Short manual for Programme Coordinators

1. Login using your ULCN-account via https://www.lucris.leidenuniv.nl

2. In the upper right corner you will see Researcher: ... your name and an orange triage pointing downwards. This means you are logged in as a Researcher.
   a. Click on this text and a menu will appear with the option Switch Role. Choose this option.
   b. A sub-menu will appear. Please choose the following option: Faculty Library: Faculteit der Rechtsgeleerdheid (Universiteit Leiden)
   c. The text indicating you were logged in as a Researcher now states: Faculty Library: Faculteit der Rechtsgeleerdheid (Universiteit Leiden)

3. In the left menu choose the option Publications. A menu will slidedown and again choose Publications for the second time. In a new screen you will be confronted with all the publication output registered at the Leiden Law School. This is the Publications screen.

4. Below the title you will see a row of blue icons. Select “Filter” and in the new menu that will appear select “Restore Filter”.

5. In the pop-up menu Restore filter settings select the filter you want to use as a programme coordinator and press the Apply button.

6. Choose a publication from the list by clicking on the title of a publication in the list and check the information (for more info see overleaf).

7. Have you finished checking the publication?
   On the second tab Thematic Classification: Select the radio button next to yes under the header Validated by WD.

8. Click on Save & Close and a pop-up screen will appear.

9. Click on the Done button. The status should be correct and state For validation by faculty.

10. You will return to the Publications screen and the publication you just validated has been removed from the list.
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What will you check?

Classification
Within Converis the Audience type (if applicable) will denote the classification of the publication. Below you will find a table explaining the relation between the classification of the CRIS and the classification of the VSNU.

<table>
<thead>
<tr>
<th>Converis / CRIS</th>
<th>VSNU</th>
</tr>
</thead>
<tbody>
<tr>
<td>scholarly, refereed</td>
<td>wetenschappelijke publicatie (refereed)</td>
</tr>
<tr>
<td>scholarly, non-refereed</td>
<td>wetenschappelijk publicatie</td>
</tr>
<tr>
<td>professional</td>
<td>vakpublicatie</td>
</tr>
<tr>
<td>popularising</td>
<td>populaire publicatie</td>
</tr>
<tr>
<td>other</td>
<td>andere resultaten van wetenschappelijke activiteit</td>
</tr>
</tbody>
</table>

Where will you check it?

1. On the first tab (Key Information):
   a. Publication type: in what shape or form (type) did the publication see the light of day.
   b. Audience type: the classification of the publication.

2. On the second tab (Thematic Classification):

If I don’t want a publication in my programme?

As a rule of thumb a publication will be related to one research programme. You can delete this programme by clicking on the trash icon on the right-side Add, by clicking on the white plus-sign in the blue square, the research programme below:

FdR — Publicaties niet-programma gebonden

Do not change the radio button. The value of Validated by WD has to stay No!

Please proceed from point 9.

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1. The classification is based soully on the target audience to which the publication is adressed. Leiden Law School has a few guidelines regarding the classification “scholarly, refereed” & “scholarly, non-refereed”.

2. Refereed means for the Leiden Law School: blind external review. If the article or book chapter has only be reviewd by the editors of the book or journal the classification has to be non-refereed.