Guidance for Programme Coordinators

1. Log in 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**.
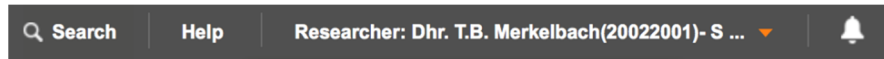
   a. Click on this text and a menu will appear with the option *Switch Role*. Choose this option.

   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 slide down 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.
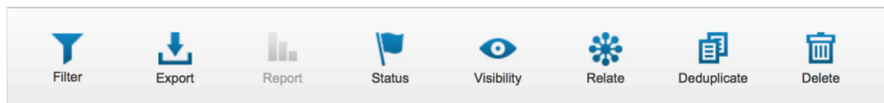

4. Below the title, you will see a row of blue icons. Select "Filter" and in the new menu that will appear select "Restore Filter".

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 research Programme Coördinator.**

Validated by research Programme Coördinator

This attribute validates both the Research area relatior updated in case of changes to the relations.

○ Yes   ● No
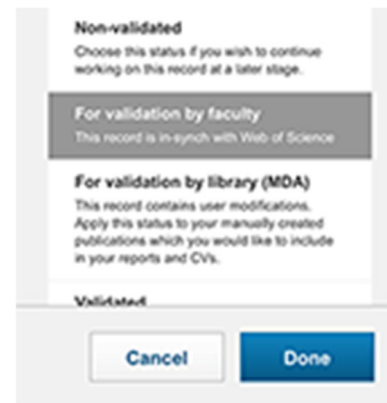
8. Click on *Save & Close* and a pop-up screen will appear.

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

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

What will you check?

Classification / audience

Within Converis the **Audience type** will denote the classification or audience of the publication. Below you will find a table explaining the relation between the classification of the CRIS and the classification of UNL.

Converis / CRIS	*UNL* [1]
scholarly	for an academic or scientific audience
professional	for a professional audience
popularising	for a non-specialist audience

Where will you check it?

1. On the first tab (*Key Information*) :
    a. **Publication type**: in what shape or form (type) was the publication published?
    b. **Publication … sub-type**: a specification derived from the type
    c. **Audience type**: the classification of the publication.
    d. **Peer review system:** indicates whether this is a refereed publication (with the possibility to specify the type of peer review that has taken place). [2]

    Do I agree with the classification of this publication?

2. On the second tab (*Thematic Classification*):
    a. **Research Areas**: the research programmes of the Leiden Law School.

Do I want to accept this publication into my research programme?

b. **Research profile**: these are the Research focus areas of the university.

Does the publication have a connection with 'Interaction between Legal Systems'?

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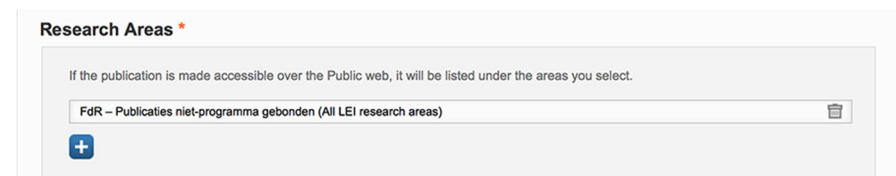
Do *not* change the radio button. The value of **Validated by WD** must stay *No*!

Please proceed from point 9 on the opposite side.

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[1] The classification is based solely on the target audience to which the publication is addressed. Leiden Law School has a few guidelines regarding the classification "scholarly, refereed" & "scholarly, non-refereed".

[2] The difference between refereed / non-refereed can only be made for the *Journal article* and *Conference paper (published)* for all audiences (in line with the Dutch definitions).