Individual study plans for doctoral students

User guide

April 1, 2021

This is a translated version of the Swedish original. In case of discrepancies between the Swedish version and the English translation, the Swedish original applies.

Contents

1. Introduction

1.1 What is an individual study plan (ISP)?

The study plan serves as a regulatory tool for the entire length of the doctoral education to ensure that the studies are conducted and followed up in an efficient manner. A study plan must be established for each doctoral student.

The study plan is established and revised jointly by the doctoral student and the principal supervisor. It is approved and thereby finalized by the director of third cycle education. The director of third cycle education is responsible for ensuring that the study plan is reviewed and revised at least once a year. Revisions shall also be made as deemed necessary in relation to the progression of the studies.

Some information in the document is obtained from the Ladok documentation system during the course of the studies. As this data cannot be entered manually into the ISP system, you have to contact your school Ladok administrator if any such information needs to be changed.

Please note: The study plan is a public document and may therefore be made available to the public on request. Please remember this when entering information into the system.

1.2 Rules regarding ISPs and third cycle studies

The rules concerning ISPs can be found in The Higher Education Ordinance:
(http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100) and
KTH rules and regulations for third cycle studies:
(https://intra.kth.se/polopoly_fs/1.883360.1551273064!/Guideline_on_Third-Cycle_Studies.pdf)

2.   Authorization and system login

2.1 Authorization

Authorization to access the ISP system (so called 'roles') is established by an administrator at GVS/EDO/AUA. Please contact the administrator of third cycle education at your school if you should have access to the system but have not yet been authorized. The administrator at AUA assigns roles for both KTH staff and persons employed elsewhere, such as supervisors working at another university or a company.

Doctoral students are automatically given access to the ISP system when their KTH-account is created. KTH-accounts are assigned automatically when admission to third cycle studies is documented in Ladok.

Assistant supervisors are authorized in the same way as principal supervisors. Assistant supervisors can log into the system but can only view the study plan as a non-editable PDF document.

2.2   Logging into the system

Doctoral students and KTH staff log into the system via the personal menu. Once logged in, ISPs can be accessed under 'My services'. After you have been authorized to access the ISP system, all you need to do is click the link 'Individual study plan for doctoral students (eISP).

Users who are not employed at KTH log in via a link here:
https://eisp.sys.kth.se/isp/externalLogin

2.3   ISP system help and support

The user guide for the ISP system can be accessed via
https://intra.kth.se/en/utbildning/utbildningsadministr/eisp/isp-individuella-studieplaner-for-doktorander-1.653101 When completing the information in the actual ISP, you will find that most fields offer helpful information texts.

2.3.1 English version of the system

To access the English version of ISP, simply select language at the top right after logging in.

2.4 Roles in the system

Each system user has one of several available roles. The assigned role determines what a user can see and do in the system. The available roles are:

- Doctoral student – can revise and approve a created study plan and also initiate revisions
- Supervisor – the principal supervisor creates the plan, initiates revisions and makes revisions together with the doctoral student and can also approve the plan or return it for revision; the assistant supervisor can access a PDF version of the plan after it is established

- Programme director/Director of studies – can approve the study plan or return it for revision, and also leave comments under section "7. Comments." Please note that the study plan will have to be sent back to the doctoral student for approval when comments are left under section 7 since this counts as editing the study plan.
- Administrator of third cycle education – can approve the study plan or return it for revision
- Establisher – can finalize the study plan or return it for revision

The programme director/director of studies, administrator of third cycle education and director of third cycle education cannot make changes in any of the fields except for the aforementioned comments in section 7, and has the options to approve an ISP or return it for to the doctoral student for further revision, as well as write in the message log.

The programme director/director of studies is selected in the study plan and then becomes tied to the ISP in question. If there is a change of programme director/director of studies, the corresponding change in the ISP system must be done in connection with a revision. The role of director of third cycle education is linked to the school and cannot be changed in the study plan.

3.   Create–Approve–Finalize the study plan

The ISP process is characterized by a sequence of steps and involves users with different roles and authorization levels. Before an ISP is finalized, it needs to pass a series of reviews.

3.1 The ISP process

At KTH, the doctoral student has been admitted to third cycle studies when the ISP is created.
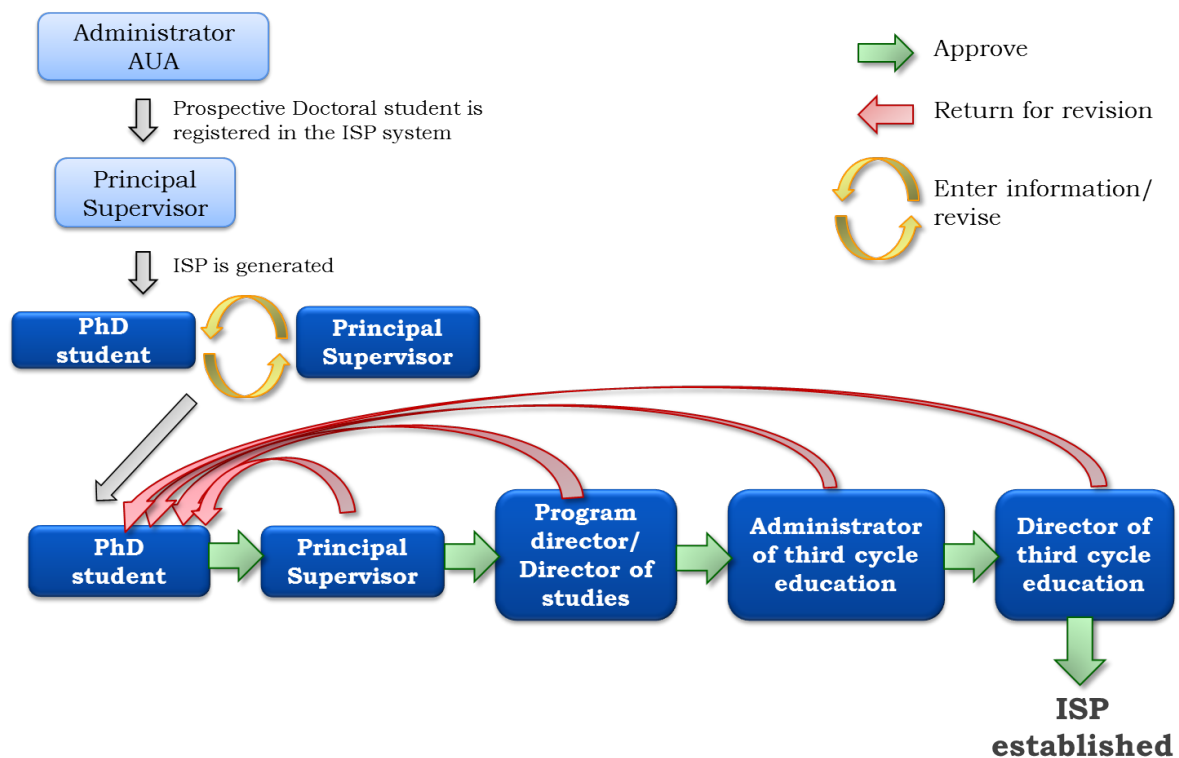

Fig. 1, The ISP process and the roles involved in the management of an ISP.

3.1.1 The principal supervisor creates the study plan for the doctoral student

The principal supervisor logs into the ISP system and selects 'Study plans' in the menu. The principal supervisor then clicks 'Create study plan' and selects a student from the list (all doctoral students at the selected school are displayed). The ISP document opens as soon as a student has been selected.

Some basic information about the doctoral student is retrieved from Ladok. Other information can be entered by the principal supervisor or the doctoral student. Certain fields in the ISP must be filled by the supervisor, and if this is not done, the study plan cannot be created.

As soon as the principal supervisor has clicked 'Create study plan', the doctoral student can view the plan under 'Study plans' in the menu. The doctoral student is notified by the ISP system when a study plan has been created. After the supervisor selects 'Create study plan' the supervisor can continue to work on the plan and to keep adding information in each tab. Click "Edit" in the top right corner in the tab you want to add information. The button 'Save' are now displayed at the bottom of the form. When the supervisor has saved the information

the study plan is updated for the student too. For more illustrations, see
https://intra.kth.se/en/utbildning/utbildningsadministr/eisp/skapa-studieplan-handledare-1.982908

3.1.2 *The doctoral student and principal supervisor add to the plan and approve it*

The doctoral student enters information into the document and can choose to save and close the plan with the intention to keep working on it later. When the student is satisfied with the study plan, they click 'Approve and send to the supervisor'. By doing so, further editing of the information in the plan by the student is no longer possible. The principal supervisor is notified via e-mail that the student has submitted the plan for approval. The supervisor can at this point add /change the information added by the student. If the supervisor makes any changes in the plan, the document is automatically returned to the doctoral student for approval. The plan will not be forwarded to the programme director/director of studies until the principal supervisor has approved the plan without revisions.

3.1.3 *The programme director/director of studies approves the study plan*

Once the doctoral student and the principal supervisor have approved the plan, it is sent to the person selected as programme director/director of studies in the plan. The programme director/director of studies is then informed via email as well as a notification at the top of the ISP system start page that they have an ISP to review. The programme director/director of studies can view all document tabs, but cannot edit any of the fields, except for adding comments under section "7. Comments." The programme director/director of studies must leave a message in the message log if the study plan is rejected. If the programme director/director of studies does not approve the study plan, the document is returned to the doctoral student for revision. An e-mail informs the principal supervisor of the rejection. When the doctoral student has revised the plan according to the changes suggested in the message log, the plan is once again submitted to the principal supervisor. Once the principal supervisor and the programme director/director of studies have approved the plan, it is forwarded to the administrator of third cycle education.

3.1.4 *The administrator of third cycle education reviews the ISP*

The administrator of third cycle education reviews the study plan and then either approves it and forwards it to the director of third cycle education or returns it to the doctoral student for revision. The administrator of third cycle education must leave a comment in the message log (comments stay in the document throughout the process) if the study plan is rejected. When the doctoral student has revised the plan according to the changes suggested in the message log, the plan is once again submitted to the principal supervisor. Once the principal supervisor, the programme director/director of studies and the administrator of third cycle education have approved of the plan it is sent to the director of third cycle education.

3.1.5 *The director of third cycle education (Establisher) establishes the study plan*

When the administrator of third cycle education have reviewed and approved the study plan, the establisher is informed via e-mail and a notification on the ISP start page that a study plan has been submitted for consideration. The establisher can view all document tabs but cannot make revisions. If the establisher has concerns about the content, the document is returned to the doctoral student for revision with a note explaining the reasons for rejection in

the message log. When the doctoral student has revised the plan according to the changes suggested in the message log, the plan is once again submitted to the principal supervisor, the programme director/director of studies, the administrator of third cycle education and finally the establisher. When the establisher approves of the plan it is formally established and a PDF of the plan is saved in the ISP archive.

4. Navigating and using the system

The menus and functions of the ISP system vary depending on the role of the user. If one user has several roles in the system, for example both principal supervisor and programme director/director of studies, the user will always be logged in with the 'higher-ranking' authorization level, in this case as programme director/director of studies. Click 'Change permission' in the left-hand menu to change role (authorization level) if required (fig. 2).
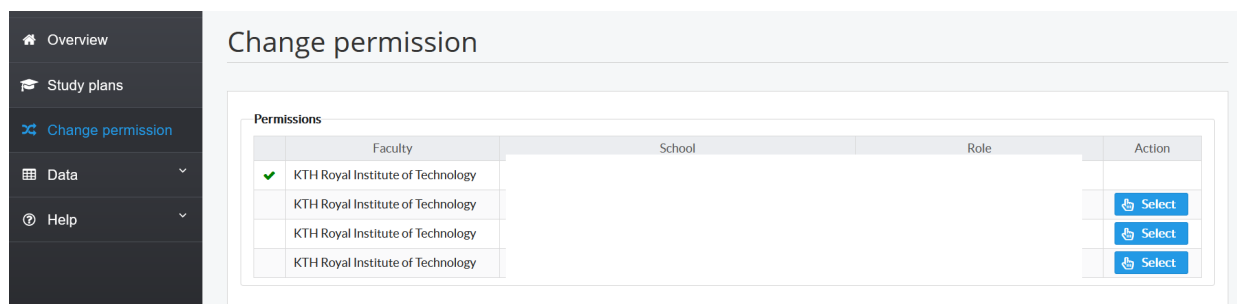

Fig. 2, Change permission

4.1 As Principal supervisor

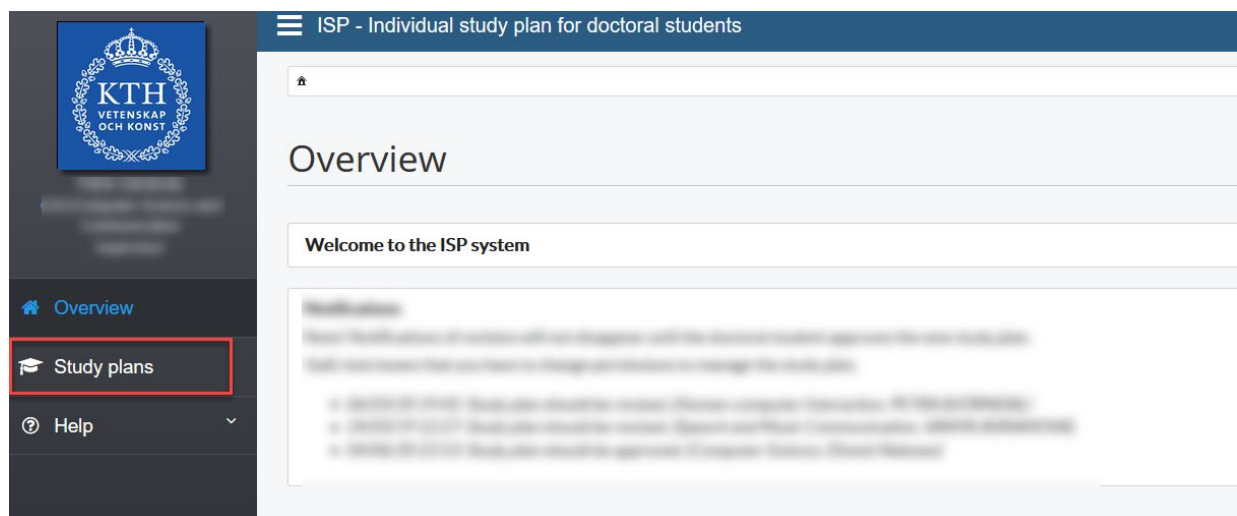After logging into the ISP system you will see the following menu (fig. 3):

Fig. 3, The ISP start menu for a principal supervisor.

In the menu "Study plans" you create and revise the individual study plan for the doctoral student. Here you find all individual study plans that you are involved in as the principal supervisor or as assistant supervisor.

To start a revision of a doctoral student's study plan, click on 'Select action' and choose 'Revise'. In the fields in the study plan that have a blue frame around them, there has been a change since the study plan was established (see fig. 4). If you mark the checkbox 'Hide differences compared with the previous established study plan' you will remove the blue frame.

Hide differences compared with the previous established study plan
▸ 1. Basic information	☑ Edit
▸ 2. Degree of activity and Funding	☑ Edit
▸ 3. Courses and conferences	☑ Edit
▸ 4. Supervision and examination	☑ Edit
▸ 5. Thesis	☑ Edit
▸ 6. Meetings	☑ Edit
▸ 7. Comments	☑ Edit
▸ 8. Approvals	☑ Edit

Fig. 4. A blue frame around the tab means that there is new information in the tab compared with the last established study plan

In 'Search study plans' (see fig. 5) you can search for created study plans where you are involved as a supervisor.

If you mark the checkbox "Current" in "Type of study plan" you will get the created study plans that have not yet been established and the latest version of the established study plans. If you mark "Archived" you will find later versions of the study plans.

Fig. 5, Search study plan.

4.2 As Assistant supervisor

After logging into the ISP system, the following menu appears (Fig. 6):

Fig. 6, Main menu for assistant supervisors.

In 'Study plans', you can view all ISPs that you are involved in as a principal or assistant supervisor. For information on how to find for a specific student or ISP, see Section 4.1. Please note: As assistant supervisor you can only view a non-editable PDF version of the plan.

4.3   As Doctoral student

Under the menu "Study plans" you will find the current study plan as well as earlier versions. To edit a study plan that is undergoing revision, choose "Select action" and then "Edit" and the study plan will open for editing (fig. 7).

Fig. 7, Edit

Areas that have been updated from the previous version are framed in blue. During the period you work with the study plan, you can save, close and continue working as you wish. When you are satisfied with the changes, click Approve and send forward to supervisor, and then Confirm in the popup-window, which will lock the study plan. An automatic e-mail is now sent to your supervisor stating that there is a study plan to approve.

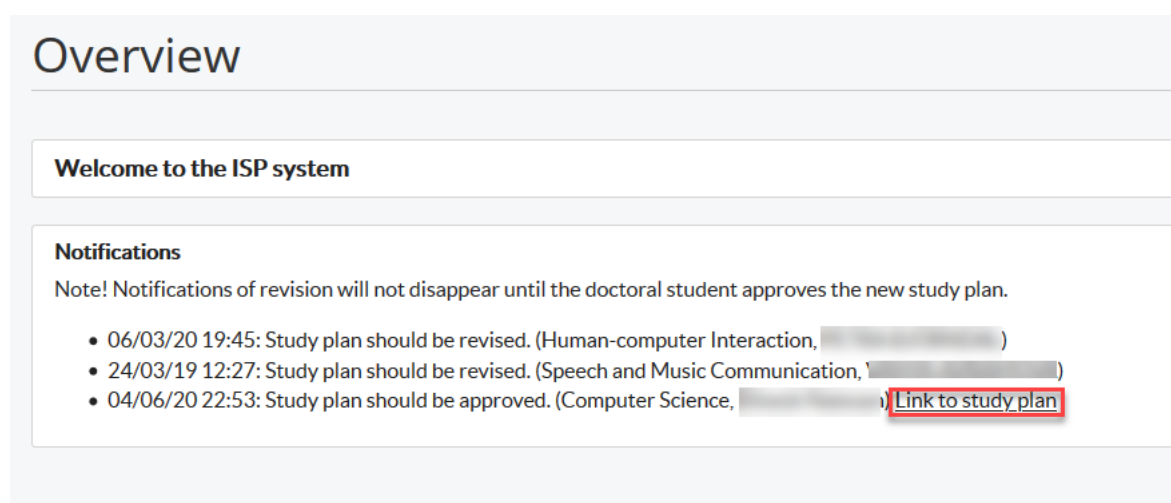To initiate a revision, click the button Select action, and then Revise (fig. 8).

Fig. 8, Revise

Information on revision can also be found here:
https://intra.kth.se/en/utbildning/utbildningsadministr/eisp/revidering-av-studieplan-doktorand-1.983069

4.4 As Programme director/Director of studies and Director of third cycle education/Establisher

On the start page, you will find the name of the doctoral students whose study plans you are going to review and a direct link to the study plan (fig. 9).

Fig. 9, Notifications

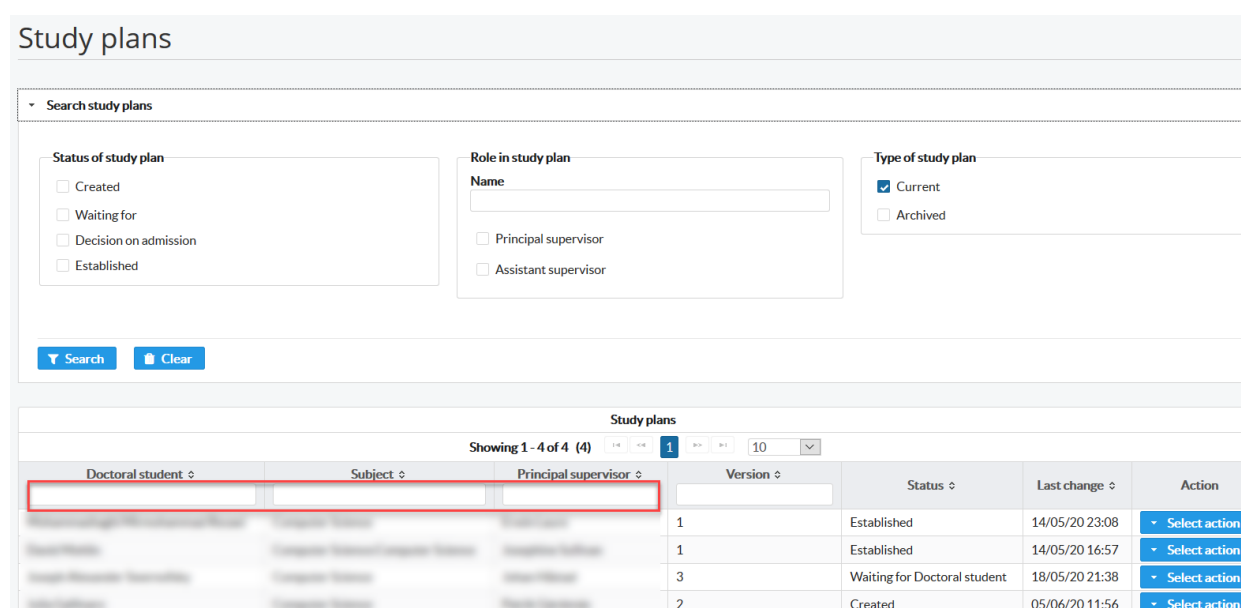In the menu "Study plans" you will find the study plans that you are involved in. If you want to find a study plan, enter the doctoral student's name under the heading "Doctoral student", the subject under the heading "Subject" or the supervisor's name under the heading "Principal supervisor". You can also enter part of the name / subject by using *. In "Search for study plans" you can make further restrictions or by clicking in the checkbox "Archived" in the heading "Type of study plan" get previously established study plans (fig. 10).

Fig. 10, Search for current ISPs.

5. The information in the ISP document

The information in several of the fields is obtained from the student documentation system, Ladok. Some of the fields in the ISP must contain information before the plan can be sent for approval by the programme director/director of studies. These fields are labelled with a red asterisk. If no information has been entered in one or several of these fields, this will be indicated by a pop-up stating that information is missing. The tabs containing these fields, as well as the frame of the fields will be marked in red to facilitate their location.

Important information about updating form with data from Ladok!
New data from Ladok is retrieved when the ISP is created, revised, and when the doctoral student or supervisor clicks the button 'edit'. New data from Ladok can be obtained until the supervisor approves the plan. If the data from Ladok seem to be incorrect, first verify that the information in the source system is correct by contacting the Ladok administrator at your school, and then contact the ISP systems administration at e-isp@kth.se

Remember to save your work frequently when working with the ISP!

5.1 Basic information

Name
Information obtained from Ladok.

Civic registration number
Information obtained from Ladok. Doctoral applicants must enter civic registration number (only applicable when creating the first version of your ISP prior to admission in Ladok).

Home address
Indicate the home address of the doctoral student.

Telephone number
Indicate the telephone number of the doctoral student. Doctoral applicants must enter their telephone number (only applicable when creating the first version of your ISP prior to admission in Ladok).

E-mail address
The student's e-mail address is obtained from Ladok when the study plan is first created, but can then be edited.

Subject and SCB code
Information obtained from Ladok, when creating the first version of the ISP.

Faculty
Appears automatically.

School
Information obtained from Ladok or UG. This is connected to the school to which the supervisor belongs.

Participating departments and/or divisions
The specific unit, section etc. (if any) that the doctoral student belongs to.

Specialization
If relevant, indicate which specialization the doctoral student belongs to.

Other participating institutes of higher education and organisations
Indicate other participating institutes of higher education and organisations. This applies in particular to doctoral students in coordinated programs and doctoral students with joint degree, double degree and multiple degree agreements.

Date of admission
Date of admission decision (obtained from Ladok).

Date of commencement of studies (information entered by the principal supervisor)
Date when the doctoral student commences doctoral studies (obtained from Ladok). The principal supervisor shall enter earliest possible start date for their prospective student.

Admitted to (information entered by the principal supervisor)
Information obtained from Ladok (licentiate degree, doctoral degree or latter parts of doctoral degree).

PhD programme (information entered by principal supervisor)
Indicate to which PhD programme the doctoral student will apply.

Information about the third cycle General syllabus /subject study plan
Indicate where the third cycle General syllabus /subject study plan can be found (enclose a link to the web page or paste the text in the field). If the doctoral student, during on-going doctoral studies, has been allowed to change to a newer version of the third cycle General syllabus /subject study plan, this should be indicated here.
The third cycle study plans can be found in the course and programme directory: https://www.kth.se/en/studies/phd/student/programmes-1.325286

Planning to achieve a licentiate degree
Indicate whether the doctoral student intends to take a licentiate degree, and if so, indicate the semester.

Planning to achieve a doctoral degree
Indicate semester of planned public thesis defence.

Permanent leave from studies
Information obtained from Ladok. This implies that the studies are discontinued and cannot be resumed.

5.2 Degree of activity and funding

Current rate of study

Information obtained from Ladok. This field specifies the rate of study that has been reported into Ladok for every term. The principal supervisor can add comments. (Marked as orange "1." above)

Work achieved so far in % of the requirements for the degree (filled in by the principal supervisor)

The principal supervisor notes here how far the student has reached towards the objective of the degree.

Total current study period used (%)

Information obtained from Ladok. Shown here is the total percentage of activity that has been reported so far, divided by the total length of the programme expressed in per cent. The information in Ladok should be reviewed if activity-related questions arise.
 (Marked as orange "2." above.

Planned degree of activity

Indicate planned rate of study for the entire period of studies. Any deviation from the planned rate should be explained in the comments field.

Funding

Current funding (meaning funding so far) is obtained from Ladok.

Planned funding for each semester of the doctoral programme is reported under 'Planned funding' and is filled out by the principal supervisor. The comments field can be used to

report for example agreements with external funding sources and applicable time limits.

Departmental duties: to date and planned (%)

Indicate past and planned departmental duties. Departmental duties may not exceed 20% of a full- time position, averaged over the entire study. Departmental duties should result in a corresponding extension of the doctoral studies position.

Past and planned leaves/appointments eligible for extensions

Indicate reasons for past and planned extension, as well as when the extension is planned to be/was carried out.

Extension of employment and doctoral grants may be granted if special grounds exist, e.g. illness, service in the military armed forces, parental leave or leave of absence related to an elected position in a trade union or student organization.

Available fixed resources

Indicate the doctoral student's access to a workplace and computer. Also indicate the conditions for, and access to, telephone, fax, e-mail, office equipment etc.

5.3   Courses and conferences

Planned courses

State the planned courses. Indicate in the comments field if the course does not have the same designation as in the subject study plan, and if so, also explain which course it is comparable to.

Completed courses

Information is obtained from Ladok.

Credited courses

Information is obtained from Ladok.

All courses completed

Information is obtained from Ladok. A checked box means that all the obligatory courses as well as the appropriate amount of eligible courses have been completed for the current admission.

Approved thesis

Information is obtained from Ladok. A checked box means that there is an approved thesis for the relevant admission.

Third cycle qualification

Information is obtained from Ladok. A checked box means that a third cycle degree has been awarded (licentiate degree).

Planned and completed participation at conferences

If relevant for the doctoral programme, indicate completed and planned conferences.

Type and/or title of contribution
If relevant for the doctoral programme, indicate the title and type of any contribution (e.g. participation with a poster or oral presentation).

Planned and completed activities, including international participation
If relevant for the doctoral programme, indicate completed and planned activities, such as workshops, projects, collaboration with outside entities, external assignments, research visits etc.

Planned and completed seminars
Indicate planned and completed seminars/equivalent (e.g. mid-way review, final review).

5.4 Supervision and examination

At least two supervisors shall be appointed for each doctoral student. One of them is designated as principal supervisor. The doctoral student is entitled to supervision during his or her studies unless the Principal has decided otherwise by virtue of the Swedish Higher Education Ordinance Ch.6, Sec.30 (Higher Education Ordinance Ch.6, Sec.28).

Principal supervisor
Indicate any additional details about the principal supervisor. The forms of supervision (meetings with supervisors, telephone calls and/or e-mail) should be indicated.

Successful studies at the third cycle level require continuous supervision, regardless of rate of study. The principal supervisor must be tied to KTH through employment. Supervisors must always be appointed in consultation with the doctoral student and in connection with the establishment of the ISP, but no later than during the first semester.

Change of principal supervisor within the framework of an ISP must be done by the ISP support personnel. When a change has been approved at school level, school PhD administration sends a request to the ISP support to change the principal supervisor.

Commitments of the principal supervisor already planned
Describe the current and future commitments, research projects, travel and leave already planned by the principal supervisor that can affect the availability of the supervisor in any way.

Assistant supervisor(s)
Click 'Name' and choose an assistant supervisor from the list. If the supervisor is not in the list, please contact your department's ISP administrator. The amount of time expected to be devoted to supervision and the forms of supervision (meetings with supervisors, telephone calls and/or e-mail) should be indicated.

All doctoral students must have an assistant supervisor. The assistant supervisor complements the principal supervisor by providing expertise on a specific subject. More than

one assistant supervisor may be engaged for a student.

Forms for supervision

Indicate amount of time and forms for supervision (for example face-to-face meetings, telephone contacts and/or e-mail communication). A schedule for the supervision sessions, including their content, should be provided.

Already planned commitments of the assistant supervisor

Describe the current and future commitments, research projects, travel and leave already planned by the assistant supervisor that can affect the availability of the supervisor in any way.

The programme director/director of studies (required field)

Click 'Name' and choose a programme director/director of studies from the list. If the programme director/director of studies is not in the list, please contact the ISP administrator at your school. The programme director/director of studies shall approve the individual study plan before it is finalized by the director of third cycle education (as regulated in Rules and Regulations for third cycle Studies at KTH).

If the programme director/director of studies is replaced during the duration of a doctoral students study period, the corresponding change in the eISP must be done in connection with a revision of the study plan.

Further persons

Indicate any other person(s) involved in supervision of the doctoral student or other similar activities; such as mentors, external experts etc. External experts should be available at times when specialized expertise is needed.

Allocation of supervisory contribution

Indicate the percentage of supervision that each supervisor has contributed/is contributing in relation to the other supervisor(s) (must make 100% in total).

Each supervisor is reported on a separate line, implying that each semester is reported more than once (fig. 11.).

Fig. 11, the allocation of supervision (in percent) divided between the supervisors.

5.5 The research project

Preliminary title of the research project (required field!)
Indicate the title or the working title of the doctoral project.

Short description of the research project (required field!)

The description shall contain purpose, background, hypothesis and overall research goals. A more extensive research plan can be attached if such a document exists.

Planned form of thesis
Indicate the form of the thesis (monograph or compilation thesis).

Research plan for the coming 12 months
State the experimental and analytical plans for the coming year, including specific research goals and time aspects, as well as writing of scientific articles, meeting and conference participation etc. It is important to keep the goals achievable!

Planned articles, reports etc.
List the work planned for the coming 12 months.

Finished research goals/intermediate goals, articles, reports etc.
Present already achieved research goals/intermediate goals, articles, reports etc.

Deviations from previous study plan
Assessment of results from the previous year. This shall include research, attended courses and teaching, and the results shall be compared with those from the previous study plan.
Specify any changed priorities and the reasons for the changes. State the actual rate of study as well as the actual level of supervision during the past year.

5.6 Progress meetings

Indicate completed and planned progress meetings (meetings between the doctoral student and the supervisor where the ISP is discussed and followed up specifically). The Swedish Higher Education Ordinance states that ISPs must be updated regularly, and KTH regulations states that it must be done once per year. The study plan should be revised in cases of deviations from the established ISP.

5.7 Comments

Doctoral students, supervisors and programme directors can add comments about previous/future achievements, or potential different views on these. Each field can only be edited by the corresponding role, so only the doctoral student can edit the doctoral student comment section etc.
Please observe that the comments will be saved and included when revising the study plan, as opposed to what is written in the Message Log.

5.8 Ethical approvals

Indicate which trials and experiments may be included in the thesis work, and whether any ethical review has been conducted. Ethical guidelines must be followed during all parts of the studies. Ethical reviews can be added as an attachment. Ethical approval code may be provided under Sec. 9.1.

If your research contains personal data you must report this to the personal data representative at KTH on a separate form that you find here:
http://www.kth.se/form/5b031985afc787f1feefe0c0
If you have any questions concerning the form, please contact the personal data

representative at personuppgiftsombud@kth.se

5.9 Degree objectives

Degree objectives are the objectives that the Swedish higher ordinance board has set for doctoral students, plus the local KTH Sustainability Goal. The objectives are connected to the intended exam (doctoral or licentiate) and depending on which of the two the student is aiming for, the objectives are different.
Examples of how to obtain the objective can be found in the help text connected to each objective.

5.10 Attachments

Your attached files will be shown here. Examples of documents that you may need to attach are ethical approvals, extensive descriptions of your thesis, documents indicating that your employer allows research during working hours (applies to doctoral students in coordination programmes). To upload files, click 'Attach,' choose a file, and click 'Upload.' After you have uploaded a file, you can change the name of the file by clicking 'Edit'. You may also choose to add a description, which will then be displayed when hovering over the file name.

5.11 Message log

The message log, which can be found on all ten tabs, is used to write messages during the ISP process. The messages are saved in the plan, but when the plan is next revised, the messages will not be copied to the new plan but only archived in the old one. When the study plan enters the approval phase (i.e. when the doctoral student approves the plan), all messages in the log will be forwarded with e-mail notifications to all the following persons receiving the ISP. All reviewers of the ISP can write in the message log, including the programme director/director of studies, the administrator of third cycle education and the director of third cycle education.

6. Revision of study plan

In cases of deviations from the established study plan or if a new study plan is required for other reasons, the principal supervisor or doctoral student should initiate a revision. It is the responsibility of the principal supervisor that the study plan is revised, however both the principal supervisor and the doctoral student can initiate this.

Once the supervisor or doctoral student has clicked 'Revise', a new plan, version 2, will be created. The previously established plan, version 1, will then be available from the archive. The rest of the procedure is the same as the one described in Ch. 3.

When an editable version of the study plan has been created for revision, the fields that contain any change as compared to the previous, established version are labelled with a blue edge, and the tab containing the fields are also labelled in blue. Should the user not want the markings to be visible, the user can tick the box 'hide changes' (Fig. 12).
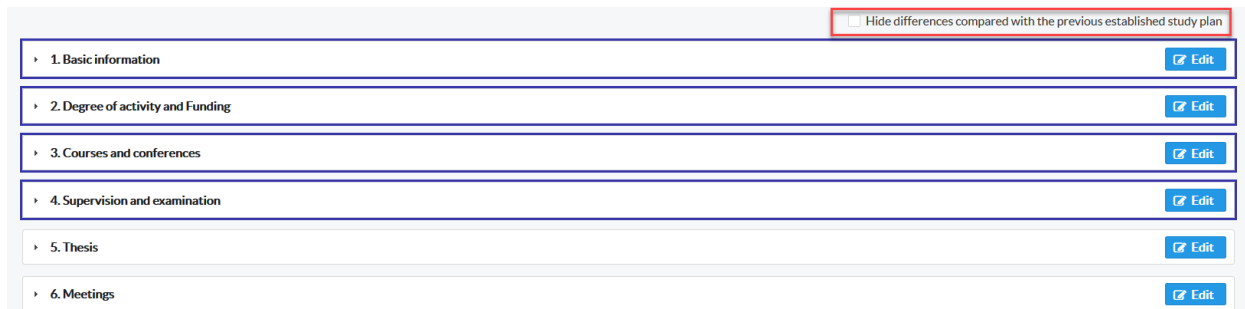

Fig 12. How to hide the markings of the differences between the current and previous versions of a study plan.

Reminders of ISP revision in the form of an e-mail notification are sent to the doctoral student and supervisor 11 months after the current ISP has been established. Reminders are sent every 7 days and will continue to come until 13 months have passed or a new ISP has been created. If no new ISP has been created in the system 13 months since the previous revision, notifications will instead be sent to the Establisher every 7 days and until a new ISP is created.

7. Archiving of study plans

A study plan is archived as soon as a new version has been created ('Revise'->'Save').

Study plans are archived electronically directly in the system, so paper versions do not need to be printed and archived. Approval of a plan within the system serves the same function as signing a paper copy.

8. Special cases

- If a doctoral student changes research subject, a note of non-completion will be obtained from Ladok for the previous subject. A new study plan must then be created for the new subject.
- A new study plan must be created when a student is admitted to the latter part of a third- cycle programme, as the ISP system cannot handle more than one admission at the same level.
- There is a function for establishers to establish the study plan even if it has gotten stuck in the approval process. This is very unusual however, and one case when it could possibly be relevant is when users cannot agree on the content of the study plan. Please contact e-isp@kth.se if questions arise about this.