

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

ISP-Individual study plans

START PAGE | **STUDY PLANS** | CHANGE PERMISSION | DATA | HELP

Emmy Axén, EES/Electrical Engineering, Supervisor | LOGOUT

PÅ SVENSKA

Study Plans

Choose language

Search filter

Doctoral Student Subject Program director/director of studies

Type of study plan
☒ Current ☐ Archived

Search Reset

Study plans (filtered)

Doctoral Student	Subject	Program director/director of studies	Version	Status	Action
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New study plan

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

ISP-Individual study plans

START PAGE | STUDY PLANS | CHANGE PERMISSION | DATA | HELP

Emmy Axén, EES/Electrical Engineering, Supervisor | LOGOUT

PÅ SVENSKA

Choose Doctoral Student

Search filter

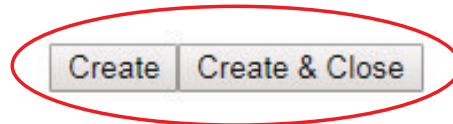
User name Full Name

Faculty Technical Faculty

Search Reset

Users (filtered)

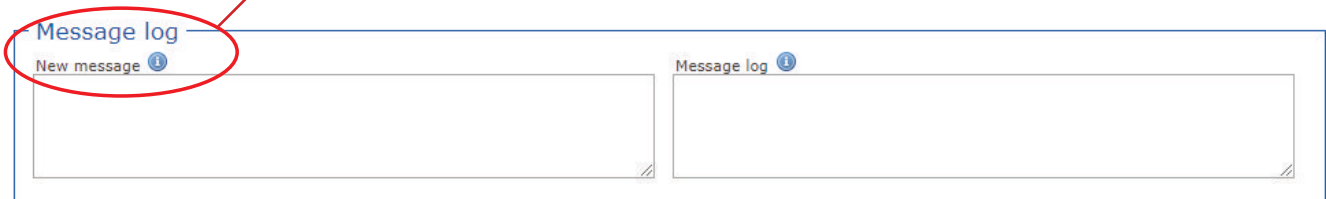
User Name	Name	School	Type	Action
Elberg	Emmanuel Berg	ICT/Information and Communication Technology	External	Choose
EECS	Emmanuel Berg	ICT/Information and Communication Technology	External	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose
elberg@ee	Emmanuel Berg	ICT/Information and Communication Technology	Internal	Choose



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.

Create/edit study plan



Reference number 


[Click here to obtain new data](#)



* = Required fields

1. Basic  2. General  3. Rate of study and finance 4. Courses and conferences 5. Supervision/review  6. Doctoral education 7. Progress meetings 8. Comments 9. Ethical approvals 10. Degree objectives 11. Attachments



1 Basic information



Name  Subject 


☐ Admission exists 



Civic registration number  Faculty 

Technical Faculty

Telephone  School 

E-mail  Specialization 

Department or equivalent 

Home address  Other participating institutes of higher education and organizations 

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.

1. Basic information *	2. General information *	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review *	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments
2 General information										
Date of admission <i>i</i>					<input type="checkbox"/> Intending to obtain Licentiate degree <i>i</i>					
Intended date of commencement of studies <i>i</i>					Year <input type="text"/> Semester <input type="text"/>					
Admitted to (to be filled in by principal supervisor) * <i>i</i>					<input checked="" type="checkbox"/> Intending to obtain doctoral degree <i>i</i>					
Doctoral degree <input type="text"/>					Year <input type="text"/> Semester <input type="text"/>					
Doctoral program (to be filled in by principal supervisor) <i>i</i>					2024 <input type="text"/>					
Doctoral Program <input type="text"/>					Permanent leave from studies <i>i</i>					
Information about the subject study plan <i>i</i>					<input type="text"/>					
Link to the subject study plan <input type="text"/>										
<input checked="" type="checkbox"/> The doctoral student has read the general study syllabus										

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.

1. Basic information *	2. General information *	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review *	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments																																																		
3 Rate of study and Student finance																																																												
3.1 Time plan (to be filled in by principal supervisor) ⓘ																																																												
Planned rate of study (%)																																																												
<table border="0"> <tr> <td>Year</td> <td>Semester</td> <td></td> <td>%</td> <td>Delete</td> <td>Year</td> <td>Semester</td> <td></td> <td>%</td> <td>Delete</td> </tr> <tr> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> </tr> <tr> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> </tr> <tr> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> </tr> <tr> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> <td>▼</td> <td>▼</td> <td></td> <td>%</td> <td>Delete</td> </tr> </table>											Year	Semester		%	Delete	Year	Semester		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete	▼	▼		%	Delete
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▼	▼		%	Delete	▼	▼		%	Delete																																																			
Add semester																																																												
The work achieved so far, in % of the requirements for the degree (to be filled in by principal supervisor) ⓘ																																																												
Study period used (%) ⓘ																																																												
Comment																																																												
Comment																																																												

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%

3.3 Work tasks/Assignments at Department/Institute ⓘ

Year	Semester	Task	Delete
▼	▼		Delete

Add semester

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.

3.2 Fundings (to be filled in by principal supervisor) ⓘ

Current funding

Year Semester % Form Comment

Planned funding

Year	Semester	%	Form	Comment	
<input type="text"/>	<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"/>	<input type="text"/>	Delete
<input type="text"/>	<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"/>	<input type="text"/>	Delete
<input type="text"/>	<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"/>	<input type="text"/>	Delete
<input type="text"/>	<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"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Add semester

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 %.

3.4 Past and planned leaves/appointments eligible for extensions ⓘ

Year Semester % Day(s) Reason Description Delete

Add semester

3.5 Available fixed resources (to be filled in by principal supervisor) ⓘ

☐ Office space

☐ Computer

Other available fixed resources

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>

1. Basic information *	2. General information *	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review *	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments
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4 Courses and conferences

4.1 Planned courses ⓘ

Mandatory third-cycle courses

Course	Comment	HEC	Year	Semester	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Elective third-cycle courses

Course	Comment	HEC	Year	Semester	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

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.

4.2.1 Credited courses ⓘ

Total points credited courses

4.2.2 All courses completed ⓘ

☐ Degree of Licentiate

☐ Degree of Doctor

4.2.3 Approved thesis ⓘ

☐ Degree of Licentiate

☐ Degree of Doctor

4.2.4 Third-cycle qualification ⓘ

☐ Third cycle degree exists

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.

4.3 Planned and completed participation at conferences ⓘ

Year

Date

Name and location of the conference

Type and/or title of any contribution ⓘ

Delete

Add conference

4.4 Planned and completed activities, including international participation ⓘ

Year

Date

Information

Type of mobility abroad ⓘ

Country

Duration of stay in weeks ⓘ

Add activity Delete activity

4.5 Planned and completed seminars ⓘ

Year

Date

Type of seminar

Delete

Add seminar

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

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5 Supervision and review

5.1 Principal supervisor (to be filled in by principal supervisor)

Name *

School *

E-mail

☒ Completed formal training in supervision/equivalent

Field not in use at KTH

Forms of supervision/Plan for supervision

Already planned commitments of the principal supervisor

Form of employment

Department, division or equivalent department of...

☒ Docent (Reader)/equivalent

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>

Choose assistant supervisor

Search filter

User name Full Name

Faculty School

Users (filtered)

User Name ▲	Action
ICT/Information and Communication Technology	
ITM/Industrial Engineering and Management	
SCI/Engineering Sciences	
STH/Technology and Health	
ABE/Architecture and the Built Environment	
BIO/Biotechnology	
CHE/Chemical Science and Engineering	
CSC/Computer Science and Communication	
ECE/Education and Communication in Engineering Science	
EES/Electrical Engineering	

Amount: 0

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>

5.3 Program director/director of studies ⓘ

Name	Form of employment
<input type="text"/>	<input type="text"/>
School	Department, division or equivalent
<input type="text"/>	<input type="text"/>
E-mail	
<input type="text"/>	
<input type="button" value="Delete program director/director of studies"/>	

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

5.4 Further persons ⓘ

Name	Form of employment
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>
Current employment and employer	
<input type="text"/>	
Role and availability	
<input type="text"/>	
<input type="button" value="Add additional person"/> <input type="button" value="Delete additional person"/>	

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

Person	Year	Semester	% of total supervision	
Name principal supervisor	2018 ▼	▼	95	<input type="text"/> <input type="button" value="Delete"/>
Name assistant supervisor	2018 ▼	▼	5	<input type="text"/> <input type="button" value="Delete"/>
Name principal supervisor	2019 ▼	▼	80	<input type="text"/> <input type="button" value="Delete"/>
Name assistant supervisor	2019 ▼	▼	20	<input type="text"/> <input type="button" value="Delete"/>
<input type="button" value="Add supervisor contribution"/>				

Tab 6

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6 Doctoral education

6.1 Title of the thesis or doctoral project

Indicate the title or the working title of the doctoral project

6.2 Short description of the doctoral project

The description shall contain purpose, background, hypothesis and overall research goals. A more extensive research plan can be attached if such a document exists.

6.3 Planned form of thesis

☐ Monograph thesis
 ☐ Compilation thesis
 Indicate the form of the thesis

6.4 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!

6.5 Planned articles/reports etc.

List planned tangible outcomes for the coming 12 months.

6.6 Finished research goals/intermediate goals, articles, reports etc.

Present already achieved research goals/intermediate goals, articles, reports etc.

6.7 Deviations from previous study plan

This is one of the most important box in the study plan.

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 date for discussing the ISP revision should be written at 7.1

1. Basic information *	2. General information *	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review *	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments
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7 Meetings
7.1 Progress meetings ⓘ
Date  Participants Comment

7.2 Supervisory meetings ⓘ
Date  Participants Comment

The tabs 8, and 11 are optional.

Tab 9

1. Basic information	2. General information	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments
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9 Ethical approvals and personal data management ⓘ
☒ No permits required
☐ Experiments on animals will be included
☐ Experiments on humans will be included
☐ Ethical trial required
☐ Notification of processing of personal data (Personal Data Act) required
9.1 Indicate which ethical approvals should be applied for and/or have been granted

Tab 10

1. Basic information *	2. General information *	3. Rate of study and finance	4. Courses and conferences	5. Supervision/ review *	6. Doctoral education	7. Meetings	8. Comments	9. Approvals	10. Degree objectives	11. Attachments
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10 Degree objectives

Degree of Doctor

Scope: A Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.

General Qualifications: Degree of Doctor, The Higher Education Ordinance, Annex 2, Qualifications Ordinance (2006:1053): The connection between the third-cycle studies and the objectives of the Higher Education Ordinance are documented here together with the particular activities planned and realized in order to fulfil each objective. See also the aims stated in the third cycle subject study plan. On each occasion for revision new realized activities should be entered.

A. Knowledge and understanding – for the Degree of Doctor the third-cycle student shall

A1. Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field. ⓘ

Activities realized in order to fulfil the objective

Activities planned in order to fulfil the objective

A2. Demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular. ⓘ

Activities realized in order to fulfil the objective

Activities planned in order to fulfil the objective

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 different 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".

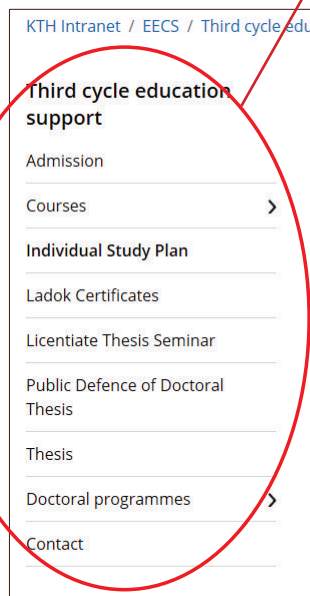
B5. By taking the course **FLH3000** with the learning outcome: "Give and receive feedback" and "preparation, practice, reflection, and acquisition of knowledge together with sharing experiences and ideas with others."

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>



KTH Intranet / EECS / Third cycle education support Denna sida på svenska

Third cycle education support

- Admission
- Courses >
- Individual Study Plan**
- Ladok Certificates
- Licentiate Thesis Seminar
- Public Defence of Doctoral Thesis
- Thesis
- Doctoral programmes >
- Contact

Individual Study Plan (ISP)

School of Electrical Engineering and Computer Science (EECS)

Creating and revising an ISP

To help you speed up this process, you can follow this [step-by-step guide \(pdf 1.1 MB\)](#) which has been made specifically for EECS.

If you have technical difficulties, please contact e-isp@kth.se.

FAQ

How do I create an ISP for the first time?

The main supervisor initiates an ISP using [the web-based eISP system](#). Login, click the menu "Study plans", then button "New study plan", and find the doctoral student you are supervising in the list (if the name does not appear in the list, please contact doctoral-education-support@eecs.kth.se). Fill in the required fields of the new study plan, press "Save and close" and notify the doctoral student.

If you cannot find the doctoral student, you may need to switch permission settings in the system, see [this screenshot \(png 15 kB\)](#).

How do I revise an ISP?

The main supervisor initiates a revision using [the web-based eISP system](#). Login, click the menu "Study plans", and then the button "Revise" next to your doctoral student's name. If the doctoral student has not used the eISP system before, see question "How do I create an ISP for the first time?" above.