

# LUCRIS – short guide for doctoral and licentiate students

How to add your degree project as well as your  
thesis. Updated 2022-10-11

If you are a doctoral or licentiate student at LU, use LUCRIS to register your research output, activities etc., as well as register a degree project and your thesis, when it is completed. This makes your degree project visible and increases its dissemination to other interested parties within and outside LU. This manual is designed to help you use LUCRIS effectively.



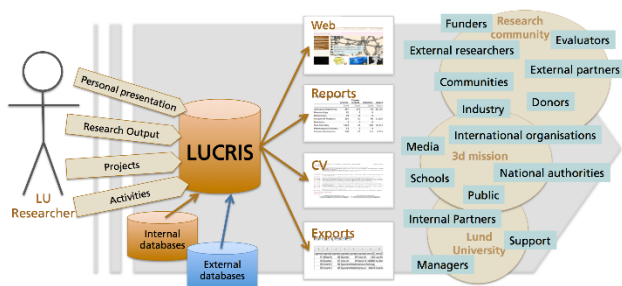
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## What is LUCRIS?

LUCRIS, a research information system based on PURE software, is intended for registering and provide visibility for LU's research publications, as well as for projects, collaborations and other research-related activities. Log into LUCRIS at <http://lucris.lu.se>

LUCRIS consists of a registration interface, which is only accessible to researchers and other staff at LU, and a public Research Portal that shows certain parts of the information from LUCRIS. The Research Portal is located at <http://portal.research.lu.se>. In addition, several other websites can republish the information and thereby spread it to LU's numerous internal and external target groups.



How information entered in LUCRIS is spread by various channels to LU's numerous target groups.

On the LU Staff Pages you can find more specific information on your particular task or role in LUCRIS, based on your role at LU such as Vice-Chancellor or research student:

<http://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system>

## For doctoral or licentiate students

If you are a doctoral or licentiate student at LU, you use LUCRIS to register your research output, activities etc., as well as register a degree project and your thesis, when it is completed. This makes your degree project visible and increases its dissemination to other interested parties within and outside LU. This manual is designed to help you use LUCRIS effectively.

## Relational database



LUCRIS is a relational database, which means that you can create links and relations between various data in the system. You can, for example, link publications to projects, which you can in turn link to contracts. You can highlight contributions you have published after a conference as a relation to the keynote lecture you gave at the conference. And of course the more such relations you create, the greater the visibility of your research output.



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## 1. Getting started

### 1.1 Log in

You log in to the LUCRIS registration interface using your LUCAT ID and the associated password at <http://lucris.lu.se>

### 1.2 Personal Profile

When you log in, the landing page is your personal profile page, which shows the information that you or others have entered or that has been imported from other systems at LU. You can see publications, activities, projects, contracts, information from LUCAT as well as the people and organisations that, through your publications and activities, make your network visible. You can edit your profile and add publications and activities.

Read more about what and how to add information to your LUCRIS-profile:

<https://www.staff.lu.se/research-and-education/research-support/lucris-research-information-system/help-and-support>

## 2. Add thesis project

You can add your PhD-project in LUCRIS from day one as a doctoral student. Adding your PhD-project will give you a way of showcasing your project along the way and you'll be able to add research outputs and other research activities such as conferences. When your thesis is published you need to add it as a research output (see chapter 3) and relate it to your PhD-project.

1) Choose what you want to add: *Projects*.

You make this choice either via **a**) the green *Add content* button on the right or **b**) click on + which appears when your mouse cursor is over the module you want to add information to.



2) You now have the option *Choose submission*. This means that you choose which specific information you want to add.

**Choose:** *Projects* → *Dissertation*

3) You fill in the information. All fields marked with a red asterisk \* are mandatory in the system for technical reasons. Other fields are optional, but the more correct information you enter in the



system, the better and more usable the information that can be retrieved by others. The level of ambition depends on you as a researcher and any relevant local practice.

All project types have the same field structure, in which you describe the project:

- *Nature of activity type:*  
choose among the listed types. Many thesis projects should belong under the type:
  - *Individual research project*
- *Title:* add title in both Swedish and English if possible. You switch languages in the top left corner, or click on *Translation* in the left-hand menu.
- *Short title:* if there is one.
- *Acronym:* if there is one.
- *Description:* short project description, max. 400 characters, preferably in both Swedish and English – the target group is the research community.
- *Layman's description:* short popular science outline, preferably in both Swedish and English. Remember to change the language field using the Swedish and British flag symbols in the top left corner.
- *ID:* if there is one.
- *Project participants:* in addition to yourself (you are added automatically) you should add your supervisor. Indicate the relevant roles, i.e. *Research student* for yourself or *PI* (different policies at different faculties) and *Supervisor* or *Assistant supervisor*.
 

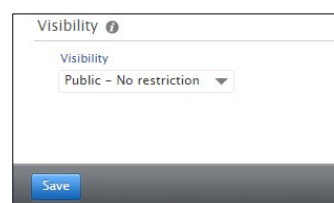
*Note:*

  - External persons added to a project must give their consent.
  - If a person is added, information also follows on the organisations the person is linked to. Non-relevant organisation links must be deselected.
- *Project managed by:* is filled in automatically and is linked to your affiliation.
- *Collaborative partners:* put “no” or “yes” if it is a collaborative project.
- *Life cycle (Start year/end year for the project):* the end year can be left blank if required.
- *Curtailed:* if the project is curtailed before completion indicate with a cross here.
- *Add document:* options include adding a long project description – the academic presentation of the project can be attached as a PDF, for example the presentation sent to financiers.
- *Link:* link to project website outside LUCRIS.
- *Relations:* links to publications, activities, contracts, principal project etc. Please note that publications written (solely) by an author external to LU who is part of an LU project cannot be entered in LUCRIS.
- *Subject:* classification according to the Swedish Higher Education Authority (UKÄ).

4) When you are finished with describing the project, choose the level of visibility your entry is to have in the system under *Visibility*. Choose:

- **Public – no restriction**, i.e. visible to everyone who searches on LU's Research Portal

Save the project and it becomes immediately visible in the portal:  
Click *Save* furthest down.





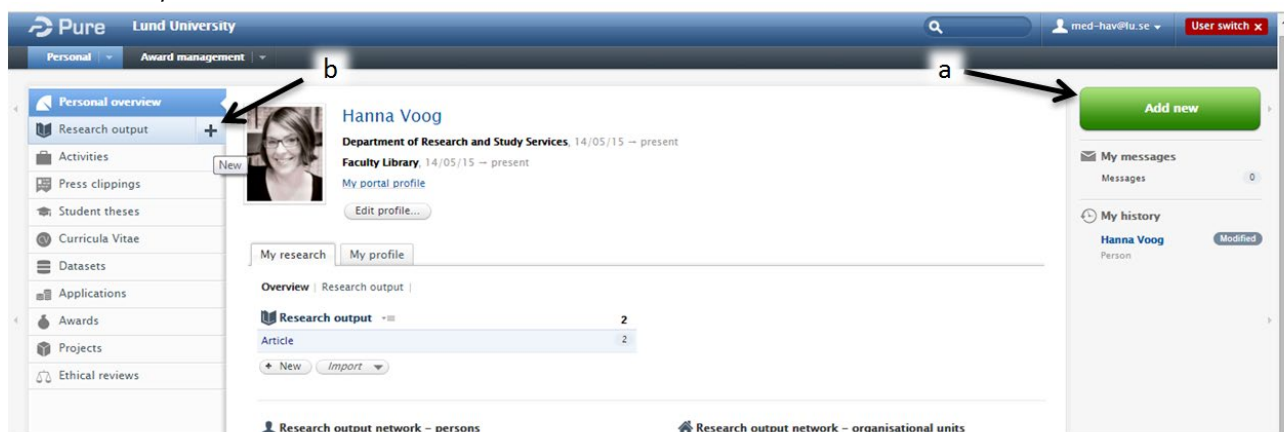
### 3. Register the thesis in LUCRIS

A completed thesis is to be registered in LUCRIS. After your registration has been reviewed by local administrators, it will be made public in the Research Portal, visible in various search engines and exported to national and international databases that index research publications such as SwePub, DART etc.

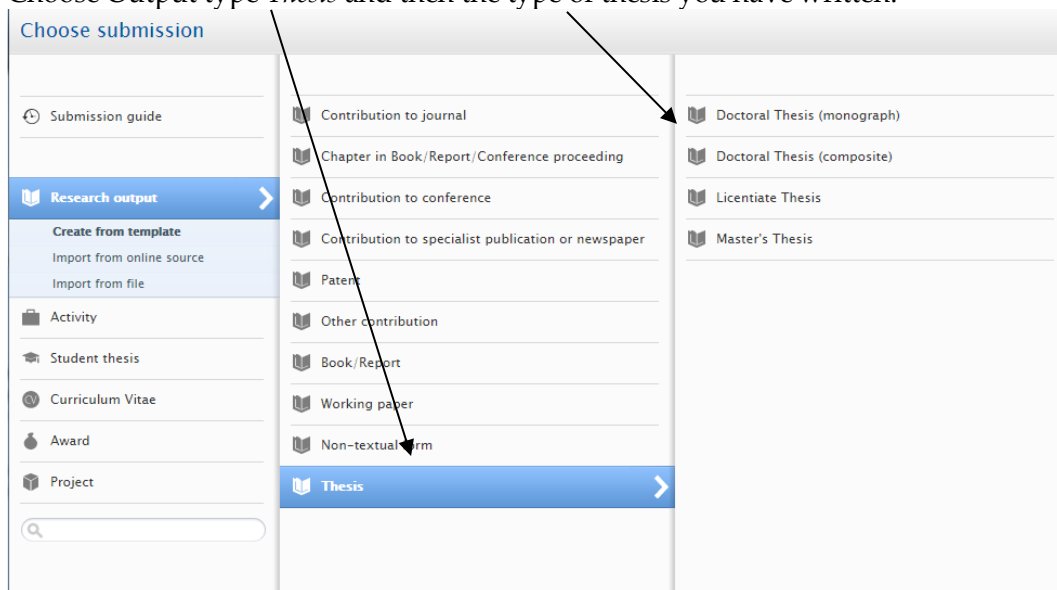
Please note that there may be local guidelines.

#### 3.1 Enter the thesis

- 1) Choose to add the thesis either via **a)** the green *Add Content* button on the right or **b)** via the *Research Output* module.



- 2) Choose Output type *Thesis* and then the type of thesis you have written.



- 3) Fill in information about the thesis: title etc. All fields marked with a red asterisk \* are mandatory in the system for technical reasons. Other fields are optional, but the more correct information



you enter in the system, the better and more usable the information that can be retrieved by others. The level of ambition depends on you as a researcher and any relevant local practice.

*Fields to fill in*

The screenshot shows the 'Research output' form for a 'Doctoral Thesis (monograph)'. The left sidebar contains navigation options: EDIT (Metadata, Metrics, Translation), OVERVIEW (Relations, Display), and HISTORY AND COMMENTS (History and comments). The main form sections are:

- Type:** Publication category \* (Research)
- Publication state:** Publication statuses and dates \* (Published, Year, Month, Day, Current)
- Publication information:** Original language \* (English), Title of the contribution in original language \*, Subtitle of the contribution in original language
- Abstract:** Abstract, Number of pages
- Authors and affiliations:** Authors \* (No persons or organisational units associated), Add person..., Add organisational unit..., Add group author...
- Research output managed by:** Managing organisational unit \*

Callout boxes provide the following instructions:

- Publication status:** Year and Publication state (i.e. Published)
- Publication information:** Language, title and abstract.
- Contributors and affiliations:** Your affiliations including any SRA (strategic research area) you belong to. NB! The Affiliations should be same as stated in the thesis. You can also add a research group.



**Supervisors/Assistant supervisor**  
*No persons or organisational units associated*

*Supervisors/ Assistant supervisors:*  
 add supervisors.

**Thesis Information**

**Qualification**  
 No value

**Awarding Institution**

**Award date**

**Thesis sponsors**

*Thesis information:*  
 add information about academic degree, supervisor etc.

**Publisher**

**Publisher**

**Place of publication** **Edition**

**ISBN (Print)**

**ISBN (Electronic)**

*Publisher:* If a publisher etc. please add, and ISBN and E-ISBN.  
 NOTE: If Lund University is the publisher, it must be specified, and the field contain "Lund" or "Lunds". This to fulfill the requirement of Electronic legal deposit.

**Series information** ⓘ

**Series**

*Series information:* Add related series information.

**Electronic version(s), and related files and links** ⓘ

**Electronic version(s) of this work**

**Other links**

**Other files**

*Electronic version:* Upload your file  
 NB! Remember to set the visibility of the file. It should be labeled as *Open* if it's open access.

The document data sheet with your signature should not be included in the electronic file, in that case add an unsigned version, or not at all.

If your thesis includes unpublished or submitted manuscripts, only the comprehensive summary should be made open access in LUCRIS. The electronic version of the complete thesis should also be uploaded but with access set to "Closed". Some publishers consider a manuscript to have been published already if it is made available electronically in a thesis and will not accept them for publication in their journals. Once the submitted articles are published, and if you have permission from the publishers, you can make the complete thesis open access

*Layman's description:* Upload, if applicable, a Layman's description in PDF, as *Other file*. NB! Please remember to name the file in a descriptive way.





The screenshot shows a submission form with several sections. Callout boxes provide instructions for specific fields:

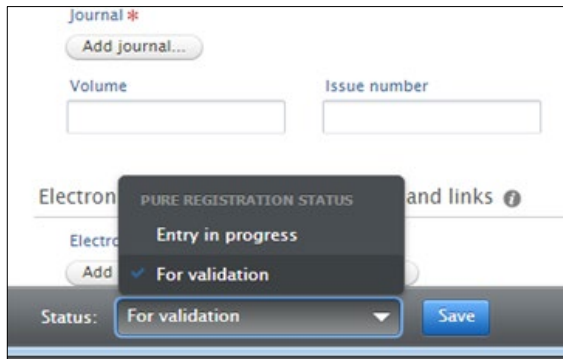
- Keywords**: A callout box points to the "SUBJECT CLASSIFICATION (UKÄ) - MANDATORY" field, stating: "UKÄ: NB! Mandatory (according to SwePub): the thesis must have one classification according to UKÄ."
- ARTISTIC WORK**: A callout box points to the "ARTISTIC WORK" field, stating: "Artistic Works: set to Yes if the thesis is artistic work."
- KEYWORDS**: A callout box points to the "KEYWORDS" field, stating: "Keywords: free keywords ."
- Relations**: A callout box points to the "Relations" section, stating: "Relations: Make sure that relations are made to e.g articles in a compilation thesis."
- Visibility**: A callout box points to the "Visibility" dropdown menu, stating: "Visibility: Should never be changed – sets the visibility of the post in the Research portal."
- Status**: A callout box points to the "Status" dropdown menu at the bottom, stating: "Status: Change to 'For validation' and then 'Save'. Read more on the next page."

Other visible form elements include:

- TEACHING AND LEARNING HE**: "There are no associations" and "Add teaching and learning he..." button.
- Bibliographical note**: A text input field with a red flag icon.
- External publication ids**: "Additional source ids" and "Add additional source..." button.
- NOTIFICATIONS**: "Editors responsible for handling this submission: None" and a "Comment to status change:" text area.
- Bottom Bar**: "Status: For validation" dropdown and a blue "Save" button.



- 4) When you have finished, click on the status you wish the entry to have in the review flow, at the bottom of the page.  
You can choose between save and continue later by selecting the status *Entry in progress* and then *Save*, or if you want to send on your publication for review to your local reviewer; choose *For validation* and then *Save*.





## 4. Support and administration organisation

LUCRIS support consists of both a central and a local support organisation. Technical questions, development questions and suggestions for improvements are handled by the LUCRIS administration organisation. Questions on input and input policy are answered by local support. Certain faculties have their own local support channels, but you can always contact the staff at Servicedesk who will direct you to the right support.

Servicedesk and LUCRIS support are reached via:

- ➔ E-mail: [servicedesk@lu.se](mailto:servicedesk@lu.se)
- ➔ Web forms at: [support.lu.se](https://support.lu.se)
- ➔ Phone: 046 222 90 00 (Monday–Friday 08:00–17:00)

Find out more about LUCRIS at: <https://www.staff.lu.se/research-and-education-0/research-support-0/lucris-research-information-system>