

# LUCRIS GSM:

## The Doctorate Committee Secretary's manual

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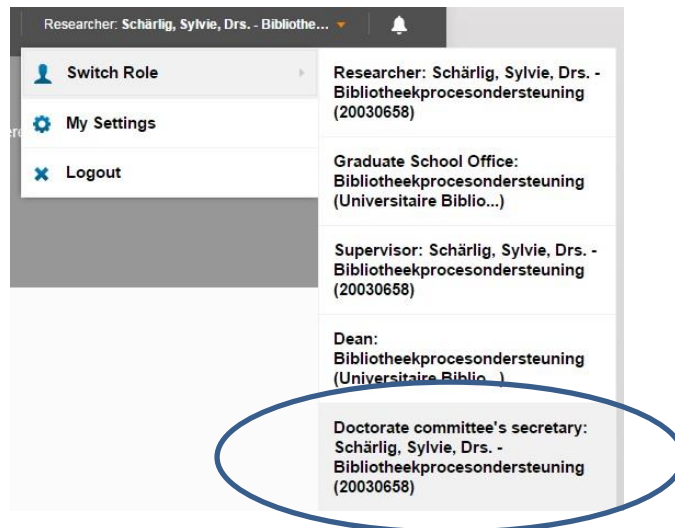
### 1. LUCRIS GSM

Flow	PhD research
PhD admission	Starts with the students 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.

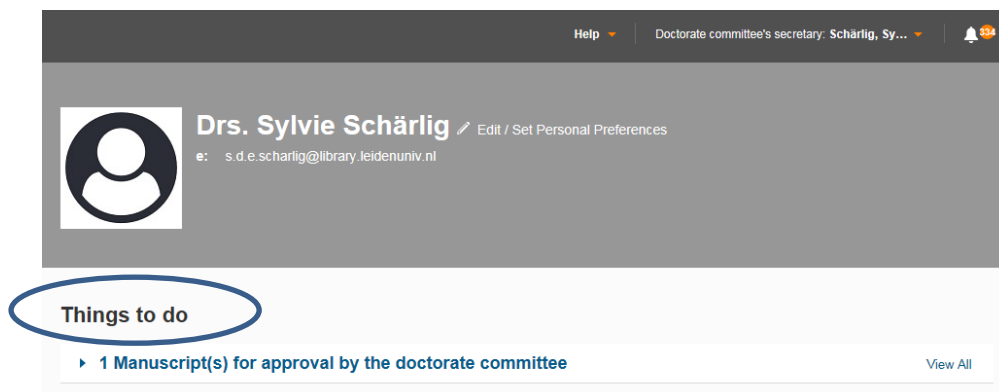
## 2. How to get started

1. Log in with your ULCN account on: <https://lucris.leidenuniv.nl/converis/secure/client/login>
2. Switch to the '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

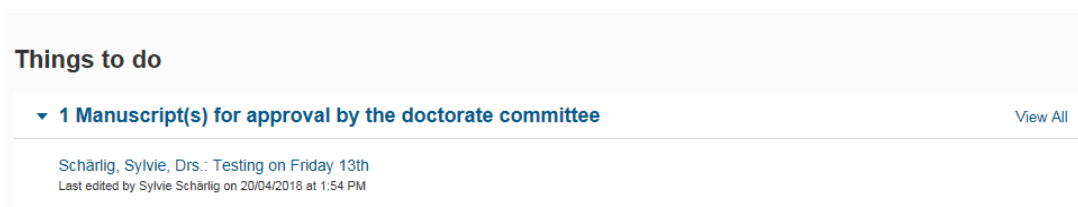
#### 3.1. Assessment by the Doctorate Committee

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.


*This notification also tells you to send the manuscript to the other members of the Doctorate Committee – not via Converis but by mail or email – and inform them about the procedure of the assessment of the manuscript.*

*Please note: At the faculties of Governance and Global Affairs (FGGA) and Social and Behavioural Sciences (FSW) the faculty Graduate School Office will assist in sending the manuscript and other information.*

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



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



- Click on the tab 'Assessment by Doctorate Committee'. Here you can register the decision of the Doctorate Committee (Approval Yes/No). Please also upload the appraisals of the Doctorate Committee's members by clicking the folder icon. And if you wish, you may type some comments in the Notes field.

Key information \*
Manuscript and composition Doct. Com. \*
Assessment by Doctorate Committee ^
More ▾

**Assessment by Doctorate Committee \***



The secretary states that the Doctorate Committee has approved the dissertation.


**Approval manuscript by DoctCom \***

Yes     No

Appraisals of Doctorate Committee members \*

Upload the individual appraisals of the members of the Doctorate Committee. Uploads of e-mails are fine if you have saved them as a .txt or .pdf file.

	Descriptive name	Type	Size	Description
	Test appraisal2.docx	docx	12 KB	<input style="width: 90%;" type="text" value="0/256"/> 

**Upload new file** 


Notes by secretary

- 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

In case a cum laude procedure is started, please upload the proposal here.

#### Proposal and comments on a possible cum laude predicate:

	Descriptive name	Type	Size
	Testdocument.docx	docx	12 KB

**Upload new file** 

- 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 the dean and the supervisor.

If the Doctorate committee does not approve the manuscript, you should set the status back 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