

LUCRIS GSM: The Researcher's manual

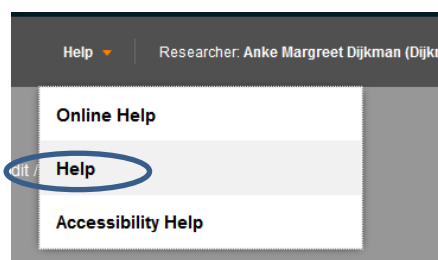
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1. LUCRIS GSM

Flow in LUCRIS GSM	PhD research
Application	The candidate who has found a supervisor for his/her PhD research gets into contact with the Graduate School Office and fills in an application form in LUCRIS GSM.
PhD admission	Starts with the candidates application and ends with approval from the dean and the registration in SAP. The researcher role is not active in LUCRIS during this phase.
Supervision plans	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.

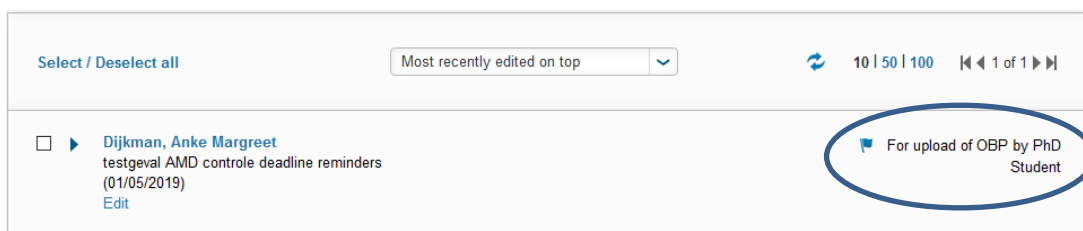
LUCRIS GSM¹ is a registration and monitoring system for PhD candidates, used by the Graduate Schools, PhD candidates, supervisors etc. An overview of the statuses and roles (actors) can be found in “GSM: Workflow status overview” on the Help page of LUCRIS:



Or <https://lucris.leidenuniv.nl/converis/mypages/help>

When you are supposed to do something, you will be notified by an email and you will see a “thing to do” on your dashboard. When it is not your turn, you can view your dossier, but you cannot edit anything.

The status of your PhD research is always visible for you:

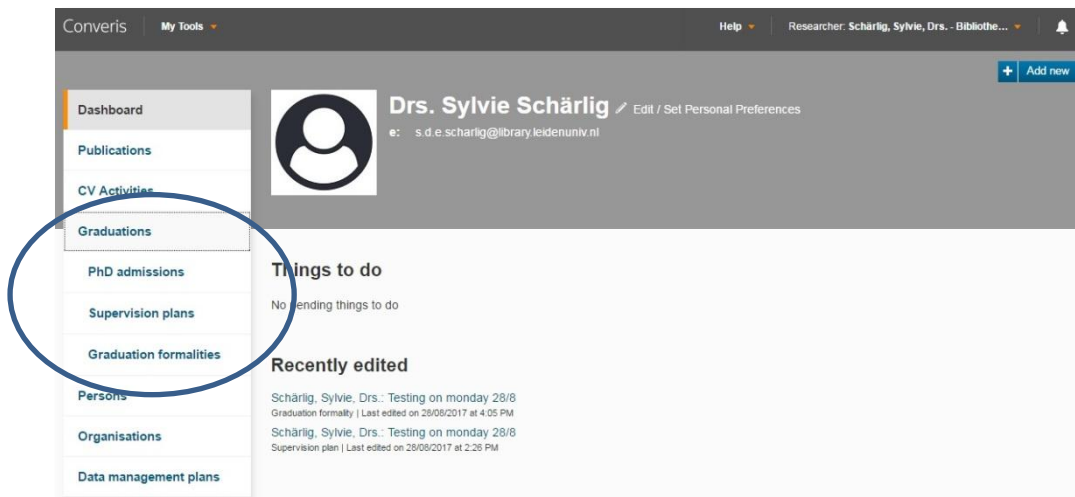


Please remind: you will only receive notifications after your first login into LUCRIS. Do not login before your appointment is started and your work mail address is known in LUCRIS.

¹ Leiden University offers a service for research information, that we call LUCRIS (Leiden University Current Research Information System). The software system behind this service is Converis, and this system comprises two modules: Converis PM (for publication management), and Converis GSM (for Graduate School management).

2. How to get started

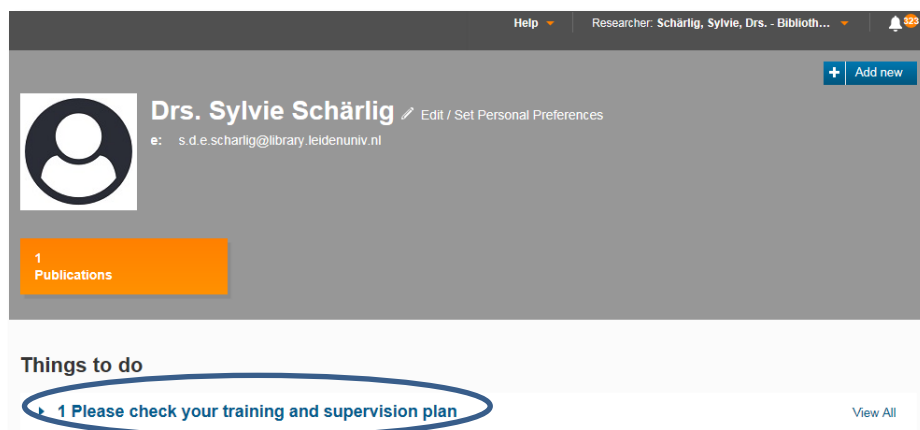
1. Log in with your ULCN account on: <https://lucris.leidenuniv.nl>
2. In the menu on the left side of your screen, click **Graduations** to view the three different flows of the PhD research. Here you can view your dossier in the selected flow.



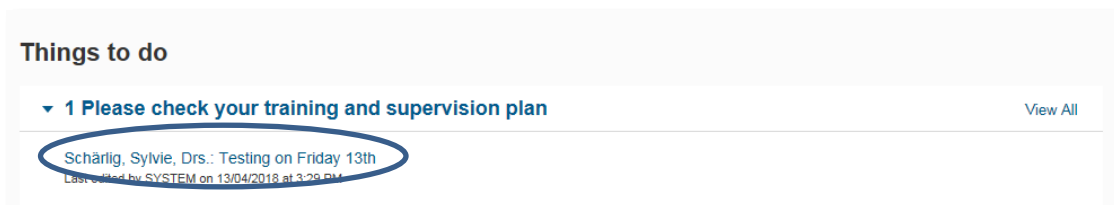
3. Supervision plan

3.1 Upload the OBP

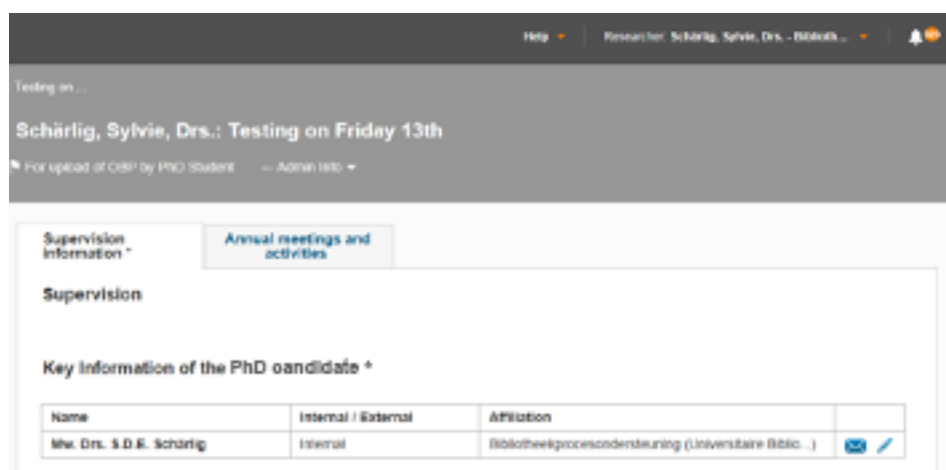
1. If you are a PhD affiliated at Leiden University or if you have a scholarship, you have to draw up a Training and supervision plan (OBP) with your supervisors, within three months after your start date. (If you are a 'buitenpromovendus', you may take six months for this.)
Please have your OBP approved and signed by your supervisor. Then upload your OBP.
2. Use the 'Things to do' mentioned on your dashboard.



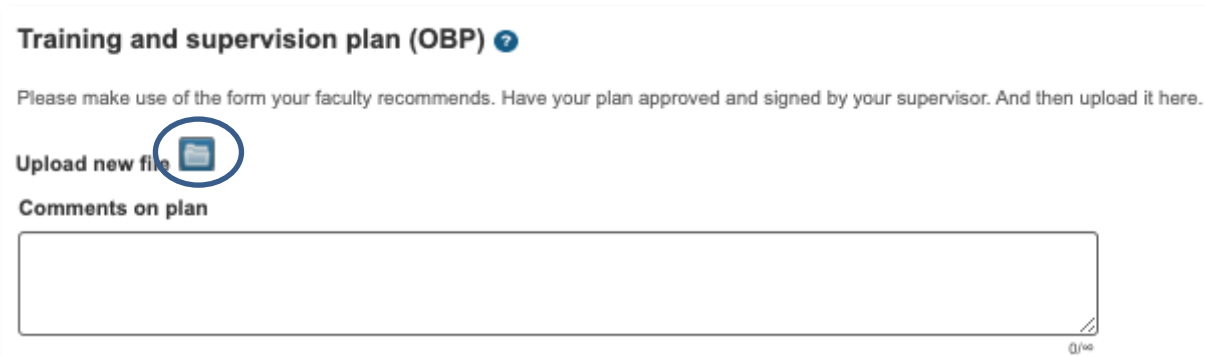
Click on the message to see your research title.



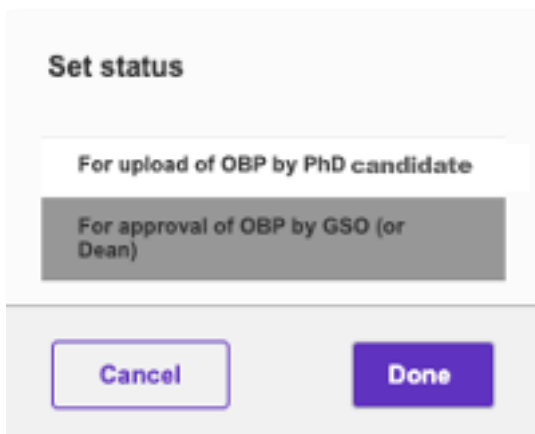
Click on your **research title** to access your Supervision Plan.



3. Scroll down in the 'Supervision information' tab to 'Training and supervision plan (OBP)' and upload your OBP by clicking the folder icon



4. When finished, click '**Save & Close**' and set the status 'For approval of OBP by GSO (or Dean)'. Click '**Done**' to exit



Your Graduate School Office will be asked to approve your OBP. LUCRIS will inform you about the result via an automated email notification.

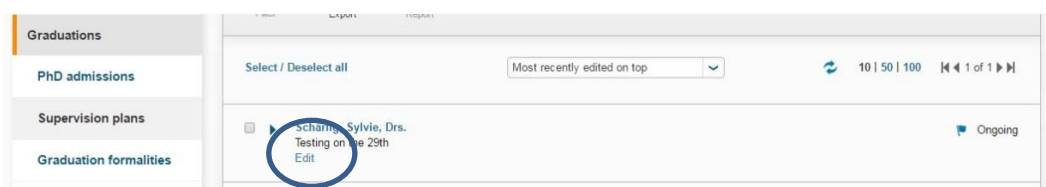
If your progress meetings lead to a substantial revision of the Training and supervision plan, you can upload one or more revised versions. There is an upload button on the same page, under the header **Additional training and supervision plans**.


3.2 Academic activities & transferable skills

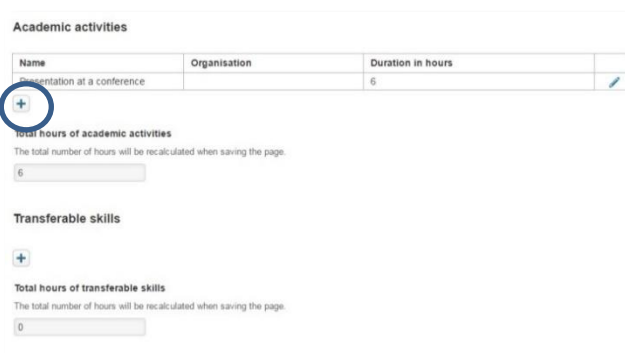
LUCRIS GSM keeps track of your academic activities and transferable skills.

- The Transferable skills (courses) that are offered via the HRM portal (SAP SuccessFactors) will be automatically registered in LUCRIS. (But make sure you register as 'Staff' in the HRM portal, using your ulcn-account. Otherwise your course can't be linked to your dossier in LUCRIS.)
- All other transferable skills and academic activities need to be registered manually. Please note that a certificate is required for all activities that you register.

1. Log in, click '**Graduations**' in the menu on the left side and click 'Supervision plan'
2. Open your Supervision plan by clicking on 'Edit':



3. Click the tab 'Annual meetings and activities' and scroll down to '**Academic activities**'. Add an activity by clicking on the white  icon:



Name	Organisation	Duration in hours
Presentation at a conference		6

Total hours of academic activities
The total number of hours will be recalculated when saving the page.
6

Transferable skills

Total hours of transferable skills
The total number of hours will be recalculated when saving the page.
0

4. You are now in the 'New Academic Activity' screen. Fill out the key information about the activity and click '**Done**'. The name, duration and certificate of the activity are mandatory. 1 ECTS is equal to 28 hours of work. Thus, for a 5 ECTS course you are expected to work/study 140 hours.
5. Click 'Save' at the bottom of the page to recalculate the total hours of academic activities:




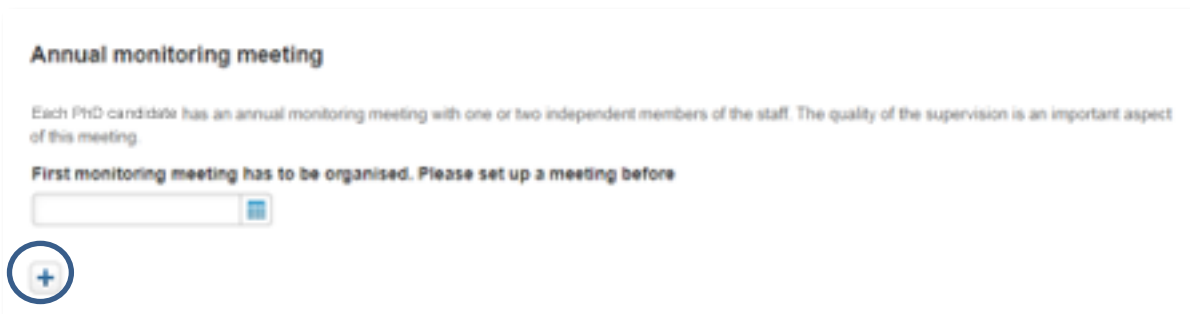
Name	Organisation	Duration in hours
Presentation at a conference		6

Total hours of academic activities
The total number of hours will be recalculated when saving the page.
6

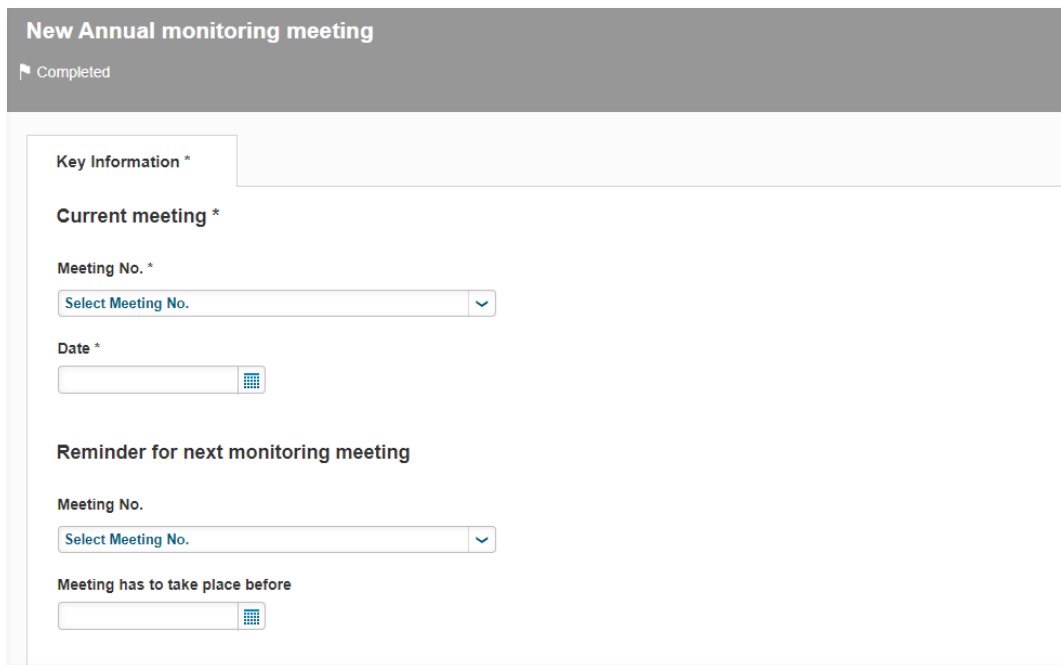
Transferable skills activities are registered in a similar way.

3.3 Monitoring meetings

1. Each PhD candidate has an annual monitoring meeting (in the case of external PhD candidates, this review will take place every two years) with one or two independent members of the staff. The quality of the supervision is an important aspect of this meeting. You need to register the monitoring meeting in the same way as mentioned in 3.2.
2. Click the white  icon to add a new monitoring meeting



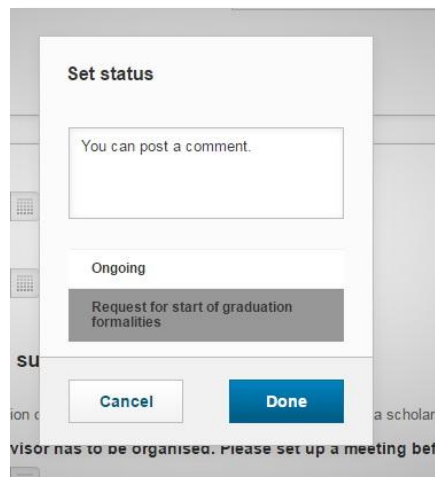
3. You are now in the 'New Annual monitoring meeting' screen. Fill out the key information about the meeting. If you wish you can fill in the Reminder for the next monitoring meeting to get a notification that reminds you to plan the next meeting. To close the page, click 'Done'.



4. Click 'Save' to finish registering the meeting. Your Graduate School Office will see that the meeting has taken place.
5. **Note:** The 'annual meetings with supervisor' will be registered by the supervisor.

3.4 Request for start of graduation formalities

1. When you have finished your manuscript please check with your supervisor if you are ready to proceed to the Graduation formalities.
Open the plan. Check if the title of your PhD Project (Dissertation) is still up to date. You can update the title in your Supervision plan, tab '*Annual meetings and activities*'.
After that, click **Save & Close** and change the status to 'Request for start of graduation formalities'.



2. Your Graduate School Office will be notified and will check if you meet the requirements to start with the new phase. If so, you will be notified.

4. Graduation formalities

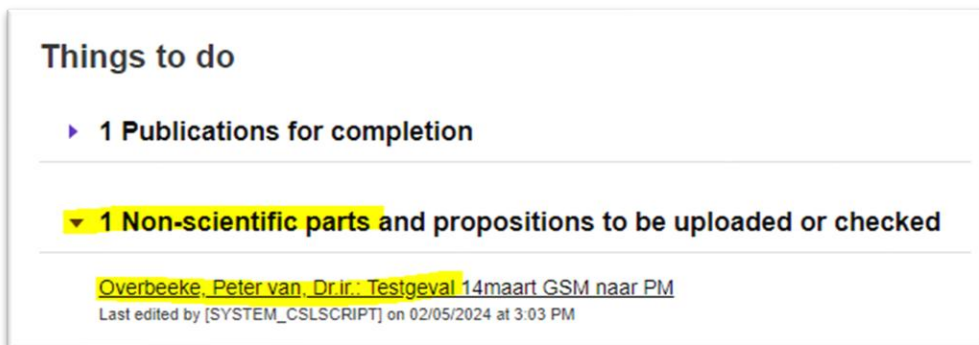
4.1 Hand in your manuscript

If you have finished your manuscript, give / send / mail it to your supervisor. You don't use the LUCRIS system for this.

4.2 Complete the Beadle's form and upload propositions and non-scientific parts

When the Dean has approved the dissertation through appendix C, you will be notified via an email notification and the 'Things to do' on your dashboard. Now you can fill out the Beadle's webform (appendix F), and upload your propositions and the non-scientific parts of your dissertation.

1. Log in to LUCRIS. On the Dashboard you see the Things to do. Click on the message to see your research title and then click on your title to open the edit page of your dossier.

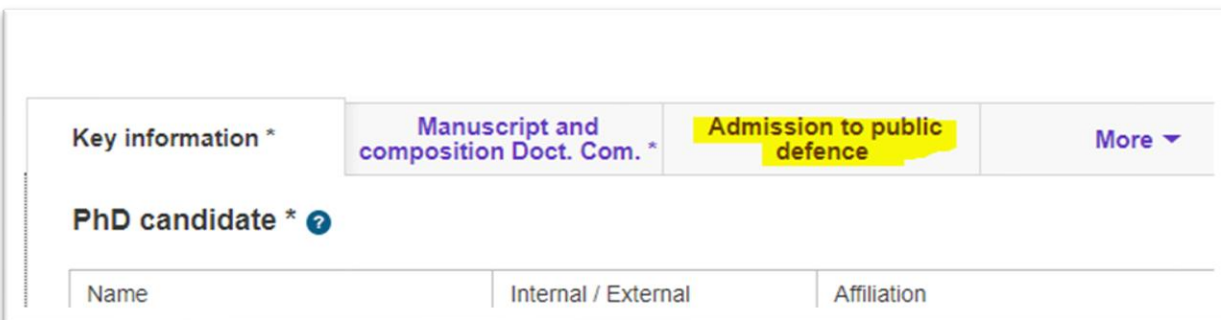


Things to do

- ▶ 1 Publications for completion
- ▼ 1 Non-scientific parts and propositions to be uploaded or checked

[Overbeeke, Peter van, Dr.ir.: Testgeval 14maart GSM naar PM](#)
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2. Click on the tab **Admission to public defence**.

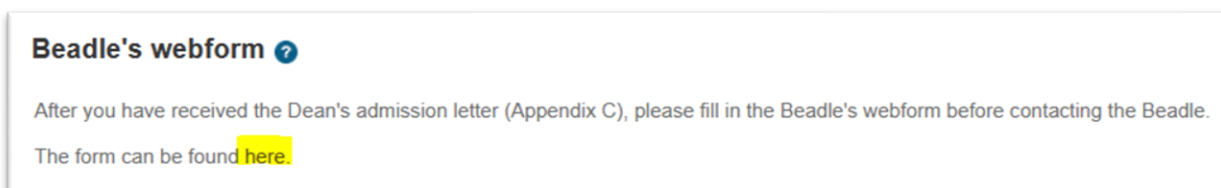


Key information * Manuscript and composition Doct. Com. * **Admission to public defence** More ▼

PhD candidate * ?

Name	Internal / External	Affiliation
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3. Scroll down to 'Beadle's webform' and click the link:



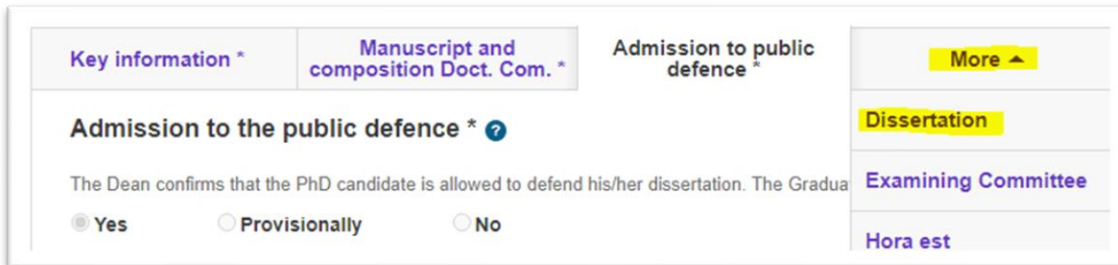
Beadle's webform ?

After you have received the Dean's admission letter (Appendix C), please fill in the Beadle's webform before contacting the Beadle. The form can be found [here](#).

- Fill out the application form and click 'Submit'.
When you have completed the Beadle's form, you may contact the Beadle to arrange the planned date of your defence.

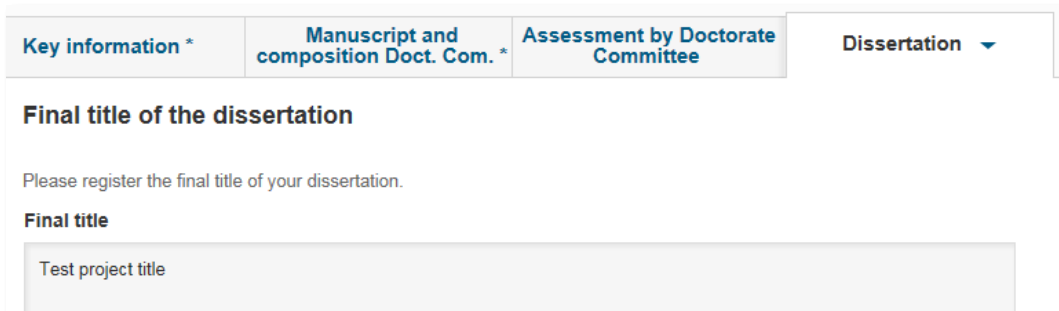
Upload propositions and non-scientific parts

- Click on the tab **'More'** and then **'Dissertation'**



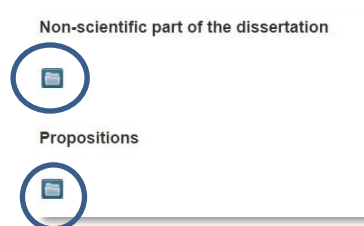
The screenshot shows a navigation bar with tabs: 'Key information *', 'Manuscript and composition Doct. Com. *', 'Admission to public defence *', and 'More ▲'. The 'More' dropdown menu is open, showing options: 'Dissertation', 'Examining Committee', and 'Hora est'. The 'Dissertation' option is highlighted in yellow.

- First, check or correct the final title of your dissertation.



The screenshot shows the 'Final title of the dissertation' section. It includes a heading, a sub-heading, and a text input field. The text input field contains the placeholder text 'Test project title'.

- Then go to 'Non-scientific part of the dissertation' and 'Propositions' and click the folder icons to upload your documents.



Note: The non-scientific parts of the dissertation consist of:

- title page (front and reverse)
- foreword / afterword / acknowledgments
- (possible) assignment
- (possible) quotation/motto
- table of contents
- curriculum vitae
- summary
- front and back cover of the dissertation volume (both front and reverse)

Your propositions also belong to the non-scientific part of the dissertation, but have a separate upload button because there used to be a difference in the procedure of approval.

If you want to upload some documents later, click **'Save & Close'** and leave the status unchanged.

8. When you have uploaded all necessary documents, click **'Save & Close'** and select the status 'Non-sc. parts and propositions to be checked by GSO'.

4.3 Upload Dissertation

After the propositions, the non-scientific part and the title page have been approved, you are allowed to print your dissertation. You will be notified via an email notification and a 'Thing to do' on the dashboard of LUCRIS GSM. Besides the printed copies, a digital version of your dissertation has also to be provided. This will be included in the Institutional Repository of Leiden University.

For the registration and upload of your dissertation, you can also use LUCRIS. Please open your Graduation formalities record (following the 'Thing to do' on the Dashboard²), and go to the tab **Dissertation**.

Scroll down to the part **Registration and upload of the dissertation**, and click the blue plus button.


Registration and upload of the dissertation

After the propositions, the non-scientific part and the title page have been approved, you are allowed to print your dissertation. And here, in Converis, you can register and upload your dissertation. You have to upload three files: the dissertation, the cover, and the propositions.

You also have to send Appendix B (the licence agreement, completed and signed) to the Library, by email [proefschrift@library.leidenuniv.nl] Please download this licence agreement from the [Library website](#).

You can also email any other attachments associated with your dissertation.

To register your dissertation in Converis now, click the blue plus button, and then click the white button, to add a new publication (PhD thesis). For more information, check the [Researchers Manual](#) and the [Library website](#).

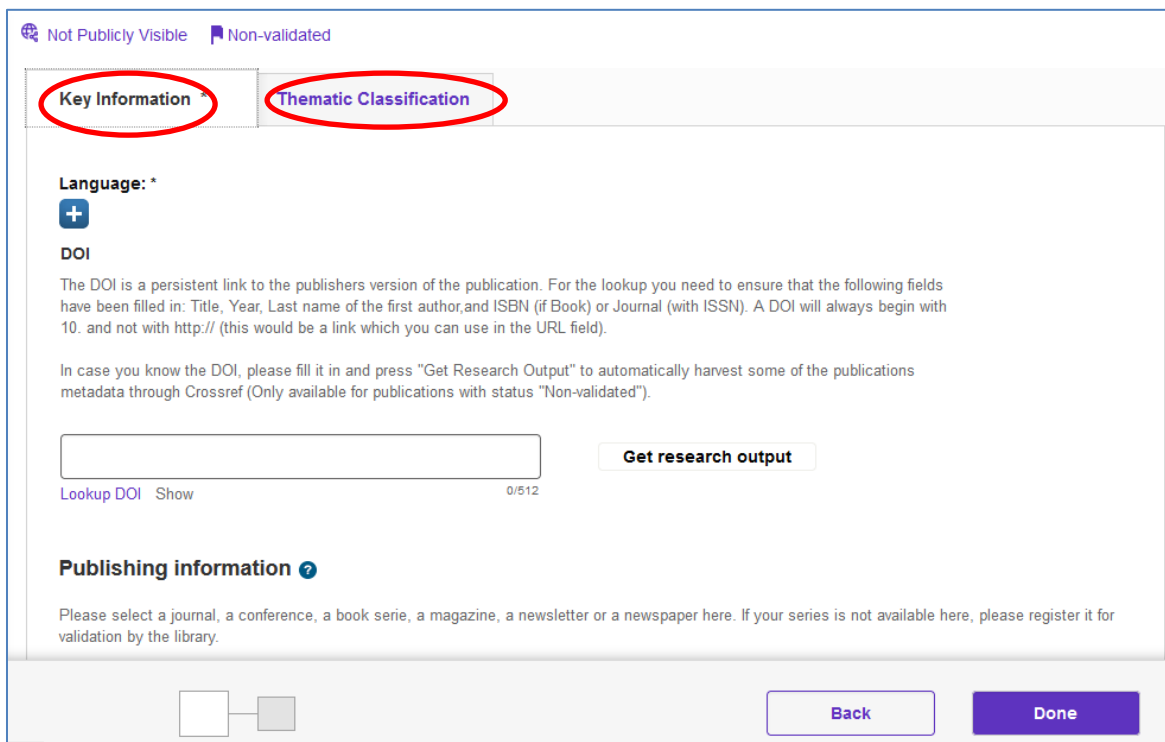


Then click on the white button, to add a new publication.



Now you see a pop-up template, to register your dissertation (PhD thesis).

² This 'Thing to do' will only show up on your Dashboard as long as the record is in status 13. But you can also register and upload your dissertation at a later moment, when the record is in status 14, 15, or 16; that is after the supervisor, Graduate School officer, or Dean has completed or approved the members of the Examining Committee. In that case you go in the menu to Graduations / Graduation formalities, to find and open your dossier. You have to register and upload your dissertation at least three weeks before the date of defence.



Not Publicly Visible Non-validated

Key Information **Thematic Classification**

Language: *

+

DOI

The DOI is a persistent link to the publishers version of the publication. For the lookup you need to ensure that the following fields have been filled in: Title, Year, Last name of the first author, and ISBN (if Book) or Journal (with ISSN). A DOI will always begin with 10. and not with http:// (this would be a link which you can use in the URL field).

In case you know the DOI, please fill it in and press "Get Research Output" to automatically harvest some of the publications metadata through Crossref (Only available for publications with status "Non-validated").

Lookup DOI Show 0/512 **Get research output**

Publishing information ?

Please select a journal, a conference, a book serie, a magazine, a newsletter or a newspaper here. If your series is not available here, please register it for validation by the library.

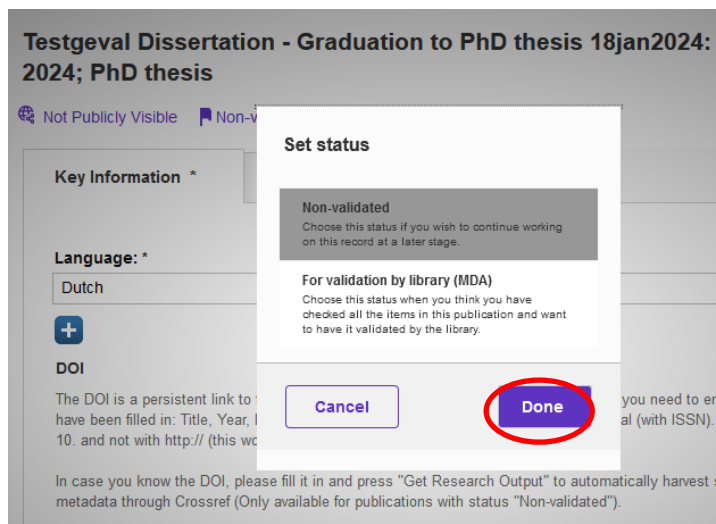
Back **Done**

Please complete all fields, as applicable, and **upload the full text files**: the dissertation, the cover, and the propositions as three separate PDF-files.

Note that some fields (attributes) of the publication are not present in the template, because these will be automatically filled in, based on the information in your Graduation formalities record.

→ Please also enter **keywords**, in the second tab 'Thematic Classification'.

Next, click on **Done** and save the publication in status *Non-validated*, by clicking **Done** again.



Testgeval Dissertation - Graduation to PhD thesis 18jan2024: 2024; PhD thesis

Not Publicly Visible Non-validated

Key Information *

Language: *

Dutch

+

DOI

The DOI is a persistent link to the publishers version of the publication. For the lookup you need to ensure that the following fields have been filled in: Title, Year, Last name of the first author, and ISBN (if Book) or Journal (with ISSN). A DOI will always begin with 10. and not with http:// (this would be a link which you can use in the URL field).

In case you know the DOI, please fill it in and press "Get Research Output" to automatically harvest some of the publications metadata through Crossref (Only available for publications with status "Non-validated").

Set status

Non-validated

Choose this status if you wish to continue working on this record at a later stage.

For validation by library (MDA)

Choose this status when you think you have checked all the items in this publication and want to have it validated by the library.

Cancel **Done**

Now you see your Graduation formalities record again on your screen, including the dissertation that is related now to your Graduation formalities. (The title in this view is not yet visible; it will be after saving the record.)

Registration and upload of the dissertation

After the propositions, the non-scientific part and the title page have been approved, you are allowed to print your dissertation. And here you can register and upload your dissertation: Click the blue plus button, and then click the white button, to add a new publication.

For more information, check the Researchers Manual and the [Library website](#).

Title	Publication year	
	2024	

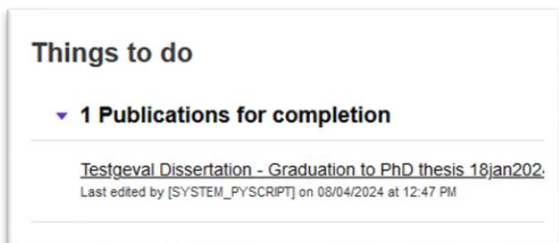
Cancel

Save

Save & close

Click on **Save&close** to save your record.

Next, open the publication (PhD thesis) that is mentioned on your **Dashboard: Things to do: Publication for completion**



Things to do

▼ **1 Publications for completion**

[Testgeval Dissertation - Graduation to PhD thesis 18jan202](#)
Last edited by [SYSTEM_PYSRIPT] on 08/04/2024 at 12:47 PM

When opening the publication, you will see that all other fields have now also been filled in, based on the data in the your Graduation formalities record. For example, the attribute **PhD thesis sub-type** is calculated automatically, based on the **Initial PhD type** that is mentioned in your Graduation formalities record.³

You may add or change anything, if needed. And then you should save the publication, with **Save&close**, in status *For validation by library*.

You also have to send the **licence agreement** (Appendix B, completed and signed) to the Library. Please download this licence agreement from the Library website

<https://www.library.universiteitleiden.nl/researchers/submitting-your-phd-dissertation>

And send it by email to proefschrift@library.leidenuniv.nl

You can also email any other attachments associated with your dissertation.

And please send/deliver **two printed copies of your dissertation** to the Library:

University Libraries Leiden - MDA
Van Steenis Building
Einsteinweg 2, 2333 CC Leiden

For details, see Library website.

³ If your Initial PhD type equals 'Promovendus/contract', 'Promovendus/buiten', or 'FOM-promovendus', then PhD thesis sub-type will be 'PhD thesis internal; externally prepared'. Else it will be 'PhD thesis internal'.