifications about this approval to all people concerned.

If you could <u>not</u> approve the manuscript, you should set the status <u>back</u> to 'Approval of manuscript and composition of Doctorate Committee by supervisor'. The supervisor will be notified by Lucris about this disapproval.

**Set status**

Please put the record in the next status and then click "done"!

Approval of manuscript and composition of Doctorate Committee by supervisor

Assessment by Doctorate Committee

For admittance to public defence by Dean

Cancel    Done