

Manual for uploading minutes of go/no-go meetings to LUCRIS

1. Please check the [LUCRIS GSM: The Researcher's manual](#) and follow the steps to log in on page 3.
2. Then select 'Supervision plans' on the left hand menu below 'Graduations'.
3. A page opens with four headings at the top of the page. Select the heading 'Annual meetings and activities'.
4. Scroll down to 'Annual meeting with supervisor'. Register the meeting by selecting the date of the meeting.
5. The supervisor can register the outcome of the go/no-go meeting under the heading Go/no-go meeting.
6. Upload the minutes of the Go/no-go meeting under Progress reports. Make sure to clearly name the document 'Minutes Go/no-go meeting', to distinguish it from other progress reports you might upload in the future.

FSW LUCRIS manuals: [LUCRIS/Converis Graduate School Management module - Leiden University](#)

Tutorial videos: [Converis GSM - Leiden University MediaSpace™ video portal](#)