LUCRIS GSM:
Frequently asked questions

Contents

## What does 'internal' and 'external' mean?

In LUCRIS the word 'internal' is used to characterize persons affiliated at Leiden University. The PhD students who have been admitted to a Graduate school will be registered in SAP and are considered as 'internal persons' for LUCRIS.

'External' persons are those working outside of the Leiden University. For example a member of a doctorate committee working elsewhere will be considered as an 'external person'.

I am unable to perform certain actions (within my account)

There are two options as to why you are unable to perform certain actions/why certain actions are restricted.

(1) You are currently not using the correct role. To change this, go to the top right hand side of your dashboard → choose *switch role* (the role you have been assigned will be displayed) → to change your role, select the role you need (please note that every user is assigned the role of *researcher,* and this is the role you get when you login)
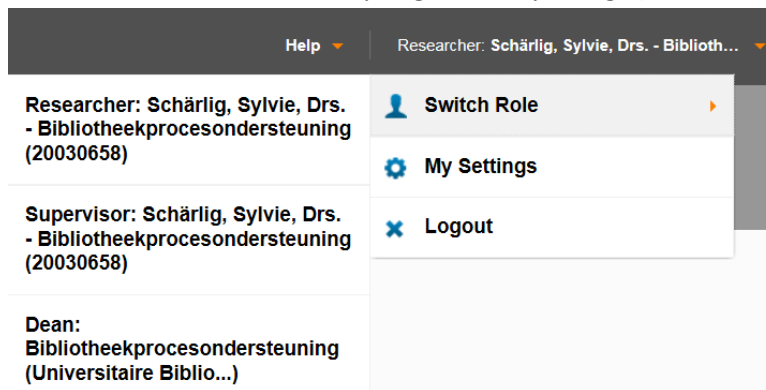
(2) You are waiting for an action to be completed by somebody else. Please consult the *Workflow Status Overview* to see for whose approval you might be waiting. You have to wait for this person to save and close their action and set the process into the next phase. This will allow you to continue (see section *save and close)*.
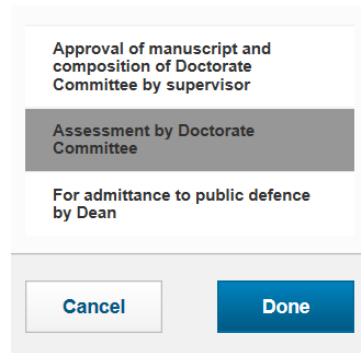
I want to change information I filled in, but I already changed the status to the next step.

The design of the system allows only one person at a time to perform an action. If you have moved the workflow to the next status and the next person, you are no longer able to make any changes or reverse your action. You should contact the next person in the workflow (this is usually the GSO) and ask them to set back the status or to correct the information you want to change.

What is the difference between 'Save' and 'Save and close'?

With the 'Save' button you just save the data that you have registered.

With the 'Save and close' button you save the data and you can set the record to a previous or a next step in the workflow (status).

How can I change the mail address for my notifications?

Unfortunately you cannot see or change the mail address in your account where the notification mails are sent to.

If you want to change this address, send a message to the Digital Services Department Beheer@library.leidenuniv.nl with your ULCN-login name and the mail address you want to receive the notifications.

What is the difference between 'formal name' and 'last name'?

Names appearing in LUCRIS GSM are based on what have been registered in the HR system SAP. The last name is the name as it appears in the passport. For all internal persons a so called 'formal name' is kept separately. It is a combination of the salutation, the title, the initials and the **preferred** last name of the person.

The 'last name' is used in search results, while the 'formal name' is the name known in daily usage, as it is usually based on the preferred name.

Formal name *

This is the complete name of the person, for example: Prof.dr. A.B. Jansen

Mw. Drs. S.D.E. Schärlig

I am registered under my maiden name, can I change this?

The names that are shown in Converis are imported from SAP. SAP adheres to names as they are shown in your official identification documents. At the moment it is not possible to change your name in the system.

Who has access to data registered in LUCRIS GSM?

The data registered in LUCRIS GSM is only visible for those having been assigned a role in the system to follow specific PhD-candidates.

The 'Researcher', the 'Supervisor' and the 'Doctorate committee's secretary' only see the data of PhD-projects they are related to. The 'Key user' and 'Academic director' access data related to PhD-projects taking place at their institute. The Graduate school office (GSO) and the 'Dean' roles access data related to PhD-projects taking place at their faculty. The 'Beadle' and the 'Doctorate Board' roles access data related to all PhD-projects occurring at Leiden University.

If a user delegates his/her role to somebody else, the data will be visible for this person too.

The only exception is the GSO-plus role: If a PhD student works (or has worked before) at different faculties, the PhD-project will be visible for the GSO-plus roles of all related faculties.

When can the title of the Phd project or dissertation be changed?

The applicant chooses a title for the research project when making an application.

During the Admission phase, the PhD-student has no task in the workflow, but the title can be changed by the GSO.

During the Supervision phase the PhD-student can change the title whenever wanted.

During the Graduation formalities the PhD-student can change the title of the project into the Final title of the dissertation at the moment the non-scientific parts and propositions are uploaded. After that the title will be checked and approved by several people and cannot be changed anymore.

There is no reason to change the project title of the Admission or Supervision Plan into the final title.

## How can I see all my PhD students (Supervisor)?

First, make sure you have the role of Supervisor. Go to Graduations and Supervision Plans, and you will see all PhD students where you are a supervisor
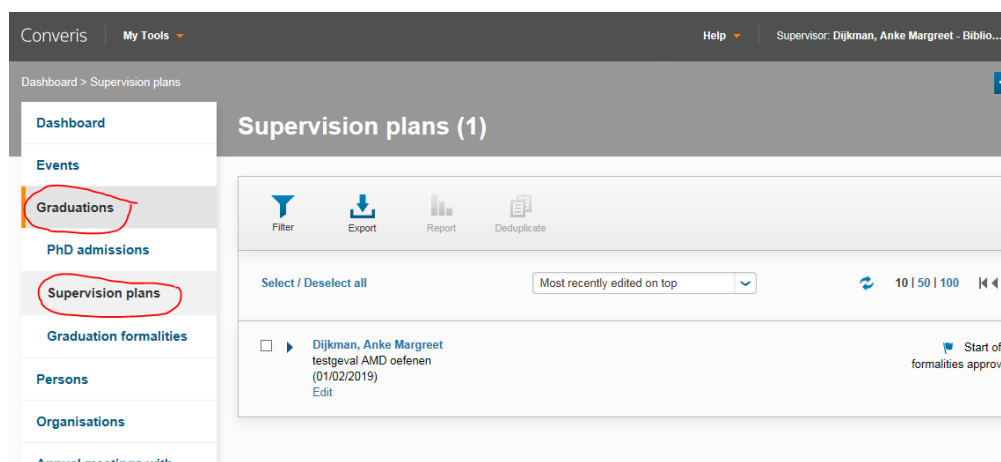
Only the formal supervisors (in Dutch: Promotor) are required to perform actions in this system. They get notifications and things to do. The additional supervisor (Dutch: tweede promotor) and co-supervisor can only see their PhD projects, but cannot change anything.

How to add members of the Doctorate Committee (Supervisor)?

Look in the "Supervisors' manual" which you can find using the Help button on the top right of your screen:
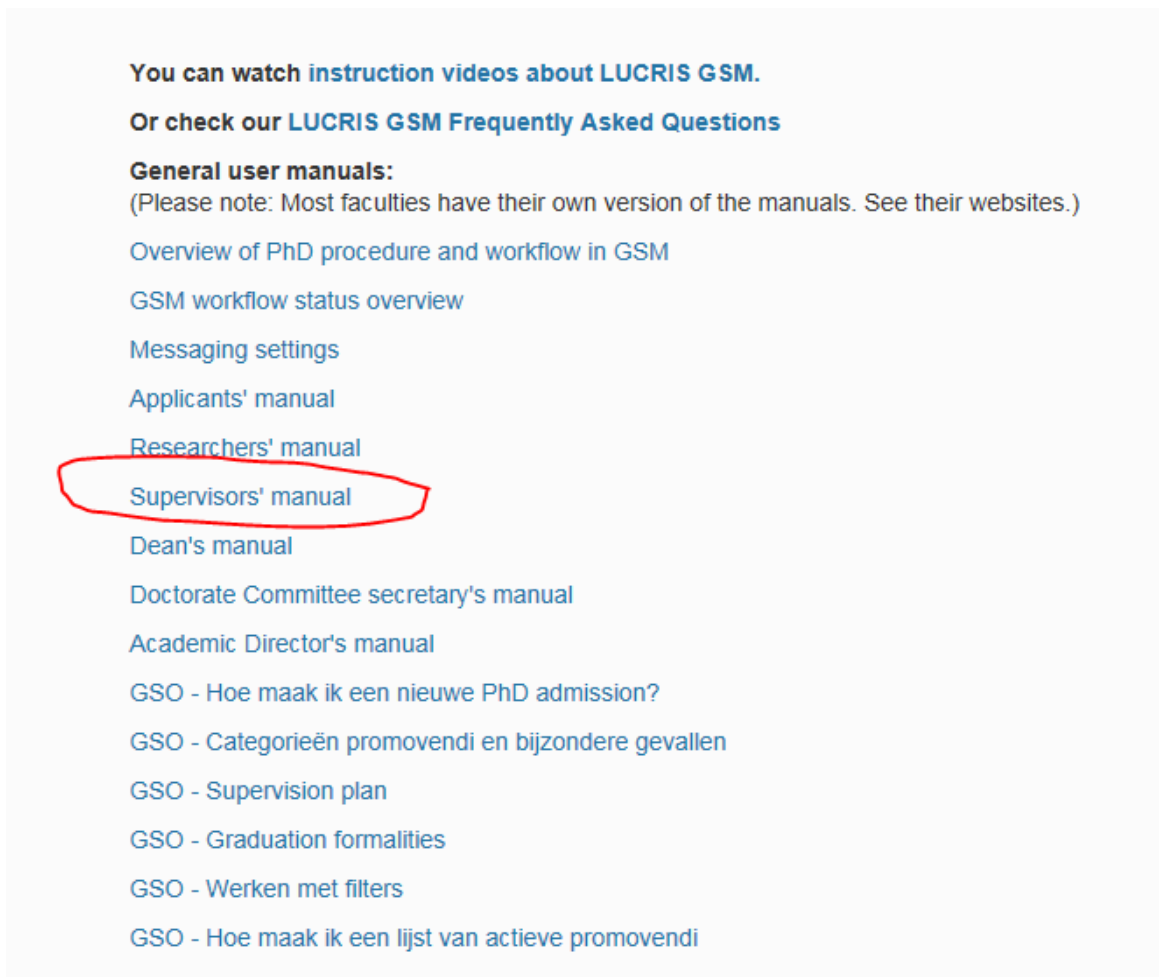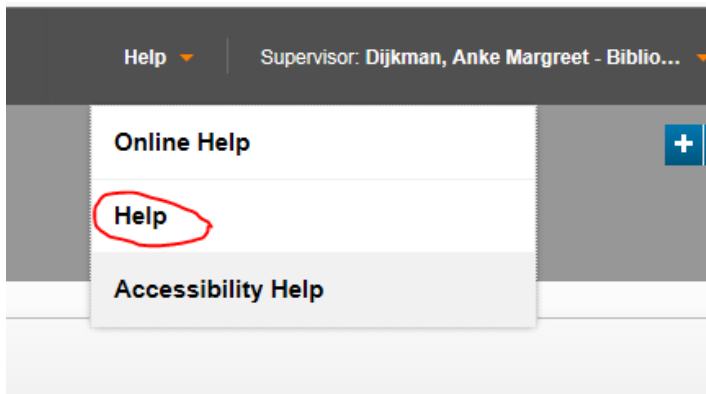
Read the chapters about "Composition of Doctorate Committee" and "Creating a new external person".