Individual study plans

Internal regulation no. 11/2007
Valid from 01/07/2007

This internal regulation is based on:

- The Higher Education Ordinance (SFS; Swedish Code of Statutes 1993:100)
- The Ordinance on reporting of studies and other matters at universities and colleges (SFS 1993:1153)
- President’s decision no. 676/98, reg. no. 930-1007-98, Dossier 60
- decision no. 431/00, reg. no. 930-738-00, dossier 60
- President’s decision no. 361/2005, “KTH rules of procedure” reg. no. 930-2005-0480, dossier 10
- President’s decision no. 396/2005, reg. no. 930-2005-0553, dossier 60
- President’s decision no. UF-0449-07, reg. no. V-2007-0625, dossier 60
- President's decision no. UF 0044-09, reg. no. V-2009-0056, dossier 60
- President's decision no. UF-2012-0265, reg. no. V-2012-0252
- President's decision no. UF-2013-0382, reg. no. V-2012-0908
- Faculty council decision no. FR-2013-0129, reg. no V-2012-0908

The Higher Education Ordinance (1993:100), Chapter 6, paragraph 29 (SFS 2010:1064)

“An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors.

The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defense forces or an elected position in a trade union or student organisation, or parental leave.”

Background

Efficient use of resources, high throughput and quality of third-cycle studies are essential for doctoral students, KTH, the government and society in general. The government's goal to make third-cycle studies more efficient is expressed, for instance, in the provisions on the contents, approval and monitoring of individual study plans in the Higher Education Ordinance, Chapter 6, paragraph 29. In accordance with KTH’s organisational and decision-making structure, the Faculty Council is responsible for maintaining the quality of courses of study. The individual study plan is established by the director of doctoral studies. The director
of doctoral studies is also responsible for monitoring the commitments made in the plan, whereas the main supervisor is responsible for ensuring that the institution’s obligations in the individual study plan are fulfilled.

General

A licentiate degree corresponds to 120 credits and a doctorate corresponds to 240 credits. The requirements for obtaining the qualification must be fulfilled within two years for a licentiate degree and within four years for a doctorate. The main supervisor is responsible for ensuring that the requirements for the qualification are reasonable.

Requirements relating to the performance of both the doctoral student and the School must be established in the individual study plan. The plan must be provided with specific contents that enable it to serve as a real support and basis for discussion for the student and the supervisors and it must be designed so as to facilitate the annual monitoring of the studies. This means that the plan may be incomplete at the beginning, e.g. less specific with regard to later parts of the course of study. Nevertheless, the study plan must contain detailed information relating to the following year.

Administration

The individual study plan is an administrative decision. The director of doctoral studies establishes and is also responsible for monitoring the individual study plan at least once a year.

The individual study plan is established in connection with admission and must accompany the application for admission. If no draft individual study plan is received from a doctoral student/main supervisor, the director of doctoral studies is responsible for initiating the process and ensuring that a plan is drawn up and submitted as soon as possible.

The director of doctoral studies is entitled to make any changes to the draft individual study plan that he or she may consider necessary. Both the main supervisor and the doctoral student should have the opportunity to comment on the changes considered necessary by the director of doctoral studies before the plan is approved. The individual study plan should be signed by the main supervisor and the doctoral student before it is approved by the director of doctoral studies. The individual study plan must clearly state which other supervisors have been involved in drawing up the plan.

Amendment of an individual study plan, etc.

If the main supervisor or the doctoral student considers during preparation for monitoring (which should take place at least once per year) that circumstances exist that should be discussed, this must be clearly stated in the material submitted to the director of doctoral studies prior to the monitoring.

The doctoral student, the supervisor or the director of doctoral studies is entitled to call for a review of an individual study plan at any time during the year.
The contents of the individual study plan

Instructions on the form “Individual study plan for third-cycle studies”

The template for individual study plan is available via “Blankettarkivet”, se Forskning och forskarutbildning (länk intra.kth.se/blanketter-mallar/blanketter/forskning-forskarutbildning) choose “Individual study programme”.

In general, the study plan must be described in such a way as to enable it to be used as supporting data for planning the work for the following year and it must be designed in such a way as to enable it to be monitored.

- Qualification taken: The plan must clearly state whether the course of studies is to lead to both a licentiate degree and a doctorate or only a doctorate. If the qualification is to be given any denomination other than “teknologie” the denomination in question must be stated in the plan. A decision on other denomination is taken by the director of doctoral studies.
- The form of study finance (doctoral post (doktorandtjänst), industry-based doctoral studentship, stipend, other employment within KTH or other finance): It is important for the form of study finance to be specified. If the doctoral student has "Other finance", it must be defined. For so-called industry-based doctoral students, existing agreements/equivalent documents must be attached.
- Intended level of activity over the following year: The level of activity may be changed only by agreement. Except for periods when so prescribed by law or an ordinance, the level of activity may not be lower than 80% of full-time studies for students employed as doctoral students (or with a doctoral grant). For students with other forms of finance (via stipend, external subsidy or professional activities) the same applies, with a minimum level of activity of 50%.
- Planned approximate examination date: The form of study finance and the intended level of activity must be taken into consideration when estimating the planned examination date. The study period may, according to the higher education ordinance, be extended, for example during absence due to illness, military service, parental leave of absence, trade union activities or activities in a student organisation.
- Information stating the obligation by the doctoral student to immediately notify the main supervisor of any change in circumstances that may affect the doctoral student’s ability to carry out the studies in accordance with an approved individual study plan.
- Courses up to graduation (including higher education pedagogical courses).
- Courses to be given credit for: This relates to courses taken prior to admission to third-cycle studies. The course code, the course name, academic institution, the higher education credits and when the course was completed should be stated, as appropriate, in order for the course to be credited. Decisions on crediting of courses are made by the director of doctoral studies (FA) or, if this has been delegated, the main supervisor/examiner or the programme director (PA). Decisions on crediting of courses not given at academic institutions must be assessed and approved by the director of doctoral studies.
- Completed courses: State courses completed with course code, course name, academic institution, higher education course credits and the date when the course was completed.
- Planned courses: Courses planned and intended to be completed during the following year, with course code, course name, academic institution, higher education credits and the date when the course is planned to be completed should be stated. In the case of teaching in first-cycle or second-cycle studies, courses for introductory higher education pedagogical training must have been taken or the equivalent knowledge must otherwise have been acquired before teaching is initiated.
- Outline plan of thesis work: An overall plan as well as a detailed plan for the individual study up to the next review is stated. The plans (overall and detailed) must be adjusted to the particular conditions applying to the subject area in question. The details for the following year
(up to the next review) must be specified in the detailed plan. The plan may contain a working title for the dissertation, a short background, objectives, any hypotheses, approach, sub-elements and their approximate scope and the approximate time for completion. The plan may also include: planned participation in both national and international conferences, planned publication in scientific journals, planned popular science publications and planned educational development.

- **Plan for supervising effort**: An overall plan and a detailed supervision plan up to the next review of the individual study plan must be given. The details for the following year (up to the next review) must be specified. It may also be appropriate to specify the time within which the supervisor must give opinions on reports/theses submitted, etc.
- **Results from previous study efforts**: Published articles in journals, participation in conferences and other publications, e.g. popular science publications and content and scope of service at a School/institution are listed here.
- **Intended goal of education/Objectives of the course of study**: A written assessment must be made of whether the doctoral student fulfills the objectives established for the course of study. See KTH’s general objectives for third-cycle studies and the study plan for the subject.

- **Follow-up of study effort during previous year**: A written assessment must be made of the previous year’s performance relating to research, research study courses and teaching in relation to a pre-established study plan. The actual level of activity must be stated and the actual scope of supervision must be monitored.
- **For doctoral students holding doctoral post**: The results achieved in relation to KTH’s “doktorandsteg” (doctoral salaries scale) and the planned time for the next stage on the doctoral salaries scale must be stated.
- **The planned scope and type of teaching and other work within the School/department**: Details for the following year must be specified. Emphasis will be placed on the content of school/departmental duties is such that the work can be performed with a workload of up to 20% of full-time. If the work is above or below the limit during one year, it may be adjusted in the following year.
- **The School’s obligations in the form of a workplace, access to necessary equipment and other elements required to enable the third-cycle studies to be carried on efficiently.**

**Registration in LADOK (the National Student Records Database)**

The level of activity must be registered in LADOK along with information on the form of study finance.

The individual study plans established by the director of doctoral studies must be registered in LADOK. This applies both for new admissions and after updates. The minimum requirements for registration are as follows:

- Subject, with any specialisation
- Date of latest amendment
- Courses credited, stating the course code - course name - higher education credits
- Courses planned and completed, stating the course code - course name - higher education credits - estimated completion date

The date for the establishment/update of the study plan must be the same as the date registered in LADOK.

In connection with registration of the individual study plan in Ladok, the completed part, in percent, of the education is indicated.