

LUCRIS GSM: Workflow status overview

1. Application

Status	Role	Action
1. Draft	Applicant	Someone fills in a new Application, using the applicant login of a faculty
2. Registered	GSO	Verifies registered information
3. Application confirmed	-	Creation of a new PhD admission. Please see next table.
4. Application not valid	GSO	The application is not valid or not complete yet.

2. PhD admission

Status	Role	Action
1. Under registration	GSO	GSO fills in Institute
2. For check of diploma by GSO	GSO	Checks if the degrees meet the educational requirements
3. For completion by GSO	GSO	Completes data
8. For approval by Academic Director	Academic Director	(Provisional) approval / rejection by WD
4. For approval by Dean	Dean	(Provisional) approval / rejection
5. For check registration in SAP	GSO	Uploads the 'statement of admission to the doctorate'. Links the Admission to PhD candidate's SAP person record. Verifies if the PhD type is calculated properly.
6. Formalized	-	Creation of a new Supervision plan. Please see next table.
7. Rejected	GSO	In case the candidate has not been admitted. The PhD admission will be deleted after 3 months.

3. Supervision plan

Status	Role ¹	Action
1. Under registration	GSO / KU+ <i>Key-user</i>	Fills in Research Area
2. For upload of OBP by PhD candidate	Researcher	Uploads his/her training and supervision plan (OBP)
3. For approval of OBP by GSO (or Dean)	GSO / KU+	Approves / rejects the training and supervision plan (OBP).
4. Ongoing	Researcher <i>Supervisor</i> GSO <i>Key-user</i>	PhD candidate: registers activities, transferable skills and meetings Supervisor: registers meetings with supervisor Key-user or GSO: may add information PhD candidate: selects next status when ready to proceed
5. Request for start of graduation Formalities	GSO Key-user	GSO or KU+: checks the list of academic activities and transferable skills.
6. Start of Graduation formalities approved by GSO	-	Creation of a new Graduation formality. Please see next table. (PhD candidate is asked by a notification to hand over the manuscript to the supervisor.)
7. Premature ended	GSO Key-user	Selects this status if the PhD research has prematurely stopped.

¹ Some faculties use key-users per institute to support the GSO, and to register committee members. The PhD candidate uses the Researcher role. Role in *green Italics* can edit, but cannot change the status.

4. Graduation formalities

Status	Role	Action
1. Manuscript not (yet) ready ²	Researcher	PhD candidate sends improved version of manuscript to supervisor (not via LUCRIS).
2. Approval of manuscript and composition of Doctorate Committee by supervisor	Supervisor <i>Key-user</i>	Supervisor registers outcome of plagiarism check, approval of manuscript. Key-user or Supervisor registers proposed composition of Doctorate Committee.
3. Doctorate Committee to be checked by GSO	GSO	Checks the composition of the Doctorate Committee.
4. For approval of Doct.Comm. by Dean	Dean	Registers if he/she consents with the composition of the Doctorate Committee.
5. Assessment by Doctorate Committee	Doct.Comm. secretary <i>Supervisor</i>	Secretary: registers the assessment by the Doctorate Committee and the appraisals of the committee's members. Secretary or supervisor: registers a cum laude proposal.
6. For admittance to public defence by Dean	Dean	(Provisional) approval / rejection to defend the dissertation.
7. Confirmation letter by GSO	GSO	Creates and uploads the appendix C letter. The letter needs to be sent outside of LUCRIS GSM to the concerned persons.
8. For upload of non-scientific parts and propositions by PhD candidate	Researcher <i>GSO</i> <i>Beadle</i>	PhD candidate: fills in final title and uploads the non-scientific parts of the dissertation and the propositions; and completes the information that the Beadle needs. GSO or Beadle may register the planned date of defence.
9. Non-scientific parts and propositions to be checked by GSO	GSO	Checks the non-scientific parts and the propositions.
10. For approval of propositions by supervisor	Supervisor	Approves / rejects the propositions.
11. For approval of non-sc. parts and propositions by Dean	Dean	Approves / rejects the non-scientific parts and the propositions.
12. Title page to be approved by Beadle	Beadle	Approves / rejects the title page of the dissertation.
13. For composition of Examining Committee by supervisor	Supervisor <i>Researcher</i> <i>Key-user</i>	Composition of Examining Committee by Supervisor or Key-user. PhD candidate registers dissertation and uploads full text.
14. Examining Committee to be checked by GSO	GSO	Checks the composition of the Examining Committee.
15. For approval of Examining Committee by Dean	Dean	Approves / rejects the composition of the Examining Committee.
16. Hora est	Beadle	Registers the outcome of the defence.
17. Formalized	-	The PhD dossier in LUCRIS is completed/formalized.

² Only used if supervisor rejected the earlier version of the manuscript (and in case of Unexpected Closure).