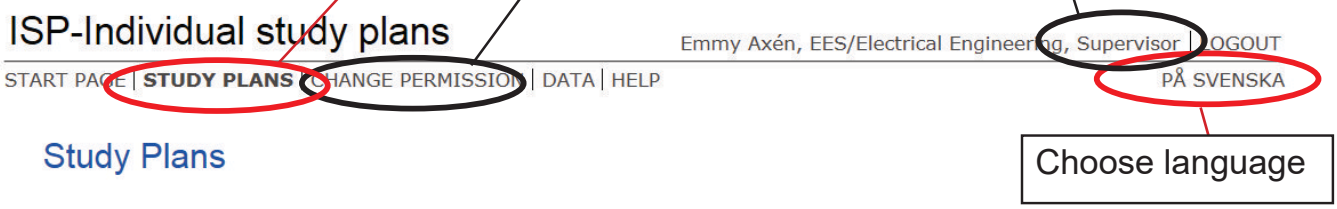
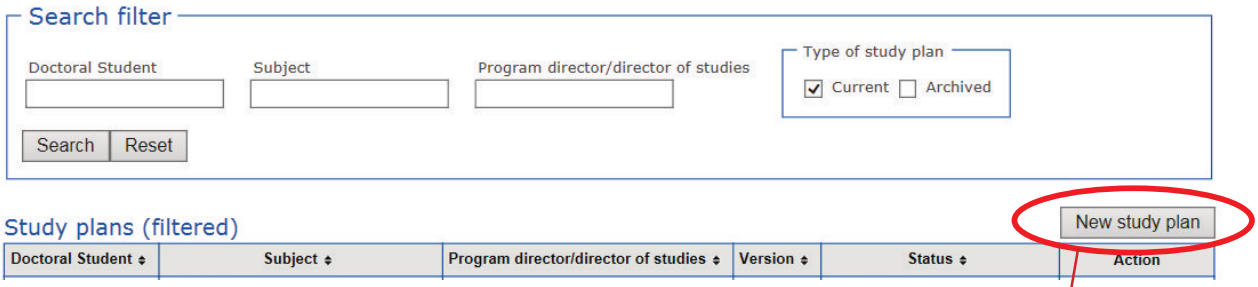
How to fill out the ISP at EECS 2019

If you have several roles, remember to check that you are logged in with the right permission.

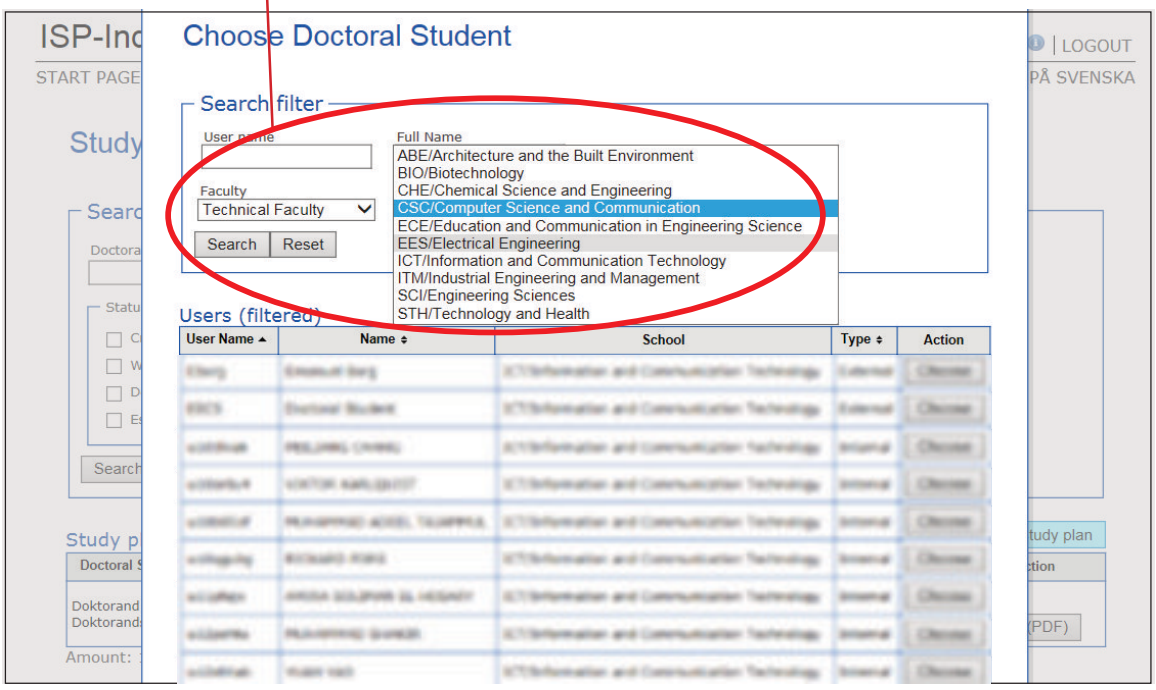
To create an ISP the SUPERVISOR needs to click on STUDY PLANS



Choose language



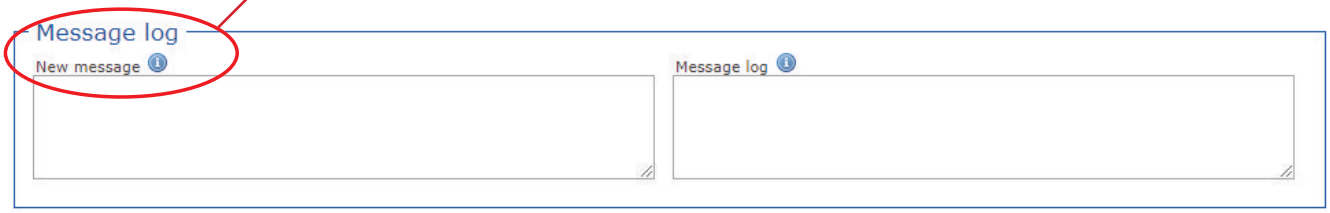
The supervisor will be able to choose doctoral student by clicking “new study plan”



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 ISP. The principal supervisor must notify the doctoral student when an ISP has been created since this will not be done automatically. If the supervisor selects ‘Create‘ the buttons ‘Save’ and ‘Save & Close’ will be displayed at the bottom of the form, and he/she and the doctoral student can work on the ISP simultaneously.

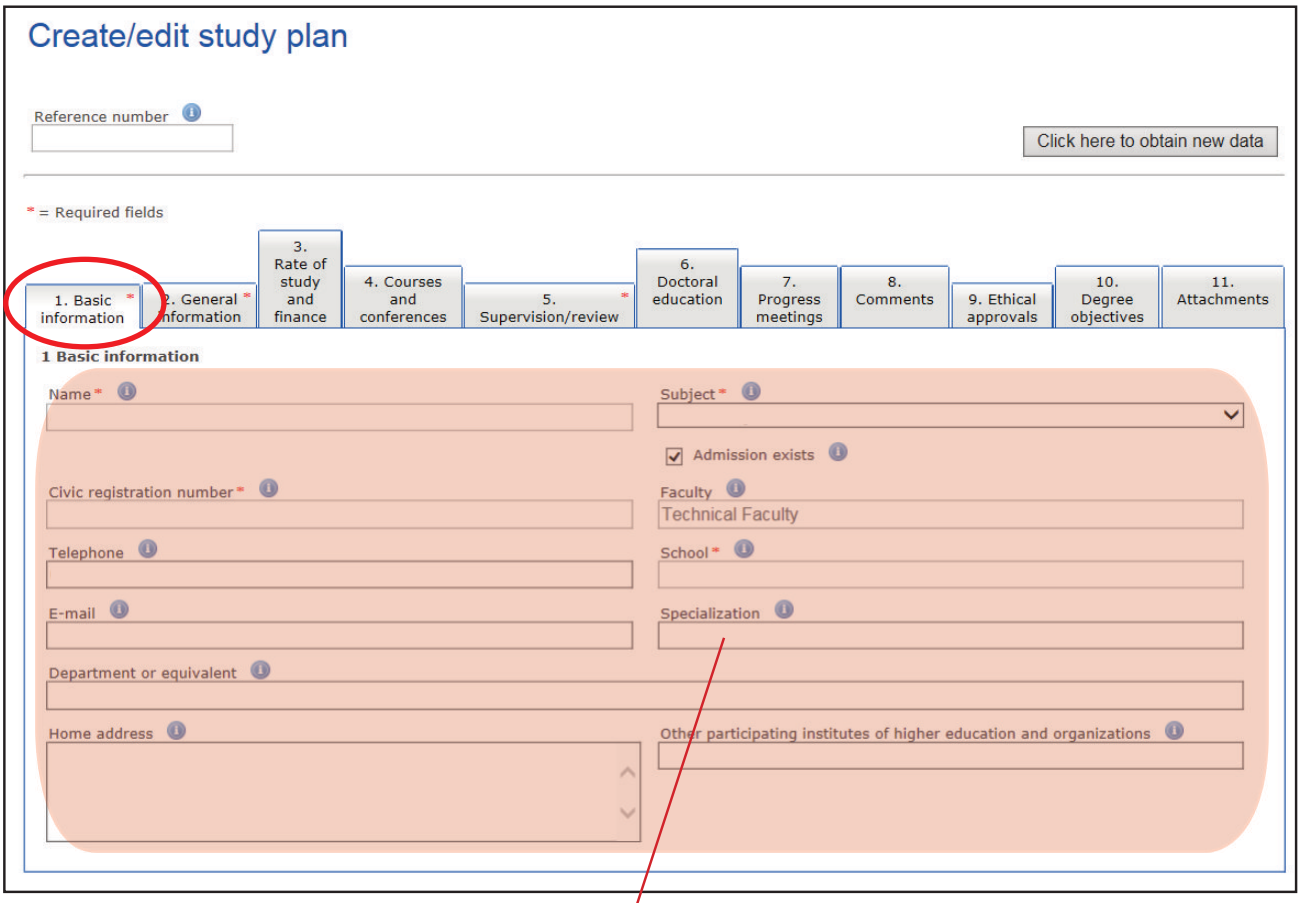
When the student is satisfied with the ISP, he/she clicks ‘Approve and send’. The principal supervisor is notified via e-mail that the student has submitted the ISP for approval. If the supervisor makes any changes, the ISP is returned to the doctoral student for his/her approval. The ISP will not be forwarded to the PA until the principal supervisor has approved the plan without revisions.

The messages in the message log, which can be found on all ten tabs, 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 subsequent people receiving the ISP.



Tab 1

NB! The fields highlighted in red indicate compulsory information.

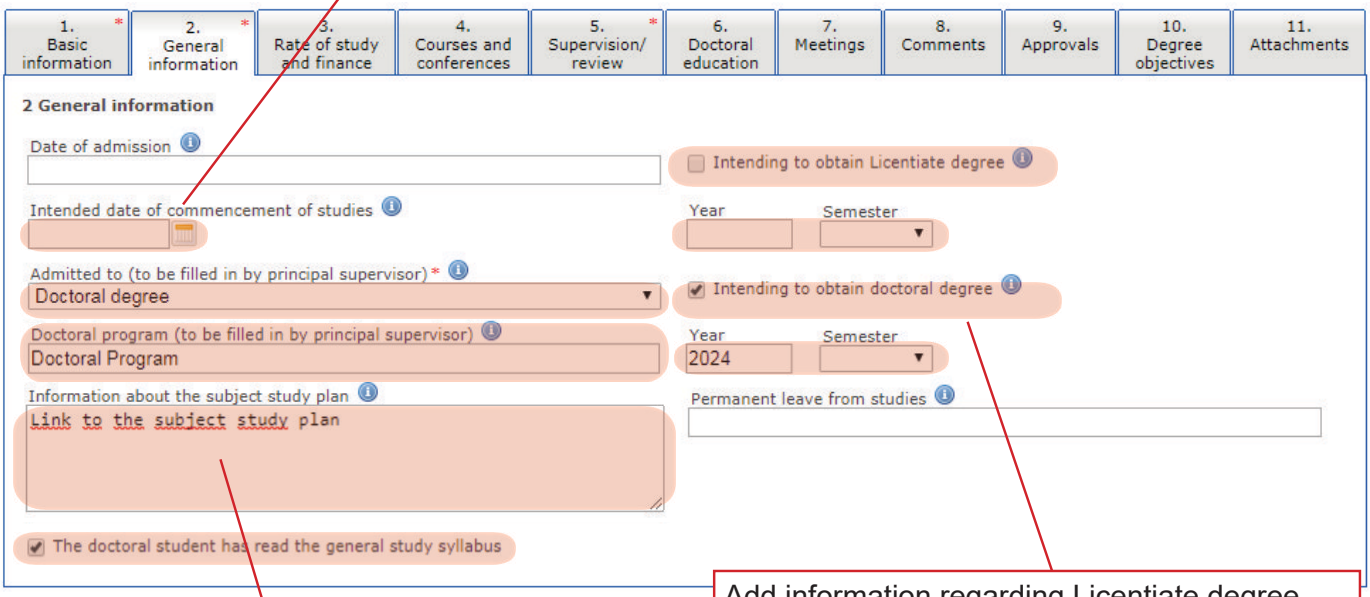


Complete all relevant information that has not been obtained from Ladok. Remember to check if the subject has a specialization and which one this is.

If the subject has a specialization it needs to be stated in this field, even if it has the same name as the subject.

Tab 2

When creating the first ISP, specify when the doctoral student is actually starting his or her studies. We base the information about activity and funding on this date.

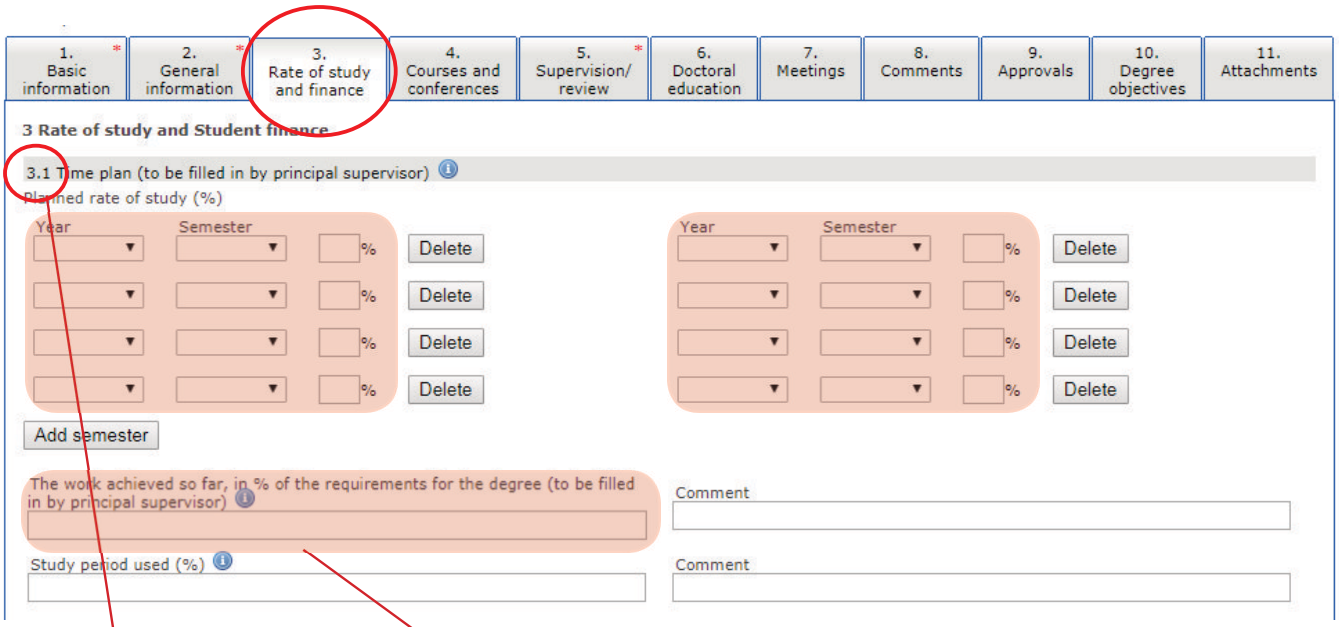


Add information regarding Licentiate degree and/or doctoral degree.

This box should be used if you wish to change to a more recent Subject Study Plan than the one you are admitted to.

Tab 3

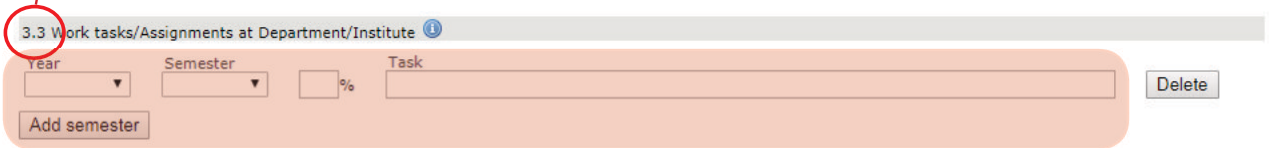
Planned funding for the entire study period as doctoral student must be stated on this tab. Remember that this is a plan, and that it can be amended later.



Here the supervisor states how far the student has reached towards the objective of the degree. See also tab 4.5.

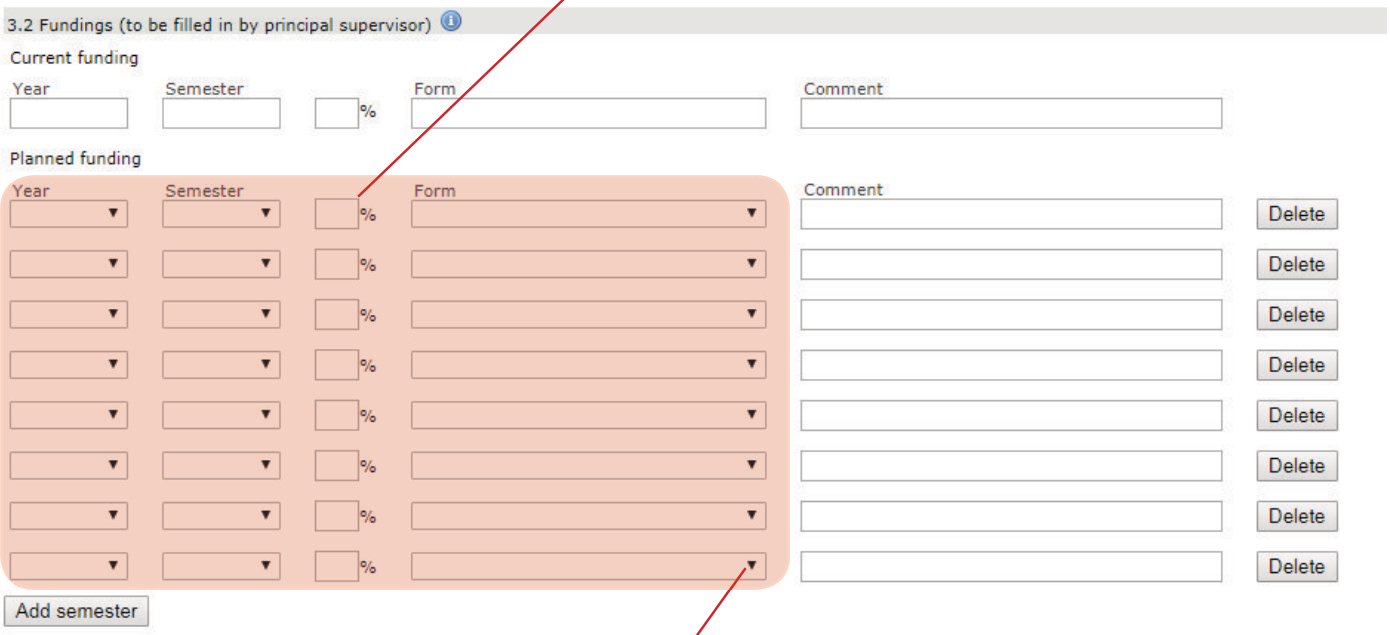
For a regular position as a doctoral student 3.1 and 3.3 add up to 100%.

For doctoral students employed by industry the planned rate of study will very likely be lower than 100%. However 3.1 may never be lower than 50%



Tab 3

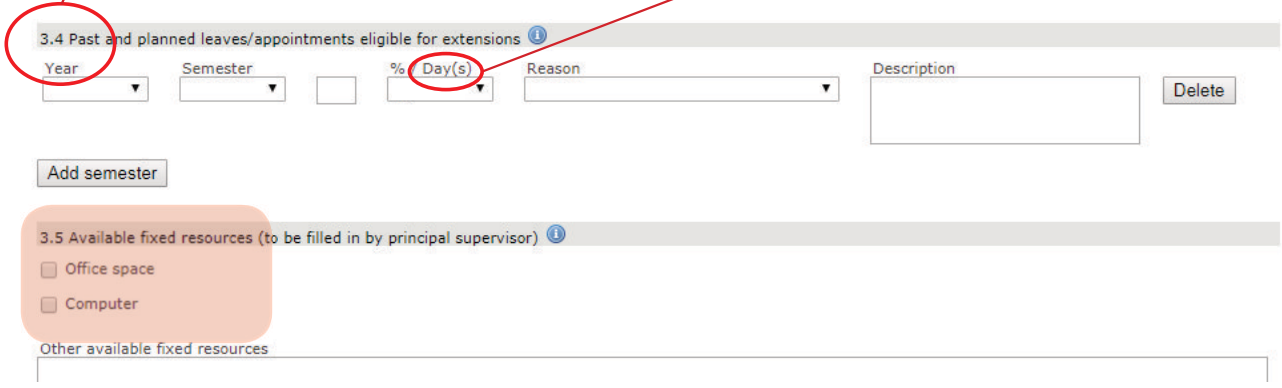
In 3.2 you should state the doctoral student's funding. If the doctoral student has no planned funding he/she will not be registered in Ladok and will not be able to use student benefits, register for courses or get updated SSSB certificates.



If the student is employed as a doctoral student at KTH you should choose “Doctoral studentship”. In Swedish, choose “Anställning som doktorand”.

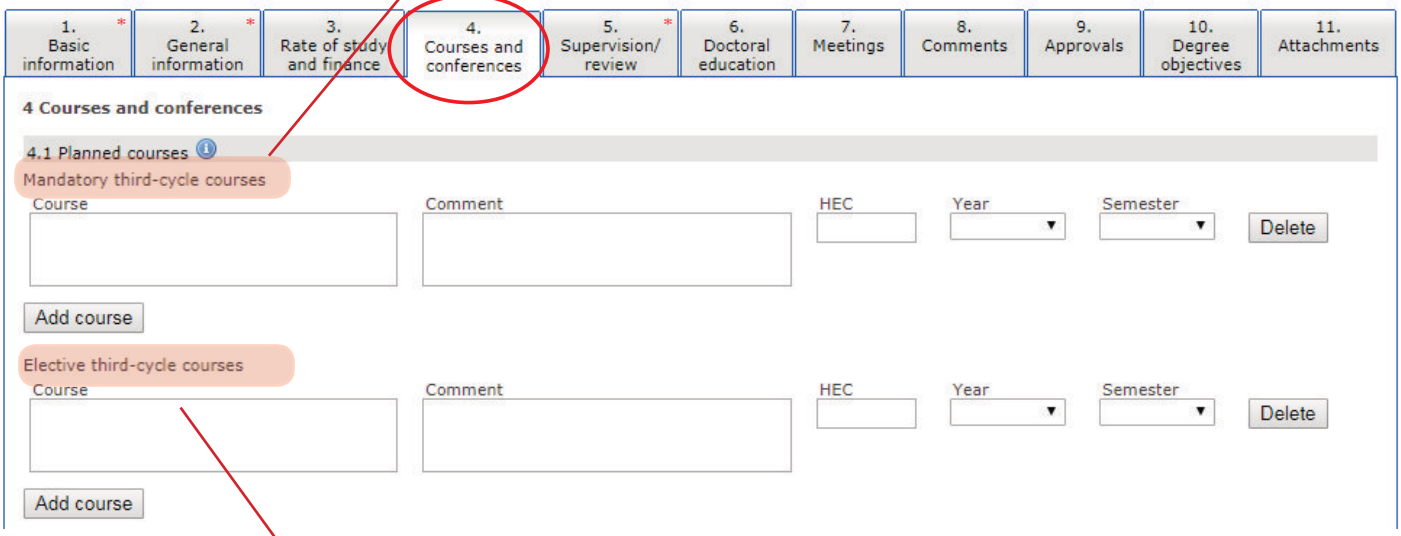
The funding has to add up to 100% regardless of the rate of study (3.1)

Extension of employment due to illness, service in the military armed forces, parental leave or leave of absence related to an elected position in a union or student organization (commission-of-trust) is stated in 3.4. Use days, not %.



Tab 4

All compulsory courses must be stated here from the time of admission. You will find the compulsory courses for each subject in the Subject Study Plan on the web page: https://intra.kth.se/eecs/forskarutbildning/doctoral-programmes



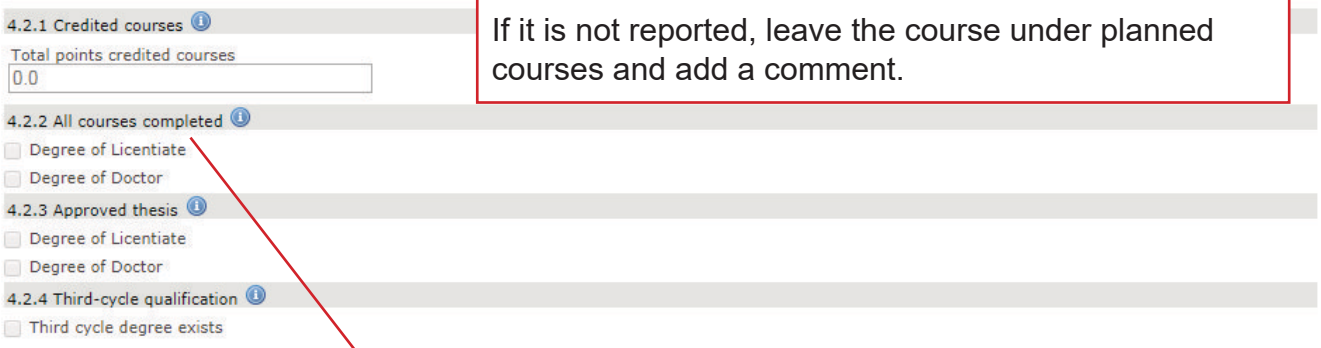
You only need to plan the elective courses one year in advance.

If you want to transfer credits, include the courses here and submit the form “FO-TRAK” to the Doctoral Education Support. This applies to courses on all levels.

If you plan to take a first or second cycle level course at KTH this must be stated as a planned course in your latest established ISP before you apply for and start the course.

4.2.1 Information reported in Ladok is not instantly imported to the ISP. The ISP-system collects data from Ladok at least once per week

If it is not reported, leave the course under planned courses and add a comment.

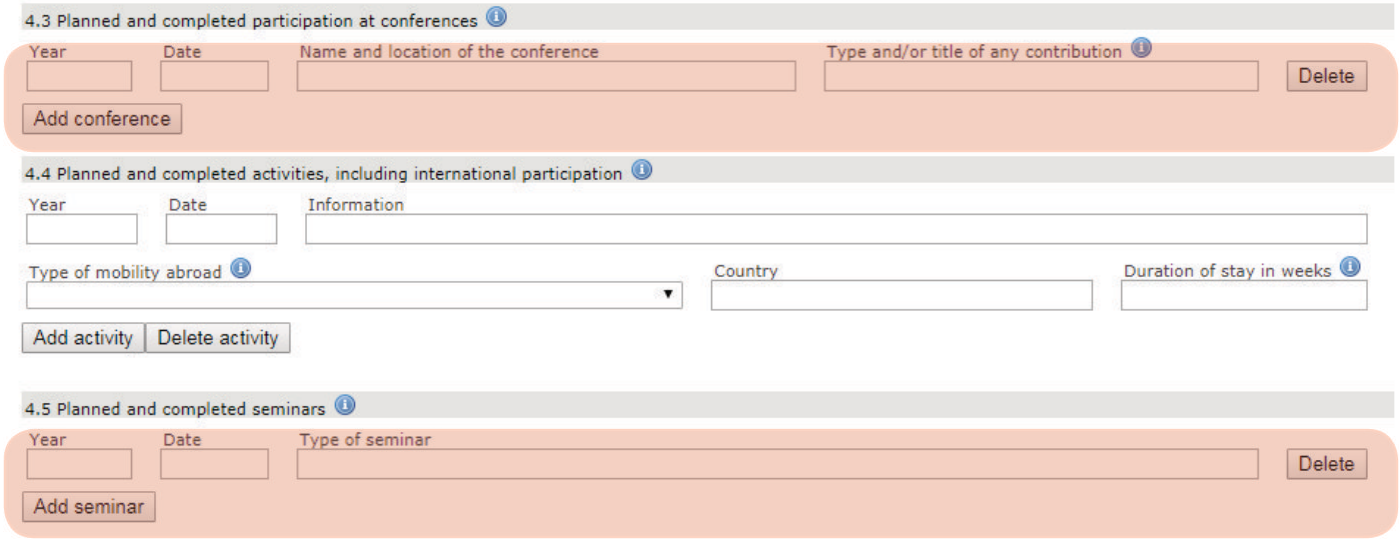


4.2.2 and 4.2.3 is no longer used.

Tab 4

4.3 is compulsory since it indicates that some of the tab10 objectives are fulfilled

If relevant for the doctoral program, indicate completed and planned activities and seminars here.You only need to plan one year in advance.



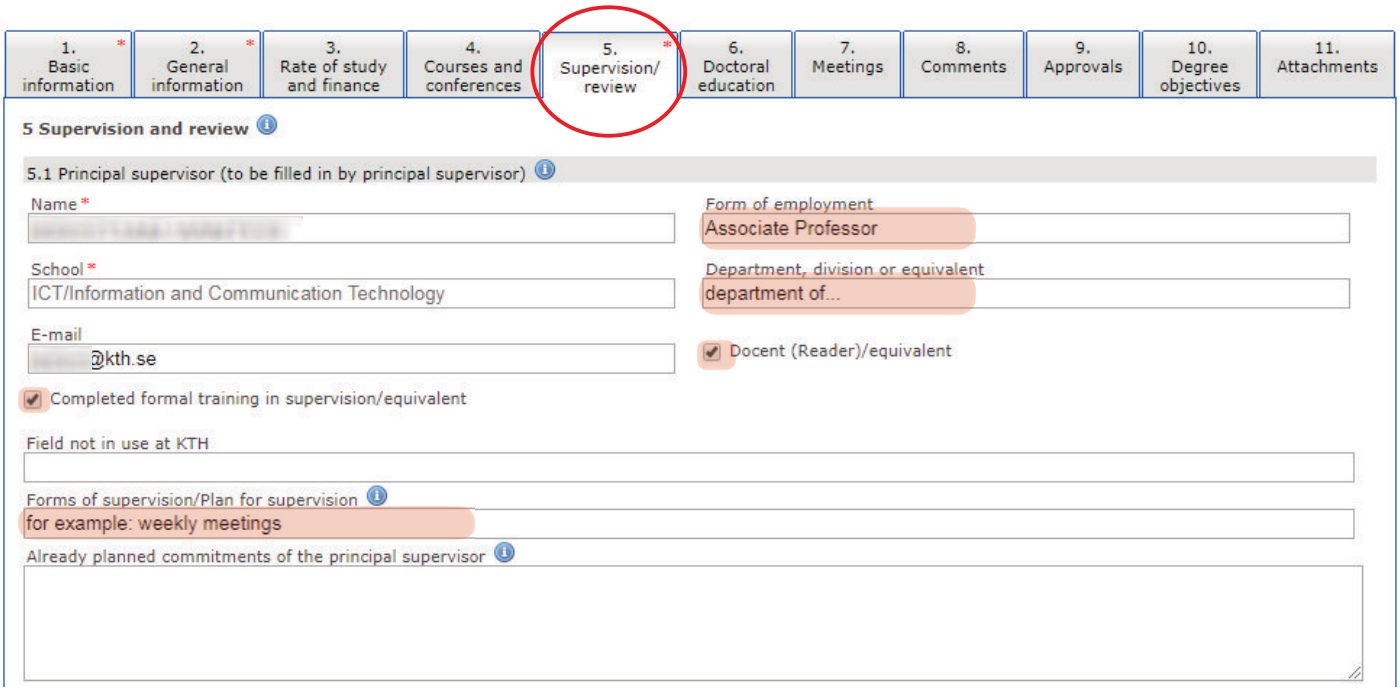
It is highly recommended that the following seminars or meetings are entered in the individual study plan under tab 4.5. When these seminars or meetings have taken place, students who are employed by the school will advance according to the Doctoral student salary agreement.

30% Checkpoint – Meeting/seminar where the doctoral student thoroughly presents the plan for and status of their project. This must be planned for in the first individual study plan and shall take place 16 months after admission. If there are extensive deviations from the plan the individual study plan should be revised after the meeting.

Licentiate seminar or 50% seminar – Seminar held when at least 50% of the requirements have been met for a final doctoral thesis and defense. If the format is a 50% seminar, an external representative should be present to discuss the work. This representative should meet the same requirements as the special reviewer for a licentiate thesis. This seminar must be planned for in the first individual study plan, but can be changed later if necessary.

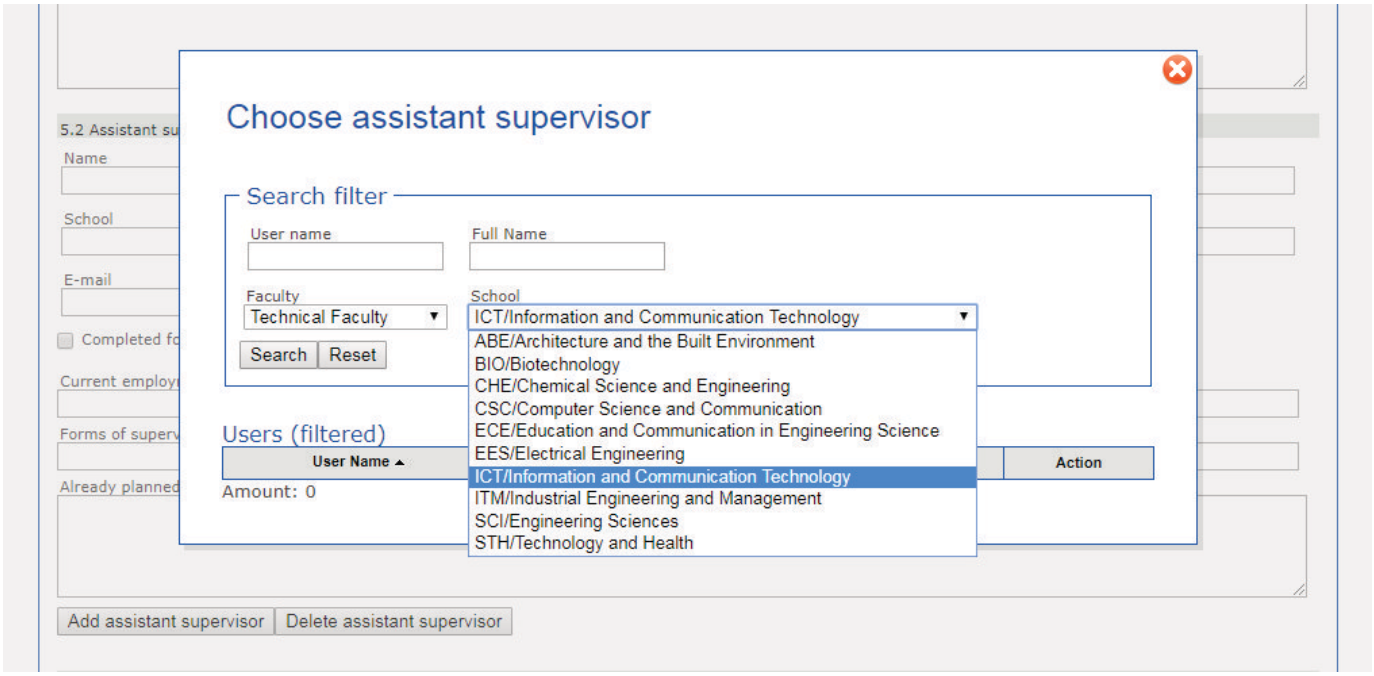
80% predefense – Meeting/seminar where the supervisor and the proposed advance reviewer participate. Others may also be invited. Also to be planned for in the first individual study plan, but can be changed later if necessary.

Tab 5



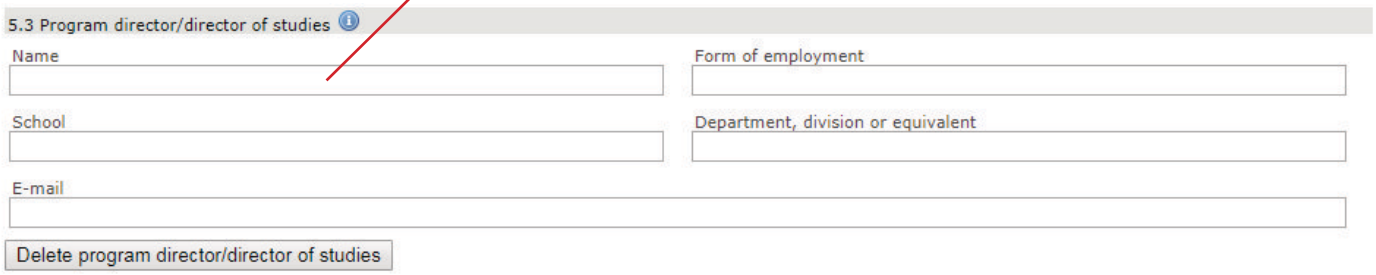
At least two supervisors must be appointed for each doctoral student. Please fill out all information known for *all* supervisors.

5.2 When you start typing a name a box with supervisors will appear and you can choose one. If the supervisor is from another school at KTH, choose the school from the list, and supervisors from that school will appear in the box. If you cannot find a name, a user account can be created by following the instructions on this link: https://intra.kth.se/en/utbildning/utbildningsadministr/isp-individuella-studieplaner-for-doktorander

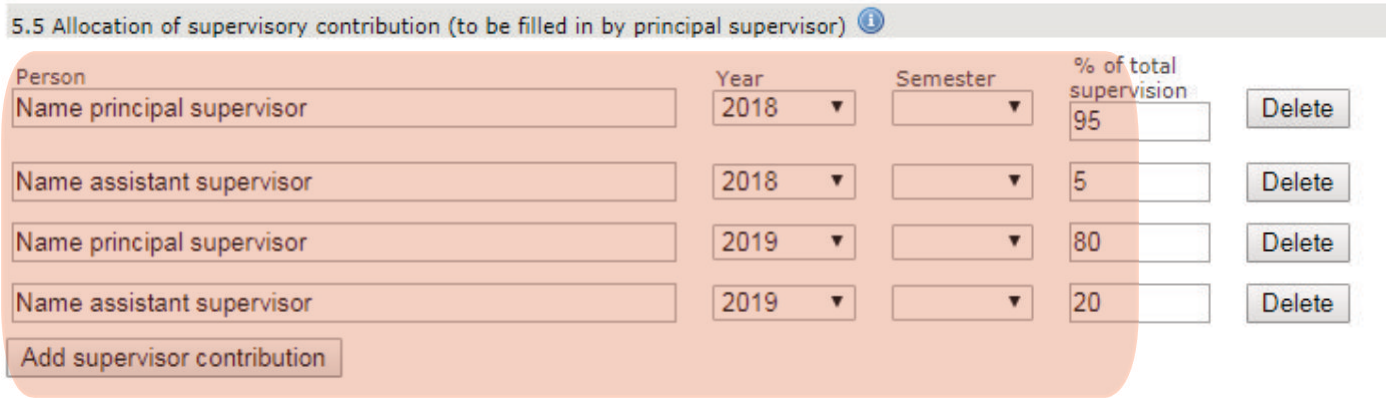


Tab 5

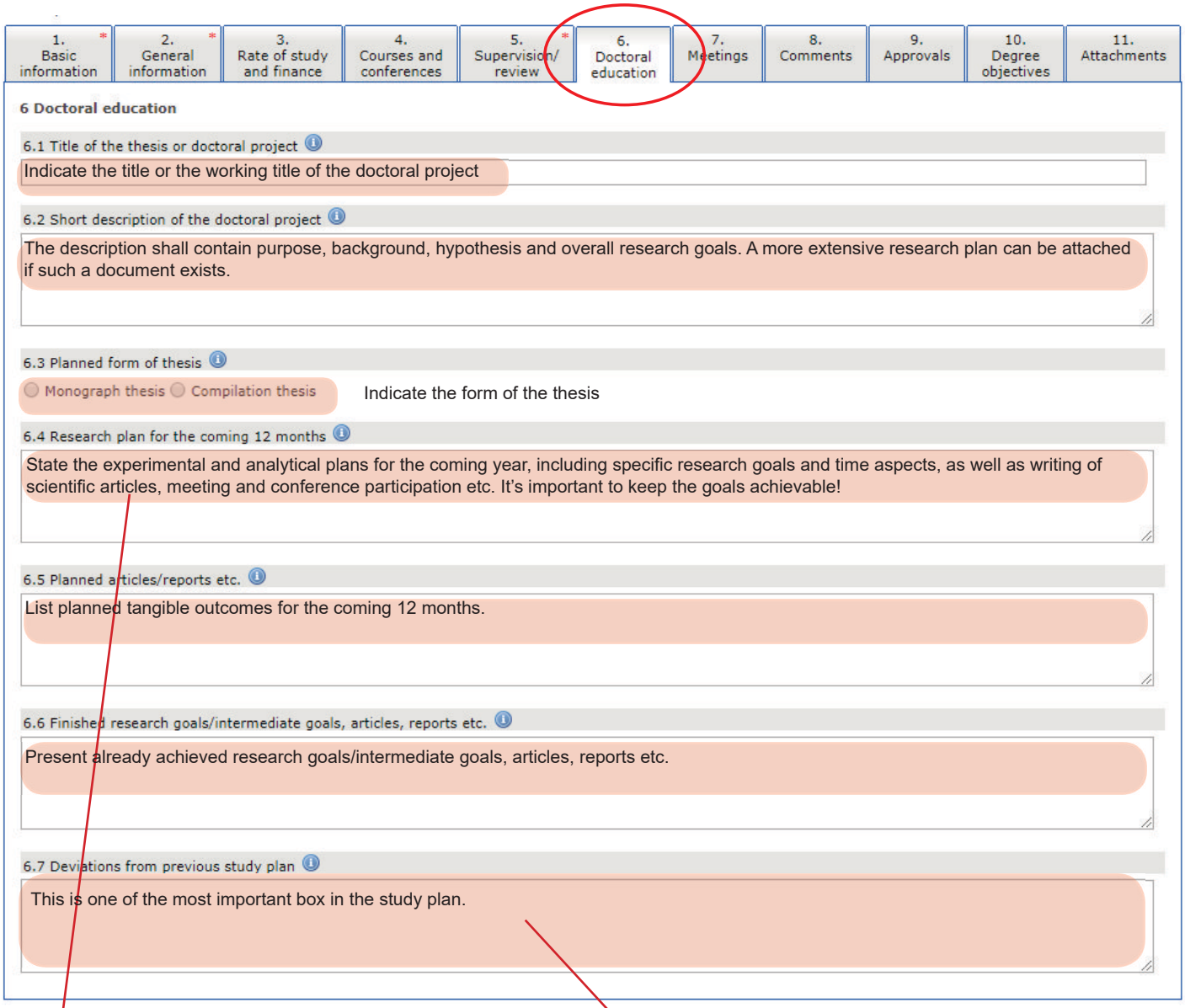
Click ‘Name’ and choose a programme director/director of studies from the list. If you are uncertain of whom to choose follow this link: https://intra.kth.se/en/eecs/forskarutbildning/individual-study-plan-isp-1.813436



Do not use this box to indicate assistant supervisors. Please add assistant supervisors by clicking “add assistant supervisor” under 5.2



Tab 6

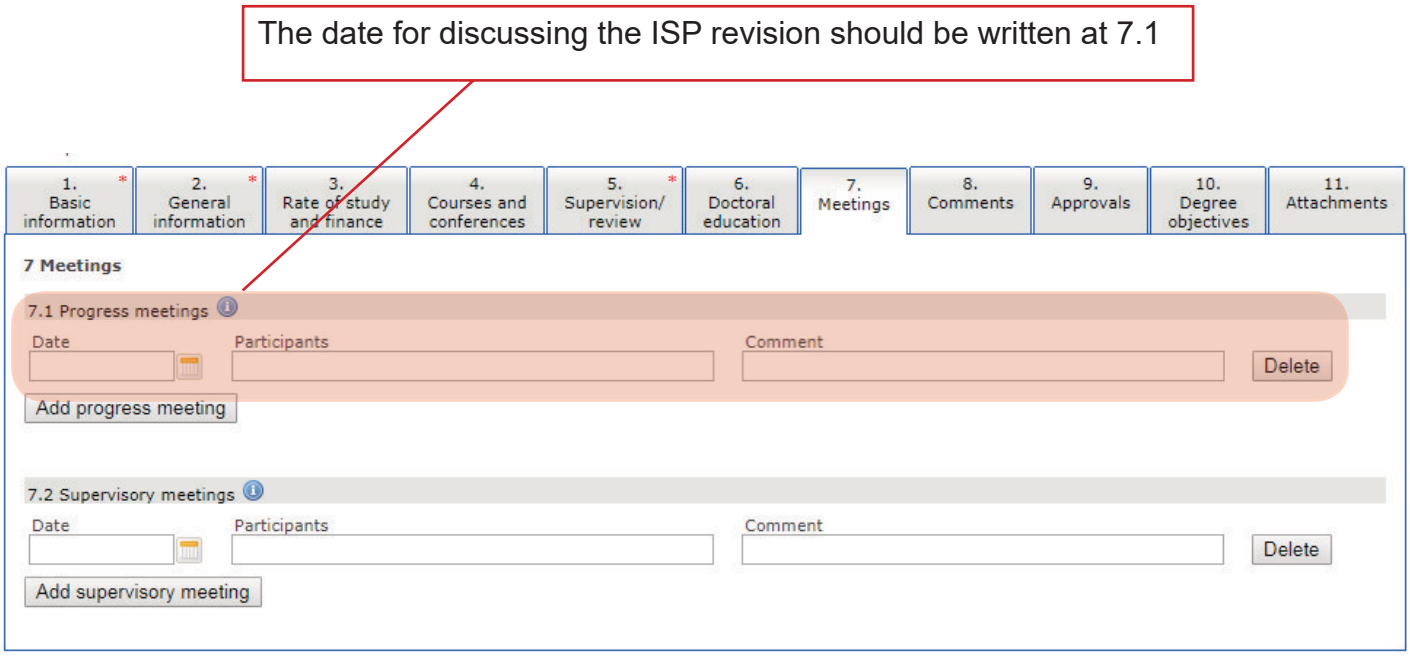


6.4 Advancements in the doctoral student salary agreement (doctoral ladder) are made after achieving the milestones which are defined in the ISP (tab 4.5), corresponding to 30%, 50% and 80% of the total degree requirements. If no objective milestones have been explicitly stated in 4.5, advancements in the doctoral ladder (30/50/80%) will be based on the total study period used (i.e.advancements based on time, not achievements).

If no deviations write: According to plan.

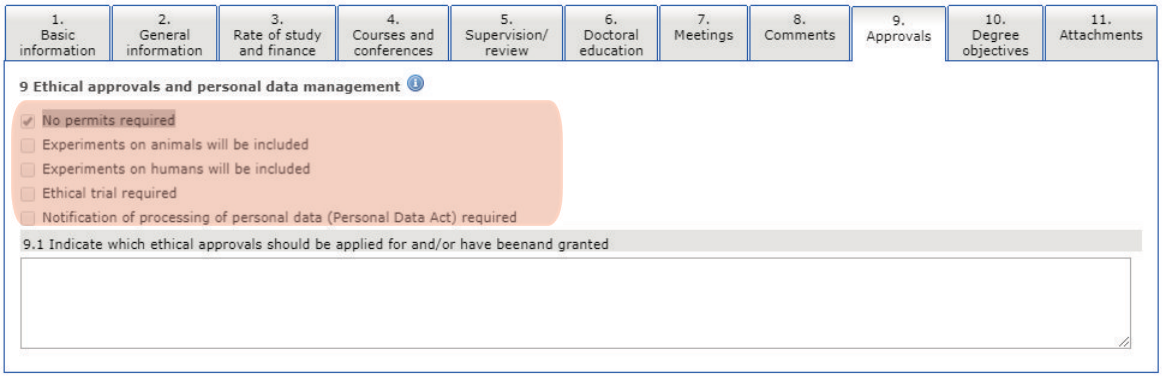
Otherwise, state in detail the objectives that were not fulfilled, what was actually achieved, and the reasons for the deviations. The latter can, e.g., be changes in priorities, rate of study, supervision, technical difficulties.

Tab 7

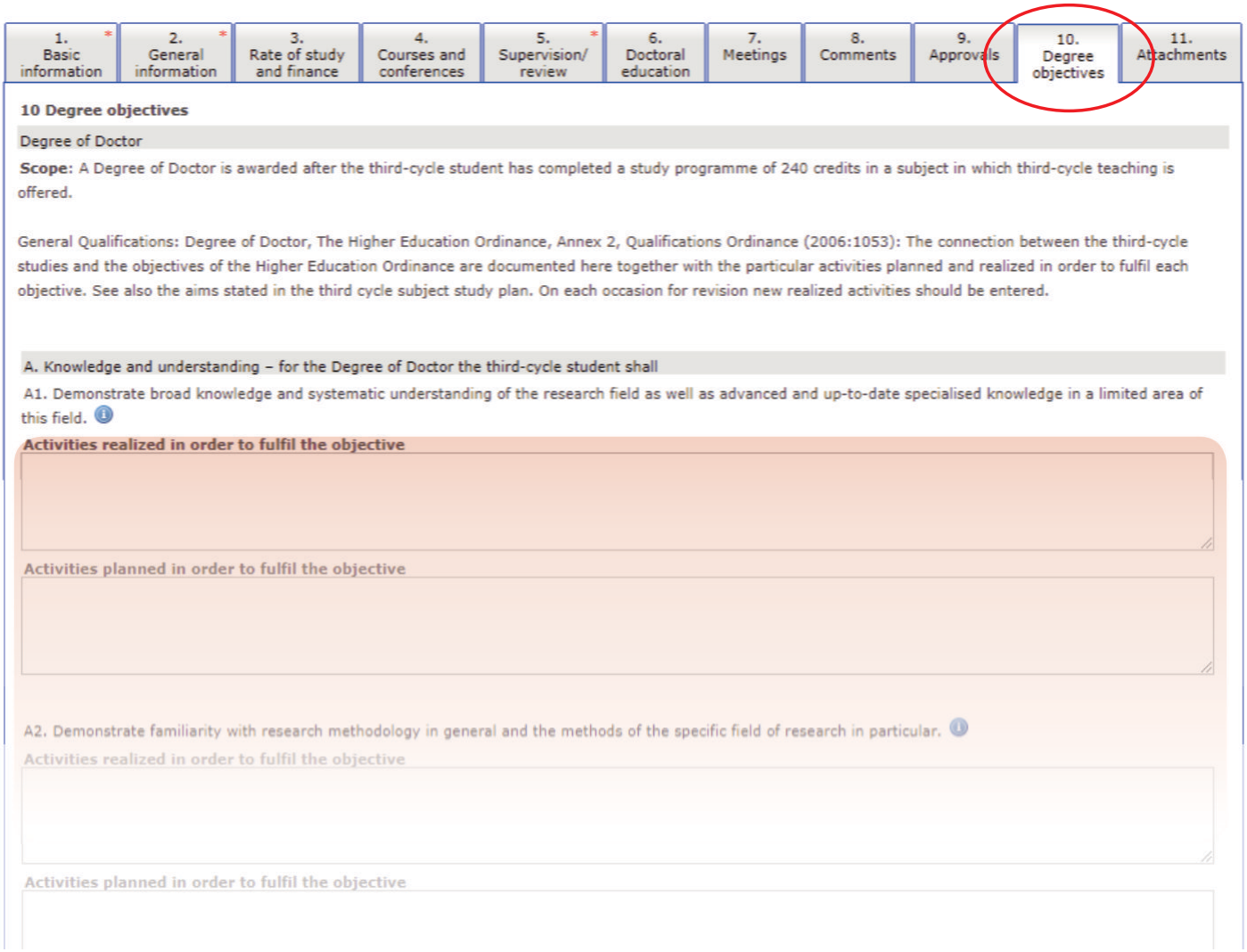


The tabs 8, and 11 are optional.

Tab 9



Tab 10



This tab indicates the objectives that the Swedish higher ordinance board has set for doctoral students. To fill this out is mandatory. The objectives are connected to the intended degree (doctoral or licentiate) and are differen depending on which of the two the student is aiming for. Examples of how the objectives can be obtained can be found in the help section.

On the next page you will find an example of a text that connects certain courses to these objectives. If you are intending to take, or have passed these courses (all are general skills, and mandatory for the third cycle subject Electrical Engineering), you can copy and paste this text.

10 Degree objectives

A1. By taking courses in the field of ..., and thesis work.

A2. By taking the course FAK3014 with the learning outcome: “Account for and apply fundamental concepts from the theory and methodology of science on problem areas within the theory and methodology of science”, “identify and critically discuss, both orally and in writing, fundamental theoretical and methodological issues in the technical, natural and social sciences”, “identify and critically discuss, both orally and in writing, specific methodological problems in a study, the design of an experiment, the use of a particular method of measurement, or the use of a particular model”.

B1. By taking the course FAK3014 with the learning outcome: “Account for fundamental theories concerning the epistemological and explanatory status of science”.

B2. By taking the course FAK3014 with the learning outcome: “The fundamental problems common to the natural sciences and on the general strategies, methods and concepts that modern science has developed to address these problems” and “analyze the relationship between the basic results of a study and the conclusions that legitimately can be drawn on the basis of the results.”

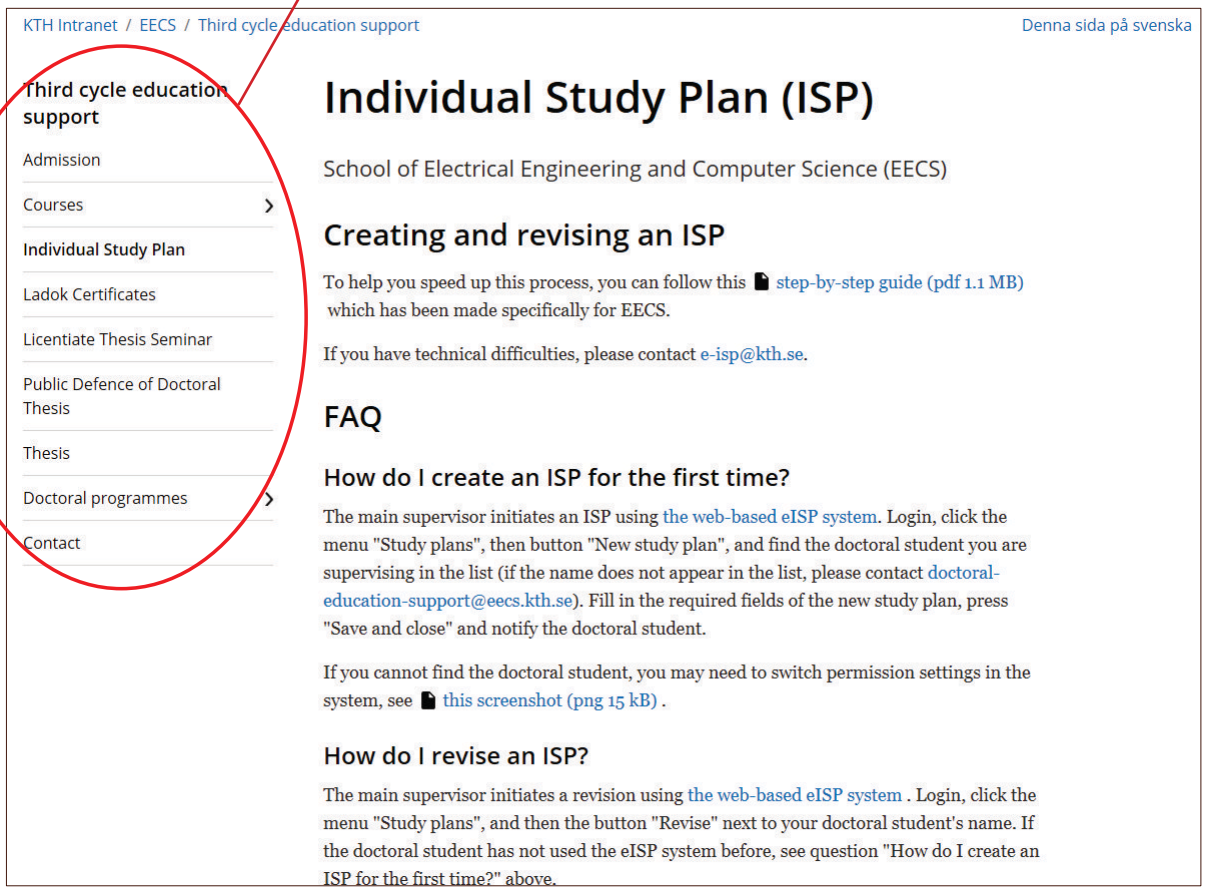
B3. By taking the course FDS3103 with the learning outcome: “Know how to apply the IMRD structure in the production of a research article”, “argue persuasively for a research idea using references to published research” and “correctly use and reference source material according to journal standards”.

B4. By taking the course FLH3000 with the learning outcome: “Present and explain topics and perform activating assignments within your own field of study” and “Show an ability to use and apply basic concepts, material and methods in, and conditions for, teaching and learning within higher education”, and the course FDS3103 with the learning outcome: “Understand basic principles of scientific writing for both specialized and non-specialized audiences” and “Popular Science writing”.

B5. By taking the course FLH3000 with the learning outcome: “Give and receive feedback” and “preparation, practice, reflection, and acquisition of knowledge together with sharing experiences and ideas with others.”

B6. By taking the course FAK3127 with the learning outcome: “Research Applications. Idea-phase. Application and contract-phase. Formal application and contract process. Contract management and negotiation. Project-phase. Innovation processes, patents and product sales”.

C1. By taking the course FAK3127 with the learning outcome: “Key ethical issues and concepts (such as autonomy and informed consent). Research misconduct. The relevance of the research norms of basic ethical theories. Ethical review and research ethics committees, the new law on research ethics review.”

C2. By taking the course FAK3127 with the learning outcome: “The researcher’s responsibility for the consequences of research.” And “conceptual and practical tools that a researcher needs in order to - on a long term basis - interact with society.”

Please visit our webpage. It contains lots of useful information:
https://intra.kth.se/eecs/forskarutbildning