



# Individual study plans for doctoral students

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*User guide v.9*

March 23, 2023

*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.*



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# 1. Introduction

## ***1.1 What is an individual study plan?***

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 individual study plans and third-cycle studies***

The rules concerning individual study plans can be found in The Higher Education Ordinance as well as the regulations of KTH.

The Higher Education Ordinance:

[http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100\\_sfs-1993-100](http://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100)

KTH rules and regulations for third-cycle studies:

[https://intra.kth.se/polopoly\\_fs/1.883360.1606734692!/Guideline-on-Third-Cycle-Studies-%28translation-of-Swedish-orginal%29.pdf](https://intra.kth.se/polopoly_fs/1.883360.1606734692!/Guideline-on-Third-Cycle-Studies-%28translation-of-Swedish-orginal%29.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.

### **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 first 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 view the study plan in the system.
- Programme Director/Director of Studies – can approve the study plan or return it for revision, and also leave comments in chapter 7. Please note that the study plan will have to be sent back to the doctoral student for approval when comments are left in chapter 7 since this counts as editing the study plan.

- Administrator of Third-Cycle Education – can approve the study plan or return it for revision, write comments in chapter 7 and attach files in chapter 10
- 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 have 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 three roles cannot make any changes to the plan, with the exceptions that the programme director/director of studies can leave comments in chapter 7, and that the administrator of third-cycle education can write comments in chapter 7 and attach files in chapter 10.

The programme director/director of studies is selected in the study plan by the principal supervisor or the doctoral student and then becomes tied to the study plan in question. If there is a change of programme director/director of studies, this should also be changed in the study plan. In addition to the doctoral student and the principal supervisor, the administrators of third-cycle education at respective school can make the change in the ISP system.

### 3. Create–Approve–Establish the study plan

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

#### 3.1 The approval process

The doctoral student is admitted to third-cycle studies in Ladok before the first study plan is created.

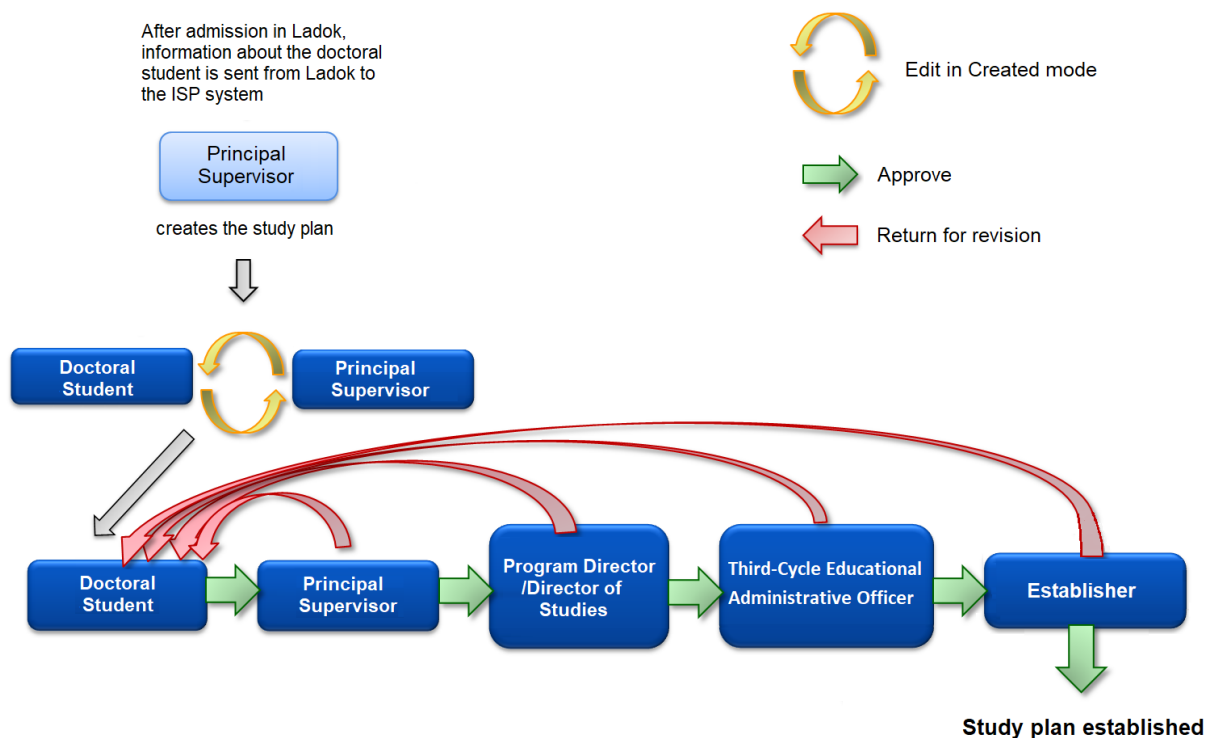


Fig. 1, The approval process and the roles involved in the management of an ISP.

##### 3.1.1 The Principal Supervisor creates the first study plan

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).

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.

When 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>

A few words on the status Created: the status Created is a special kind of mode that occurs in two instances: when the principal supervisor has just created the very first study plan, and at the start of every revision of the later versions. What is special with the Created mode is that the doctoral student and principal supervisor do not need to send the plan back and forth between each other when editing it, but can take turns so for example the doctoral student can edit the study plan in the morning and then the principal supervisor can edit the study plan in the afternoon.

(If the two users try to edit the study plan at the same moment, however, the last person to open the plan will have a popup warning that the other is already revising it, and the second person can therefore back out and return to the plan later in the day. If both users go ahead anyway and edit and save the plan, the first user to save will have their changes saved, and the other user will have to start over later.)

Created mode ends when the doctoral student presses “Approve and send forward to supervisor,” and the ordinary approval process then begins. The principal supervisor has no Approve button in the Created mode, since the doctoral student is the one who has to approve first.

### *3.1.2 The Doctoral Student and Principal Supervisor edit 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.

#### About notifications (new from the spring release of 2023):

- If the study plan in version 1 is still in Created mode three (3) months after the “Date of commencement of studies,” the system will send email notifications weekly to the doctoral student and principal supervisor reminding them about approving and sending on the study plan in order for it to be established.
- If the study plan in version 1 is still in Created mode five (5) months after the “Date of commencement of studies,” the system will send email notifications weekly also to



the establisher.

- The notifications stop when the approval process has started, meaning when the doctoral student has approved and sent on the study plan. Please note: these notifications are only sent out for study plans created after the spring release on March 29, 2023.

### *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 study plan*

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 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 have approved of the plan it is sent to the director of third-cycle education.

### *3.1.5 The Establisher approves and 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 the plan, the plan is formally established.

## 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).

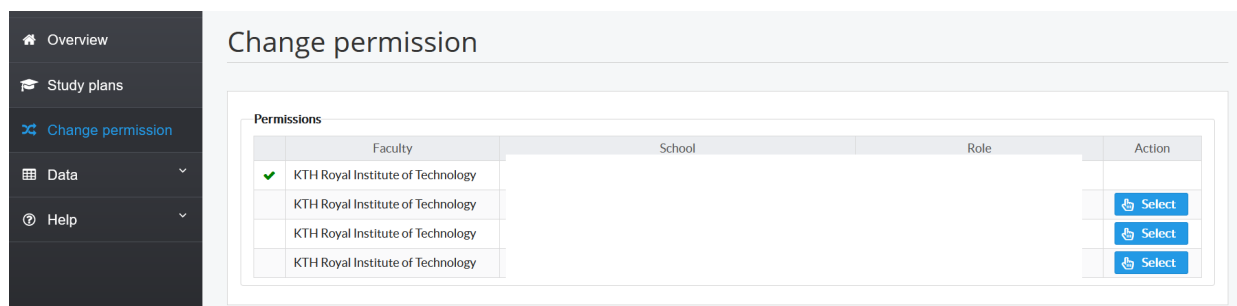


Fig. 2, Change permission

Blue dots encircle fields where there has been a change since the study plan was established last time (see fig. 3). Checking "Hide differences compared with the previous established study plan" (in orange below) will remove the blue dots.

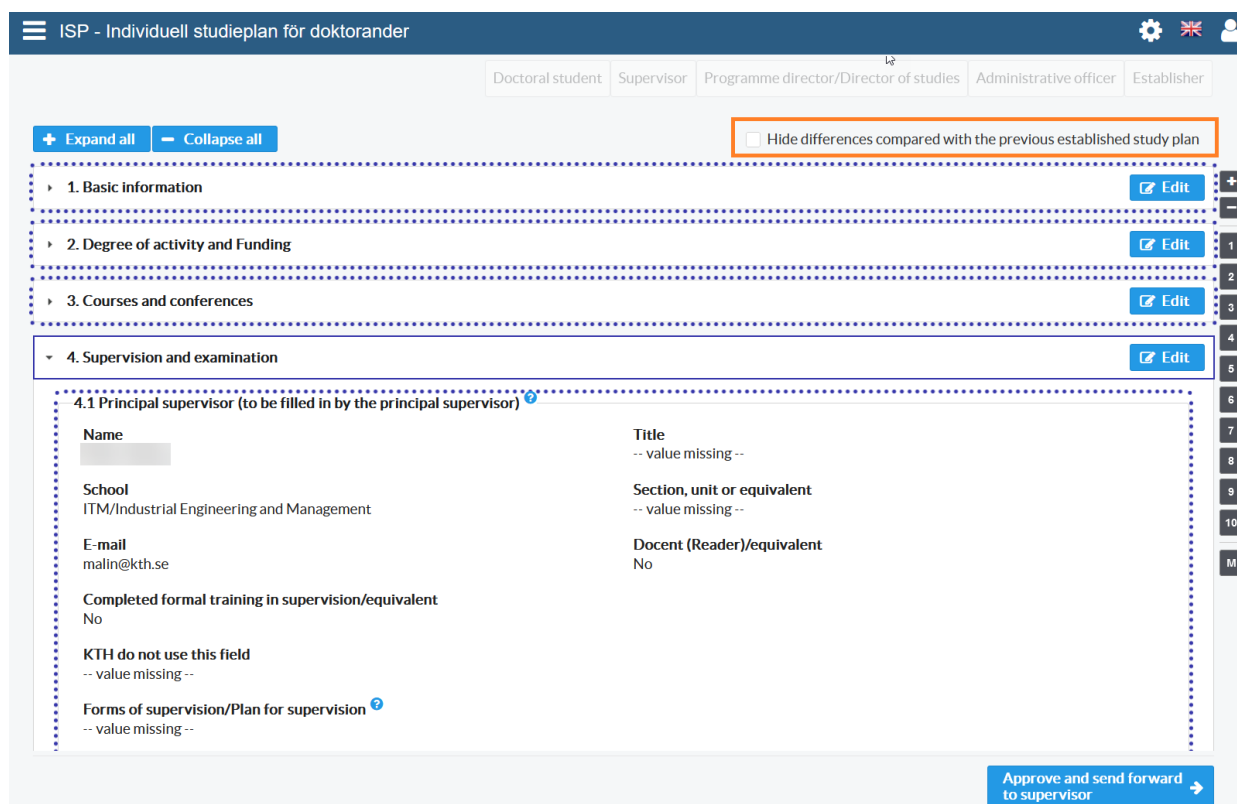


Fig. 3. Blue dots around the tab means that there is new information in the tab compared with the last established study plan

#### 4.1 As Principal supervisor

After logging into the ISP system you will see the following menu (fig. 4):

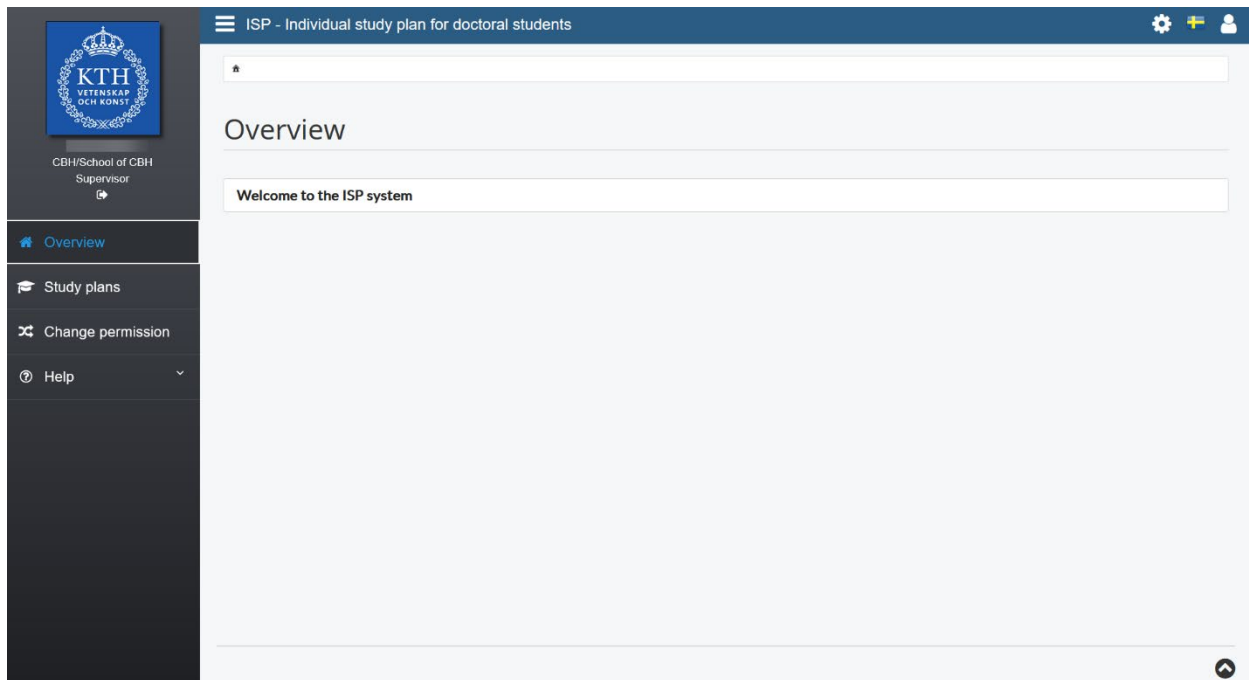


Fig. 4, The ISP start menu for a principal supervisor.

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 '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.

## Study plans

[+ Create study plan](#)

Search study plans

Status of study plan

☐ Created

☐ Waiting for

☐ Decision on admission

☐ Established

Type of supervisor

☐ Principal supervisor

☐ Assistant supervisor

Type of study plan

☒ Current

☐ Archived

[Search](#) [Clear](#)

| Study plans            |         |                                      |         |        |             |        |
|------------------------|---------|--------------------------------------|---------|--------|-------------|--------|
| Showing 1 - 3 of 3 (3) |         |                                      |         |        |             |        |
| Doctoral student       | Subject | Program director/Director of studies | Version | Status | Last change | Action |
|                        |         |                                      |         |        |             |        |
|                        |         |                                      |         |        |             |        |

Fig. 5, Search study plan.

## 4.2 As Assistant supervisor

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

## Study plans

[+ Create study plan](#)

Search study plans

| Study plans            |         |                                      |         |                              |                |                               |
|------------------------|---------|--------------------------------------|---------|------------------------------|----------------|-------------------------------|
| Showing 1 - 3 of 3 (3) |         |                                      |         |                              |                |                               |
| Doctoral student       | Subject | Program director/Director of studies | Version | Status                       | Last change    | Action                        |
|                        |         |                                      | 2       | Established                  | 11/11/19 18:30 | <a href="#">Select action</a> |
|                        |         |                                      | 5       | Waiting for Doctoral student | 05/06/20 11:03 | <a href="#">Select action</a> |
|                        |         |                                      | 2       | Created                      | 05/06/20 11:56 | <a href="#">Select action</a> |

Fig. 6, Main menu for assistant supervisors.

In 'Study plans', you can view all study plans that you are involved in as a principal or assistant supervisor. For information on how to find for a specific student or study plan, see Section 4.1. Please note: As assistant supervisor, you can view but not edit the study 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).

| Subject ↕ | Principal supervisor ↕ | Programme director/Director of studies ↕ | Version ↕ | Status ↕                     | Last change ↕  | Action                        |
|-----------|------------------------|--|-----------|------------------------------|----------------|-------------------------------|
|           |                        |  | 1         | Waiting for Doctoral student | 26/03/21 12:15 | <a href="#">Select action</a> |

Showing 1 - 1 of 1

1

10

Edit

Show (PDF)

Fig. 7, Edit

As 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).

| Subject ↕ | Principal supervisor ↕ | Programme director/Director of studies ↕ | Version ↕ | Status ↕    | Last change ↕ | Action                        |
|-----------|------------------------|--|-----------|-------------|---------------|-------------------------------|
|           |                        |  | 1         | Established |               | <a href="#">Select action</a> |
|           |                        |  | 2         | Established |               | <a href="#">Select action</a> |

Showing 1 - 2 of 2

1

10

View

Revise

Show (PDF)

Fig. 8, Revise

Information on revision can also be found here:

<https://intra.kth.se/en/utbildning/utbildningsadministrativ/eisp/revidering-av-studieplan-doktorand-1.983069>

#### 4.4 As Programme director/Director of studies, Establisher and Administrator of third-cycle education

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).

## Overview

Welcome to the ISP system

### Notifications

Note! Notifications of revision will not disappear until the doctoral student approves the new study plan.

- 06/03/20 19:45: Study plan should be revised. (Human-computer Interaction, )
- 24/03/19 12:27: Study plan should be revised. (Speech and Music Communication, )
- 04/06/20 22:53: Study plan should be approved. (Computer Science, ) [Link to study plan](#)

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. 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).

### Study plans

▼ Search study plans

**Status of study plan**  
☐ Created  
☐ Waiting for  
☐ Decision on admission  
☐ Established

**Role in study plan**  
**Name**  
  
☐ Principal supervisor  
☐ Assistant supervisor

**Type of study plan**  
☒ Current  
☐ Archived

▼ Search Clear

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Study plans

Showing 1 - 4 of 4 (4) 1 10

| Doctoral student ◊ | Subject ◊ | Principal supervisor ◊ | Version ◊ | Status ◊                     | Last change ◊  | Action        |
|--------------------|-----------|------------------------|-----------|------------------------------|----------------|---------------|
|                    |           |                        |           |                              |                |               |
| ...                | ...       | ...                    | 1         | Established                  | 14/05/20 23:08 | Select action |
| ...                | ...       | ...                    | 1         | Established                  | 14/05/20 16:57 | Select action |
| ...                | ...       | ...                    | 3         | Waiting for Doctoral student | 18/05/20 21:38 | Select action |
| ...                | ...       | ...                    | 2         | Created                      | 05/06/20 11:56 | Select action |

Fig. 10, Search for current study plans.

## 5. The information in the study plan

The information in several of the fields is obtained from the student documentation system, Ladok. Some of the fields in the study plan 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. New data from Ladok is retrieved when the ISP is created, when revision is started, and when the doctoral student opens the study plan for editing.

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.

#### *Home address*

Indicate the home address of the doctoral student.

#### *Telephone number*

Indicate the telephone number of the doctoral student.

#### *E-mail address (required field)*

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

#### *Subject*

Information obtained from Ladok, when creating the first version of the ISP.

#### *Faculty*

Appears automatically.

#### *School*

Information obtained from Ladok.

#### *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 commencement of studies (obtained from Ladok)*

Date when the doctoral student commences doctoral studies.

*Admission applies to (obtained from Ladok)*

Licentiate degree, doctoral degree or latter parts of doctoral degree.

*PhD programme*

Indicate to which PhD programme the doctoral student will apply.

*Intending to achieve a licentiate degree*

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

*Intending to achieve a doctoral degree*

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

*Permanent leave from studies*

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

*Information about the general study syllabus*

Indicate where the general study 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 general study syllabi can be found in the course and programme directory:

<https://www.kth.se/en/studies/phd/student/programmes-1.325286>

*The doctoral student has read the general study syllabus*

Document whether or not the doctoral student has read the general study syllabus.



## 5.2 Degree of activity and funding

2. Degree of activity and Funding

2.1 Time plan

1. - Current rate of study (8)

| Year | Semester |     | Comment |
|------|----------|-----|---------|
| 2017 | Spring   | 83% |         |
| 2017 | Autumn   | 90% |         |
| 2018 | Spring   | 90% |         |

Work achieved so far in % of the requirements for the degree (filled in by the principal supervisor)
85
Comment

2. Total current study period used (%) - Ladok
89.13
Comment

+ Planned degree of activity (to be filled in by the principal supervisor) (8)

Fig. 11. Current rate of study and Total current study period used

### 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.

*Higher education qualification on research level exists*

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 a study plan is performed by the administrators of third-cycle education at the schools.

#### *Other planned commitments limiting the Principal supervisor's availability*

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*

Click 'Name' and choose an assistant supervisor from the list. If the supervisor is not in the list, please contact your administrator of third-cycle education. 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.

#### *Other planned commitments limiting the assistant supervisor's availability*

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 must be made in the study plan.

*Additional 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. 12.).

4.5 Allocation of supervisory contribution (2)

|        |              |                    |                               |
|--------|--------------|--------------------|-------------------------------|
| Person | Year<br>2020 | Semester<br>Spring | % of total contribution<br>30 |
| Person | Year<br>2020 | Semester<br>Spring | % of total contribution<br>70 |

Fig. 12, the allocation of supervision (in percent) divided between the supervisors.

## 5.5 The research project

*Title of the thesis or doctoral project (required field)*

Indicate the title or the working title of the doctoral project.

*Description of thesis or doctoral 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 next 12-month period*

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!

#### *Thesis work in progress*

Indicate thesis work in progress (e.g. chapters of the thesis, articles, data collection).

#### *Parts of the thesis/component papers completed.*

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 and Supervisory meetings**

Indicate completed and planned meetings. Progress meetings are meetings between the doctoral student and the supervisor where the study plan 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 study plan.

### **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, meaning that 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 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 data protection officer at KTH. You make the report here: <http://www.kth.se/form/5b031985afc787f1feefe0c0> If you have any questions concerning the form, contact the data protection officer at [dataskyddsbud@kth.se](mailto:dataskyddsbud@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.

### **5.11 Message log**

The message log is used to write messages during the approval process. The messages are available during the revision work, but are removed when the study plan is established. 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 study plan. All reviewers of the study plan 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.

### **5.12 Function to copy information to future semesters (new from the 2023 spring release)**

Planned degree of activity (8) ?

Year

Semester

%

Comment

Delete

Copy the information to future semesters

In version 1 of the study plan, the user can write information and have it copied to future semesters, in sections 2.1 Planned degree of activity, 2.2 Planned funding, and 2.3 Departmental duties.

Please note: the function can only be used ONE time by ONE user, so either the principal supervisor or the doctoral student (for the fields that the doctoral student can fill out, meaning not 2.2 Planned funding).



When the function has been used and the section has been saved, the button “Copy information to future semesters” is removed. If the function has been used but the section has not been saved, the function can be used again.

#### For sections 2.1 and 2.2

For the function to work, the fields Year, Semester and % (for 2.2 also the field Form) need to be filled out. If one or more fields are empty, a warning message is shown.

A text box opens and the user states how many semesters (up to 15) should be generated.

If information has previously been documented manually in the semester below, that information is overwritten.

When the function has been used and the section has been saved, the button is removed. After the fields have been generated, additional fields can be added manually, and the information in the generated fields can be manually changed.

#### For section 2.3

For the function to work, the fields Year, Semester, Extent and % (for 2.2 also the field Form) need to be filled out. If one or more fields are empty, a warning message is shown.

A text box opens and the user states how many semesters should be generated.

If information has previously been documented manually in the semester below, that information is overwritten.

When the function has been used and the section has been saved, the button is removed. After the fields have been generated, additional fields can be added manually, and the information in the generated fields can be manually changed.

## 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 at least once a year, however both the principal supervisor and the doctoral student can initiate this.

If an established plan is of version 1 and the supervisor or doctoral student clicks 'Revise', a new plan of 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 chapter 3.

Reminders of revision in the form of e-mail notifications are sent to the doctoral student and supervisor 11 months after the current study plan has been established. Notifications are sent every 7 days and will continue until a new study plan has been created and the approval process has started, meaning until the doctoral student has approved and sent on the study plan in the new version. If no new study plan has been created in the system 13 months since the previous revision, notifications will also be sent to the Establisher every 7 days and until a new study plan has been created and the doctoral student has approved the plan and sent it on.



## **7. Archiving**

A study plan is archived when a revision is started and a new version is created. In other words, if version 1 of the study plan is established and the doctoral student or principal supervisor presses Revise, a version 2 of the study plan is created and opened for editing, and the version 1 is automatically archived.

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 if it has been stuck in the approval process. This is very unusual, and one case when it could possibly be relevant is when users cannot agree on the content of the study plan.