LUCRIS GSM:

The Academic Director's manual

## Contents

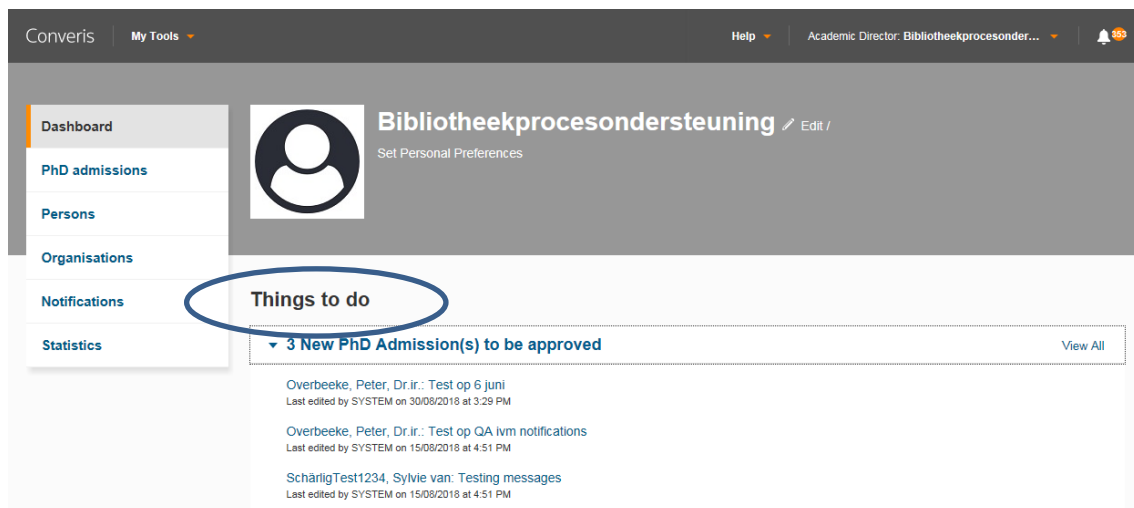## 1.   LUCRIS GSM

Flow	PhD research
PhD admission	Starts with the student's application and ends with approval from the dean and the registration in SAP.
Supervision plan	Research and writing phase. Ends when the manuscript is finished.
Graduation formalities	Build up towards and organization of the defence. Ends with the registration of the result of the defence.

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 'Academic Director' role by clicking your name in the top right corner of the screen → click **Switch Role** → click the **Academic Director** role
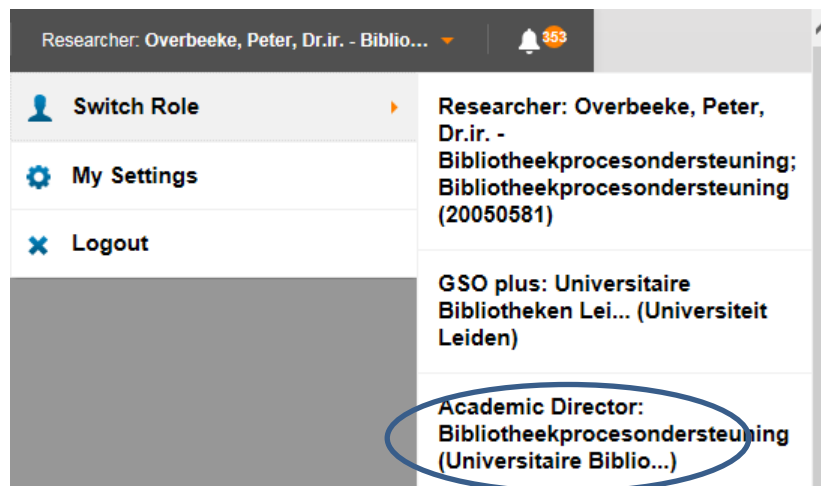
3. You are now logged in and in the right role. You can see your **Things to do** on the Dashboard screen.

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 by email when there is an Admission that needs your attention.

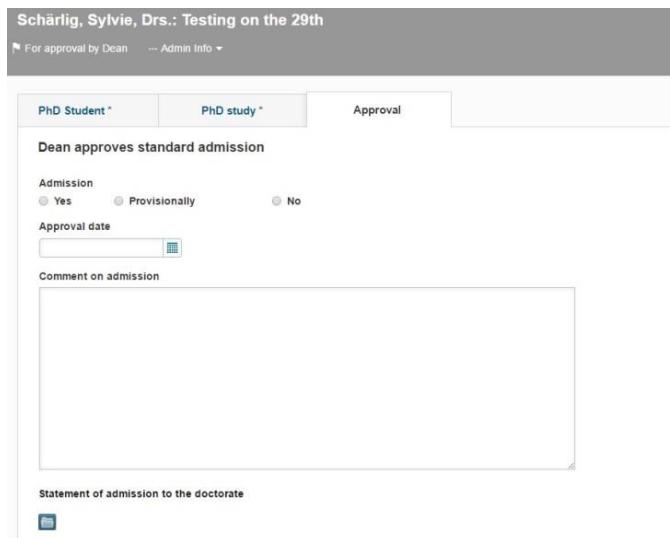2. Click on the '**Things to do**' message on the dashboard to see the research title.

Click on the research title to access the right page in the system.

3. Now you see the PhD Admission that requires your attention. The tab 'PhD student' provides you with information on the student's education, diplomas and language competencies. The tab 'PhD study' will show information on the supervisor(s), project title/proposal, funding etc.

Click on the tab 'Approval'.
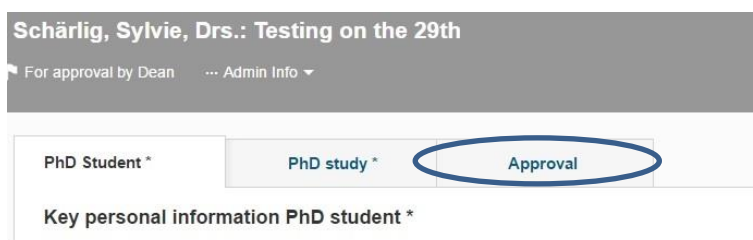
4.   Select the desired option, fill out the approval date (optional), and upload the *Statement of admission to the doctorate* (optional) by clicking the **folder icon**. (The GSO role can also upload the *Statement of admission* later on). And if you want, you can type your comments.

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**'.