

LUCRIS GSM: The Secretary's manual

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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. \mid 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: <u>https://lucris.leidenuniv.nl/converis/secure/client/login</u>
- 2. Switch to the 'Doctorate committee's secretary' role by clicking your name in the top right corner of the screen \rightarrow click **Switch Role** \rightarrow 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: <u>https://lucris.leidenuniv.nl/converis/mypages/help</u> or take a look at the instruction videos at: <u>https://video.leidenuniv.nl/tag/tagid/lucris</u>



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:

Things to do	to do			
✓ 1 Manuscript(s) for approval by the doctorate committee	View All			
Schärlig, Sylvie, Drs.: Testing on Friday 13th Last edited by Sylvie Schärlig on 20/04/2018 at 1:54 PM				

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

Schärlig, Sylvie, D	rs.: Testing GF - deadline	status 5	
Assessment by Doctorate C	committee 🛛 … Admin Info 🔫		
Key information *	Manuscript and Asse composition Doct. Com.	Somet by Doctorate More -	
PhD student * 📀			
Name	Internal / External	Affiliation	

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.

Assessm	ent by Doct	torate Committee 🕜)			
The secretary	/ states that the I	Doctorate Committee has ap	proved the d	issertation.		
Approved						
Yes	O No					
lf you want,	you can also upl	oad the written approval (app	endix 5c).			
	Descriptiv	e name	Type	Size	Description	
W	testdocume	nt.docx	docx	12 KB	appendix 5c: goedkeuring doct com	
_)						
Appraisals o	f Doctorate Con dividual appraisal Descriptive	nmittee members is of the members of the Doc e name	torate Comr	nittee. Uploads of e-ma	ails are fine if you have saved t Description	hem as a .txt or .pdf file.



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:



 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.

Please put the reco and then click *dor	ord in the next status le"!
Approval of manusc	ript and composition
of Doctorate Commi	ttee by supervisor
Assessment by Doc	torate Committee
For admittance to pu	ublic defence by Dean