Monitoring of studies

Internal regulation no. 19/98
Valid from 15/06/1998
Amended from 01/07/2007, 19/04/2012

This internal regulation is based on:

- The Higher Education Ordinance (SFS - Swedish Code of Statutes 1993:100
- President’s decision Reg. no. 930-629-98 Dossier 60
- President’s 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
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The responsibility of the director of doctoral students with regard to monitoring of studies

Individual study plans are monitored by the director of doctoral studies at each School. Individual study plans must be monitored a minimum of once a year. If possible, individual study plans should be monitored on the occasion of a reappointment of a doctoral post or a renewal of a study subsidy. If supporting data for monitoring is not supplied by a doctoral student/main supervisor, the director of doctoral studies is responsible for initiating the process.

Form:

Individual study plan/programme

More detailed instructions on how individual study plans are to be monitored are established by the School.

If set objectives are not achieved and no reasonable explanation is provided or if more detailed analysis is required for any reason, the supervisor or supervisors and the doctoral student will be called to an interview with the director of doctoral studies. This meeting must be documented.

The doctoral student and the relevant supervisor or supervisors must be informed in the event that the deficiencies are so serious that the doctoral student’s resources could be removed if such deficiencies are not remedied. Whether such deficiencies were remedied must be taken into consideration at the next monitoring.
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 must express an opinion over any such changes before the plan is approved.

**Monitoring interview**

Prior to monitoring of the individual study plan by the director of doctoral studies, the supervisors and the doctoral student must hold a monitoring interview based on the current individual study plan. As a result of their discussion, proposals for changes to the individual study plan must be drawn up, including updated plans for the following year.

The proposal must be forwarded to the director of doctoral studies who is to adopt a decision on the individual study plan.