



Individual study plans for doctoral students

User guide

April 1, 2019

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.....	4
1.1 What is an individual study plan (ISP)?.....	4
1.2 Rules regarding ISPs and third cycle studies	4
2. Authorization and system login	5
2.1 Authorization.....	5
2.2 Logging into the system.....	5
2.3 ISP system help and support	5
2.4 Roles in the system.....	5
3. Create–Approve–Finalize the study plan.....	7
3.1 The ISP process.....	7
4. Navigating and using the system.....	10
4.1 As principal supervisor	10
4.2 As assistant supervisor	12
4.3 As doctoral student	12
4.4 As program director/director of studies and director of third cycle education	12
5. The information in the ISP document.....	14
5.1 Basic information.....	14
5.2 About the program	15
5.3 Rate of study and Student finance	16
5.4 Courses and conferences	16
5.5 Supervision and examination	17
5.6 The research project.....	19
5.7 Progress meetings	19
5.8 Comments	20
5.9 Ethical approvals.....	20
5.10 Degree objectives.....	20
5.11 Attachments	20
5.12 Message log.....	20
6. Revision of study plan.....	21
7. Archiving of ISPs	22



8. Special cases23

1. Introduction

1.1 What is an individual study plan (ISP)?

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

The ISP 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 ISP 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 in the ISP system, you have to contact your school Ladok administrator if any such information needs to be changed.

An ISP is a public document and is therefore made available as such. 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/styrning/regelverk/utbildning-forskning/forskarutbildning/handledning-studieuppfoljning/individuell-studieplan-1.27239>)

2. Authorization and system login

2.1 Authorization

Authorization to access the ISP system, 'roles', are established by an administrator at 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 granted 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 'services'. After you have been authorized to access the ISP system, all you need to do is click the link 'ISP'.

Users who are not employed at KTH must log in via a link at <http://www.kth.se/eisp>.

An ISP must be established for admission to third cycle studies. Applicants to third cycle studies at KTH log into the system via a link at <https://intra.kth.se/utbildning/utbildningsadministr/isp-individuella-studieplaner-for-doktorander-1.653101>.

2.3 ISP system help and support

The user guide for the ISP system can be accessed via <https://intra.kth.se/utbildning/utbildningsadministr/isp-individuella-studieplaner-for-doktorander-1.653101>. You can also reach the manual in the system's 'Help' menu. 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
- Supervisor – the principal supervisor creates the plan and makes revisions together with the doctoral student and can also approve the plan or return it for revision; the assistant supervisor can only access a PDF version of the plan

- Program director/director of studies – can approve the study plan or return it for revision
- 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 program director/director of studies, administrator of third cycle education and director of third cycle education cannot make changes in any of the fields, but can only approve an ISP/return it for revision and write in the message log.

The program 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 program 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.

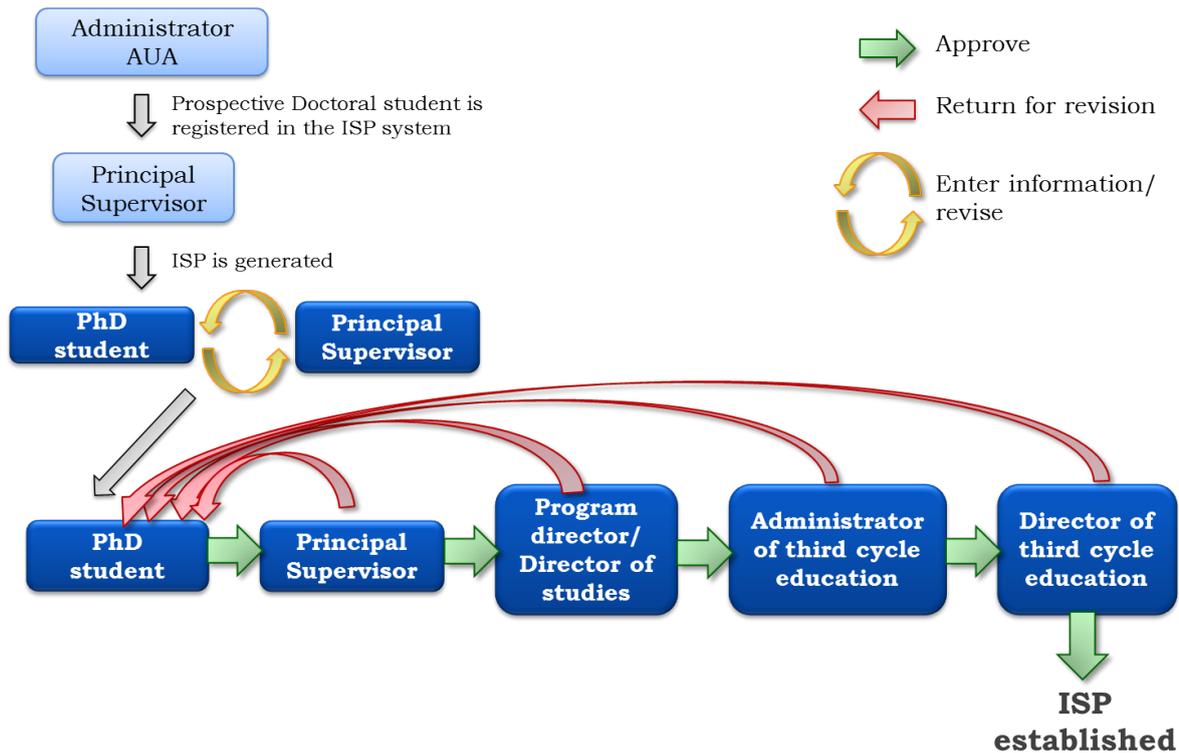


Fig. 1, The ISP process and the roles involved in the management of an ISP.

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. He/she then clicks 'New 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 applicant. Certain fields in the ISP must be filled by the supervisor, and if this is not done, the study plan cannot be created. These fields are labelled with a red asterisk.

Two boxes are shown at the bottom of the form: 'Create' and 'Create & Close'. As soon as the principal supervisor has clicked 'Create', 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. If the supervisor selects 'Create' (not 'Create & Close'), he/she can continue to work on the plan and to keep adding information. The buttons 'Save' and 'Save & Close' are now displayed at the bottom of the form. If 'Save' is selected, the study plan is saved and updated for the student too.

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 his/her study plan, he/she clicks 'Approve and send'. 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 his/her approval. The plan will not be forwarded to the program director/director of studies until the principal supervisor has approved the plan without revisions.

3.1.3 The program director/director of studies approves the study plan

Once the doctoral student and his/her principal supervisor have approved the plan, it is sent to the person selected as program director/director of studies in the plan. The program director/director of studies is then informed via email as well as a notification at the top of the ISP system start page that he/she has an ISP to review. The program director/director of studies can view all document tabs, but cannot edit any of the fields. He/she can leave a message in the message log, however. If the program 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 program 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 can also leave a comment in the message log (comments stay in the document throughout the process). 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 he/she, the program director/director of studies and the administrator of third cycle education have approved 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 he/she has concerns about the content, the document is returned to the doctoral student for revision, preferably along 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 program director/director of studies 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 program director/director of studies, he/she will always be logged in with the 'higher-ranking' authorization level, in this case as program director/director of studies. 'Change permission' in the menu allows the user to change role (authorization level) if required.

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.

ISPs are created under 'Study plans'. This tab also enables you to view all ISPs that you are involved in the management of as principal or assistant supervisor.

To create a study plan, click the 'New study plan' button on the right-hand side of the page. A list of the doctoral students registered at the school will appear (see fig.4). The list will also include all doctoral applicants that have been included in the ISP system. To find a specific student, use the search filter and search by name, first- and/or last. Remember to select correct school in the drop-down menu. To create the plan, click the 'Choose' button on the same row as the student name.

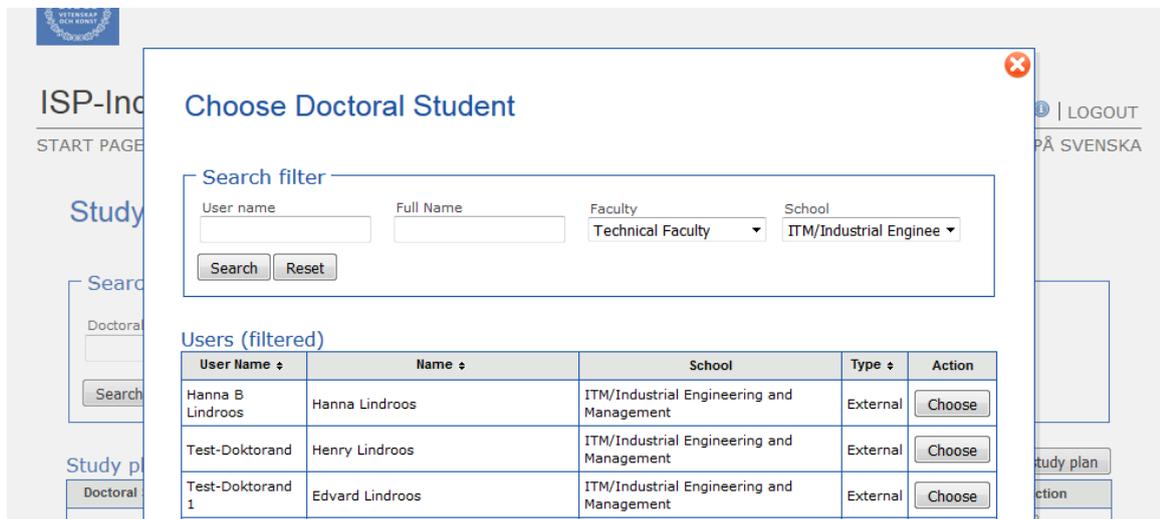


Fig. 4. A pop-up form with the doctoral students registered at the school.

The search filter enables you to search for study plans belonging to the students that you have been involved with as a supervisor (Fig. 5). Type in the student's full name (first name, family name) or do a search on part of the name and %. The search will return a list of all doctoral students with a name matching your search. Other search categories are:

- Subject - lists all student registered to a specific subject
- Program director/director of studies – lists all students that are connected with a particular

- program director/director of studies
- Current and/or archived study plans –
 - o Current: lists all created, but not yet established plans as well as the most recent version of all established plans
 - o Archived: lists all previous versions of all plans.

Study Plans

Search filter

Doctoral Student
 Subject
 Program director/Director of studies
 Type of study plan Current Archived

Study plans (filtered)

Doctoral Student	Subject	Program director/Director of studies	Version	Status	Action
Doktorand ITM	Industrial Engineering and Management; Other Mechanical Engineering	Studierektor ITM	1	Waiting for Supervisor Last Change: 7/6/16 10:40 AM	<input type="button" value="Edit"/> <input type="button" value="Show (PDF)"/>

Fig. 5. Search filter available for principal supervisors.

Under the heading ‘Data’ you find information about the doctoral students’ study time (fig. 6). ‘Study period used (%)’ shows how much of the total period of study the student has completed. The proportion increases every time a completed activity is registered in Ladok. The calculation is based on a total third cycle activity corresponding to 4 years of full-time studies.

The headings ‘Employment period used’ and ‘Used time’ are not in use at KTH at present.

Spent study time for doctoral students

Search filter

Full Name
 Civic registration number
 Type of supervisor Principal supervisor Assistant supervisor

Spent study time for doctoral students (filtered)

Full name	Civic registration number	Employment period used (%) HR system	Used time (days) HR system	Study period used (%) Ladok
HANNA LINDROOS	<input type="text"/>	0	0	Materials Science and Engineering 92.75
JOHAN ANDERSSON	<input type="text"/>	0	0	Applied Materials Technology 61

Amount: 2 (8)

Fig. 6. Information available for principal supervisors found under the heading ‘Data’ in the ISP menu.

4.2 As assistant supervisor

After logging into the ISP system, the following menu appears (Fig. 7):



Fig. 7, Main menu for assistant supervisors.

Under '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 using the search filters, see Section 4.1.

N.B: As an assistant supervisor you can only view a non-editable PDF version of the plan.

4.3 As doctoral student

The start page of the ISP system shows a pie chart, LADOK, that indicates how much of the total period of study that has been completed (Fig. 8). The proportion increases every time a completed activity is registered in Ladok. The calculation is based on a total third cycle activity corresponding to 4 years of full-time studies. As new information about completed activity is obtained from Ladok, the remaining proportion of the original chart is decreased. So, after one year of full-time studies, one-fourth of the chart will have been completed.

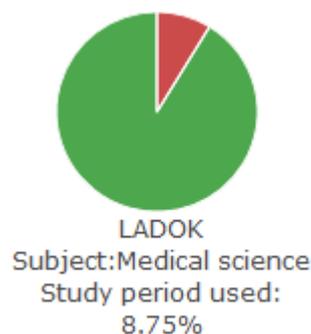


Fig. 8, The Ladok pie chart indicates how much of the total period of study that has been completed.

Look under 'Study plans' for your current and archived study plans (Fig.9).



Fig. 9, Current and previously established ISPs can be found under the heading 'study plans'.

4.4 As program director/director of studies and director of third cycle education (Establisher)

Under 'Study plans' you will find all ISPs that you are involved in the management of. The

search filter enables you to search for created study plans (Fig. 10). Type in the student's full name (first name, family name) or do a search on part of the name and %. The search will return a list of all doctoral students with a name matching your search. Other search categories are:

- Subject - lists all student registered to a specific subject
- Program director/director of studies – lists all students that are connected with a particular program director/director of studies
- Current and/or archived study plans –
 - o Current: lists all created, but not yet established plans as well as the most recent version of all established plans.
 - o Archived: lists all previous versions of all plans.

ISP-Individual study plans

FoUhand ITM, ITM/Industrial Engineering and Management, Admini... | LOGOUT

START PAGE | **STUDY PLANS** | DATA | ADMINISTRATION | HELP

PÅ SVENSKA

Study Plans

Search filter

Type of study plan
 Current
 Archived

Study plans (filtered)

Doctoral Student	Subject	Principal supervisor	Program director/Director of studies	Version	Status	Action
Doktorand ITM	Industrial Engineering and Management:Other Mechanical Engineering	Handledare ITM	Studierektor ITM	1	Waiting for Supervisor Last Change: 7/6/16 10:40 AM	<input type="button" value="Show (PDF)"/>

Fig. 10, Search for current ISPs.

Under the heading 'Data' you find information about the doctoral students' study time (fig. 11). 'Study period used (%)' shows how much of the total period of study the student has completed. The proportion increases every time a completed activity is registered in Ladok. The calculation is based on a total third cycle activity corresponding to 4 years of full-time studies.

The headings 'Employment period used' and 'Used time' are not in use at KTH at present.

Spent study time for doctoral students

Search filter

Spent study time for doctoral students

Full name	Civic registration number	Employment period used (%) HR system	Used time (days) HR system	Study period used (%) Ladok
ALFONSO RAFAEL ABARCA PEREDA	6509180599	0	0	Machine Design 10
AIDA ABBASALIZADEH	8508010629	0	0	Materials Science and Engineering 50

Fig. 11. Search on 'spent Study time'.

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 program 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 (fig. 12). 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 clicks the button 'edit'. The button 'Update data from Ladok' at the top of the form can also be used to update the form with new data from Ladok. 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.

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.

Section, unit or equivalent (entered by the principal supervisor)

The specific unit, section etc. (if any) that the doctoral student belongs to.

Specialization (entered by the principal supervisor)

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.

5.2 About the program

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 program (information entered by principal supervisor)

Indicate to which PhD program the doctoral student will apply.

Information about the third cycle subject study plan

Indicate where the third cycle 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 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/student/kurser/dr?l=en>

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.

5.3 Rate of study and Student finance

Time schedule

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

Study period used (%) – Ladok

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 program expressed in per cent.

Doctoral students in coordination programs can use the 'Comments' field for reporting the percentage of the study period used.

The information in Ladok should be reviewed if activity-related questions arise.

Externally employed doctoral students can use the comments field to report the study period used.

Funding

Information is obtained from Ladok.

Planned funding for each semester of the doctoral program is reported under 'Planned funding'. Multiple lines are used in case of multiple simultaneous funding sources. 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.

5.4 Courses and conferences

Planned courses

Name 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. **N.B.** the principal supervisor will enter information about the compulsory courses.

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 program, indicate completed and planned conferences.

Type and/or title of contribution

If relevant for the doctoral program, 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 program, 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).

5.5 Supervision and examination

At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the 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 program director/director of studies (required field)

Click 'Name' and choose a program director/director of studies from the list. If the program director/director of studies is not in the list, please contact the ISP administrator at your school. The program 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 program 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. 12.).

5.5 Allocation of supervisory contribution (to be filled in by principal supervisor) i

Person	Year	Semester	% of total supervision	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

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

5.6 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's 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.

5.7 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.

5.8 Comments

Doctoral students and supervisors can add comments about previous/future achievements, or about any discrepancies between student and supervisor that needs to be illuminated. Field 8.1 can only be edited by the doctoral student, and field 8.2 only by the principal supervisor. The comments will be saved and included when revising the study plan.

5.9 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:

https://intra.kth.se/polopoly_fs/1.299031!/Menu/general/column-content/attachment/JU-PUL.dot .

If you have any questions concerning the form, contact the personal data representative at personuppgiftsombud@kth.se

5.10 Degree objectives

Degree objectives are the objectives that the Swedish higher ordinance board has set for doctoral students. 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.

5.11 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 programs). 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.

5.12 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 will disappear when the plan is finalized. 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 program 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 ISP or if a new ISP is required for other reasons, the principal supervisor must initiate a revision.

Once the supervisor has clicked 'Revise', a new plan, version 2, will be created. The previously established plan, version 1, will then be available from the archive. Version 2 is subject to the same procedure as version 1, meaning that after creating a new version; the principal supervisor must inform the doctoral student that a new plan is available for consideration. 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. 13).



Fig 13. 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 ISPs

An ISP is archived as soon as a new version has been created ('Revise'-'>'Save').

Study plans are archived electronically directly in the system, 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 program, as the ISP system cannot handle more than one admission at the same level.
- Forced approval. If a doctoral student refuses to approve/sign an ISP, the Head of Department may have to 'approve' in order to advance the ISP process. Please contact the system administration at e-isp@kth.se for more information on this.